



REQUEST FOR PROPOSAL (RFP) & QUALIFICATIONS:

ENGINEERING SERVICES

Quinault Courthouse Facility

Presented by: Quinault Indian Nation

Address: 1214 Aalis Drive, PO Box 70
Taholah, WA 98587

Project Location: 1504 Kla Ook Wa Drive, Taholah

Contact for questions: Becky Rowell, Court Manager at
browell@quinault.org or
360-276-8215 ext 2220

Date of Issue: April 10, 2025

Project overview

The Quinault Indian Nation (QIN) seeks proposals from qualified design teams for the development of a new courthouse facility serving the tribal community. The project at this time is design only, but the project anticipates moving immediately into construction. This project will be a 6,000 square foot judicial facility that will serve as a cornerstone of the Nation's justice system. The Quinault Indian Nation exercises sovereignty through its tribal court system, which plays a vital role in upholding tribal laws, traditions, and justice within the community. The new courthouse represents a significant investment in the Nation's judicial infrastructure and will enhance the tribe's ability to administer justice while incorporating cultural values and modern security requirements.

The project design will require complete site development plans, civil planning of currently undeveloped land, full architectural and engineering, as well as complete engineers' estimates and construction documents.

Project Goals and Objectives

1. Create a functional and secure courthouse facility that serves the needs of the Quinault Indian Nation's justice system
2. Provide separate circulation patterns for public, staff, and in-custody individuals

3. Ensure accessibility for all community members
4. Create a welcoming environment that balances security requirements with public access
5. Integrate modern technology for court proceedings and records management

Project Location and Site

The courthouse will be constructed on cleared land within the Quinault Indian Nation. The address will be 1504 Kla Ook Wa Drive, Taholah. There is a mandatory site visit on XX/XX/XX. The site requires full design and development including:

- Site Survey
- Geotechnical report and Recommendations
- Full Architectural and engineering Drawings that include:
 - Utility connections from the road
 - Parking facilities for public, staff, and law enforcement
 - Secure vehicle sally port
 - Sidewalks and accessible pathways plans
 - Site lighting designs and security features
 - Landscaping design appropriate to the local environment



PROJECT SCOPE

The selected design team will be responsible for full Geotechnical testing to inform complete Architectural and Engineering plans:

- Review and build upon provided 10% design documents
- Complete architectural and engineering design
- Integrate security and technology requirements
- Incorporate cultural elements and considerations
- Complete Engineer's cost estimates

The selected contractor will be responsible for Project management that includes the following:

- Schedule management
- Annotated Meeting coordination
- Quality control
- Cost control
- Tribal coordination
- Documentation and reporting
- Provide completed Construction Documents

Tribal Participation

This project emphasizes meaningful tribal participation through:

- Incorporation of cultural design elements
- Regular communication with tribal stakeholders
- Compliance with TERO requirements
- Integration of traditional knowledge and practices where appropriate

PROJECT REQUIREMENTS

Facility Requirements

A. Building Program

1. Courtroom Space
 - Main courtroom (estimated 1,200 SF)
 - Judge's bench with appropriate height and sightlines
 - Seating area
 - Court clerk station
 - Bailiff station
 - Acoustic treatment for privacy and clarity
2. Judicial Spaces
 - Judge's chambers with private restroom

- Law clerk/staff work area
- Conference rooms
- Secure entrance/exit
- 3. Court Administration
 - Clerk's public counter with queuing area
 - Staff work areas/offices
 - Staff break room
 - Public transaction windows with security features
- 4. Security Features
 - Single point of public entry with security screening
 - Security staff station
 - Single secured room
 - Separate circulation paths for public, staff, and in-custody individuals
 - Security cameras and monitoring system
 - Access control system
 - Duress alarms in strategic locations
- 5. Other Spaces
 - Public wait area
 - Accessible public restrooms

B. Building Systems Requirements

- 1. Structural System
 - Design to meet current building codes and seismic requirements
 - Floor system to minimize vibration and sound transmission
 - Roof system appropriate for local climate conditions
 - Foundation system based on geotechnical recommendations
- 2. Mechanical Systems
 - HVAC system with individual zone control
 - Separate ventilation systems for detention areas
 - Energy efficiency meeting current standards
 - Building automation system
- 3. Electrical Systems
 - Emergency power system
 - LED lighting with appropriate controls
 - Occupancy sensors
 - Adequate power distribution for technology needs
- 4. Plumbing Systems
 - Efficient fixtures meeting accessibility requirements
 - Separate systems for secure areas
 - Hot water system sized for facility needs
 - Water conservation features
 - Wastewater system
- 5. Technology Infrastructure
 - Server room with appropriate cooling and power
 - Structured cabling system

