

Request for Proposals – August 13, 2018
Architectural Services
Port Gamble S’Klallam Tribe Health and Wellness Center

1. Request for Proposals:

The Port Gamble S’Klallam Tribe is seeking fee proposals and statements of qualification from licensed and qualified architectural firms for a stipulated sum contract for final design of a new tribal Health and Wellness Center. The architect will act as the prime consultant and required engineering services will be provided by licensed engineers acting as sub-consultants to the architecture firm. The building will house a medical clinic, dental clinic, wellness center, and health services business office and will be located at 32020 Little Boston Road NE, Kingston, WA, 98346. The project will be design/bid/build delivery method.

2. Project Objective:

The intent of the project is to physically consolidate health services functions for the tribe that are currently housed in scattered and crowded buildings that are nearing the end of their service life.

The tribe also intends to pursue an “integrated care” approach to delivering health and wellness services to the tribal community that will be reflected in the design of this facility. Integrated care is the systematic coordination of general and behavioral healthcare to better serve individuals with mental health, substance use, and primary medical conditions.

The project implements a phase of the tribe’s 2014 Administrative Campus Facilities Assessment and Master Plan ("Master Plan"). The Master Plan seeks to centralize current and future tribal services and government functions and facilities at the tribal campus. The design for the new building will be guided in part by the basic parameters established by the master plan including project site, general aesthetic vision expressed in the master plan, and general building orientation and configuration.

3. Selection Process and Schedule:

An optional site tour will be held on August 23, 2018 beginning at 9:00 a.m. Attendees should meet in the parking lot of the dental clinic at 32020 Little Boston Road NE, Kingston WA 98346.

E-mail questions to Jolene George, Interim Health Director, at jolenes@pgst.nsn.us by August 27, 2018.

Proposals are due September 14, 2018 by 3:00 p.m. (late submissions will not be considered).

A team of tribal staff will review proposals for consistency with the Selection Criteria. The top three firms will be interviewed by the team. The Tribe intends to conduct interviews the week of September 24, 2018.

The Tribe anticipates awarding a design contract by mid-October, 2018.

4. Background:

A planning process for the new Health and Wellness Center was completed in 2017, guided by the 2014 Master Plan mentioned above. An architectural program, schematic site layout, and conceptual design for a 2-story 23,000 square foot building and associated 40-space parking lot were prepared, capturing the tribe's current and projected facility needs. A related cost estimate was also prepared that is the basis for the current project budget. The project will also include demolition of an existing dental clinic and health administration building to make way for the new building and site improvements. The tribe intends to follow these existing planning documents closely for final design.

In July 2018 the tribe was awarded a \$2,000,000 grant for this project through the Indian Health Service (IHS) under the Small Ambulatory Program (SAP).

5. Scope of Services:

The Scope of Services includes architectural as well as normal structural, mechanical, electrical, and civil engineering services. Services shall include coordination of design review and approval through the Indian Health Service at the "35%", "65%", "95%" and "final" design development phases, as required by IHS under the SAP grant. IHS plan review will address code compliance and life safety issues. Work will include site improvements of parking and landscaping as well as vehicular and pedestrian circulation and safety improvements to the site from Little Boston Road and the remainder of the Tribal campus.

The Scope of Services includes the following:

- Schematic Design: based on the existing architectural program and concept design, prepare a schematic level design to show scale and functional relationships of the project. Prepare selections of major building systems and materials. Provide a schematic level cost estimate.
- Design Development: Prepare Design Development documents to further refine the project design of the architectural, structural, mechanical, and electrical systems. Prepare an outline specification and a design development level cost estimate.
- Construction Documents: Complete construction documents in sufficient detail to bid and construct the project. Prepare a detailed final cost estimate.
- Bidding Phase Services: Assist the Owner in bidding the project.

- Construction Administration: During construction, direct job-site meetings, inspect and evaluate the work, review certifications for payment, review submittals, review change orders, and administer project completion.

