



# REQUEST FOR QUALIFICATIONS AND PROPOSALS

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## **Justice Center Programming**

### **Tulalip Tribes of Washington**

6406 Marine Drive  
Tulalip, WA 98271

May 13, 2026

## **Contents**

INTRODUCTION .....	2
PROJECT BACKGROUND .....	2
PROPOSAL REQUIREMENTS .....	3
RFP SCHEDULE .....	3
PROJECT SCHEDULE .....	4
EVALUATION PROCESS .....	4
INTERVIEWS .....	4
CONTRACT STRUCTURE .....	4
EXHIBITS .....	4

## **INTRODUCTION**

The Tulalip Tribes are seeking qualified professional firms with experience in justice facility planning to provide consulting services related to the evaluation and preliminary programming of space utilized by the Tulalip Tribal Courts and Police Department. The intent of this RFQ is to identify firms with relevant experience and a demonstrated interest in supporting the Tulalip Tribes on this specific project. The Tribes seek teams that are well suited to the scale and nature of the work and that can provide thoughtful, practical guidance regarding justice facility planning.

## **PROJECT BACKGROUND**

The Tulalip Tribes currently operate both the Tulalip Tribal Courts and the Tulalip Police Department within an existing facility. Over time, operational needs and staffing levels have evolved, and both departments have expressed concerns regarding whether the current configuration and amount of space adequately support their operations.

In addition, space within the building may soon become available as another occupant transitions out of the facility. This presents an opportunity for the Tribes to evaluate how the building is currently utilized and whether changes to space allocation, configuration, or workflow could better support the functions of the Courts and Police Department.

As is common in many organizations, requests for additional space may reflect a variety of factors including operational growth, workflow challenges, or inefficiencies in the current use of space. Tribal leadership seeks an objective, data-informed understanding of how existing space is currently used and whether operational needs would be best addressed through additional space, improved allocation of available space, or adjustments to workflow and operational practices.

This effort is intended to provide a data-informed assessment of existing conditions and operational space needs before any decisions are made regarding reallocation of space within the building or potential future facility improvements. The outcome of this effort will support Tribal Administration in making informed decisions regarding the future use of available space and potential improvements to better support the operations of the Tulalip Tribal Courts and Police Department.

## PROPOSAL REQUIREMENTS

Proposals must be submitted electronically in PDF format. The PDF documents developed by the proposer must be OCR-enabled (searchable text). All materials must be contained within a single PDF document. See Exhibit-D for details.

### Proposal submissions shall be addressed to:

Rochelle James, CEO  
Tulalip Tribes of Washington  
6406 Marine Drive  
Tulalip, WA 98271

### Point of Contact for RFP Bids & Questions:

Andrea Daly, Project Manager  
Wenaha Group  
[AndreaD@WenahaGroup.com](mailto:AndreaD@WenahaGroup.com)  
(253) 455-3374

### Proposal Responsibility

All costs incurred by proposers in the preparation and submission of proposals, participation in interviews, or any other activities related to this solicitation shall be the sole responsibility of the proposer. The Tulalip Tribes reserve the right to reject any or all proposals, waive minor informalities or irregularities in proposals received, cancel or reissue this Request for Proposals at any time, and to accept the proposal determined to be most advantageous to the Tribes.

## RFP SCHEDULE

Issue RFP	May 13, 2026
Last Day for Questions	May 27, 2026
Proposal Due	June 3rd, 2026, 2:00 PM local time
Interviews	TBD
Anticipated Award	~June 10, 2026

## **PROJECT SCHEDULE**

Proposers shall provide a proposed project schedule if applicable as part of their proposal that reflects their recommended approach, and overall methodology for completing the work.

## **EVALUATION PROCESS**

Proposals will be evaluated by a selection committee using the criteria contained in Exhibit D Proposal Requirements. The contract will be awarded to the responsible party whose proposal is determined to be most advantageous to the Tulalip Tribes considering qualifications, approach, and cost.

## **INTERVIEWS**

The Tribes may invite a short list of proposers to participate in interviews. Interviews may include presentation of the proposed strategic planning approach and facilitation methodology followed by questions from the selection committee.

## **CONTRACT STRUCTURE**

The selected consultant will be required to enter into a Professional Services Agreement with the Tulalip Tribes. A draft agreement is provided as Exhibit A. Should a proposer wish to request modifications to the agreement, those proposed changes must be clearly identified and submitted with the proposal. The Tribes reserve the right to accept or reject any requested changes and to determine, in their sole discretion, whether such changes are acceptable. Failure to identify requested changes with the proposal may be interpreted as acceptance of the agreement as provided.

