

Request for Qualifications



SAMISH INDIAN NATION

**Contract Representation and
Construction Management Services
for
Samish Xwch'ángteng Development
on 34th Street in Anacortes, WA**

May 25, 2022

**Samish Indian Nation
Planning Department
8327 Summit Park Rd.
Anacortes, WA 98221**

Request for Qualifications

Contract Representation and Construction Management Services

Introduction

The Samish Indian Nation (Owner) invites responses to this Request for Qualifications (RFQ) to provide contract representation and construction management (CRCM) services for the construction phase of the Samish Xwch'ángteng Development. The project site is located at 2019 34th Street, Anacortes, WA 98221.

The Samish Indian Nation anticipates a full complement of construction management services will be required, with the selected firm representing Samish's interests in having the project completed on time, within budget, and as planned with minimum difficulty.

The Contract Representative/Construction Manager will work with the construction contractor on site specifically to ensure compliance with the contract terms and provisions applicable thereto. Under this assignment the Contract Representative/Construction Manager will have the authority and responsibility to represent the Nation appropriately.

The Contract Representative/Construction Manager will be part of and will work with a project team consisting of representatives of the Owner, as selected by the Owner, and the project architect, as required. The selected firm will report to the Samish Planning Director.

The Owner reserves the right to reject any and all responses to this RFQ and to waive any technicalities or irregularities, and after careful consideration of all submissions and factors involved make the award to best serve the interests of the Samish Indian Nation.

Project Description

The Samish Xwch'ángteng Development on 34th Street consists of the new construction of (14) single family homes with carports and driveways, a one-bedroom apartment, community center, playground, and associated parking area. Samish's goal is to achieve a community for its elderly, disabled, and low-income citizens. All 14 of the cottage units will qualify as low-income units in accordance with Anacortes Municipal Code (AMC) Chapter 3.93.060 and AMC 13.44.010. All units will be ADA-ready or adaptable. The project consists of approximately 18,818 SF of buildings and 89,953 SF of site improvements.

Project design is consistent with the City of Anacortes's cottage housing regulations found in the City's Unified Development Code, with the cottages clustered around and facing common open space.

Free-of-charge access to project bid documents (plans, specifications, addenda) can be downloaded from www.bxwa.com and clicking on "Posted Projects", "Public Works", and "Samish Indian Nation."

Scope of Services

Described below are the technical requirements for the contract representation and construction management services to be procured, including the minimum essential characteristics and standards which they must meet to satisfy their intended use. The Contract Representative/Construction Manager will assume overall responsibility for the administration and scheduling of the construction contracts, quality insurance, project safety, and special inspection requirements. The contract for these services will include at least the following work.

A. Scheduling and coordination

1. Work with the Owner and construction contractor to develop a project schedule with appropriate activities, milestones, and due dates consistent with the Owner's desired delivery of the project.
2. Continuously monitor schedule during construction, taking corrective action as necessary and advising the Owner through reports of any actions that may affect the schedule.
3. Schedule, conduct, and document weekly project meetings with the construction contractor and project team to monitor progress, discuss issues, negotiate resolutions if needed, and to anticipate and plan for any situations that may cause trouble or delays.

B. Construction monitoring and quality control

1. Monitor construction workmanship and quality control for the duration of the project. Reject defective workmanship, material or equipment installed at the site including materials or equipment delivered to the site.
2. Advise the construction contractor in writing of any violation of the contract terms and provisions and promptly bring the matter to Samish attention if the contractor refuses to correct or stop the violation.

C. Change management

1. Issue written orders to the construction contractor covering any minor changes in the drawings and specifications authorizing the contractor to meet on-site conditions, where such changes do not affect the contract completion time or price.
2. Review any proposed changes initiated by the contractor at the project site and furnish recommendations regarding their costs, need, etc., to the Samish Planning Director.

D. Documentation and reporting

1. Maintain a construction reporting and monitoring system including daily construction reports, shop drawing logs, cost control records, photographs, inspection reports, requests for information, etc. Provide this documentation for both internal and external audit as requested by Owner.

E. Review requests for payment

1. In coordination with Owner and project architect, receive, evaluate, and make recommendations to the Owner for disposition of all requests for payment by the construction contractor.

