

# The Consolidated Borough of Quil Ceda Village



## **Request For Qualifications**

### **For Architect/Design Services**

#### **QCV Administration Building**

**RFQ Release Date:** February 24, 2025

**RFQ Due Date:** March 19, 2025 @ 2:00 PM

#### **1.0 INTRODUCTION**

The Consolidated Borough of Quil Ceda Village (“the Owner”) is soliciting Statements of Qualifications (“SOQ”) from qualified architecture firms for the design of the new QCV Administration Building Project. The Scope of Work for the Project includes the preparation of concept and construction drawings, contract specifications and bid development, building permit assistance, and opinions of probable cost for the construction of the new QCV Administration Facility. The Project includes the following key items:

1. Design and construction of a multi-level facility on the existing property.
2. Site work improvements to include placement of the building, relocation of existing utility connections, and additional layout planning.
3. Feasibility and site potential assessment of an alternate building location.
4. Expansion of the parking lot.
5. Demolition of the existing facility.
6. Design of parking upgrades to include the addition of electric vehicle charging stations.

The proposing firm’s initial stage submission should address **qualifications** for architecture/ engineering work, including the structure and specific qualifications of the proposed design team. The submission should focus upon the criteria outlined in the RFQ, including but not limited to

experience in projects of similar size and scope. Based on the evaluation of the submissions received, the selection committee will identify qualified firms and request a second stage proposal wherein the architecture and design firms will provide detailed project plans and cost estimating.

The selected firm must have the capability to provide full range services or to team with sub-consultants or other firm as necessary to complete all phases of the Project.

## **2.0 SUBMISSION DEADLINE**

Proposers shall submit the following:

1. Five (5) bound copies.
2. One (1) pdf copy submitted on a USB memory device.
3. One (1) unbound original.

Submissions containing the information and documentation requested in this Request for Qualifications (RFQ) must be received at the Quil Ceda Village office no later than **2:00 PM on March 19, 2025**. Submissions sent by mail or courier shall be sent to the following address:

The Consolidated Borough of Quil Ceda Village  
8802 27<sup>th</sup> Ave NE  
Tulalip, WA 98271  
Attn: Casey Wren, Project Manager  
[cwren@tulaliptribes-nsn.gov](mailto:cwren@tulaliptribes-nsn.gov)  
360-716-5022

## **2.1 SUBMISSION REQUIREMENTS**

The body of the Statement of Qualifications (SOQ) shall be organized in accordance with the evaluation criteria.

The body of the SOQ, when printed, shall be a maximum of 30 pages. A “page” shall be defined as one printed single-sided piece of 8.5 x 11 inch paper that has words, charts, tables, pictures, or graphics. The font shall be no smaller than 10 point type.

Documents that are not included in the page count are limited to the following:

- Cover letter, which shall be limited to 2 pages.
- Statement of proposer’s ability to meet the bond and insurance requirements for the Project (AIA Document A305).
- Divider tabs and/or cover pages, provided that they contain no substantive content.

**Submissions that exceed the page limit may be rejected.** The Owner reserves the right to remove pages from the sections of any submissions that do not conform to the page count requirement.

### **3.0 PROJECT DESCRIPTION**

The current QCV administration operates in complex of modular buildings on a 2.5 acre lot located at 8802 27<sup>th</sup> Ave NE, Tulalip, WA 98271. QCV intends to demolish the current buildings and construct a new, multi-level facility to better accommodate the administration's needs, and account for future growth. In addition to the current location, there is an alternate site that is under consideration as the permanent location of the administration facility. The alternate site is an undeveloped 4.7 acre parcel that will need to be assessed as a potential building location.

### **4.0 SCOPE OF SERVICES**

The following outline for the Project is not a complete listing of services. Except to the extent noted in writing as the responsibility of others, the selected architecture firm shall be responsible for providing all necessary design, consulting, and construction oversight expertise and services to the Owner to ensure that the program is maximized and the construction budget and project schedule are met. The selected firm must closely collaborate and coordinate such work with the Owner's identified representative, as well as the stakeholders to provide the following services including but not limited to:

1. Design and construction of a new multi-level facility.
2. Site work improvements to include placement of the building, relocation of existing utility connections, and additional layout planning as needed.
3. Feasibility and site potential assessment of an alternate building location.
4. Expansion of the parking lot.
5. Demolition of the existing facility.
6. Design of parking upgrades to include the addition of electric vehicle charging stations.
7. Construction bid preparation assistance.