## **EXHIBITS**

### **Contract and Scope**

Exhibit A: Professional Services Agreement (Draft Contract)

~~Exhibit B: Not Used~~

Exhibit C: Detailed Scope of Work

Exhibit D: Proposal Requirements

Exhibit E: Justice Center Floor Plan

~~Exhibit F & G: Not Used~~

### **Compliance / Certification Documents (Required Signed Attachments)**

Exhibit H: Tulalip Tribal Proposal Form

Exhibit I: Affidavit of Non-Collusion

Exhibit J: Certificate of Compliance

Exhibit K: Certificate of Non-discrimination

Exhibit L: Certificate of Debarment

**Exhibit A  
Contract**

**THE TULALIP TRIBES  
PROFESSIONAL SERVICES CONTRACT**

**Project #**

**Project Name:**

This agreement is entered into this \_\_\_ day of \_\_\_\_\_, between the Tulalip Tribes of Washington hereinafter referred to as TULALIP and \_\_\_\_\_, hereinafter referred to as Contractor.

- 1. EFFECTIVE DATE:** This contract shall be effective once executed by all parties to this contract.
- 2. TERM:** The term of this contract shall expire on \_\_\_\_\_. This contract term may only be extended by mutual written agreement of both parties.
- 3. SCOPE OF WORK:** The scope of work under this Contract for Contractor shall be, at the direction of the Contract Officer, as follows:

Contractor will be the

\_\_\_\_\_

\_\_\_\_\_

The scope of work for services is more fully set forth in **Exhibit A**, which is incorporated as a part of this contract.

- 4. CONTRACT OFFICER:** The Contract Officer for the Tribes shall be \_\_\_\_\_. The Contract Officer shall be responsible for directing the work of Contractor on behalf of the Tribes. The Contract Officer shall authorize all work by Contractor under this Contract. No payment for services or expenses shall be made to Contractor without authorization by the Contract Officer.

The Contract Officer may designate staff representatives to confer with Contractor relative to Contractor's services under the terms of this contract. The work in progress will be reviewed from time to time by Tribes at the discretion of Tribes or on the request of Contractor.

- 5. FEES AND PAYMENT:** Payment for the Contractor services shall be made according to the rates and schedules set forth in **Exhibit B**. Total payment for fees and expenses shall not exceed \_\_\_\_\_. Such payment will be considered full compensation for all personnel, materials, supplies, and equipment used in carrying out the work.

Payment is subject to Contractor submitting invoices documenting all hours expended under this contract by Contractor and Contractor's personnel. Invoices shall be subject to approval by Contracting Officer.

## **Exhibit A**

### **Contract**

Payment to Contractor shall be due not later than 30 (thirty) days after invoicing. Acceptance of final payment by Contractor constitutes a waiver of all claims by Contractor. Contractor fees will be payable on monthly statements. Such statements must give a detail of time worked by each class of employee and the expenses incurred for which billing is made.

**6. SCHEDULE OF WORK:** On approval of this agreement, the Contracting Officer will issue a notice to proceed with the work. Contractor must utilize their best efforts in the prosecution of the work pursuant to the Scope of Work. Schedule of work shall be reviewed and approved by the Contracting Office. Such schedule is subject to changes pursuant to Notice from the Contract Officer to the Contractor, or as mutually agreed by the parties.

**7. WORK CHANGES:** The Contracting Officer may order changes in scope or character of the work, either decreasing or increasing the amount of Contractor's services. In the event that such changes are ordered, Contractor will be entitled to full compensation for all work performed prior to receipt of notice of change. Increased compensation for changes must be authorized in writing by the Tribes.

In the event Contractor is delayed in the performance of their services by circumstances beyond the Contractor's control, the Contractor will be granted a reasonable adjustment in the schedule for work. All claims for adjustments in the schedule of completion must be submitted to Tribes by Contractor within 3 days of the time of occurrence of the circumstances necessitating the adjustment.

Contractor should not undertake any work beyond the scope of this agreement unless such additional work is approved in advance and in writing by Tribes.

**8. STANDARD OF CARE.** Contractor shall perform its services in accordance with generally accepted standards presently maintained by other professionals engaged in the same type of work in Washington.

**9. COMPLETION/TERMINATION.** This Agreement shall remain in force until completion and acceptance of the services or until terminated hereunder. The Tribes may terminate this Agreement for any reason by providing at least thirty (30) days prior written notice to the other party, provided that either party may terminate this Agreement with seven (7) days' prior written notice if the other party fails substantially to perform its obligations under this Agreement. In the event of termination, Contractor shall be paid in accordance with the compensation terms of this Agreement for services provided in accordance with the scope of services up to the date of termination.

Upon termination, Contractor shall promptly deliver to Tribes all materials, documents, data or work product produced by or in the possession of Contractor that relate to work performed under this Contract. All work performed by Contractor under this Contract shall be the property of the Tribes. The Contractor shall be permitted to retain copies, including reproducible copies of drawings and specifications for information, reference, and use in connection with the Contractor's endeavors. The Contractor shall not be responsible for

## Exhibit A Contract

any use of the said documents, drawings, specifications or other materials by the Tribes on any project other than the project specified in this Agreement.