F. Other

1. Assure project remains in compliance with applicable permitting and other requirements of the City of Anacortes and other regulatory agencies.
2. Remind contractors of their obligation to place procurement orders with qualified Indians or other DBE/MBE/WBE.
3. Make certain the following posters are on display and maintained in prominent places at the work site where laborers and mechanics may see them for the duration of the contract:
 - a. Wage Rate Determination Decision
 - b. Wage Rate Information
 - c. Equal Opportunity
 - d. Employment of the Handicapped
4. Assist the Owner and the project architect with final inspection and acceptance of the project. Obtain and verify all project guarantees, warranties, as-built drawings, manuals, etc., per the project manual and construction documents.

Project Schedule

The project anticipates a construction period of 16 months, with site work beginning in mid-summer 2022, major construction in the fall and winter of 2022-23, and occupancy in mid- to late 2023.

Submittal Deadline

Please email a letter of interest and other information responding to this RFQ to Samish Planning Director Jon Barrett at planning@samishtribe.nsn.us no later than 5:00 p.m. Pacific on **Monday, June 27, 2022.**

Submittal Requirements and Procedures

Written responses to this RFQ are invited by the deadline above. The email subject line should read "Xwch'ángteng Project Contract Representative/Construction Manager RFQ". Any and all

information contained in submitted responses and selected provisions of the selected firms will be made part of the executed agreement for services. Upon request, respondents shall submit additional information as requested by the Owner.

The Samish Indian Nation reserves the right to negotiate changes in the scope of services to be provided and conduct any investigation required to determine the performance record and validity of information provided by respondents. Samish Indian Nation may choose to conduct interviews with top ranked firms.

Responses must be formatted to fit on 8.5" x 11" size paper.

Responses to this RFQ must include the following:

1. Letter of interest containing the firm's name, address, phone number(s), primary contact name and their phone number and email address.
2. Company overview, including history, size, resources, construction volume for the past five years, and awards.
3. Describe proposed staff and their qualifications applicable to this project; include the title or positions, role, and responsibilities for each staff member. Describe the forecasted availability of key members to work on this project in average hours per week over the duration of the contract period (roughly, summer 2022 to fall 2023).
4. Provide a proposed approach and scope of work that reflects your firm's understanding of the project, your experience and qualifications, and the scope of services in this RFQ.
5. Provide examples of other projects completed in the City of Anacortes.
6. Describe three representative projects that are similar in scope and nature to this project, specifying the services contracted for and the start and completion dates.
7. Provide names and contact information for three references from similar projects.
8. Describe the firm's capacity to start immediately upon approval by the Owner.
9. The resulting contract will be fixed price. Provide proposed costs for each major component of the scope of services described in this RFQ and reimbursable rates and costs.
10. Provide a list of exclusions for services and products not provided.

All materials submitted regarding this RFQ becomes the property of the Samish Indian Nation. The Samish Indian Nation is not liable for any cost incurred by firms prior to issuance of a fully executed contract and has no obligation to return any proposals received in response to this RFQ.

Selection Criteria

A selection committee established by the Owner will evaluate submittals based on the following criteria:

1. Demonstration of the qualifications required by the project
2. Experience with projects of a similar nature (e.g., housing) and scope
3. Past performance
4. Proposed project approach and scope of work
5. Presentation, organization, and clarity of RFQ submittal

Special Conditions

1. The Samish Indian Nation will apply Indian Preferences set forth under its Financial Policy. Prospective contractors must provide information consistent with this Policy in order to establish eligibility for Indian preference.
2. The selected contractor shall maintain adequate insurance coverage throughout the term of the agreement to provide contract representation and construction management services. Insurance coverage naming Samish Indian Nation as an additional insured could include, but is not limited to, commercial general liability insurance and professional liability insurance.
3. No additions or changes to any response will be allowed after the response due date unless such modification is specifically requested by Samish Indian Nation
4. A proposal response does not constitute a binding contract, such contract to be separately entered into by the selected firm and the Nation.

Questions

Prospective firms may submit written questions concerning this RFQ to Jon Barrett, Samish Planning Director, at jbarrett@samishtribe.nsn.us no less than three working days prior to the date submittals are due. Responses to all questions will be posted to the Planning Department's webpage on the Samish Tribe's website: [34th Street Housing Project \(samishtribe.nsn.us\)](#). It is the sole responsibility of prospective firms to monitor and obtain responses to questions. It is the sole responsibility of prospective firms to monitor and obtain responses to questions.