



The Tulalip Tribes of Washington

REQUEST FOR QUALIFICATIONS

**Phase I Design Services
Tulalip Health System Integrative Health Facility**

ISSUED: December 3, 2025
SUBMISSION DEADLINE: 2:00 PM, December 19th, 2025

**Crystal Reyes, Grants & Contracts Manager
Tulalip Health System**

INTRODUCTION

The Tulalip Health System (“THS”), under the authority of the Tulalip Board of Directors, invites interested and qualified professional architectural and engineering firms to submit written Statements of Qualifications (SOQs) to provide **Phase 1 Design Services** for the remodel and renovation of the former Mormon church building located on the Tulalip Reservation.

This facility will become the new **Integrative Health Facility**, designed to support a full spectrum of services including physical therapy, massage, Reiki, acupuncture, naturopathic medicine, mental health counseling, and crisis response.

The Tulalip Health System is committed to ensuring this project reflects the highest standards of design, cultural sensitivity, sustainability, and functionality to meet the needs of the Tulalip community

PROJECT DESCRIPTION

The Tulalip Board of Directors has authorized and allocated funds for **Phase 1 Design Services**. The purpose of this phase is to complete schematic-level planning and conceptual design that will:

- Identify the most efficient and culturally appropriate use of space within the existing facility.
- Incorporate program needs from a variety of health service providers.
- Provide a preliminary cost model for future funding and implementation.
- Establish a clear conceptual design that may be advanced into future phases (Design Development, Construction Documents, Bidding, and Construction Administration)

SCOPE OF WORK

The selected firm will work in close collaboration with Tulalip Health System leadership, staff, and stakeholders to provide Phase 1 Design Services. The scope includes but is not limited to:

- **Programming and Needs Assessment:** Conduct meetings with THS leadership, providers, and stakeholders to establish functional requirements, program adjacencies, and community priorities.
- **Schematic Design:** Prepare schematic-level floor plans, space layouts, and conceptual site plans (if applicable).
- **Conceptual Engineering:** Provide preliminary mechanical, electrical, plumbing (MEP), and other system concepts to ensure feasibility and alignment with the intended use.
- **Preliminary Cost Estimating:** Prepare order-of-magnitude cost estimates to support budgeting and future funding requests.
- **Conceptual Drawings/Renderings:** Develop schematic-level drawings or renderings suitable for presentation to the Board of Directors and for use in potential grant/funding applications

The Preliminary construction budget for the project is unknown. The Project has been funded for Design and Documentation only.

Project Goals:

- Remodel/Design facility that complies with current building codes, IHS compliant, meets Accreditation requirements, is consistent with architectural aesthetic of previous Tulalip projects, and incorporates sustainable design.

- Provide flexible spaces to reflect current and future program requirements.
- Develop an environment that encourages collaboration, research, and innovation in the work spaces.

Submitting firms should demonstrate a strong background in multiphase tribal health facility projects, including experience with capital budget planning, life-cycle cost analysis, sustainable and culturally responsive design, the LEED process, and the innovative design of healthcare and community-based facilities. Experience with projects involving office, treatment, therapy, and clinical spaces is highly desirable.

For additional information, please contact:

Crystal Reyes, Grants & Contracts Manager, 425-923-9137, crystalreyes@tulaliptribes-nsn.gov

SELECTION CRITERIA

Firms will be selected in a **two-phase process**:

- **Phase 1 – Shortlisting:** Firms will be evaluated based on submitted qualifications and documentation.
- **Phase 2 – Oral Presentations & Interviews:** Shortlisted firms will be invited to participate in oral presentations, interviews, and discussion of their Native American Owned Business (NAOB) Inclusion Plans.

Firms will be considered for interviews based on the following weighted criteria, for a total of 100 possible points:

- Firm’s Past Experience with Tribal or Healthcare Projects – 30 points
- Qualifications of Key Personnel – 25 points
- Project Approach and Understanding – 20 points
- Project Methodology and Work Plan – 10 points
- Life-Cycle Cost Analysis Experience – 5 points
- Sustainable Design / LEED Experience – 5 points
- NAOB Participation Plan – 5 points

EVALUATION AND SCORING

In evaluating each of the criteria, the Selection Panel will identify significant and minor strengths and weaknesses from the submissions. The Selection Panel will then apply the weighting established in the RFQ and any addenda to determine initial scores. Following scoring, the panel will come to a consensus ranking of the firms.

Definitions of “Strength” and “Weakness”:

- **Strength:** A factor that benefits the project and increases the firm’s ability to meet or exceed the project goals.
 - *Minor Strength:* Slight positive influence.
 - *Significant Strength:* Considerable positive influence.
- **Weakness:** A factor that detracts from the firm’s ability to meet the project goals and may result in inefficient or ineffective performance.
 - *Minor Weakness:* Slight negative influence.

- *Significant Weakness*: Considerable negative influence.

Scoring Guidelines:

- **Excellent (81–100%)** – Proposal exceeds project goals and RFQ requirements, showing consistently outstanding quality with significant strengths and few/no weaknesses.
- **Good (61–80%)** – Proposal meets RFQ requirements in a beneficial way, offering advantages and added value. Strengths outweigh any weaknesses.
- **Fair (41–60%)** – Proposal contains a balance of minor or significant weaknesses and limited strengths.
- **Deficient (0–40%)** – Proposal contains significant weaknesses and no appreciable strengths.
- **Nonresponsive** – Proposal fails to meet minimum qualifications or is otherwise deemed nonresponsive to RFQ requirements.