**10. INSURANCE.** Contractor will maintain the following levels of insurance during the term of this Agreement. The Tribes will be named as an additional insured on the Commercial General Liability and Automobile Liability insurance policies.

- a. Worker's Compensation (and Employer's Liability Insurance)--as required by applicable state statute.
- b. Commercial General Liability--\$1,000,000 per occurrence for bodily injury, including death and property damage, and \$2,000,000 in the aggregate.
- c. Automobile Liability--minimum of \$1,000,000 combined single limit for bodily injury and property damage.
- d. Professional Liability (E&O) --\$1,000,000 each claim and in the aggregate.

**11. INDEMNIFICATION/HOLD HARMLESS.** The Contractor agrees to indemnify and hold harmless the Tulalip Tribes, its respective officers, employees, agents, and representatives from and against liability for all claims, losses, damages, and expenses, including reasonable attorneys' fees, to the extent such claims, losses, damages, or expenses are caused by the Contractor's acts, errors, or omissions in services provided pursuant to this Agreement. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of the Tribes and Contractor, they shall be borne by each party in proportion to its negligence.

**12. RECORD KEEPING:** Contractor agrees to maintain for inspection by Tribes for seven (7) years after final payment for all books, records, documents and other evidence pertaining to the costs and expenses of this contract.

**13. WORK PRODUCT:** Any and all work product, reports, data, findings, maps under this contract shall become the property of and remain under the sole proprietorship of Tribes. Contractor assigns all copyright in such materials to the Tulalip Tribes. Contractor will not release or disclose any information obtained as a result of performing work under this contract, either orally or in writing, unless expressly approved in writing by the Tribes.

**14. SUCCESSOR BOUND:** Tribes and Contractor each binds themselves and their partners, agents, assigns, successors and legal representatives of such other party to this contract and to the partners, successors, and legal representatives of such other party with respect to all terms and conditions of this contract, subject to appropriate federal law and regulations.

**15. NON-ASSIGNABILITY:** This is a personal services contract and the obligations of either party may not be assigned or otherwise transferred in whole or in part.

**16. INDEPENDENT CONTRACTOR:** Contractor is an independent Contractor and not an employee of the Tribes. Contractor is and shall be responsible for and hold Tribes harmless from payment of all applicable

## **Exhibit A Contract**

taxes, fees or other payments required to be paid to any government by Contractor as a result of payments by Tribes to Contractor under this contract.

**17. INTEGRATION:** This agreement document represents the entire and complete agreement of the parties and supersedes all negotiations and representations, either written or oral. This contract may be amended or modified only in writing as agreed to by both parties.

**18. COMPLIANCE WITH APPLICABLE LAWS:** Contractor shall abide by all applicable laws and regulations in his performance of work by obtaining all required applicable licenses, permits or other governmental authorizations necessary for said performance.

**19. INDIAN / TRIBAL PREFERENCE:** Contractor shall not discriminate against any employee or applicant for employment on the basis of race, color, religion, age, sex, national origin or handicap, with regard to employment. For work performed under this contract, Contractor shall comply with applicable provisions of the Tribal Employment Rights Ordinance, TTC 9.05

**20. NOTICE OF LEGAL PROCEEDINGS:** Contractor shall promptly notify Tribes of any litigation arising from or affecting its operations under this contract, including any bankruptcy or insolvency proceedings of Contractor or of its assignees or subcontractors. Contractor shall not assign his rights under this contract without first obtaining Tribes' written approval.

**21. LIMITATION ON LIABILITY:** Contractor hereby acknowledges and agrees that it shall not be entitled to payment for services or otherwise including damages in excess of the fee amount specified in this contract.

**22. BREACH; REMEDIES:** Tribes may immediately suspend work under this contract upon delivery to Contractor of a written notice of breach. Suspension shall continue until Tribes' authorized representative certifies in writing that the breach is remedied. If in the sole opinion of the Contracting Officer, Contractor remains in breach after seven (7) days from the notice of suspension, Tribes may terminate this contract without further notice. Any failure by Tribes to suspend or terminate this contract in case of breach shall not waive Contractor' duty to perform. Failure by Contractor to perform on his part any duty, term or condition, herein shall constitute a breach. Failure of Tribes to assert any claim or right at any time under this contract shall not waive its right to assert any claim or right at a later time.