- Audio/visual systems in courtroom
- Video conferencing capabilities

Site Development Requirements

A. Site Preparation

- Clearing and grading plans per civil engineering requirements
- Erosion control measures
- Stormwater management plan
- Site utilities connection plans
- Environmental protection measures

B. Site Improvements

1. Parking Areas (1 space per 200 square foot of building)
 - Public parking
 - Staff parking with secure access
 - Law enforcement parking
 - ADA-compliant spaces
2. Site Security
 - Security lighting
 - Security cameras
 - Controlled access points
3. Landscaping
 - Native/indigenous plants
 - Low maintenance design
 - Storm water Management
4. Site Circulation
 - Separate public and employee vehicle access
 - Clear wayfinding
 - ADA-compliant pathways
 - Secure parking space

Performance Requirements

A. Building Envelope

- Weather resistance appropriate for local climate
- Energy efficiency meeting current standards
- Durable materials requiring minimal maintenance
- Sound transmission control
- Security considerations for windows and doors

B. Interior Requirements

- Durable finishes appropriate for public facility
- Materials meeting acoustic requirements
- Low maintenance surfaces

C. Acoustic Requirements

- Sound isolation between sensitive spaces
- Acoustic privacy for courtroom and chambers
- Sound masking systems where appropriate
- Mechanical system noise control
- Public space sound management

D. Security Performance

- Forced entry resistance
- Emergency response features
- Lock and key systems
- Video surveillance

SCOPE OF SERVICES

Design Services

The contractor shall be responsible for providing comprehensive design services for the QIN Courthouse Facility. Design services encompass all architectural, engineering, and specialty consulting work required to complete the project. The design process will proceed through distinct phases outlined below.

Design Development and Review The initial phase requires thorough review and analysis of existing documentation and site conditions. The contractor will evaluate the provided 10% design documents and conduct comprehensive analysis including site verification, code review, and program requirements. This analysis must specifically address security needs for judicial facilities and incorporate cultural considerations appropriate for a tribal courthouse.

Key analysis components include:

- Complete site analysis and verification of existing conditions
- Building and life safety code compliance review
- Space program verification and refinement
- Building systems and infrastructure assessment
- Security and circulation flow analysis
- Cultural integration opportunities

Design Phases The design will progress through three formal phases, with each phase building upon previous work while incorporating QIN feedback and requirements:

Schematic Design (30%): This phase establishes fundamental decisions about the courthouse layout, appearance, and systems through development of:

- Site utilization and development plans showing building placement, parking, and circulation
- Preliminary floor plans demonstrating space layouts and relationships
- Building elevations illustrating exterior appearance and materials
- Basic building sections showing vertical relationships
- Interior design concepts for key spaces
- Narrative descriptions of major building systems
- Security concepts and circulation patterns
- Preliminary outline specifications
- Initial cost estimates based on conceptual design

Design Development (60%): Building on approved schematic design, this phase resolves and documents:

- Detailed, dimensioned floor plans for all spaces
- Interior elevations of courtrooms and public spaces
- Complete reflected ceiling plans
- Detailed building sections and wall sections
- Engineering plans for all building systems
- Security system details and integration
- Material and finish selections with samples
- Updated cost estimate reflecting design development

Construction Documents (100%): The final design phase delivers comprehensive documentation for bidding and construction including:

- Complete drawing set for all disciplines
- Final technical specifications
- Detailed cost estimates
- Bid package preparation
- Construction phasing plan
- Final Engineers estimates

Required Documentation Throughout all design phases, the contractor shall maintain thorough documentation including:

- Design calculations for all disciplines
- Energy modeling and performance analysis
- Comprehensive security system layouts
- Building technology infrastructure plans

- Cultural element integration details
- Material samples and specifications
- Color and finish schedules

Construction Documents

The contractor shall provide full construction Documents

CONTRACTOR REQUIREMENTS

The selected contractor must demonstrate comprehensive qualifications appropriate for a project of this scope and complexity. The contractor shall be licensed in Washington State and maintain good standing throughout the project duration. The design team must include licensed professionals across all required disciplines to ensure complete coverage of project needs.

Company Requirements The lead contractor must hold all necessary Washington State licenses and demonstrate the organizational capacity to execute a tribal courthouse project. The design team shall include licensed professionals in each required discipline, including architectural, civil, structural, mechanical, electrical, and plumbing engineering. The contractor must either hold or be able to obtain a QIN business license prior to contract execution.

Project Team Experience

The Project Manager assigned to this project must have a minimum of 10 years of experience leading projects of similar scope and complexity. Key team members should demonstrate substantial experience with design-build delivery methods, tribal project execution, security system integration, and construction of similar facilities. The team must possess or obtain cultural sensitivity training appropriate for working within tribal communities.