Civil engineering services shall include TESC, grading, storm water systems, and utilities.

6. Construction Budget:

The current budget for demolition, the new building, and site improvements is approximately \$7.8 million. The tribe understands that current construction market costs are inflating at an unusual rate and that the budget will need to be reexamined regularly leading up to bidding. The project will require Davis-Bacon wages.

The tribe has secured \$2,000,000 in federal project funding from the Indian Health Service and \$535,000 in tribal funds. The tribe is currently assembling the remainder of the project funding package. The tribe is applying for a Washington State Department of Commerce grant under the Building Communities Fund which requires LEED Silver certification if awarded.

7. Proposed Project Schedule:

- July-Mid-October 2018 - Procure architect
- Mid-October 2018-June 2019 - Design and prepare bid documents
- July-August 2019 - Procure construction contractor
- September 2019 - August 2020 - Construction

8. Required Information:

The proposals should include but not necessarily be limited to the following:

- Proposed stipulated sum fee, not including LEED Silver certification.
- Proposed additional stipulated sum fee for additional work involved with LEED Silver certification.
- Previous experience designing similar facilities, especially health, dental, and wellness facilities and examples of such projects.
- Identification and qualifications of proposed project team members including your anticipated project manager. Identify prime consultant and subconsultants.
- Statement of the availability of project team members to meet proposed schedule and produce deliverables.
- Verification of Washington State architect licensing and proof of good standing.
- Previous experience working for Indian tribes.
- References

9. Owner Contact:

E-mail questions to Jolene George, Interim Health Director, at jolenes@pgst.nsn.us by August 27, 2018.

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

10. Submission Requirements:

Three hardcopies to Jolene George, Interim Health Director. Mailing address is 31912 Little Boston Rd NE, Kingston, WA 98346. Physical address for hand deliveries is 32020 Little Boston Rd NE, Kingston, WA 98346 (the Dental Clinic building).

11. Evaluation Criteria:

The tribe will use the following criteria to select an architect. The criteria are subject to change without notice at the discretion of the tribe.

- 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
- Project budget
- Availability to conduct work within the tribe's schedule.
- Client references

12. Proposal Conditions:

Building codes, engineering standards, and design guidance:

The project is located on a federal Indian reservation where county and state building and zoning regulations do not apply. The tribe however requires that the plans and specifications prepared for this project meet current building codes and engineering standards that typically apply in Washington State. Plans and specifications shall be prepared in compliance with the current editions of the following codes and guidelines:

- International Building Code (IBC) with Washington State amendments
- National Electrical Code (NEC) with Washington State amendments
- International Mechanical Code with Washington State amendments
- International Plumbing Code with Washington State amendments
- International Fire Code with Washington State amendments
- National Fire Protection Association (NFPA 101)

- Washington State Energy Code, commercial provisions
- ICC/ANSI A117.1 and ADA Standards for accessibility
- Indian Health Service A/E Design Guide, 2016,
<https://www.ihs.gov/DES/publications/>
- AIA Guidelines for the Design and Construction of Hospital and Healthcare Facilities
- American Society of Heating, Refrigeration, and Air Conditioning Engineering
- American Association of State Highway and Transportation Officials

Sales tax:

Washington State sales tax also does not apply to goods or services delivered to the reservation.

LEED Silver Certification:

The tribe is applying for a Washington State Department of Commerce grant under the Building Communities Fund which requires LEED Silver certification if awarded.

13. Disclaimer:

The Port Gamble S'Klallam Tribe reserves the right to accept any proposal deemed to be in the interest of the tribe, to waive any minor irregularities in any proposal, to re-solicit for new proposals 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 proposal expected to be most beneficial to the tribe based on qualifications and cost.

14. Background Documents Located on the Tribe's Website:

- Master Plan excerpts
- Architectural program
- Conceptual site plan
- Conceptual floor plans
- Preliminary cost estimate
- Aerial photo showing existing site

<https://www.pgst.nsn.us/tribal-news-and-events/publications>