**Exhibit A  
Contract**

**23. NOTICE:** All notices required by this contract shall be in writing and shall not be effective unless delivered personally or via U.S. mail, to the individuals identified as follows:

**For the Tribes:**

The Tulalip Tribes of Washington  
ATTN:

6406 Marine Drive  
Tulalip, WA 98271

**For the Contractor:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**24. APPLICABLE LAW:** The parties agree that the laws of the Tribes shall apply to the interpretation and enforcement of this contract. Nothing in this contract constitutes or shall be construed as a waiver of sovereign immunity of the Tribes, its subordinate entities, officers, directors, or employees.

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**IN WITNESS WHEREOF,** the parties have executed this agreement at the Tulalip Indian Reservation as of the day and year first above written.

**Attest:**

**Contractor:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

**Tulalip Tribes Contract Officer:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

**Tulalip Tribes Board Chair**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

## **EXHIBIT C**

### **DETAILED SCOPE OF SERVICES**

Proposers shall clearly describe their methodology for performing the justice center needs assessment and preliminary space planning.

#### **Project Objectives**

1. Evaluate the existing use of space within the Courts and Police Department facilities
2. Compare existing space allocations with commonly accepted justice facility planning benchmarks
3. Identify deficiencies, inefficiencies, and opportunities for improved use of existing space
4. Develop a preliminary program of space needs based on operational requirements
5. Provide a foundation for future architectural programming and design services

#### **Anticipated Scope of Services**

##### **Phase One – Existing Conditions Documentation and Space Needs Assessment**

The Architect shall perform documentation of existing conditions, and a preliminary assessment of space needs to support subsequent programming and design efforts.

Services shall include:

- Conduct a project initiation meeting with Owner representatives, including Tribal administrative staff, to confirm project objectives, scope, and available information
- Review available record documents, including prior floor plans, staffing data, and operational information
- Perform field verification of existing conditions sufficient to prepare existing-condition floor plans, including observation and measurement of accessible areas
- Prepare an existing space inventory identifying functional space types and approximate areas
- Conduct operational review through interviews with department leadership and key stakeholders
- Perform comparative analysis against applicable industry benchmarks for justice facilities
- Identify observable space deficiencies, inefficiencies, and missing functional components

## EXHIBIT C

### DETAILED SCOPE OF SERVICES

Based on the above, the Architect shall prepare a written Existing Conditions Assessment Report. The report shall include, at a minimum:

- Existing-condition floor plans and space inventory
- Summary of operational findings and stakeholder input
- Benchmark comparisons to applicable facility standards
- Identification of deficiencies, inefficiencies, and functional gaps
- Preliminary space needs summary
- Recommendations for additional study, verification, or analysis

Existing-conditions documentation shall reflect visible and reasonably accessible conditions. Concealed conditions and undocumented deviations may not be fully captured. Drawings are intended to support programming and design and are not for construction without further verification.

#### **Phase Two – Programming and Preliminary Space Planning**

The Architect shall develop a functional program and preliminary space planning concepts based on Owner input and findings from Phase One.

Services shall include:

- Facilitate user group meetings with Courts and Police Department personnel to define operational needs, adjacencies, and functional requirements
- Prepare a Program of Spaces identifying required spaces, functions, and recommended assignable areas by department
- Develop preliminary space planning diagrams (blocking and stacking diagrams, as appropriate) to illustrate potential organizational approaches
- Evaluate and recommend options for facility improvements, reconfiguration, or reallocation of space

Deliverables shall include:

- Program of Spaces by department and function, including area summaries
- Conceptual space planning diagrams illustrating relationships and adjacencies
- Summary of recommended facility improvements and planning strategies

## **EXHIBIT C**

### **DETAILED SCOPE OF SERVICES**

Programming and space planning deliverables are intended for conceptual and schematic design purposes and will require further refinement and verification in subsequent phases.

## **EXHIBIT D**

### **Proposal Requirements and Evaluation Criteria**

#### **Proposal Evaluation Criteria and Selection Process**

Proposals submitted in response to this Request for Proposals will be evaluated by a Selection Committee appointed by the Tulalip Tribes. The contract will be awarded to the proposer whose proposal is determined to be most advantageous to the Tribes, considering qualifications, technical approach and cost.

The Tribes reserve the right to request clarification of proposals, request additional information from proposers, conduct reference checks, and conduct interviews with selected firms as part of the evaluation process.

#### **Evaluation Process**

##### **Stage 1 – Written Proposal Evaluation**

The Selection Committee will review and score written proposals based on the criteria described in this Exhibit. Following this evaluation, the Committee may establish a short list of the highest-ranked firms.

##### **Stage 2 – Interviews**

Short-listed firms may be invited to participate in interviews or workshop presentations with the Selection Committee and Tribal leadership. Interview scores will be combined with written proposal scores to determine the final ranking of firms.

#### **Minimum Qualifications**

To be considered responsive, proposers must demonstrate the following minimum qualifications:

At a minimum, firms must document:

- At least three completed justice facility planning or programming projects within the last ten years
- At least two projects involving courthouse or law enforcement facilities.

