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The Tulalip Tribes of Washington

**REQUEST FOR QUALIFICATIONS**

**PROJECT MANAGER/OWNER'S REPRESENTATIVE  
Health Clinic HVAC Replacement Project**

**ISSUED: August 21, 2025**

**SUBMISSION DEADLINE: 2:00 PM, September 4, 2025**

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

## **PROJECT INFORMATION**

The Tulalip Tribes (“Tribe”) is seeking qualified quotations for Owner’s Representative services for the Tulalip Health Clinic HVAC Replacement Project (the “Project”). The Health Clinic, located on the Tulalip Indian Reservation at 7520 Totem Beach Rd, Tulalip, WA 98271, is undertaking this project to achieve and maintain Joint Commission accreditation, ensuring full compliance with all healthcare facility standards.

The HVAC Replacement Project has an estimated cost of \$3.5 million. A contractor has already been selected for the HVAC replacement; therefore, the Owner’s Representative will primarily focus on project oversight, coordination, and ensuring adherence to healthcare construction standards and accreditation requirements. The successful applicant will enter into a Standard Agreement for Owner’s Representative Services with the Tulalip Tribes...

## **SCOPE OF SERVICES**

The Project Manager/Owner’s Representative services shall commence immediately after notice of the approved contract, with the preparation of an RFP for the design phase. They shall be completed upon completion of the Health Clinic HVAC Replacement Project unless the contract is amended with new work. The PM’s responsibilities shall include, but not be limited to, the following:

1. Organize, attend, facilitate, and co-facilitate design and construction meetings, as needed, over Microsoft Teams or Zoom, as well as on-site visits during design and construction, which shall be at a minimum bi-monthly;
2. Manage overall project schedule, including design and construction elements;
3. Review progress and payment applications;
4. Coordination of change orders between the Contractor and a Tribal Contracted Engineering Firm, if required, to resolve design conflicts and other construction-related items;
5. Keep an organized record of project-related documents, such as meeting notes, requests for information, construction progress, and other documents, to ensure a detailed record of the Project is preserved for Tulalip’s records and financial and audit reporting requirements.
6. Track project costs and budget items;
7. Determine which project management methods and strategies are appropriate for the Project;
8. Communicate with the Community (Project Owner) and other entities or teams as identified by Community representatives.
9. Ensure procurement standards, pursuant to funding sources, are followed accordingly.
10. Visit and inspect Project Construction work as required to review if the engineering and construction contractor are providing their contract requirements for safety, quality, and schedule. An independent Tribal testing and inspection consultant or the permitting agency shall conduct Special Code inspections and permit building inspections.

## **FORMAT**

The Proposal Format is as follows:

1. Offerors, Vendors, and Contractors Information. Include name, address, and principal place of business. Identify key staff, phone numbers, email addresses, and website information. Identify an individual who will serve as an authorized representative for the firm. Discuss the firm, its history, the number of employees, and the part-time employees (including support staff). Please include whether any staff have certifications such as Professional Engineer, LEED, and/or Certified Construction Manager. Please also include whether or not the firm has ever worked with construction projects in Indian Country.
2. Qualifications & Experience. Include up to three (3) previous projects where the firm has successfully served in a program manager capacity. Describe experience directly relating to large-scale technical operations. Also, include contact information for the owner of the previous projects where a reference can be obtained.
3. Identify weekly hours for pre-construction, procurement, and construction monitoring in a typical month. Assume that the project duration is 18 months for construction bidding, construction contract execution of 2 months, and construction/closeout of 6 months.
4. Project Management Software, if available. Identify the project management software and file-sharing system which will be utilized.
5. Joint Ventures or Other Consultant Relationships. Joint ventures must be formed at the time of award. Joint ventures must carry the required insurance for the joint venture according to the DOJ-BJA Grant Special Conditions. List sub-consultants, if any.
6. Approach. Describe how the Health Clinic HVAC Replacement Project will be managed:
  - a. Cost estimating and cost control;
  - b. Project scheduling;
  - c. Coordinate with other consultants (Engineers, etc.).
  - d. Evaluation of bids for design & construction (if needed); and
  - e. Communication with the executive staff and/or tribal council if needed.
7. Compensation. Please include how your firm expects compensation for this project and a breakdown of each staff member's costs. The owner prefers an hourly unit rate with a not-to-exceed (NTE) total cost, including travel and incidental expenses.

#### **IV. SUBMITTAL**

As such, only electronic submittals will be accepted. Electronic submittals must be emailed and received by **2:00 PM on September 4, 2025. The Tulalip point of contact is crystalreyes@tulaliptribes-nsn.gov.** Questions and responses via email will benefit all respondents. Please, all communications should originate from one point of contact for each respondent.

#### **V. 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.