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**Health Department Facility Feasibility Study  
Request for Qualifications (RFQ)  
Requested by the Skokomish Indian Tribe's Health Department**

The Skokomish Indian Tribe's Health Department is seeking a well qualified and experienced individual or firm to conduct a facility feasibility study for the Health Department that includes a Wellness Center.

*Due Date:* August 14, 2024, received by 3:00 pm  
(late submissions will not be considered)

*RFP Submission:* Via e-mail, U. S. mail, other delivery services and/or hand delivery to:  
Denese LaClair  
Health Director  
Skokomish Indian Tribe  
N. 100 Tribal Center Road  
Shelton, WA 98584  
E-mail: [dlaclair@skokomish.org](mailto:dlaclair@skokomish.org)  
Phone: 360-426-5755 x 2118

*Performance Dates:* Contract Start Date: No Later Than October 1, 2024  
Contract End Date: Anticipated to be March 31, 2025

**Current Facility**

Our current facility consists of an original structure that has been remodeled and added on to over the past 30 years. The last major addition was a 2430 sq. ft. administrative wing in 2004. The current estimated size is between 5000 and 7500 sq. ft. The facility houses numerous clinics and programs including primary care clinic, behavioral health clinic, dental clinic, Public Health and Wellness Program, Community Health Representatives, Indian Child Welfare, Tribal Victim Assistance, Billing and Benefits, IT and administration. The department has over 50 employees with program and services expansion plans that will increase the number of staff to 70 or more within the next three to seven years.

### **Feasibility Study**

The study's end result is to determine and make recommendations as to whether the current facility can be remodeled to meet the current and expanding needs for the next fifteen to twenty years or whether it is in the best interest of the Tribe and community to construct a new facility.

Study to include, but not be limited to: site; size; layout; accessibility; operational and clinic workflows; condition; capacity to serve current and planned clinics, programs, services and administration; maintenance/repairs needed; and similar. Study to conclude a recommendation to renovate/repair the existing facility or consider constructing a new facility with justifications that support the findings. Additional information that may be beneficial to Administration when reviewing the study may be included in the study.

The successful proposer will work with the Health Department's Administrative Team as well as other identified tribal staff and other individuals which may include; Housing Director (Public Facilities), Deputy Director and similar.

### **Proposal Requirements:**

The RFQ proposal must contain the following components. Additional information that may prove beneficial to the Tribe during the rating and awarding process is welcomed. Proposers are asked to refrain from submitting responses that will not be easily duplicated such as those with spiral binding, photos and fold-out or other larger than letter-sized paper.

1. Contact name, address, telephone number, fax number and e-mail address.
2. Detailed description of skills, experience and abilities including identification and designation of roles/responsibilities of key staff if response is from a firm. Demonstrated experience working with Native American tribes and within tribal communities will be an important consideration when awarding this contract.
3. A summary of similar work completed by the individual submitting the response or the key staff as included in above.
4. Client references including project type, dates, contact info and description.
5. An estimated budget that includes hourly rate billing sheet and any additional expenses beyond the hourly rate the proposer anticipates incurring and billing.
6. Statement of acceptance, ability and willingness to: enter into a Skokomish Goods and Services Contract and provide any additional forms and/or certifications as required by the Tribe and/or a project funding source. Submitter should note any requested exceptions to the Contract in their proposal.
7. Statement addressing whether the submitting individual or entity has minority, woman and/or Native American business ownership

**Draft Scoring Criteria:**

RFQs will be scored based on the following criteria. The scoring criteria are subject to change without notice at the sole discretion of the Skokomish Indian Tribe.

<b>RFQ Components</b>	<b>Rated from 1-10 with 1 being the lowest</b>									
Proposer's overall experience	1	2	3	4	5	6	7	8	9	10
Experience providing the services required	1	2	3	4	5	6	7	8	9	10
Demonstrated skills and capabilities	1	2	3	4	5	6	7	8	9	10
Experience working with Native American tribes	1				5					10
Inclusion of required Statements	1				5					
Client references	1	2	3	4	5	6	7	8	9	10
Minority, Women Native American owned entity	1				5					10
Reasonableness of hourly rate(s)/expenses	1	2	3	4	5	6	7	8	9	10

**Additional Work:**

The Tribe, at its sole discretion may request similar additional work be performed by the successful proposer without issuing a subsequent RFQ.

**Questions:**

Direct questions and/or requests for clarification to Denese LaClair as listed above.