Projects may include justice facility needs assessments, courthouse planning or programming, police facility planning, detention or holding facility planning, or justice center/public safety facility master planning.

## **EXHIBIT D**

### **Proposal Requirements and Evaluation Criteria**

The Tribes reserve the right to determine whether a proposer meets the minimum qualifications described above. Proposals determined not to meet these minimum qualifications may be deemed non-responsive and removed from further evaluation.

#### **Proposal Organization**

Proposals shall be organized in the order described below to facilitate consistent evaluation by the Selection Committee.

Proposals must be submitted in PDF format with OCR enabled so that text is searchable.

#### **Proposal Length**

The proposal narrative should not exceed ten (10) pages, excluding only the following items:

- Cover Letter
- Required Certifications and Forms

All other proposal materials, including resumes, project examples, schedules, and cost proposals must be included within the **20-page** limit.

Proposers are encouraged to present information clearly and concisely.

#### **1. Cover Letter Mandatory – Not Scored**

The proposal must include a cover letter signed by an authorized representative of the proposing firm. The cover letter should include:

- Name and address of the proposing firm
- Name, title, phone number, and email of the primary contact
- Identification of the proposed prime consultant and any subconsultants
- A statement confirming the proposer's ability to perform the work described in this RFP
- A statement confirming the proposal will remain valid for 90 days

Failure to include a signed cover letter may result in the proposal being deemed non-responsive.

#### **2. Firm Qualification & Project Team - Maximum Points: 30**

Provide a description of the proposed firm and any team members participating in the project.

Include:

## **EXHIBIT D**

### **Proposal Requirements and Evaluation Criteria**

- Overview of the firm or consulting team
- Organizational chart for the proposed team
- Roles and responsibilities of key personnel
- Experience managing multidisciplinary consultant teams (if applicable)
- Examples of similar projects completed within the past five (5) years

#### Evaluation Considerations

- Experience in Tribal projects
- Experience in justice facility planning or similar experience
- Successful delivery of similar projects

The Tribes consider the specific individuals assigned to the project to be critical to the success of the planning effort.

#### **3. Technical Approach and Methodology - Maximum Points: 30**

Describe the proposed methodology for the justice facility needs assessment and space programming. Include:

- Overall planning and programming methodology
- Approach to conducting data collection and compilation for use in concept
- Approach to identifying priorities and measurable objectives

#### Evaluation Considerations

- A clear and comprehensive deliverable for planning
- Practical methods for data collection and OPR development
- Ability to translate needs for programming into visual representations

#### **4. Proposed Project Schedule and Work Plan - Maximum Points: 10**

Provide a proposed schedule and work plan describing how the planning effort will be completed. Include:

- Estimated duration of each phase for each stakeholder group
- Duration of deliverables associated with each phase of planning

## **EXHIBIT D**

### **Proposal Requirements and Evaluation Criteria**

#### Evaluation Considerations

- A realistic and well-organized project schedule
- Logical sequencing of activities
- Clear identification of deliverables

#### **5. Cost Proposal - Maximum Points: 20**

Provide a cost proposal describing the total cost to complete the scope of services. Include:

- Total project cost
- Fee structure
- Level of effort for key personnel
- Identification and estimate of reimbursable expenses

Lower cost proposals will not automatically receive higher scores. Cost will be evaluated based on overall value and alignment with the proposed scope of work.

#### **6. Tulalip TERO status and/or utilization of NAOB's for the project: 10**

NAOB status of the proposing team.

#### **7. Required Certifications and Forms - Mandatory – Not Scored**

The proposal must include completed and signed copies of the following forms included in this RFP:

