



**REQUEST FOR QUALIFICATIONS
(RFQ)
FOR ON-CALL
ARCHITECTURAL SERVICES**

QUINAULT INDIAN NATION

**DIVISION OF COMMUNITY SERVICES
CONSTRUCTION PROJECT MANAGEMENT
PO BOX 189
TAHOLAH, WA**

RELEASE DATE:

4/13/2021

Due Date

April 29, 2021 by 4:30 P.M (Late submissions will **not** considered)

Submission Method: Via email, fax, U.S. Mail, other delivery services or hand delivery.

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Contracts & Procurement Officer
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Description and Introduction

The Quinault Indian Nation, a Federally-Recognized Indian Tribe (hereinafter referred to as the “Nation” or “QIN”), seeks interested Architectural Consultants to be included on an “On-Call Roster” to provide specialized services to the Nation in connection with planned and unplanned Projects within the Quinault Indian Reservation to be implemented 2021-23 (through September 30, 2023). Successful firms on “On-Call Roster” may be requested to enter upon Project-specific agreements based on the professional services desired.

Who We Are

The Quinault Indian Nation is located along the Pacific Northwest Coast on the Olympic Peninsula. With close to 200,000 forested acres in its interior, travel through this Nation is accomplished via Washington State Route 109, Washington State Route 101, and BIA Road 26 known locally as the Moclips Highway. There are four residential population areas within the boundaries of the Reservation, the Village of Taholah the principle governmental seat, Q-Village, the village of Queets on the Northern edge of the Reservation, and Amanda Park, located next to Lake Quinault, with a population of approximately 1,500 between the four main residential areas.

Scope of Services

These Project-specific agreements may be executed at any time within the 2021-23 biennium, and will extend through the full duration of each Project unless terminated.

The on-call Architect(s) will provide services for projects located within the Quinault Indian Reservation and/or Nation owned facilities off of the Reservation. Services must include: Schematic Design, Design Development, Pricing, Construction Documents, and Construction Administration but not limited to specifications, cost estimates and project close out. The Architect will review the Owner’s scope of work, budget, and schedule to reach an understanding of the project requirements. The Architect will field measure and document existing conditions as required. The Architect will assist the Owner in

determining what, if any, consulting services are required for the project. Owner will request proposals of services for each prospective project(s) and will have the right to award all, none or a combination or lines items listed.

Instructions for Preparation of a Statement of Qualifications

1. General

All consultants responding to this RFQ shall provide sufficient information and data to allow a complete evaluation of their qualifications.

2. Required Information

Consultant, and/or any sub-consultants, must present satisfactory evidence to the Nation indicating their ability to deploy and begin tasks within 10 business days after receiving a work order. In addition, to ensure consistency, responses should generally conform to the following format:

Cover Letter

Table of Contents

Sections:

1. Introduction
2. Firm Qualifications
3. Qualifications of Staff
4. Familiarity/History within Region
5. References
6. Project Management Approach
7. Fee Schedule

Section 1 – Introduction

This section must contain an overview of the consultant and any proposed sub-consultants. The introduction shall clearly indicate the legal name, address, telephone number, and local point of contact information (if available) of the consultant.

Section 2 – Firm Qualifications

Provide a description and history of the firm. Provide recent experience demonstrating current capacity, familiarity and expertise in engineering practices as they relate to municipal, tribal or local government operations and planning.

Section 3 – Qualifications of Staff

Provide an organizational chart and summary of staff qualifications. State the number and nature of the staff employed with the firm and the office in which the bulk of the work engagements will be performed. Provide resumes for the project staff likely to be utilized in performing the Scope of Services. The submittal shall include notice of any investigations or disciplinary action taken or pending by national or state regulatory bodies against the firm or individuals employed by the firm.

Section 4 – Familiarity/History within the Region

Provide a list of all relevant engagements the firm completed for tribal or local government entities within the last ten (10) years within western Washington State. Illustrate how previous experience may be of benefit in the execution of the present Scope of Services.

Section 5 – References

Provide at least three references for which the firm has performed services within the past two (2) years that are similar to the requirements in the Scope of Services. At least one of the references should be from tribal or other government entities for work performed that is similar to that specified in this RFQ. Provide the reference contact name, address, e-mail address, telephone numbers and a summary and date of the services provided.

Section 6 – Project Management Approach

Provide a general description of the firm's approach to project management, communication with sub-contractors, and a clear point of contact for the firm. Include an explanation of the firm's quality control and quality assurance measures. Describe the firm's scheduling and project prioritization approaches to meet the customer's deadlines and timelines as identified in the Scope of Services.

Section 7 – Fee Schedule

Provide an hourly rate sheet for all Staff Services, Basic Services and what is to be provided as Additional Services such as reimbursable fees, mileage, shipping, legal notices, drawings and document reproductions.

