

REQUEST FOR PROPOSAL

RFP 2024 – SH01-LD

Landscape and Irrigation For the Leschi Spirit House NISQUALLY INDIAN TRIBE

Prepared By:
Nisqually Building Department
Elizabeth Glenn, Sr Project Manager
4820 She-Nah-Num Drive
Olympia WA. 98513

REQUEST FOR PROPOSAL

DATE: May 2, 2024

The Nisqually Building Department on behalf of the Nisqually Indian Tribe is issuing a Request for Proposal (RFP) for interested Contractors to submit proposals for the Landscape and Irrigation work on the Leschi Spirit House project. Minority and disadvantaged companies are encouraged to submit proposals.

Construction on this project is underway and will be completed within the next 30 days. Drawings and specifications were completed by KMB architects with landscape and irrigation drawings by AHBL. The landscape and irrigation scope was Value Engineered out of the original construction contract, however sleeving was installed underneath the concrete and asphalt during construction in preparation for the planned, future irrigation.

Contact information for Elizabeth Glenn is phone: 360-456-5221x1040 OR
glenn.elizabeth@nisqually-nsn.gov

Free-of-charge access to project bid documents (plans, specifications, addenda, and Bidders List) is provided to Prime Bidders, Subcontractors, and Vendors by going to www.bxwa.com and clicking on "Posted Projects", "Public Works", and "Nisqually Indian Tribe". This online plan room provides Bidders with fully usable online documents with the ability to: download, view, print, order full/partial plan sets from numerous reprographic sources, and a free online digitizer/take-off tool. It is recommended that Bidders "Register" in order to receive automatic e-mail notification of future addenda and to place themselves on the "Self-Registered Bidders List". Bidders that do not register will not be automatically notified of addenda and will need to periodically check the on-line plan room for addenda issued on this project. Contact Builders Exchange of Washington at (425) 258-1303 should you require assistance with access or registration. The content available through bxwa.com is our property or the property of our licensors and is protected by copyright and other intellectual property laws. Access to project documents is intended for use by bidders (general contractors/prime bidders, subcontractors and suppliers), agency personnel and agency's consultants, as well as for personal, noncommercial, use by the public. You may display or print the content available for these uses only. "Harvesting" (downloading, copying, and transmitting) of any project information and/or project documents for purposes of reselling and/or redistributing information by any other party is not allowed by BXWA.



Nisqually Indian Tribe
Squally-Absch People of the river, people of the grass

VIABLE CONTRACTORS: To be awarded this project CONTRACTOR, of the winning bid, must be current with all taxes, insurances, bonding and licensing. CONTRACTOR must submit a fully completed bid form and provide 3 similar project references. 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 May 23, 2024 by 2 pm.

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

- Questions may be directed to Elizabeth Glenn, Sr Project Manager, 360-456-5221 x1040 or e-mail at glenn.elizabeth@nisqually-nsn.gov
- Please mark all submissions with RFP # 2024-SP01-LD

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.
- F. Three references of similar scope and project value are required. Bidder must be in good standing with the tribe, if he has current or past projects Nisqually.

2. SCOPE OF SERVICES

- a. Provide and install landscaping and irrigation systems for the Nisqually Indian Tribe’s new Spirit House as described in the construction drawings and job description.



This project is currently under construction by Construct Inc. and anticipated to be completed by the end of May, 2024. Installation may begin as soon as the contractor receives the notice to proceed. No conflicts with the construction team are anticipated.

The site is available for inspection for accuracy of the bid proposal please contact the Building Department to schedule a visit.

Please itemize Labor and material cost on Bid.

This project is subject to Davis Bacon, Prevailing Wage applies yes___ no x

CONTRACT PROVISIONS

REPORTING OF CONTRACTOR

Section 1 – The Contractor is to report to the Building Department Sr Project Manager and/or Director 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 Building Department Director.

Section 4 – When Applicable, the Contractor will submit a final written report to the Building Department Director.

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 Building Department Director. Subcontractors, as well as primary contractors, are subject to 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) may be in effect for this project. This includes but is not limited to:

- Native preference in employment.
- Native preference in contracting.

TERO is not currently in place or being enforced.

INSURANCE REQUIREMENTS

- 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.

Bid Form for
Audio-Visual Systems and Installation
For the Leschi Spirit House
NISQUALLY INDIAN TRIBE

Bidder Name: _____

Bidder Address: _____

Bidder Telephone: _____

To: Nisqually Indian Tribe
4820 She-Nah-Num Drive SE
Olympia WA. 98513

CERTIFICATIONS AND BASE BID

Pursuant to and in compliance with issued documents, including any of the following; Instructions to Bidders, Drawings, Specifications, and other Documents relating thereto, the undersigned Bidder, having investigated the Project and being aware of costs and conditions affecting performance of the Contract, and being familiar with Contract Documents, hereby proposes to provide material and perform Work on terms and conditions herein contained. The amount computer includes cost of Work but does not include Washington State Sales Tax.

_____ Dollars (\$ _____)

The above amount may be modified by amounts indicated by Bidder in Schedule of Unit Prices and Schedule of Alternates below.

Include amount of overhead and profit in Base Bid amount.

Bidder, in submitting this Bid, understands that Owner reserves the right to reject any or all Bids, to waive any informality or irregularity in any Bid received, and to accept any Alternate(s) in any order of combination.

SALES TAX AND PERMITS

Do not include retail sales tax in Bid Sum: Other necessary fees and taxes shall be paid by the Contractor and are included in the bid. Local building department plan check fee, building permit fee, and other fees as outlines in the RFP will be paid by the Owner and shall not be included in the bid.

SCHEDULE OF ALTERNATES

Refer to Bid Documents for alternates.

Do not include Washington State Sales Tax in alternate amounts.

Added Alternate: Not Included

_____ Dollars (\$ _____)

TIME FOR COMPLETION

The undersigned Bidder proposes and agrees hereby to commence the Work of the Contract Documents on a date specified in a written Notice to Proceed issued by the Nisqually Indian Tribe. Project Completion shall be within 60 days. Building is currently under construction and nearing completion. Due to construction schedule there is some flexibility in the start and completion timeline.

ACKNOWLEDGEMENT OF ADDENDA

Receipt of addenda are hereby acknowledged. Note addendums may or may not have been issued. Refer to official plan holder sites for all addendum issued.

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

OVERHEAD AND PROFIT

Include overhead and profit in Bid prices above.

CONTRACT

If the undersigned is notified of the acceptance of this Bid within 45 days after time set for opening Bids, undersigned agrees to execute a Contract for the above Work for the compensation established by adjusting the Base Bid by the amount of the Alternate Bids and / or Substitute Bids selected by the Owner.



BID SECURITY

Comply with and bid security requirements as listed in the RFP.

REFERENCES

Provide project / client references as requested in the RFP as an attachment to this Bid Form.

SUBMISSION OF BID (Complete for all bids.)

Dated this _____ day of _____, 20____.

(Name of Person or Entity Submitting Bid)

(Mailing Address)

(Authorized Signature)

(City, State, Zip)

(Printed Name)

(Phone)

(Title)

(Email Address)

(WA State Contractor's License No)

(Expiration Date)

END OF BID FORM