The Owner reserves the right, at its sole discretion, to reject any submittal deemed nonresponsive to RFQ requirements.

NATIVE AMERICAN OWNED BUSINESS (NAOB) INCLUSION

- Phase 2 Submittal Requirements (mandatory requirement):
 - All shortlisted firms, including NAOB firms, will be required to submit a Native American Owned Business Inclusion Plan. The Inclusion Plan should demonstrate in detail the specific strategies, approaches, and steps your firm will use in seeking to help meet or exceed the Tribe's NAOB participation goals. Achievement of the goals is required.

NAOB PARTICIPATION GOALS

The goals for NAOB participation are:

- Native American Owned Business certified by the Tulalip Tribal Employment Rights Ordinance (TERO) office.

Consultants may contact the following resources to obtain information on certified and registered diverse business firms for potential subconsultants:

- The Tulalip TERO Office 360-716-4747 or www.tulaliptero.com

SUBMITTAL REQUIREMENTS

Only electronic submittals will be accepted. Electronic submittals must be emailed and received no later than **December 19, 2025 by 2:00 PM** by email to Crystal Reyes: crystalreyes@tulaliptribes-nsn.gov. No late submissions will be accepted. All respondents will receive the benefit of the question and the answer via email. All communications shall originate from one single person.

Each submittal should include:

- Cover Letter
- Statement of the Proposer's ability to meet the bond and insurance requirements for the project.
- Any other pertinent data to address the selection criteria and assist the Selection Panel in evaluating your qualifications. Also, refer to the Native American Owned Business Inclusion section below.

- No more than 20 total pages of content at 8-1/2 by 11-inch sheets. Sheets not included in the page count are listed below:
 - Front and rear pages, dividers, and tab sheets, provided that they contain no substantive content.
 - Cover letter (limited to two pages)
 - Statement of the Proposer's ability to meet the bond and insurance requirements for the Project.

*****NO FAXED COPIES WILL BE ACCEPTED*****

FORMAT

The Proposal Format is as follows:

1. **Offerors, Vendors, and Contractors Information.** Provide the firm's name, address, principal place of business, and website. Identify key staff members, including their roles, phone numbers, and email addresses, and designate the individual who will serve as the authorized representative for the firm. Discuss the firm's history, the number of full-time and part-time employees (including support staff), and highlight any staff with relevant certifications such as Professional Engineer, LEED Accredited Professional, or Certified Construction Manager. Please also indicate whether the firm has prior experience working on design or construction projects in Indian Country or with tribal communities.
2. **Qualifications & Experience.** Include up to three (3) previous projects where the firm has successfully provided design services for healthcare, wellness, tribal, or community facilities of similar scope and complexity. Describe each project, focusing on the scale, technical requirements, and outcomes. Provide contact information for the project owners who can serve as references.
3. **Project Understanding and Approach.** Describe how the firm intends to approach Phase 1 Design Services for both the interior and exterior of the former Mormon church building as it is remodeled into the Integrative Health Facility. This should include:
 - a. Programming and needs assessment with Tulalip Health System leadership and providers.
 - b. Schematic design and space planning tailored to healthcare and wellness services.
 - c. Preliminary integration of mechanical, electrical, and plumbing (MEP) systems.
 - d. Cost estimating and cost control measures.
 - e. Stakeholder and community engagement, including culturally responsive communication.
4. **Project Management Tools.** Identify the project management software, file-sharing systems, and collaboration platforms your firm will use to ensure efficient coordination, document sharing, and progress tracking throughout the project.
5. **Subconsultants or Joint Ventures.** If subconsultants will be utilized for specialty services, identify their roles and qualifications. If proposing a joint venture, describe the arrangement and responsibilities of each partner. Joint ventures must be formed at the time of award and must carry the required insurance as specified in Tulalip contracting requirements.
6. **Native American Owned Business (NAOB) Participation.** Provide a preliminary description of how your firm will meet or exceed the Tulalip Tribes' NAOB participation goals. This should include strategies such as subcontracting, mentoring, or partnerships that ensure meaningful inclusion of Native-owned businesses in this project.

7. **Compensation.** Outline your firm's expected compensation structure for Phase 1 Design Services. The Tulalip Tribes prefer proposals based on hourly unit rates with a not-to-exceed (NTE) total cost, inclusive of travel and incidental expenses. Include a cost breakdown for each proposed staff member.

LICENSING REQUIREMENT

The selected firm must be properly licensed and authorized to provide architectural and engineering services in the State of Washington. Proof of current licensure shall be included in the submittal package.

GOVERNING LAW & SOVEREIGN IMMUNITY PRESERVED

Contracts for professional services shall be governed by the laws, regulations, and policies of the Tulalip Tribes. Any claims or disputes shall be submitted to non-binding mediation. Sovereign Immunity shall be preserved and not waived.

The Tulalip Tribes shall not reimburse any cost(s) incurred in preparing or delivering quotes. The Tulalip Tribes reserves the right to request additional information from any quotes, to disqualify quotes, to reject any or all quotes, to waive any irregularities in the best interests of the Tribes, and to cancel the Request for Quotes at any time.