



REQUEST FOR PROPOSAL

RFP# 2026-NG-PK01

Design and Engineering Services for
Parking Lot Improvements for
Nisqually Generations Healing Center
NISQUALLY INDIAN TRIBE

Prepared By: Elizabeth Glenn
Nisqually Building Department
On behalf of
Nisqually Indian Tribe
4820 She-Nah-Num Drive
Olympia WA. 98513



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RFP# 2026-NG-PK01

DATE: February 27, 2026

The Nisqually Building Department on behalf of the Nisqually Indian Tribe is issuing a Request for Proposal (RFP) for interested Engineering Design Teams to submit proposals for the Nisqually Generations Healing Center (NGHC) parking lot improvements project. Minority and disadvantaged companies are encouraged to submit proposals.

Contact information for Elizabeth Glenn is phone: 360-456-5221 x1040 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.

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 March 23, 2026 by 4PM

Proposals received after the above-cited time will be considered a late response and are not acceptable unless waived by the Chief Tribal Administrator.

Bids will be opened privately.

- Please mark the envelopes clearly with Sealed RFP # 2026-NG-PK01 and address to Jill Wall, as noted above
- Questions may be directed to Elizabeth Glenn, Sr Project Manager, 360-456-5221 x1040 or e-mail at glenn.elizabeth@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.
- F. Three references of similar scope and project value are required. Bidder must be in good standing with the tribe, if he/ she has current or past projects Nisqually.

2. SCOPE OF SERVICES

- a. Design and engineer modifications to an existing 22,500 SF +/- parking lot to become the auxiliary lot for the existing Nisqually Generations Healing Center (NGHC). The green box indicates the limits of the project.



The existing lot is a flat lot with gravel and partial asphalt paving. There are no visible drains and some faded striping. The lot will need to be repaved, striped, and provide adequate drainage. Parking lot lights need to be added for safety. The exact location and availability of existing power is unknown. Concrete stairs need to be included to connect the two parking lots. The height difference between the lots varies from approximately 30" to 6'. See below for photo references of the existing site.



Images show a paved entrance from Poplar Street SE with gravel on both sides.



Image shows continued flat, paved surfaces with the NGHC in the background.



Images show varying height differences between the NGHC and J&I lots.

The following scope and deliverables are anticipated:

1. Provide Construction Documents
 1. Design/ Engineering team to attend an investigative site visit and up to two (2) virtual coordination meetings with the owner to develop design.

2. Provide complete construction drawings and specifications. Drawings should include civil, electrical, and structural information.
2. Permit Submission to the City of Olympia
 1. Bidder to provide all coordination with City of Olympia for required permit submission. Work may include SEPA and / or other environmental impact applications.
3. Bidding Assistance
 1. Nisqually will manage the bidding process and be the point of contact for all communication.
 2. The Bidder is expected to be available to assist in preparing any responses needed for potential addendum. Nisqually will be responsible for preparation and posting of addendum.
 3. Include participation in the pre-bid walk through.
4. Construction Administration
 1. Construction is anticipated to be approximately 4-6 weeks from Contractor's NTP. Anticipate a total of two (2) site visits; the visits will include one kick off meeting and one final walk through.
 2. The Bidder is expected to review submittals and respond to RFI's.
 3. The owner will be responsible for reviewing and approving pay applications.

Site is available for inspection for accuracy of the bid proposal. A walk through will be conducted on Thursday, March 12, 2026 at 10:00 am.

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 assigned Building Department 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 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 contactor 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 also applies to subcontractors and all sub tiers.

INSURANCE REQUIRMENTS

- Contractor is required to provide proof of current workers Compensation Insurance with Washington State statutory limits and Employers liability Insurance.



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

- 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.