



BIDDERS COMPANY NAME

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## REQUEST FOR PROPOSAL

Nisqually New Health and Wellness Center FFE  
Equipment Procurement, Planning and Management  
Consultant

Project

NISQUALLY INDIAN TRIBE

Prepared By:  
Nisqually Health Department  
Samantha Phillips, Health Services Director  
4820 She-Nah-Num Drive  
Olympia WA. 98513



REQUEST FOR PROPOSAL  
RFP# 2020-HC01-FFE

DATE: February 12, 2020

The Nisqually Health Department on behalf of the Nisqually Indian Tribe is issuing a Request for Proposal (RFP) for interested Contractors to submit proposals for the Nisqually New Health and Wellness Center FFE Equipment Planning and Management Consultant project. Minority and disadvantaged companies are encouraged to submit proposals. This project has been engineered and designed by KMB Architects Company.

Contact information for Health Services Director, Samantha Phillips is via her Executive Secretary, Josette Ross: phone: 360-413-2707 OR [josette.ross@nisquallyhealth.org](mailto:josette.ross@nisquallyhealth.org)

**VIABLE CONTRACTORS: To be awarded this project CONTRACTOR, of the winning bid, must be current will all taxes, insurances, bonding and licensing. Failure to comply will result in bid rejection.**

SEALED PROPOSALS: Vendors will deliver two applications to the following address either by hand, delivery service or by US postal:

Nisqually Indian Tribe  
4820 She-Nah-Num Drive SE  
Olympia WA. 98513  
Phone: 360-456-5221  
Attn: Jill Wall  
Financial Services - Contracts

**CLOSING DATE FOR SUBMITAL SHALL BE Friday February 28, 2020 by 5:00 PM.**

**Proposals received after the above-cited time will be considered a late response and are not acceptable unless waived by the Health Services Director.**

- Please mark the envelopes clearly with Sealed RFP # 2020-HC01-FFE
- Questions may be directed to Josette Ross, Executive Secretary, 360-413-2707 or e-mail at [josette.ross@nisquallyhealth.org](mailto:josette.ross@nisquallyhealth.org)

Thank you for your interest



**Definitions:** “Tribe” is Nisqually Indian Tribe  
“Bidder” an individual or business submitting a bid to Nisqually Tribe  
“Contractor” One who contracts to perform services in accordance with a contract

## **1. PROPOSAL TERMS**

- A. The Nisqually Tribe reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Vendor’s qualifications and capabilities to provide the specified service(s), and other factors in accordance with the Tribal Bidding Procedure policy. The Tribe does not intend to award a Bid fully on the basis of any response made to the proposal; the Tribe reserves the right to consider proposals for modifications at any time before a Bid would be awarded, and negotiations would be undertaken with the provider whose proposal is deemed to best meet the Tribe’s specifications and needs.
- B. The Tribe reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the Tribes to be in the best interests of the Tribe even through not the lowest bid.
- C. The price quotations stated in the bidders proposal will not be subject to any price increase from the date on which the proposal is opened at the Tribal headquarters to the mutually agreed-to date Bid.
- D. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of the RFP maybe adjusted to allow for revisions.
- E. Proposals should be prepared simply and economically providing a straight-forward, concise description of the vendor’s ability to meet the requirements of the RFP.

## **2. SCOPE OF SERVICES**

### **Background:**

The Nisqually Tribe Health Department seeks to contract with a furniture, fixtures and equipment (FF&E) firm (“Contractor”) to provide planning, procurement, purchasing, storage, transportation and installation of FF&E (including window coverings) for the new Health and Wellness Center to be built on the Nisqually Tribe Reservation located in Olympia, WA. The Tribe is in the process of building a new, 50,000 square foot Health and Wellness center, scheduled for completion in spring of 2021. The total construction budget



is inclusive of all FF&E costs associated with this contract. The new facility will offer a variety of services to include:

- Medical – primary care, pediatrics, podiatry, etc. 16 exam rooms
- Dental – 10 operatories inclusive of hygiene, orthodontics, and a dental implant surgical room.
- *Pharmacy*
- *Traditional Healing – Chiropractic, massage, acupuncture, and other traditional native healing modalities*
- *Traditional Medicine*
- *Finance*
- *IT*
- *Behavioral Health – Mental Health and Substance Use Disorder services*

#### **Scope of work:**

1. The Contractor will be provided with a copy of the Nisqually Tribe Financial Services procurement policy and will follow that policy without exception during the course of the contract.
2. The contractor will attend weekly on-site New Clinic Construction team meetings as necessary to coordinate with all project stakeholders.
3. The Contractor will review and update, as necessary, existing Design Builder draft FF&E layouts and create a complete FF&E list for review and approval by the Health Services Director. This list will be broken down by department, and further detailed by room to include item description, make and model number of equipment where appropriate.
4. The Contractor will create a detailed budget based on the project scope and approved FF&E lists.
5. The Contractor will work in coordination with the Health Services Director and/or project representative on FF&E selection to meet industry standards, Nisqually Tribal community needs, and current Design Builder interior design requirements.
6. The Contractor will conduct on-site FF&E planning meetings with identified Health Department and Tribal staff to plan, select, and oversee the procurement process. These meetings will be coordinated with the identified department staff. Any walk-throughs of patient sensitive areas will be scheduled for times when patients are not on site, to minimize the risk to patient privacy.
7. The Contractor will assess current FF&E in the Nisqually Health Clinic to help the department establish items that can be reused and/or repurposed in the new Health and Wellness center, if applicable.
8. The Contractor will assist in coordinating on-site equipment demonstrations as requested, to help the department make the best selections for their needs.
9. The Contractor will purchase selected and approved FF&E with the exception of department approved reused/repurposed FF&E from the current health department facilities.

10. The Contractor will work within the guidelines of the Nisqually Tribe's Purchasing Policies to identify the most appropriate purchasing format to be used (i.e. RFP, RFI, vs. three bids) as well as process quotes, organize, review, format, and provide recommendations to the Project Team to assist in purchasing decisions. The Contractor will respond to RFIs (Request for Information) and conduct vendor negotiation meetings, as required.
11. The Contractor will follow any other pertinent procurement information such as Sole Source agreements, contractual obligations, GSA contracts, etc.
12. Whenever possible, the Contractor will organize the equipment purchasing list into appropriate Bid Packages to optimize purchasing leverage
13. The Contractor will work with the vendor representatives to deliver equipment as required for construction and occupancy schedules
14. The Contractor will facilitate owner-furnished/vendor-installed installations as well as owner furnished/contractor installed items
15. The Contractor will be responsible for shipping and storage of all contractor purchased FF&E prior to installation.
16. The Contractor will be responsible for the transportation and installation of all contractor purchased FF&E in the new facility prior to opening.
17. The Contractor will be responsible for transportation, relocation and installation of existing FF&E that is to be repurposed and is not in use at the time of tenant move in.
18. The Contractor will work with FF&E suppliers to coordinate selection of materials, samples, dimensions, purchasing, shipping, and delivery.
19. The Contractor will work with the department to review and coordinate FF&E with electrical, mechanical, voice and data communications and architectural needs for placement of modular and freestanding FF&E and other furnishings as required by design. (I.T. pre-approval required)
20. The Contractor will be responsible for connecting all FF&E related electrical, voice, and data points during installation. (I.T. pre-approval required)
21. The Contractor will coordinate with FF&E supplier(s) to select options to accommodate electrical, mechanical, voice and data communications and architectural needs for placement of modular and freestanding FF&E and other furnishings as it relates to FF&E location needs. (I.T. pre-approval required)
22. The Contractor will perform receiving assistance and installation oversight for all FF&E covered in the scope of this contract. Contractor will compile reports along the way, as well as an end-of-project completion log that details all deliveries, equipment information, warranties, training manuals, etc.
23. The Contractor will perform limited design services which include but are not limited to confirmation and review of Design Builder draft FF&E plans, installation plans, FF&E migration strategies, reconfiguration of existing draft layouts if redesigned, interior office configuration confirmation, computerized installation drawings. The products expected from design services include but are not limited to:
  - a. Updated FF&E plans.
  - b. Elevation drawings for public spaces.
  - c. Selected FF&E specifications.



- d. Final space layouts.
  - e. FF&E migration plan.
  - f. Development of furnishings list
  - g. Draft and final schedule for purchases and installation
24. Travel Costs: The GSA standard mileage rate applies for business use of an automobile. No markup applies. This rate is subject to change annually. Travel expenses will be reimbursed only when services requested by the Nisqually Tribe require the Consultant to travel outside of the area and only with prior approval in writing. Expenses associated with traveling to and from Contractors offices and sub-contractors offices and to the Project Site are not reimbursable.
25. The contractor will not be formally or officially affiliated with any furniture dealership, vendor or manufacturer.

Site is available for inspection for accuracy of the bid proposal. Please contact the Health Department to schedule a walkthrough.

Please itemize Labor and material cost on Bid

## **CONTRACT PROVISIONS**

### REPORTING OF CONTRACTOR

Section 1 – The Contractor is to report to the Health Services Manager and/or Director, or designee and confer with them as necessary to insure satisfactory work progress.

Section 2 – All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractors name.

Section 3 – All reports made in connection with these services are subject to review and final approval by the Health Services Manager and/or Director, or designee

Section 4 – When Applicable, the Contractor will submit a final written report to the Health Services Manager and/or Director, or designee

Section 5 – After reasonable notice to the Contractor, the Tribe may review any of the Contractor's internal records, reports, or insurance policies.

## PERSONNEL

Section 1 – The contractor will provide the required services and will not subcontract or assign the services without prior written approval of the Health Services Manager and/or Director, or designee. Subcontractors, as well as primary contractors, are subject to the TERO ordinance and the Tribe’s Native American preference policy (detailed below.) This ordinance applies to all sub tiers as well.

## INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify the Nisqually Tribe, its officers, agents volunteers and employees from any and all liabilities, claims, liens fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractors own employees and loss of damages to any property, including property owned or in the care, custody or control of the Nisqually Tribe in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

## NATIVE AMERICAN PREFERENCE/TERO

The Nisqually Tribe’s Native American preference in contracting policy will be used to select the winning bid.

The owner wishes to make available any and all opportunities for employment and training for Nisqually Tribal Members, their immediate families, and all other Native Americans. Therefore, the Tribal Employment Rights Ordinance (TERO) is in effect for this project. This includes but is not limited to:

- Native preference in employment.
- Native preference in contracting.
- 1.75% Employment Rights tax on all contracted projects.

TERO also applies to subcontractors and all sub tiers.

It is the responsibility of the bidder to contact the TERO officer.

Nisqually TERO: Kayla Sparkuhl

(360) 456-5221 ext. 1002

[sparkhuhl.kayla@nisqually-nsn.gov](mailto:sparkhuhl.kayla@nisqually-nsn.gov)

### TRIBAL HISTORIC PRESERVATION OFFICER REQUIREMENTS

- THPO requires 30 day notice prior to any ground disturbances or tree removal to ensure for review and determination of what level of survey is needed to better protect the cultural, historical, and archaeological resources of the TRIBE. A THPO representative shall be present at all dig sites, regardless of size or depth of dig, in order to prevent any damage to known or potential cultural resource sites. THPO laws, regulations and executive orders are in effect.

### INSURANCE REQUIRMENTS

- Contractor is required to provide proof of current workers Compensation Insurance with Washington State statutory limits and Employers liability Insurance.
- Contractor will provide proof of Commercial General Liability Insurance stating adequate coverage for project.
- Automobile Liability Insurance covering all owned hired and non-owned vehicles with Personal Protection Insurance and Property Protection insurance.