**Key Principles and Approaches:** The Owner has identified the following items as key elements for the Project and the selected architecture firm is expected to implement these concepts and practices on the Project. Proposers should take note of the emphasis placed upon these items.

1. **TERO Participation:** Native American participation in compliance with TERO (Tribal Employment Rights Office) standards in both employment and contracting on the Project is paramount. The firm selected will be required to develop a plan for maximizing TERO participation in subcontracting and employment, and for monitoring and enforcing

subcontractor TERO requirements during construction. The TERO contractor participation shall be a minimum of 25%, and the TERO for Tulalip NAOB shall be a minimum of 15%.

2. **Early Participation of Key Subcontractors:** The Owner expects that the selected firm will contract with key subcontractors to during the initial phase of the Project to provide early collaboration in the detail and coordination of the construction documents.
3. **Cost Estimating:** Early in the design phase, the architecture and design team will collaborate in the development of a cost model that will establish the initial budget parameters and controls for all of the Project components and systems. This will establish the baseline for all future cost estimating efforts and evaluation of the Project design against the Project budget.
4. **Design Deliverables:** As the design progresses, the content, format, schedule, and review process of the design deliverables will be established by the Owner and the architecture team in accordance with the needs of the project. The architecture team will shall be guided by the principles of eliminating waste, minimizing costs, maximizing efficiency, and achieving the Owner's strategic goals and quality objectives.

## **5.0 SELECTION AND AWARD PROCESS**

The process for selection of the architecture firm and the negotiation of the contract is anticipated to be as follows:

1. All proposing firms must meet the minimum qualifications detailed in Section 6.0 of the RFQ.
2. NAOB's submitting proposals shall submit evidence of certification from the Tulalip Tribes' TERO office as being a certified NAOB or Tulalip Tribal Member NAOB with their submission in order to receive preference provided in this RFQ.
3. The firms submitting SOQ's will be scored and ranked on the basis of the evaluation criteria established in this RFQ. The Owner reserves the right to evaluate the proposer's past experience and create a short list from the highest scored proposers.
4. After evaluating the proposer's qualifications, the Owner will review each firm's proposed management plans submitted for the Project. If the Owner creates a short list, then the Owner will only evaluate the proposed management plans from the short listed firms , and only the short listed firms will be invited to participate in the interview process.
5. The Owner reserves the right to check references of the firms at any time during the selection process. Should any information obtained during a reference check cause concern regarding the firm's past performance or their ability to successfully perform the requirements outlined in this RFQ, the Owner has the sole discretion to determine whether a firm is qualified for the Project.

6. The Owner will initiate contract negotiations with the firm with the highest score at the conclusion of the interview.
7. If a contract cannot be reached by both parties and negotiations are terminated, the Owner’s representative may initiate negotiations with the second highest scored proposer. This process shall continue until the Owner successfully negotiates a contract for the Project or terminates the procurement process. Proposers shall not be entitled to compensation, damages, loss of profit, or payment of any kind resulting from the failure to enter into a contract.

**6.0 SUBMISSION EVALUATION CRITERIA**

All responsive submissions will be reviewed by a selection committee. The evaluation criteria will be given the following weights:

<b>QUALIFICATIONS</b>	<b>100 POINTS</b>
Team Organization	30%
Demonstrated History of Successful Projects of Similar Size and Scope	50%
Specific Qualifications of Key Team Members	20%

**1. Proposer’s Experience and Qualifications**

The SOQ shall demonstrate the architecture team’s ability to undertake the Project by providing the following qualifications of the proposer and individual key team members. The inability to contact a reference may have a detrimental impact on the evaluation of qualifications. Emphasis will be placed on experience and expertise in performing substantive work on projects of similar size and scope.

Projects of similar size and scope are defined as projects that had completion dates within The last 10 years and that have several or all of the following characteristics:

- Projects for Native American Tribes and, more specifically, projects with TERO requirements.
- Projects of similar size and budget that include design and construction of government administration or city hall buildings.
- Projects that utilize an integrated delivery method that requires strong coordination and integration of the of the design and construction professionals early in the process.

## **2. Team Organization**

- a. Provide an organization chart showing key team members for all phases of the Project through final acceptance and warranty period. Identify specific individuals for the following key functions and note whether individuals perform multiple functions.
  - Person responsible for the overall management of the Project.
  - Architect and Designer of Record.
  - Person responsible for construction oversight.
  - Person responsible for oversight of cost control and budget estimating.
  - Person responsible for sequencing and scheduling.
  