Exhibit H: Tulalip Tribal Proposal Form

Exhibit I: Affidavit of Non-Collusion

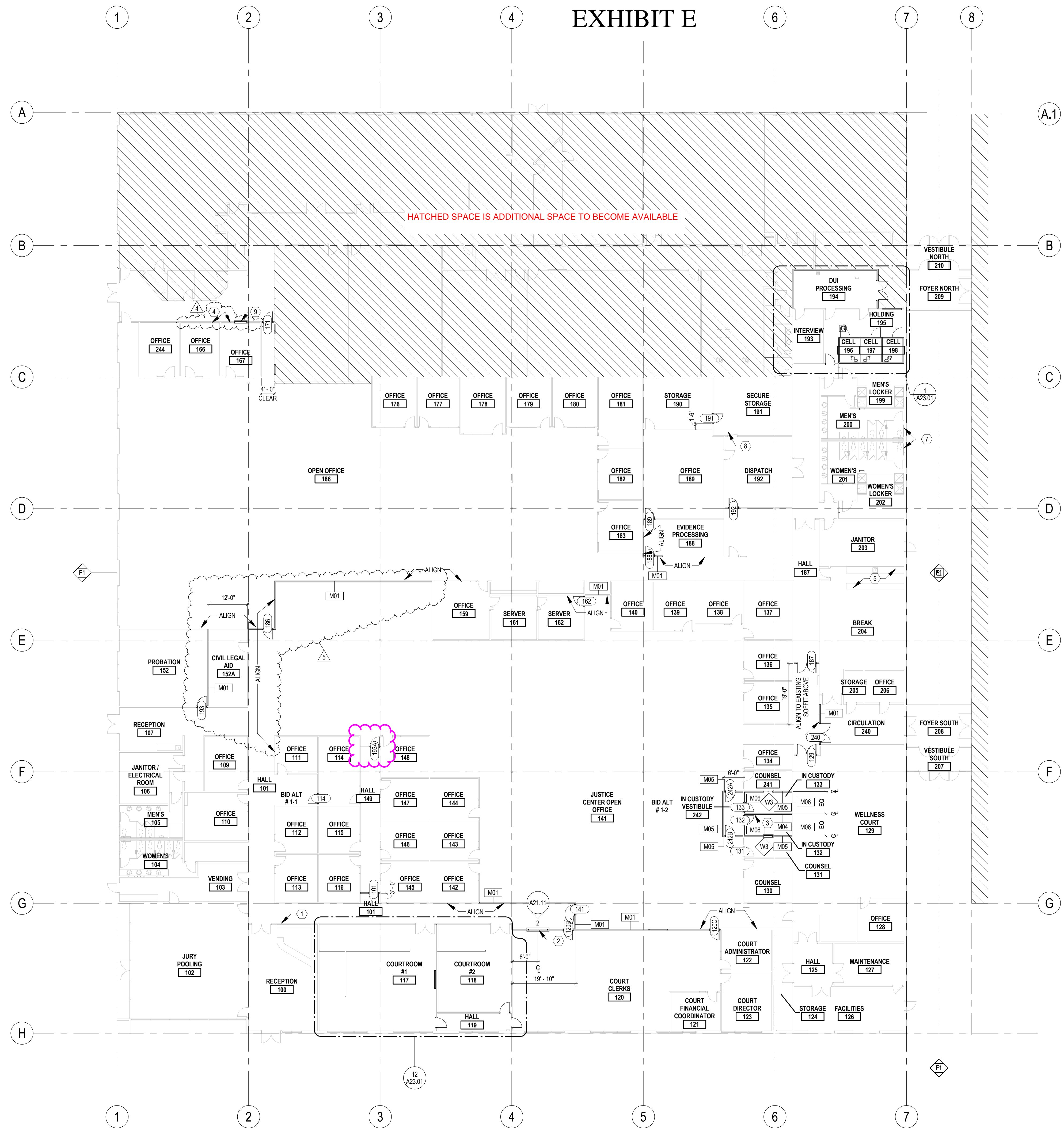
Exhibit J: Certificate of Compliance

Exhibit K: Certificate of Non-discrimination

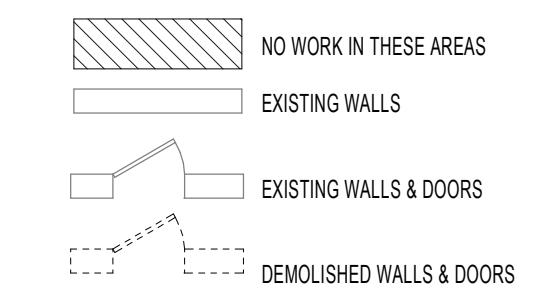
Exhibit L: Certificate of Debarment

Failure to submit required certifications may result in the proposal being deemed non-responsive.

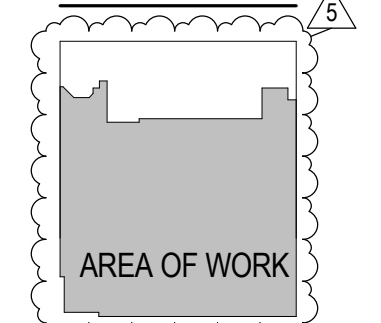
# EXHIBIT E



### FLOOR PLAN LEGEND



### KEY PLAN



### SHEET NOTES - FLOOR PLAN

1. PATCH AND REPAIR AND / OR REPAINT WALLS AS REQUIRED.

### KEY NOTES - FLOOR PLAN

#	NOTE DESCRIPTION
1	CLEAN AND PREP EXISTING COMPANY LOGO AREA TO ACCEPT NEW O.F.C.I. SIGNAGE
2	INSTALL REPURPOSED CLERK WINDOW. FIELD VERIFY AND COORDINATE WITH OWNER.
3	CENTER WALL BETWEEN EXISTING DOOR RAMBS
4	INSTALL TOTAL SECURITY SOLUTIONS' OPAQUE ARMOR BB-3" PANELS TO EXISTING WALL FRAMING. COVER WITH 1/2" TYPE X GWB AND PAINT TO MATCH ADJACENT WALLS.
5	REPLACE EXISTING PLAM WITH SELF EDGE PLAM COUNTERTOP
7	PROVIDE GRAB BARS AND ACCESSORIES TO MATCH CURRENT ADA GUIDELINES
8	EXISTING DOOR TO REMAINED CLOSED AND LOCKED
9	INSTALL REPURPOSED POLICE WINDOW. FIELD VERIFY AND COORDINATE WITH OWNER.