The contractor shall demonstrate extensive experience through:

- Minimum of 5 years executing design-build projects
- Verifiable experience with similar facility construction
- Successful completion of projects of comparable size and complexity
- Demonstrated success working with tribal nations
- Proven capability implementing comprehensive security systems
- Track record of successful public facility construction

Project Experience Documentation

The contractor must provide detailed information on a minimum of three completed projects of similar scope completed within the past five years.

Insurance and Bonding Requirements

Insurance Coverage

The contractor shall maintain comprehensive insurance coverage throughout the project duration. All policies must name QIN as additional insured and provide 30-day notice of cancellation.

Commercial General Liability

Insurance providing \$1,000,000 per occurrence and \$2,000,000 aggregate coverage. Professional Liability Insurance must be maintained at \$2,000,000 per claim and aggregate. The contractor shall also maintain automobile liability coverage at \$1,000,000 combined single limit, statutory workers' compensation coverage, and employer's liability coverage at \$1,000,000 for accident, disease-policy limit, and disease-each employee.

Bonding Requirements

The contractor must provide 100% Performance and Payment Bonds from a surety company licensed in Washington State. Current bonding capacity documentation must be included with the proposal submission.

Project Management Requirements

Management Systems

The contractor shall implement comprehensive project management systems that address all aspects of project delivery. These systems must cover quality control, safety programs, schedule management, cost control, document management, communication protocols, and risk management procedures.

Reporting and Documentation

The contractor shall maintain comprehensive project documentation through regular reporting including weekly progress updates, monthly schedule assessments, cost reports, safety documentation, quality control records, TERO compliance documentation, tribal employment reports, and photographic documentation of progress.

Tribal Requirements

The contractor shall demonstrate full commitment to tribal employment and cultural integration throughout project execution. This commitment encompasses several key areas:

TERO Compliance

The contractor must fully comply with the Tribal Employment Rights Ordinance (TERO), including payment of applicable fees, documentation submission, and coordination with the

TERO office. This includes developing and implementing tribal employment goals and providing required training and mentoring opportunities.

Cultural Integration

The project team must demonstrate cultural awareness and sensitivity through:

- Comprehensive cultural awareness training
- Understanding and respect for tribal protocols
- Protection of cultural sites and artifacts
- Meaningful integration of cultural elements
- Effective communication with tribal representatives
- Active community engagement

TERMS AND CONDITIONS

Indian Preference

Preference will be given to inclusion of qualified Indian-owned firms per the QIN's Indian Preference Policy. Respondents must not have been suspended or debarred by the federal government. The Nation's Indian Preference Policy applies (attached). The determination of who is an Indian Contractor is made by the Tribal Employment Rights Office according to Quinault Tribal Code, Title 97.

General Conditions

The following terms and conditions govern proposal submission and project execution:

Proposal Validity Submitted proposals must remain valid for 90 days following submission, with pricing held firm throughout this period. No proposal withdrawal will be permitted during the validity period.

QIN Rights QIN retains comprehensive rights regarding proposal evaluation and project execution, including the right to reject any or all proposals, waive minor irregularities, cancel or reissue the RFP, modify requirements via addenda, extend deadlines, request additional information, and modify the scope of work as needed to achieve project objectives.

Legal Framework

All work shall comply with applicable federal, state, tribal, and local requirements. The contractor acknowledges tribal sovereignty and agrees to tribal court jurisdiction for dispute resolution. Work shall conform to all building codes, environmental regulations, and labor laws.

PROPOSAL EVALUATION AND SELECTION PROCESS

Proposals shall demonstrate that the firm(s) has the professional capability and availability to satisfactorily and timely complete all the tasks as described in the Scope of Work section of this RFP. Responses shall include:

1) Company Information

Prime Consultant firm legal name, address, telephone number, principal contact email address, License Number, SAMS UEI number, and Proof of Insurance.

2) Experience and Past Performance (15 points)

Provide a record of experience on cultural center projects or with similar elements within the past five years, clearly noting work performed solely and directly by proposing firm and work performed by staff while employed at a previous firm. Representative projects should demonstrate your firm's ability to meet schedules, control costs and effectively administer the project. For each project example provided, include the following data:

- Year project was completed
- Total cost of construction, and cost per square foot
- Total design fees, including consultants
- Reference contact name and telephone number.

3) Staffing Plan (15 points)

- This section should contain a detailed and specific discussion of your firm's proposed staffing plan. Include description of staff roles, resumes and other relevant biographical information as deemed necessary.
- Provide a listing of proposed design consultants, including Mechanical, Electrical, Structural, Civil, Landscape. At their discretion, the tribe reserves the right to require alternative consultants.

4) Work Plan & Schedule (25 points)

The proposed work plan and schedule for activities to be performed.