- b. Provide a resume for each key team member. Resumes should be no longer than 1 page and should include the following information:
  - Description of the individual's proposed Project role.
  - Identification of employer and number of years with the firm.
  - Educational background, professional licenses, and/or certifications.
  - Description of the individual's experience on projects of similar size and scope, and how their experience will benefit this Project.
  - The individual's billable rate.

## **3. Overall Management Approach**

- a. Describe the firm's overall management approach to the Project. Proposers should address the following:
  - Strategies the architecture and design team employs to achieve a thorough and clear understanding of the Owner's goals and objectives.
  - Description of the proposer's current understanding of the goals and objectives of the Project based on information provided in the RFQ.
  
- b. Identify three (3) key challenges to the Project, and propose a strategy to mitigate the potential negative impacts of each challenge.
  
- c. Identify any unique approaches, strengths, and/or differentiating resources that will assist the architecture and design team to implement the strategy and assist the Owner in achieving its goals.

#### **4. Project Controls, Cost Tracking, and GMP Development**

- a. Describe the firm's processes and tools for monitoring, reporting, and managing cost, including, but not limited to:
- Design to budget control and reporting processes.
  - Scope, cost, and schedule baseline development and management/ change control processes to include the participation and interaction among the scheduling and estimating teams, project design, and construction management teams to execute these processes.
  - Risk management processes and how quantified risk cost and schedule values are factored into the cost and schedule baseline, projected cost and schedule performance, and cash flow reporting.
  - Cash flow reporting processes and basis for monthly cash flow estimated values.
  - Document control system integration with work breakdown structure and responsibility matrix or organizational structure.
- b. List the primary challenges with respect to project controls and how those challenges will be met.
- c. Describe the architecture firm's processes and tools for supporting the development of a Guaranteed Maximum Price (GMP) and addressing issues such as:
- Optimum time to establish the GMP, and how it will be calculated.
  - How the firm proposes to address unknown issues such as contingencies, allowances, and escalation factors.
  - The firm's conceptual estimating process.
  - Input from specialty contractors.
  - The primary challenges in establishing the GMP.

#### **5. Collaboration and Integration**

One of the primary goals for the Project is to create a highly functioning, collaborative, and integrated team as early as possible and to incorporate the Owner's staff as part of that team.

- a. Explain the architecture and design team's approach to creating a collaborative environment for the Project.
- b. Describe how the firm will engage the Project stakeholders and incorporate their input into the Project.
- c. Provide the firm's approach to conflict resolution between the Owner and the firm's team.

## **6. Design Development and Management**

- a. Describe the firm's overall approach to design development and management of the Project. Include a description of the design management process and the communication between the Owner and the firm's team during this process.
- b. Identify the challenges in developing the design for the Project and how the firm will address those challenges.
- c. Provide details regarding the tools used in the design process, including 3D modeling and how those tools will assist the firm in achieving those goals.
- d. Describe the firm's approach to value engineering for the Project.
- e. Describe the firm's process for managing quality assurance and quality control during the design process and identify key team members who will be tasked with the review and coordination of all phases of design documents.
- f. Describe the firm's approach for assisting in managing the permitting process.

## **7. Project Sequencing and Scheduling**

- a. Describe the firm's overall approach to scheduling and sequencing for the Project. In addition to the overall approach, include a description of how the firm will address regulatory and stakeholder approvals for the permitting process.
- b. Provide a proposed schedule for the Project and include major milestones such as anticipated design submittals, construction commencement, and substantial completion dates.



- Describe the assumptions under which the proposed schedule was based including proposed durations, sequencing, logistics, and skilled labor availability in determining manpower projections.
  - Describe how the firm will utilize the project schedule and interim (look-ahead) schedule and how they correlate.
  - Describe the firm's procedures and processes for updating the schedule including the frequency of updates and how the quality and accuracy of those updates will be managed and presented as part of the project deliverables.
- c. Identify the challenges in scheduling construction of the Project and how the design team will address those challenges.
- d. Provide details regarding the methodology and tools of the development of the baseline schedule, and how these tools will assist the firm in achieving those goals including but not limited to:
- 3D modeling.
  - Administration of consultants, subconsultants, and subcontractors.
- e. Describe the firm's commitment to safety and what innovations the firm's team will bring to the Project to enhance safety.
- f. With respect to the firm's QA/QC plan, provide the following information:
- The process and key team members who will be tasked with the review and coordination of all submittals and shop drawings.
  - The process and key team members who will be tasked with assessing the craftsmanship and workmanship by all trades and verifying that all materials installed are per the approved submittals and shop drawings.

