



PORT GAMBLE S'KLALLAM TRIBE
PLANNING DEPARTMENT
31912 Little Boston Rd. NE – Kingston, WA 98346

Request for Qualifications
Architectural Services
Port Gamble S'Klallam Tribe Campus Small-Projects Remodels

The Port Gamble S'Klallam Tribe is seeking statements of qualification from architectural firms and mechanical, electrical, and plumbing engineering for services necessary for the remodel of seven campus buildings. The remodel projects will occur in both newer buildings as well as buildings slated to be replaced in the future. There is an overall need to update the buildings to accommodate continued growth. The work will involve schematic design, design development, cost estimating, preparation of construction bid documents, and assistance with bidding and construction administration.

Objectives for this project include approximately seven mini remodels on tribal department buildings within the PGST campus. This includes some layout changes necessary to improve building usage and efficiency and some replacement and upgrades of building materials and finishes. The buildings are located within the Port Gamble S'Klallam Campus located at 31912 Little Boston Rd NE, Kingston, WA, 98346. The projects list includes:

1. Cultural Department: Approximately 800 square feet of office space. Currently the building is an open layout. Four office spaces need to be designed, new windows, deck, and electricity to exterior storage room.
2. Police Department: Approximately 625 square feet in an open room that needs to have three offices designed. Two interior walls need to be removed, new jack and jill design on public restroom, and soundproofing of interior walls.
3. Child and Family Services: Need to combine two office spaces to make a meeting space for children and their families. Approximately 50 square feet. This room will be designed and dedicated in the memory of a PGST tribal member and employee.
4. Elders Center: Our Elders center has an overall need for pantry and crafting space. Currently layout is flipped, where food is stored at the other end of the building, while crafts are near the kitchen. The office/pantry space needs to be climate controlled. Currently gets very warm during the summer.
5. Natural Resources: Office building needs to convert two large offices spaces to create an additional 5 offices spaces and a temp/on-call space. Approximately 650 square feet. Build an additional storage space in current lobby area.
6. Housing Administration: Need to combine two office spaces to create a larger document storage room. Convert lobby to office space with a small workstation and Dutch-doors to staff hallway.
7. Early Childhood: Front door entry is not secure and needs to be redesigned to allow a receptionist spot for health checks but have access only entry to remaining part of the building. Interior pocket doors need to be replaced, and exterior doors needs to be updated with controlled entry. Convert break room into a utilities room, including moving their ZONO sanitizing cabinet and flipping the laundry access to that room. It is currently on the adjacent wall. Updates are needed to the kitchen island and replace the kitchen oven/stove unit and dishwasher.



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A link to the Tribes master plan and facilities is located here:
<https://www.pgst.nsn.us/tribal-programs/tribal-government/master-plan>

Consultants should plan on at least two meetings with Tribal staff to resolve conceptual facility planning issues and develop and refine the conceptual design program.

A walk through of the facilities for interested firms is scheduled for **Tuesday May 3, 2022, at 10:00 a.m.** The walk through will be limited to a maximum of two hours. Questions need to be submitted by May 16th and directed to Abby Welch, Project Manager, at awelch@pgst.nsn.us.

Proposals for architectural services for the campus remodels will be evaluated on the following criteria:

- Demonstrated project experience and skills relevant to the design of similar facilities.
- Experience, skills, and credentials of key project staff
- Experience working with Native American tribes is preferred
- Local office (Olympic Peninsula, Puget Sound) is preferred
- Availability to conduct work within the tribe's schedule.
- Client references

Qualifications must be emailed to Abby Welch, Project manager at awelch@pgst.nsn.us. Paper submissions can be mailed to PGST Planning Dept. c/o Abby Welch, 31912 Little Boston Rd NE, Kingston WA 98346.

Questions and responses will be posted on the tribal website at:
<https://www.pgst.nsn.us/tribal-news-and-events/publications>

The deadline for receipt of proposals is **Thursday, May 26th, 2022**, 1:30 p.m.

The Tribe anticipates awarding a design contract June 2022 with the desired final completion for design is October 31, 2022, subject to negotiation.

Disclaimer

The Port Gamble S'Klallam Tribe reserves the right to accept any submittals deemed to be in the interest of the Tribe, to waive any minor irregularities in any submittal, to re-solicit for new submittals as deemed necessary by the Tribe, or not to award any contract at all. The Port Gamble S'Klallam Tribe reserves the right to award a contract based on the submittal expected to be most beneficial to the Tribe based on qualifications.