



## **SKOKOMISH INDIAN TRIBE REQUEST FOR QUALIFICATIONS**

**INTRODUCTION:** The Skokomish Indian Tribe (Tribe) was awarded an Indian Housing Block Grant (IHBG) from the U.S. Dept. of Housing and Urban Development for construction of Seven new houses at the t3ba'das Housing Development to include the expansion of an existing storm water pond. The Tribe is requesting Statements of Qualifications (SOQ) from firms, licensed to do business in the State of Washington, to provide preliminary engineering and design for the project.

**PROJECT DESCRIPTION:** To provide The Skokomish Indian Tribe professional planning; surveying/Topo; preliminary engineering and design; and Storm Water Report for the expansion of the existing storm water pond. Bid security is not required for this project.

**SCOPE OF SERVICES:** The project activities will require working with staff from the Skokomish Tribe Office of Community Development. The Tribe anticipates the scope of work will include the following list of activities which are not necessarily in the order of occurrence and may not be all inclusive:

- Survey/Topo
- Prepare engineered drawings and Storm Water Report for expansion of Storm Water Pond
- Prepare technical specifications
- Prepare detailed cost estimate

**PROJECT SCHEDULE:**

- SOQ Due Date April 21, 2023 4:00pm local time
- Notice of Selection: May 5, 2023
- Contract negotiations and contract approval: May 19, 2023
- Notice to Proceed: June 2, 2023
- Plan, Specifications, and Estimate submittal: September 1, 2023

**MINIMUM QUALIFICATIONS:**

- Firms must be experienced in all aspects in the design of land development projects
- All plans and specifications must be stamped by an engineer licensed in the State of Washington
- Survey mapping must be stamped by a professional land surveyor licensed in the State of Washington

THE STATEMENT OF QUALIFICATIONS SHALL INCLUDE:

1. Qualifications/expertise of the firm and any sub-consultants (60 points)
2. References/past performances (20 points)
3. Experience working with tribal agencies (15 points)
4. Availability and ability to meet the project schedule (5 points)

The Tribe reserves the right to make the selection of the firm it deems most qualified based on the information provided in the items listed above and which is in the best interest of the Tribe. Indian Preference applies to this project. This project is federally funded and all applicable requirements will apply as appropriate.

The SOQ can be viewed and downloaded at: <https://www.skokomish.org/employmentrfps/>

The SOQ must contain all of the required information in a clear, concise manner on fifteen (15) pages or less, including cover letter. Include primary contact name, phone number, address and email. Submittal of the SOQ MUST BE SUBMITTED ELECTRONICALLY by email to [Bkellogg@skokomish.org](mailto:Bkellogg@skokomish.org) NO LATER THAN 4:00 PM local time on April 21, 2023 Selection Will be completed by May 5, 2023

All questions regarding this request should be addressed in writing to: Brent Kellogg, at email [Bkellogg@skokomish.org](mailto:Bkellogg@skokomish.org)

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End of Publication

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