5) Fee Proposal (40 points)

Provide a lump sum fee (Fixed Price) proposal. Include the following information:

- Estimated hours and rates for proposed staff/positions
- A list of anticipated consultants and their fee
- The amount for expenses and what is included.
- The consultant list should include those disciplines recommended by the architect for optimal execution of the project. An explanation may be provided.

6) Justification (5 points)

Provide a demonstrated reason why your firm wants to assist Quinault Indian Nation and why the Tribe should place their trust in your firm.

7) References: (no points)

A minimum of three references that are knowledgeable regarding the firm's recent performance on projects. The references shall be for projects on which the Project Manager has performed.

Selection of the successful proposal shall, in part, be based upon the completeness of the submittal, the quality and price of the services, the reputation of the respondent, and the ability of the respondent to meet all deadlines for delivery of the item(s).

This RFP does not commit QIN to award a contract, to pay any costs incurred in preparation of a response to this invitation, or to procure or contract for services or supplies. Respondents will not offer any gratuities, favors or anything of monetary value to any employee, officer, or agent of the QIN for the purpose of influencing favorable disposition toward either their proposal or any other proposal submitted as a result of this RFP.

The QIN 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 QIN receives the appropriate deliverables within the required timeframe. A declaration of an apparent low cost or successful proposer does not constitute the award of the project. The award shall be made only after a thorough review of the proposal and approval by the Quinault Business Committee.

Send your submittals to:

Procurement Administration
Quinault Indian Nation
PO Box 70
1214 Aalis Drive
Taholah, Washington 98587

Label should reference: "Tribal Court"

PDFs are to be sent to bids@quinault.org, faith.webster@quinault.org & Leona.Colegrove@quinault.org

Submittals become the property of the QIN and will not be returned.

PROPOSAL AND AWARD TIMELINE:	
April 10, 2025	RFP issued
April 18, 2025	Non-mandatory Pre-proposal meeting – Virtual @ 2pm Pacific Time Zoom link: https://zoom.us/j/95256132982?pwd=RTJrUHhiamt6VUhXM1h1aWxWU0VnZz09 Meeting ID: 952 5613 2982 Passcode: 301350 One tap mobile: +12532158782, 95256132982#, *301350# US (Tacoma)
April 25, 2025	Last day for submittal of questions
May 9, 2025	Proposals due by 4:30 pm Pacific Time
May 23, 2025	Recommendation of Award

CONTRACT REQUIREMENTS

Contract Documents and Management

The formal agreement between QIN and the selected contractor shall be documented through several key instruments. The Standard Form of Agreement will be supplemented by General and Special Conditions, detailed Scope of Work, Technical Specifications, Project Schedule, Price Proposal, Insurance Certificates, and Performance and Payment Bonds.

These documents follow a clear order of precedence: Contract Agreement holds primary authority, followed by Special Conditions, General Conditions, Technical Specifications, Drawings, and other Contract Documents. This hierarchy ensures clear resolution of any apparent conflicts between documents.

Contract Administration

Payment terms shall be structured around monthly progress payments subject to appropriate retention requirements. Each payment application must follow prescribed formats and include comprehensive supporting documentation. Final payment remains contingent upon satisfactory completion of all work and release of liens.

Change order management requires strict adherence to established procedures for pricing, time impact analysis, and documentation. All changes must receive proper approval through QIN's designated representatives before proceeding with modified work.

Dispute resolution shall occur primarily through tribal court jurisdiction. The process includes provisions for mediation and arbitration as intermediate steps, with specific notice requirements and claims procedures detailed in the contract documents.

ADMINISTRATIVE REQUIREMENTS

Project Administration

The contractor must secure and maintain all required licenses and permits throughout project execution. These include QIN business license, construction permits, trade permits, environmental permits, and any other necessary authorizations required by authorities having jurisdiction.

Documentation requirements encompass daily reports of all site activities, weekly progress reports, monthly schedule updates, payment applications, insurance certificates, certified payroll reports, and TERO compliance documentation. All documentation shall be maintained in an organized system accessible to authorized project stakeholders.

Regular meetings form an essential component of project administration. These include:

The pre-construction conference establishes key protocols and relationships. Ongoing progress meetings track developments and address emerging issues. Additional coordination meetings, safety briefings, quality control reviews, and closeout meetings ensure comprehensive project oversight.

Tribal Requirements Integration

TERO compliance requires diligent attention to registration, fee payments, employment reporting, training documentation, and overall compliance verification. The contractor shall maintain detailed records demonstrating adherence to Indian Preference requirements in hiring, subcontracting, training commitments, and compliance monitoring.

Cultural considerations demand careful attention to protecting cultural resources, integrating appropriate design elements, maintaining community engagement, respecting traditional protocols, and providing archaeological monitoring when required.