



PORT GAMBLE S'KLALLAM TRIBE
PLANNING DEPARTMENT
31912 Little Boston Rd. NE – Kingston, WA 98346

**Request for Proposals for Design and Permitting Assistance Port Gamble
S'Klallam Tribe Gunnerman property Renovations**

The Port Gamble S'Klallam Tribe is seeking proposals for an Engineering firm teamed up with an architect to provide Engineering and architecture services to assist the PGST Planning department in obtaining an ACUP (Administrative Conditional Use Permit). It is expected that the Engineering firm will coordinate required meetings/coordination with the client to identify design responsibilities and requirements associated with the ACUP application.

The project is located 7764 288th Street NE, Kingston, WA, 98346. This project is a residential home purchased by the Tribe in 2024, with plans to convert it into office space for the Tribes Natural Recourses department. The property consists of the main house with 4 bedrooms and 6 bathrooms, full 2 car garage with a mother-in-law quarter above the garage. There is a separate shop complete with living quarters above with a kitchenette and full bathroom on the second floor. The Tribe intends to use the updated site plan and building remodel construction documents for future development of the property.

Summary of Project:

1. Coordinate start up meetings with client to assess the needs of the project and identify responsibilities of the team for the required ACUP documentation.
2. Coordinate with KPUD #1 for water availability Letter. Coordinate with Kitsap County Fire Marshal on fire flow requirements to ensure the Tribe will be meeting all county fire requirements.
3. Prepare a project narrative.
4. Establish updated building remodel construction documents complete with floor plans, updated electrical, heating, plumbing specs, and elevations reflecting the Tribes vision of how the spaces will be used, also including an updated landscape plan. Architect or Designer services may be required for this requirement.
5. Preparation of SEPA checklist.
6. Prepare an engineered construction site plan that reflects the ideas the Tribe has of how the property will be used. Plan must include LIDAR contours and boundary from county GIS.
7. Preparation of Traffic and Trip Generation Analysis and concurrency test. Note, that if the trip generation exceeds 100 VPD (Vehicle Per Day) a Traffic Analysis will be required to be prepared by a Traffic Engineering Consultant.
8. Preparation of Building site Clearance and submittal to Health District for approval.
9. Design and preparation of preliminary stormwater Management plan and Drainage report. Coordinate with Geotechnical Engineer for soils and infiltration testing, if needed.
10. Meeting/Coordination of above with the Tribe and Kitsap County staff for review and ACUP approval, and plan revisions to address County ACUP comments prior to approval.

Any questions or comments shall be sent to the Tribes project manager, Rory McLeod at rorym@pgst.nsn.us.

Engineering firms bidding on this project will be evaluated on the following criteria:

- Demonstrated project experience and skills relevant to the design of similar facilities, including Engineering and planning services.
- Experience working with Native American tribes is preferred · Local office (Olympic Peninsula, Puget Sound) is preferred
- Client references
- Cost Estimate
- Rate Sheet
- Limited to 10 pages total

The Tribes planning department will host a walk through of the project on November 21st 2024, at 11am.

Proposals must be emailed to Rory McLeod, Project manager at rorym@pgst.nsn.us. Paper submissions can be mailed to PGST Planning Dept. c/o Rory McLeod, 31912 Little Boston Rd NE, Kingston WA 98346.

Questions and responses will be posted on the tribal website at:
<https://pgst.nsn.us/planning/>

The deadline for receipt of proposals is December 11th 2024.

The Tribe anticipates awarding the contract by January 10th2025 with the desired final completion by April, 30th, 2025, subject to negotiation.

Disclaimer

The Port Gamble S'Klallam Tribe reserves the right to accept any submittals deemed to be in the interest of the Tribe, to waive any minor irregularities in any submittal, to re-solicit for new submittals as deemed necessary by the Tribe, or not to award any contract at all. The Port Gamble S'Klallam Tribe reserves the right to award a contract based on the submittal expected to be most beneficial to the Tribe based on qualifications.