**RICEfergusMILLER**  
 ARCHITECTURE INTERIORS PLANNING VIZLAB  
 275 FIFTH STREET, SUITE 100  
 BREMERTON, WA 98337  
 360-377-8773  
 RFMARCH.COM

6324 REGISTERED ARCHITECT  
 GREGORY A. BELDING  
 STATE OF WASHINGTON

**QUIL CEDA VILLAGE**  
**TRIBAL JUSTICE CENTER**  
 6330 31ST AVENUE NE,  
 TULALIP, WA 98271

PROJECT #	2016102	
<b>BID DOCUMENTS</b>		
ISSUE DATE	MARCH 6, 2017	
REVISION SCHEDULE		
2	REVISION COMMENTS	04/06/2017
4	ADDENDUM I	04/18/17
5	POLICE & COURTS ADJUSTMENTS	04/20/2017

FLOOR PLAN - TRIBAL JUSTICE CENTER

SHEET #

**A21.11**

1 FLOOR PLAN - JUSTICE CENTER  
 1/16" = 1'-0"

2 TRANSACTION WINDOW ELEVATION  
 1/2" = 1'-0"

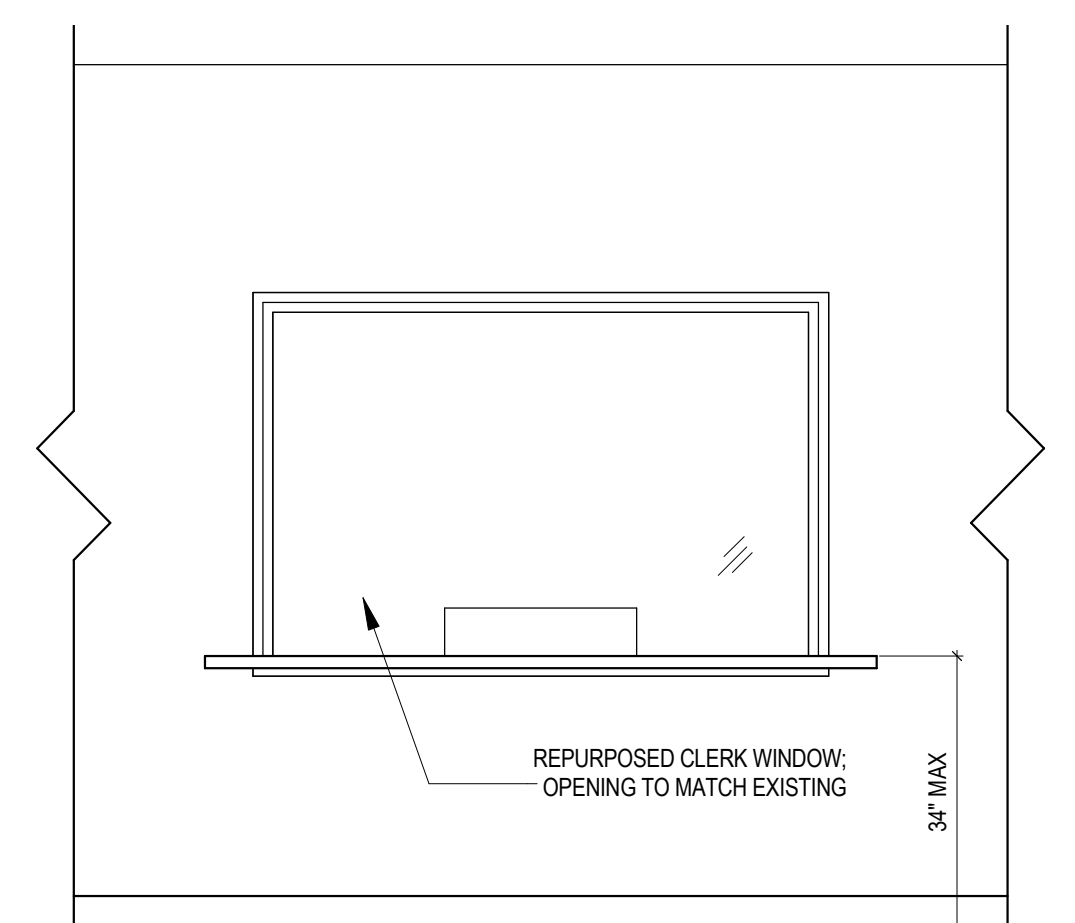


Exhibit H  
Tulalip Tribes of Washington  
Proposal Form for

Responses to the Tulalip Tribes Request for Proposals

**Company Name:** \_\_\_\_\_

The Undersigned offers and agrees to provide Consulting Services for the Tulalip Tribes.

