

FIRM NAME

REQUEST FOR QUALIFICATIONS (RFQ)

For

Nisqually Cemetery Planning Project

April 30, 2024 Update

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4820 She-Nah-Num Drive
Olympia WA. 98513

REQUEST FOR PROPOSALS RFQ# 2024-C2-PL

DATE **UPDATED APRIL 30, 2024**

The Nisqually Indian Tribe is issuing a Request for Qualifications (RFQ) for a Cemetery Planning project. Minority and disadvantaged companies are encouraged to submit proposals. The successful firm will have a demonstrated track record of excellence in landscape design. Cemetery planning experience preferred.

SUBMITTALS: Consultants will deliver five copies of their qualifications to the following address either by hand, US postal or delivery service:

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: 5PM May 30, 2024

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

Please mark the envelopes clearly with Sealed RFQ# 2024-C2-PL

Questions may be directed to Lisa Breckenridge at 360-456-5221 x 2108.

Thank you for your interest in this project.



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

1. QUALIFICATION TERMS

- A. The Nisqually Tribe reserves the right to reject any and all submittals received as a result of this RFQ. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Proposers qualification and capabilities to provide the specified service(s), and other factors in accordance with the Tribal Procurement policy. The Tribe does not intend to award a contract 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 contract would be awarded and negotiations would be undertaken with the Proposer deemed to best meet the Tribe’s needs.
- B. The Tribe reserves the right to reject any or all proposals/RFQ’s, to waive or not waive informalities, and to accept or further negotiate cost, terms, or conditions of any proposal determined by the Tribe to be in the best interest of the Tribe.
- C. In the event it becomes necessary to revise any part of the RFQ, addenda will be provided. Deadlines for submission of the RFQ may be adjusted to allow for revisions.
- D. Proposals for professional services should be prepared simply and economically providing a straight-forward, concise description of the proposer’s ability to meet the requirements of the RFQ.

2. SUMMARY OF PROJECT- SCOPE OF SERVICES

The Leschi Cemetery is the historic cemetery of the Nisqually Tribe. The cemetery is 4 acres and there is an adjacent 12 acres designated for expansion.

The Nisqually Tribe is seeking a consultant with expertise in landscape design and planning to develop a Cemetery Master Plan in collaboration with Tribal leadership and cemetery staff.

The plan will address:

- Infrastructure options and recommendations for expansion
- Pedestrian and vehicular access and flow, particularly ADA access, to and within the grounds

- Viewshed protection and visual screening from adjacent uses
- Irrigation needs and options
- Opportunities to improve ease and reduce cost of maintenance

3. SUBMITTAL FORMAT

The response to this Request for Qualifications must coincide with the following format and must specifically address the following items. Do not include generic marketing material. Maximum of 20 pp. per submittal.

- Personnel:** Include summary CV for project staff. Include relevant experience.
- Concept and Master Planning Projects for community landscape facilities.** Provide project summary, budget, and contact information for references on similar projects completed with other Tribes or jurisdictions. 1 page per project, up to 5 projects.
- Indian Owned Business:** Provide documentation if the Contractor or Architect is a certified Indian Owned Business.

4. MINIMUM QUALIFICATIONS

- Contractor must have demonstrated expertise in landscape planning for cemeteries or related functions.

5. PREFERRED QUALIFICATIONS

- Tribal owned and/or indigenous principal or project staff

6. CONTRACT PROVISIONS

REPORTING OF FIRMS

Section 1 – The Consultant 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 Consultant must be dated and bear the Consultants 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 Consultant will submit a final written report to the Project Manager.

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

INDEMNIFICATION AGREEMENT

The consultant 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 consultants 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 consultant, any sub-consultant, or any employee, agent or representative of the consultant.

NATIVE AMERICAN PREFERENCE

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.

INSURANCE REQUIRMENTS

Consultant shall maintain the following insurance for the duration of the agreement/contract.

- Consultant is required to provide proof of current workers Compensation Insurance with Washington State statutory limits and Employers liability Insurance with a policy of no less than 1,000,000 per occurrence.
- Consultant will provide proof of Commercial General Liability Insurance of no less than 1,000,000 combined single limit and property damage in the amount of no less than 1,000,000 per occurrence.
- Automobile Liability Insurance covering all owned hired and non-owned vehicles with Personal Protection Insurance and Property Protection insurance in the amount of no less than 1,000,000 combined single limit.
- Professional Liability. The architect will secure and maintain errors and omissions insurance in the amount of no less than 1,000,000 per claim and 2,000,000 aggregate.