## **7.0 INTERVIEW**

After reviewing the submissions, a selection committee will conduct interviews with the proposers. If the Owner creates a short list, then the Owner will only interview firms on that list. Prior to the interview, references will be checked by the selection committee.

Proposers should restrict the attendees to those people who will perform substantive work on the Project.

In addition to presenting their qualifications, experience, and approach to the Project, the firms will be expected to respond to questions from the selection committee regarding the submission, as well as additional questions that the committee may have. Oral statements during the interview are not binding on the Owner unless confirmed in writing.

Proposers shall create meeting minutes for the interview and submit them to the Owner within two (2) business days. The meeting minutes should be consistent with the type of communications the Owner should expect during the Project.

## **8.0 FINAL SELECTION**

The Owner intends to select the architecture firm that meets the criteria outlined in the RFQ. Final selection must be approved by and shall be at the sole discretion of the Owner. The Owner reserves the right to select any responsive and responsible firm they determine.

## **9.0 RESERVATION OF RIGHTS**

The Owner reserves without limitation and may exercise at its sole discretion, the following rights and conditions with regard to this solicitation:

1. To cancel the procurement process and reject any or all SOQ's and/or proposals.
2. To waive any informality or irregularity.
3. To revise the procurement documents and schedule via addendum.
4. To reject any proposer who submits an incomplete or inadequate response or is not responsive to the requirements of this RFQ.
5. To require confirmation of information provided by a proposer, require additional information concerning a submission, or require additional evidence of qualifications to perform the work described in this RFQ.
6. To provide clarifications or conduct discussions at any time with one or more proposers.
7. To contact references that are not listed in a proposer's submission and investigate statements on the SOQ.
8. To consider alternate technical concepts or approaches identified by proposers.
9. To take any actions related to the RFQ process or the Project that is determined to be in the best interests of the Owner.
10. To approve or disapprove the use or substitution of any subconsultants, subcontractors, or

key team members identified in the SOQ or proposal.

## **10.0 PRODUCT OWNERSHIP**

Any portion of a SOQ that consists of architectural and other design elements or specifications that are unique to the Project will be the property of the Owner, including but not limited to any intellectual property rights or copyrights/ patents. All submissions will become the property of the Owner and will not be returned.

## **11.0 NON-COLLUSION DECLARATION**

By submitting a proposal, the person, firm, association, or corporation certifies that they have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which the proposal is submitted.

## **12.0 LICENSING REQUIREMENTS**

All individuals, businesses, entities, and organizations engaged in business activities on the Tulalip Indian Reservation shall obtain a Tulalip Tribal Business License. This applies to all contractors, subcontractors, suppliers, and consultants working on the Project regardless of tier or location.

Design professionals shall be licensed by the State of Washington. Any professional or business licenses required will be the sole cost and responsibility of the proposing firm.

## **13.0 SUBMISSION DEVELOPMENT COSTS**

The Owner accepts no liability for the costs and expenses incurred by firms in responding to this solicitation. Each firm that enters into the procurement process shall prepare the SOQ and required materials at its own expense and with the express understanding that it cannot make any claims whatsoever for reimbursement from the Owner for any costs and expenses associated with the process.

## **14.0 SCHEDULE**

The Owner anticipates the selection schedule to be as follows:

RFQ Issue Date	February 24, 2025
Deadline for Questions	March 7, 2025
Deadline for Addenda	March 12, 2025
Submission Due Date	March 19, 2025 @ 2:00 PM
Evaluation Period	March 20-23, 2025
Contract Negotiation Period	Week of March 24, 2025
Estimated Notice to Award	Week of March 31, 2025

Questions must be delivered by electronic mail to the Owner 's representative no later than **5:00 PM on March 7, 2025**. All responses will be issued as addenda. The Owner's representative for this solicitation is:

Casey Wren  
Quil Ceda Village Project Manager  
[cwren@tulaliptribes-nsn.gov](mailto:cwren@tulaliptribes-nsn.gov)  
360-716-5022

### **ATTACHMENTS:**

Attachment A: Map of existing site

Attachment B: Map of alternate site

## **ATTACHMENT A:**

### **Map of Existing Site**



# Tulalip Buildings Map

- provided by TDS-GIS -



300ft  
-122.180 48.077 Degrees

## **ATTACHMENT B:**

### **Map of Alternate Site**



4.70 acres

4.15