The proposer understands that any false statement may disqualify this proposal from consideration or be cause for contract termination.

The proposer certifies that it does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, handicap, financial ability, age or other non-job-related factors.

Washington UBI Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

- |  |  |
|--|--|
| <input type="checkbox"/> Resident Firm   | <input type="checkbox"/> Non-resident Firm |
| <input type="checkbox"/> Corporation     | <input type="checkbox"/> Partnership       |
| <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Joint Venture     |
| <input type="checkbox"/> Other _____     |  |

Has your firm ever been disqualified by a government agency from bidding or proposing on a Tribal and/or public project? \_\_\_\_\_(yes/no)

If the answer is yes, explain the circumstances, project, contracting agency and date. State the reason for disqualification and if the disqualification has ended. Use additional sheets if required.

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Has your firm ever been terminated from a Tribal and/or public contract? \_\_\_\_\_(yes/no)

If the answer is yes, explain the circumstances, project, contracting agency and date. State the reason for termination. Use additional sheets if required.

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Signed:

\_\_\_\_\_

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date

Exhibit I  
Affidavit of Non-collusion

**Firm Name:**

**Instructions:** Please return your completed form as part of the Response submittal.

**I swear (or affirm) under the penalty of perjury:**

1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation).
2. That the attached proposal submitted in response to the Request for Proposals has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit fair and open competition.
3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals.
4. That I am fully informed regarding the accuracy of the statement made in this affidavit.

**Authorized Signature**

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Responder's firm name: \_\_\_\_\_

Print authorized representative name: \_\_\_\_\_ Title: \_\_\_\_\_

Authorized signature: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_

**Notary Public**

Subscribed and sworn to before me this:

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public signature

\_\_\_\_\_  
Commission expires (mm/dd/yyyy)

Exhibit J  
Certificate of Compliance

I/we have received and reviewed the RFP and any Addenda issued by the Tulalip Tribes and this submission is our entire proposal.

Firm Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Addenda Received \_\_\_\_\_

**Exhibit K**  
**Certificate of Non-discrimination**

The Tulalip Tribes is opposed to any discrimination in subcontracting. Any contractor who contracts with the Tulalip Tribes shall not discriminate against minority, women, or emerging small business enterprises in the awarding of contracts.

By signature of the authorize representative of the bidder/proposer, the bidder/proposer hereby certifies to the Tulalip Tribes that this bidder/proposer has not discriminated against minority, women, or emerging small business enterprises in obtaining any subcontracts; and, further, that if awarded the contract for which this bid or proposal is submitted, shall not so discriminate.

Bidder/Proposer hereby certifies that the information provided above is true and accurate.

Proposer Company Name:		
Street Address:		
City:	State:	Zip Code:
Toll Free Telephone:	Telephone:	Fax:
Federal I.D. or Social Security No.:	E-Mail:	
Type or Print Name of Person Signing:	Title:	
Authorized Signature:		



**Procurement:  
Certification Regarding Debarment, Suspension,  
and Other Responsibility Matters**

**- PLEASE READ INSTRUCTIONS ON NEXT PAGE BEFORE COMPLETING CERTIFICATION -**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Regulations can be found at [ecfr.gov](http://ecfr.gov) and [federalregister.gov](http://federalregister.gov).

- 1) The prospective primary recipient certifies to the best of their knowledge and belief that it and its principals:
  - a. Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - b. Have not within a (3) three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, Tribal, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, Tribal, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - d. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, Tribal, or local) terminated for cause or default.
  
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

\_\_\_\_\_  
Business name Alternative business names

\_\_\_\_\_  
List of principals

\_\_\_\_\_  
Date Name of authorized representative Title

\_\_\_\_\_  
Signature



## Procurement: INSTRUCTIONS FOR CERTIFICATION

- 1) By signing and submitting this proposal, the prospective Authorized Representative is providing the certification set out below.
- 2) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror non-responsible.
- 3) The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the government agency; the department or agency may terminate this transaction for cause or default.
- 4) The Authorized Representative shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the Authorized Representative learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- 5) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549.
- 6) The Authorized Representative agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
- 7) The Authorized Representative further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—SubContractors" provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- 8) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the sam.gov database.
- 9) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- 10) Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the government agency; the department or agency may terminate this transaction for cause or default.