

Tulalip Tribes of Washington

6406 Marine Dr.
Tulalip, WA. 98271

REQUEST FOR QUOTES PROJECT/CONSTRUCTION MANAGER/OWNERS REPRESENTATIVE Tulalip Utilities Building Replacement Project

The Tulalip Tribes in the state of Washington, a sovereign and federally recognized Indian Tribe, is inviting written quotes for a Construction Manager/Owner's Representative for the Tulalip Utilities building replacement Project located on the Tulalip Indian Reservation.

Submission Deadline: August 11th, 2023, at 4:00 pm, PST

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I. PROJECT INFORMATION

The Tulalip Tribes is seeking quotations for a Project/Construction Manager/Owner's Representative for the Tulalip Utilities Building Replacement Project (the "Project") located on the Tulalip Indian Reservation. The successful applicant will be expected to enter into a Standard Form of Agreement Between the Owner and The Tulalip Tribes.

The new construction project is located at 3015 Mission Beach Rd. Tulalip, WA. 98271 and includes approximately 6,992 square feet for the Tulalip Utilities Building, reception/waiting area, and various offices/meeting rooms.

II. SCOPE OF SERVICES

The Project/Construction Manager/Owner's Representative services shall commence immediately, after notice of approved contract, with the Pre-Construction phase and shall be completed upon completion of the Utilities Building Replacement Project, closeout of the Project, and the Certificate of Occupancy has been issued. The CM's responsibilities shall include, but not be limited to, the following:

1. Attend, facilitate and co-facilitate construction meetings, as needed, over Microsoft Teams or Zoom, as well as on-site visits during construction which shall be at a minimum bi-monthly;
2. Manage Construction Schedule and Project Schedule;

3. Review progress and payment applications;
4. Coordination of change orders between the Contractor and a Tribal Contracted Architect, if required, to resolving 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 Project documents to ensure a detailed record of the Project is preserved for Tulalip's records and for 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. Review and comment on formal bidding package, in conjunction with The Tulalip Tribes.
9. Coordinate and conduct formal bidding process and coordinate the Contract for Tribal approval for Construction;
10. Coordinate with Tribe's Architectural Consultant in the event of any design questions or design modification requested by general contractor.
11. Communicate with the Community (Project Owner) and other entities or teams as identified by Community; and
12. Ensure procurement standards, pursuant to funding sources, are followed accordingly.
13. Visit and inspect Project Construction work as required to review if the architect and construction contractor are providing their contract requirements for safety, quality and schedule. Special Code inspections and permit building inspections shall be conducted by an independent Tribal testing and inspection consultant or the permitting agency.

III. 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 firm, history of firm, number of employees and 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 no more than 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 hours per week in a typical month for pre-construction, procurement, and construction monitoring. Assume that the project duration is 18 months in duration for Construction Bidding and 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 required insurance written specifically for the joint venture according to the DOJ-BJA Grant Special Conditions. List subconsultants if any.
6. Approach. Describe how the Building Replacement Project will be managed:
 - a. Cost estimating and cost control;
 - b. Project scheduling;
 - c. Coordination with other consultants (Architect, etc.).
 - d. Evaluation of bids for construction (if needed); and
 - e. Communication with the executive staff and/or tribal council if needed.
7. Compensation. Please include how your firm expects to be compensated for this project. Include a breakdown of each staff members costs. Owner's preference is hourly unit rate inclusive of travel and incidental cost with a Not To Exceed (NTE) total cost.

IV. SUBMITTAL

As such, only electronic submittals will be accepted. Electronic submittals must be emailed and received no later than **August 11th, 2023 by 4:00 PM. Email to Felicia Stripling: fstripling@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.

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.