



Request for Proposal

Building and Civil Engineering Plan Review and Inspection Services

I. Purpose

The Tulalip Tribes Planning Department (the Tribes) is soliciting proposals from qualified consultants to provide plan review and inspection services for residential and commercial building projects and civil infrastructure for compliance with applicable building and land use codes, primarily TTC Title 7, under the provisions of Tulalip Tribal Code.

Consultant shall be considered for all purposes to be an independent contractor and not an employee of the Tribes.

II. Scope of Work

Consultant shall perform services under the direction of the Contract Officer. The scope of work for Consultant under this Contract shall be as follows:

- a.) Review building, civil engineering, and related plans and specifications for commercial and residential structures and site infrastructure to determine conformance with governing codes and requirements.
- b.) Inspect commercial and residential structures and site infrastructure for compliance with the International Building Codes and other relevant codes as adopted into tribal law or referenced in the plans.
- c.) Must have capacity to review under multiple International Building Code cycles (currently 2015, 2018, 2021, and 2024 once adopted).
- d.) Provide written reports and recommendations for action to the Planning Department regarding compliance with such laws.

- e.) Complete initial plan reviews within 2-4 weeks.
- f.) Must have an expedited review process (please outline associated fees).
- g.) For incomplete and non-conforming submittals, a review letter addressed to the applicant shall be provided listing comments needing to be addressed. Such review letter shall be provided to the Planning Department and received no later than fifteen calendar days from initial plan review request.
- h.) Written reports of such plan reviews may be requested for larger projects
- i.) Construction documents shall be digitally approved or disapproved upon completion of plan examination.
- j.) Must have capacity to conduct inspections throughout the Reservation Monday through Friday between 7am to 3:30pm.
- k.) Must have availability for emergency inspections as needed.
- l.) Services shall include twice monthly coordination meetings with planning staff.
- m.) Coordinate verbally or in writing with Tulalip Planning staff, or the Executive Director of Public Works.
- n.) When necessary, appear at meetings of the Tulalip Planning Department, Tulalip Planning Commission or Tulalip Board of Directors.
- o.) Attend pre application meetings as requested by the Planning Department to provide project expertise.
- p.) Maintain, in good standing, all relevant certifications and professional licenses.
- q.) Maintain professional liability insurance.
- r.) The party or consultant shall be responsible for all materials and services used during the course of reviewing plans and preparing reports.
- s.) Provide to Planning Department electronic records of all inspections and certificates of occupancy /final inspections.
- t.) Provide expert and other testimony before any court or commission at the direction of the Contract Officer.
- u.) Issue, when necessary, appropriate enforcement orders consistent with Tulalip law and the Tulalip Building Inspection Officer duties.

Other work as may be authorized by and agreed to between Contract Officer and Consultant.

The Tribes' Planning Department expects to have the Consultant on contract starting in December of 2026.

III. Submittal Requirements

The following information should be submitted to the Tulalip Tribes Planning Department:

- A. Qualifications of your firm and staff proposed to perform the work described in this request for proposal. This should include resumes of staff and any recommendation/commendation letters received from past clients.
- B. A list of similar projects completed in the last five years with particular emphasis on projects working with land use codes, including experience with Tribes or Tribal projects.
- C. Provide cost breakdown of hourly rates and the number of hours assigned for each task for all personnel
- D. Identify your availability.
- E. Submit an electronic copy of your proposal to:
Carolyn Sheldon, Public Works Office Manager
csheldon@tulaliptribes-nsn.gov
Tulalip Tribes Planning Department
6406 Marine Drive
Tulalip, WA 98271

For questions, email Tulalip Planning Department permits@tulaliptribes-nsn.gov

Proposals must be received by September 25th, 2026 at 4pm

IV. Evaluation Process

The Tribes along with the Project Trustees will use the following criteria to evaluate submittals:

- A. Professional Qualifications – Qualifications related to plan reviews and inspections tied to residential and commercial building, civil grading, fire safety, mechanical, plumbing, and other forms of proposed development.
- B. Directed Experience - Submittals must demonstrate experience and expertise.
- C. Project Management and Team Organization – Applicant should describe staff who will be involved and to what level, the project lead and organization. Additional information should include quality assurance and cost control measures, and prior experience of the project team as a unit.
- D. Past Performance – Past performance on similar contracts with Government/Tribal agencies must be demonstrated in terms of deliverables that were completed, cost control and compliance measures that the firm uses, whether projects were completed on time and within cost. Past performance should be described within a list of comparable projects. Listed projects should include, a project description, owner, and contact information, cost of project, and types of deliverables.
- E. Geographic Proximity and Familiarity - Applicants should describe office locations and familiarity with the area. Applicants should also describe prior work with the Tribes or on the Tulalip Reservation.
- F. Scope of Work and Cost Estimate – Applicant should clearly describe the scope of work proposed for each task along with cost estimates for each item outlined in the Scope of Services Section of this request for proposal.
- G. Indian Preference – Extent of active participation of Indian Owned firms, and Indian professional and support staff.
- H. Availability - The consultant must be available to begin work in January 2027.