Evaluation Criteria

All responses shall be evaluated with respect to the completeness of the information provided, support for all claims made, and the overall approach taken. The following criteria shall be utilized in the technical evaluation of the consultant's proposal, in order of no importance:

1. Firm Qualifications
2. Experience with similar projects involving tribal, local government and/or other governmental agencies, as well as regional experience
3. Key Staff, Project Understanding and Approach
4. Ability to complete timely development reviews and to respond in an appropriate time frame to individual requests for services
5. Thoroughness of material submitted, including the quality, amount and type of service provided
6. Reports from references
7. Cost based on Fee Schedule for 2021

Submittal Review

The evaluation committee will initially review and score all written submittals based upon the evaluation criteria set forth above. Following the initial screening and review of submittals, the Submitters included in this stage of the evaluation process may be invited to participate in an oral interview. In addition to conducting an oral interview, the Nation may during this stage of the evaluation process also contact and evaluate the Submitter references, contact any Submitter to clarify any response or request revised or additional information, contact any current users of the Submitter's services, solicit

information from any available source concerning any aspect of a submittal, and seek and review any other information deemed pertinent to the evaluation process.

Ex Parte Communications

Submitters and Submitters' representatives should not communicate with the Quinault Business Committee or the Quinault Planning Commission about this RFQ. In addition, Submitters and Submitters' representatives should not communicate outside the procedures set forth in this RFQ with an officer, employee or agent of the Nation, including any member of the evaluation panel with the exception of the submitter's point of contact.

Submitters and their representatives are not prohibited, however, from making oral statements or presentations in public to one or more representatives of the Nation in a public meeting, and are encouraged to address any questions with the contract manager listed at the beginning of this RFQ.

Miscellaneous

Indian preference does apply per Title 97 (see attached Policy). The determination of who is an Indian Contractor is made by the Tribal Employment Rights Office according to Quinault Tribal Code, Title 97. Indian Contractors must provide certification from the Tribal Employment Rights Office in order to be considered eligible for Indian Preference. A TERO fee may be assessed.

Respondents must not have been suspended or debarred by the federal government.

The successful applicants will sign the attached Services Agreement with the QIN, provide a W-9, submit certifications of required insurance coverage, and obtain QIN business licenses for all firms/subcontractors doing work on the Quinault Reservation.

This RFP does not commit the Nation to award a contract. Respondents will not offer any gratuities, favors or anything of monetary value to any employee, officer, or agent of the Nation for the purpose of influencing favorable disposition toward either their proposal or any other proposal submitted as a result of this RFP. The Nation reserves the right to accept or reject all or part of the proposal, or to decline the whole proposal, and to negotiate with the respondents to ensure Nation receives the appropriate deliverables within the required timeframe. Submissions become the property of the Nation and will not be returned.

Free-of-charge access to project bid documents (plans, specifications, addenda, and Bidders List) is provided to Prime Bidders, Subcontractors, and Vendors by going to www.bxwa.com and clicking on "Posted Projects", "Public Works", and "Quinault Indian Nation". This online plan room provides Bidders with fully usable online documents with the ability to: download, view, print, order full/partial plan sets from numerous reprographic sources, and a free online digitizer/take-off tool. It is recommended that Bidders "Register" in order to receive automatic e-mail notification of future addenda and to place themselves on the "Self-Registered Bidders List". Bidders that do not register will not be automatically notified of addenda and will need to periodically check the on-line plan room for addenda issued on this project. Contact Builders Exchange of Washington at (425) 258-1303 should you require assistance with access or registration. The content available through bxwa.com is our property or the property of our licensors and is protected by copyright and other intellectual property laws. Access to project documents is intended for use by bidders (general contractors/prime bidders, subcontractors and suppliers), agency personnel and agency's consultants, as well as for personal, noncommercial, and use by the public. You may display or print the content available for these uses only. "Harvesting" (downloading, copying, and transmitting) of any project information and/or project documents for purposes of reselling and/or redistributing information by any other party is not allowed by BXWA.

RFQ Evaluation Form – QIN On-Call Architectural Services

Firm: _____ Evaluator: _____

Date Evaluated: _____

Proposals will be evaluated on the firm’s qualifications and experience as submitted in the response to the RFQ.

Criteria	Possible Points	Points Awarded	Total Points
1. Experience and qualifications of Firm: 0-20 Points	0-20		
2. Skills, experience and qualifications of Key Staff: 0-20 Points	0-20		
3. Experience of Firm with similar scale projects as contemplated in RFQ: 0-20 Points	0-20		
4. Experience with local and/or Tribal Governmental projects: 0-20 Points	0-20		
5. Thoroughness of materials submitted: 0-10 Points	0-10		
6. References: 0-05 Points	0-05		
7. Cost based on Fee Schedule: 0-5 Points	0-05		
TOTAL SCORE			

ADDITIONAL EVALUATOR’S COMMENTS: