



BIDDERS COMPANY NAME

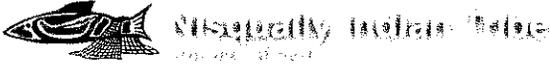
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## REQUEST FOR PROPOSAL

Cemetery Shop and Drying Shed  
Project

NISQUALLY INDIAN TRIBE

Prepared By:  
Nisqually Planning Department (David Iyall)  
4820 She-Nah-Num Drive  
Olympia WA. 98513



REQUEST FOR PROPOSAL  
RFP#16-120001

DATE: September 8, 2016

The Nisqually Project Manager on behalf of the Nisqually Indian Tribe is issuing a Request for Proposal (RFP) for interested Contractors to submit proposals for the Cemetery Shop project. Minority and disadvantaged companies are encouraged to submit proposals. (This project will be engineered and designed by winning contractor with input from Nisqually Tribe Cemetery Committee.

**VIALE 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 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 OCTOBER 7, 2016 BY 12 NOON.**

**Proposals received after the above-cited time will be considered a late response and are not acceptable.**

- Please mark the envelopes clearly with Sealed RFP# 16-120001 Cemetery Shop
- Questions may be directed to Project Manager, David Iyall @ 360-456-5221x2119 or e-mail at [Iyall.david@nisqually-nsn.gov](mailto:Iyall.david@nisqually-nsn.gov)

Thank you for your Interest



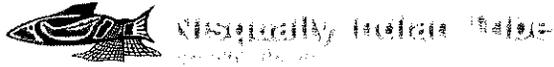
**Definitions:**    **“Tribe”**            **is Nisqually Indian Tribe**  
                  **“Bidder”**            **an individual or business submitting a bid to Nisqually Tribe**  
                  **“Contractor”**    **One who contracts to perform services in accordance with a contract**

## **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**

- 1. *See attached scope for shop and shed*
- 2. *Permitting will be done by the Tribe.*
- 3. *All inspections will be done by Project Manager*
- 4. *Accepted Contractor will supply tribe with Engineered stamp drawings*
- 5. *Accepted Contractor will provide as-built at end of project*
- 6. *All garbage will be removed from site by contractor*
- 7. *Project Manager will “OK” final payment once all terms of the agreement have been fulfilled.*



Site is available for inspection for accuracy of the bid proposal please contact the Project Manager 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 Project Manager 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 Project Manager.

Section 4 – When Applicable, the Contractor will submit a final written report to the Project Manager.

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 Project Manager.

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

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 projects \$20,000 and over.

TERO also applies to subcontractors and all sub tiers.

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

Nisqually TERO; Frances Rohr

(360) 456-5221 ext.1128

[rohr.frances@nisqually-nsn.gov](mailto:rohr.frances@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.



**Nisqually Indian Tribe  
Cemetery Shop and Drying Shed  
RFP #16-120001**

**Project Description**

CONTRACTOR: \_\_\_\_\_

PHONE: \_\_\_\_\_

TOTAL BID: \_\_\_\_\_

TERO TAX: \_\_\_\_\_

TOTAL: \_\_\_\_\_

**Please attach complete bid to this form**







NISQUALLY INDIAN TRIBE

Planning and Economic Development Department – Building Division  
4820 She-Nah-Num Drive S.E. • Olympia, WA 98513  
Phone: (360) 456-5221

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Cemetery Shop and Drying Shed  
Specifications Sheet

SHOP

Site:

1. Work to be done by Cemetery Crew. Any preparations required by the contractor to be conveyed to the Cemetery Crew.

Structure:

1. 40'x90'x16' eave height pole building
2. 4" concrete slab with rebar/mesh
3. Gable roof, 4:12 pitch with vents on each end
4. 18" overhang full perimeter of building
5. Gutters and downspouts full perimeter of building
6. 29 gauge Metal Roof and Siding, colors to be chosen by Tribe
7. Walls and ceiling fully insulated
8. 24'x40' loft, enclosed and insulated for an office space and 48" wide staircase with handrails
9. Drawings and Engineering

Windows:

1. 2 – 4'x3' vinyl windows.

Doors:

1. 2 – 3'x6'8" steel entry doors with self-closing hinges, panic hardware and a 3'x3' entry pad and 3'6"x3'9" steel awning
2. 2 – 12'x14' Premium insulated raised panel steel roll up doors with chain hoist

Electrical:

1. Builder design to be reviewed and accepted by Tribe
2. To include:
  - a. Hot water tank
  - b. Interior lights for shop, office and bathroom
  - c. Exterior lights
  - d. Bathroom exhaust fan
  - e. Interior/Exterior outlets
  - f. Correspond with Tribe IT Department for Fiber Runs

Plumbing:

1. Builder design to be reviewed and accepted by Tribe
2. To include:
  - a. 1 – ADA accessible bathroom with toilet and sink
  - b. 4 – exterior hose bibs

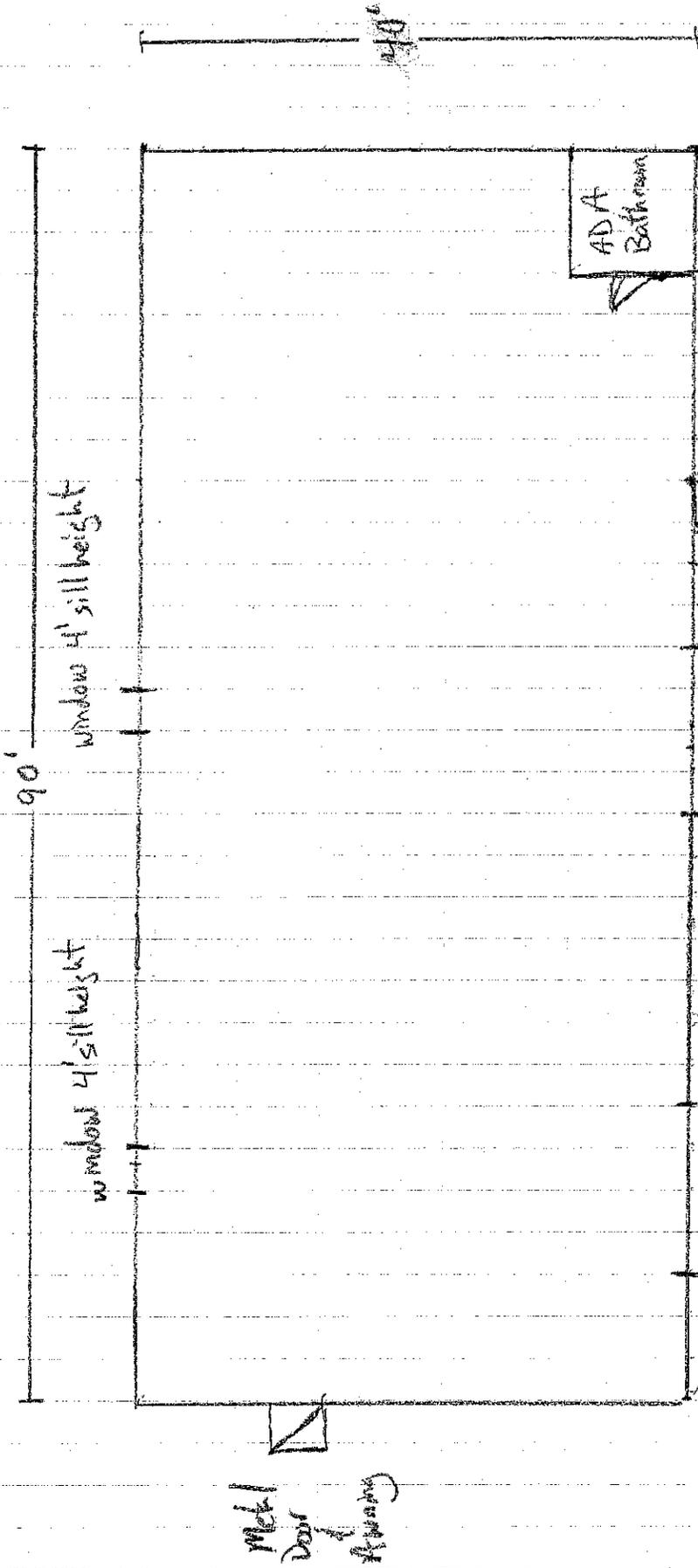
HVAC:

1. Builder design to be reviewed and accepted by Tribe

## DRYING SHED

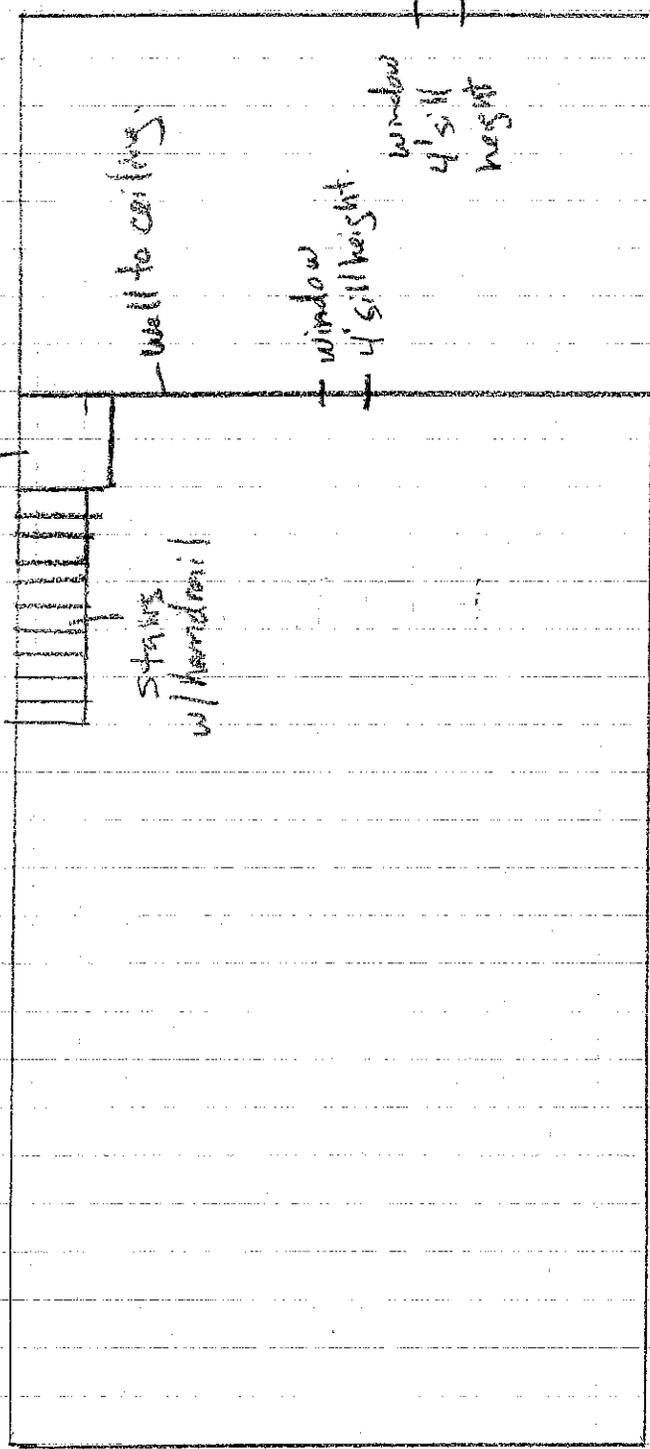
### Structure:

1. 12'x40'x16' eave height roof only building.
2. Gable roof, 4:12 pitch
3. 29 gauge metal roof colors to be chosen by Tribe
4. 6" concrete pad with re-bar



Nisqually Cemetery Shop  
 First Floor  
 RFP #16-120001  
 9/7/16

Landing



Nisgally Cemetery Shop  
Second Floor  
RFP # 16-120001  
9/7/16



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**ADDENDUM #1 to RFP#16-120001**

Cemetery Shop and Drying Shed

Specifications Sheet

September 22, 2016

This addendum is hereby incorporated into the bidding documents for the General, Structural, Mechanical and Electrical construction of the above referenced project.

The corrections, clarifications, changes and approvals herein shall become an integral and binding part of any contract entered into between the Owner, Contractor and successful sub-bidders.

Replace:

Structure:

1. 40'x90'x16' eave height pole building

With:

Structure:

1. 40'x90'x16' eave height pole building or pre-fabricated metal building

Add to:

2. Scope of Services
8. All building will meet 2012 International Building Code Standards

END OF ADDENDUM No. 1



NISQUALLY INDIAN TRIBE

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4820 She-Nah-Num Drive S.E. • Olympia, WA 98513  
Phone: (360) 456-5221

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**ADDENDUM #2 to RFP#16-120001**

Cemetery Shop and Drying Shed

Specifications Sheet

September 28, 2016

This addendum is hereby incorporated into the bidding documents for the General, Structural, Mechanical and Electrical construction of the above referenced project.

The corrections, clarifications, changes and approvals herein shall become an integral and binding part of any contract entered into between the Owner, Contractor and successful sub-bidders.

Replace:

Structure:

7. Walls and Ceilings fully insulated

With:

Structure:

7. 2" metal building insulation for all exterior walls, gables and roof.  
Interior walls and ceilings of the office and bathroom areas to have R-19 batt insulation.

Replace:

CLOSING DATE FOR SUBMITAL SHALL BE OCTOBER 7, 2016 BY 12 NOON.

With:

CLOSING DATE FOR SUBMITAL SHALL BE OCTOBER 21, 2016 BY 12 NOON.

END OF ADDENDUM No. 2