



NRWC Request for Proposal

**REQUEST FOR PROPOSAL**

**Owner's Representative Services**

**NISQUALLY RED WIND CASINO**

**Executive Team**



**INQUIRES AND PROPOSALS SHOULD BE DIRECTED TO:**

**Name: Melody Jerenz, Compliance Director; Jeremy Berquest, Project Manager**

**Entity: Nisqually Red Wind Casino**

**Address: 12819 Yelm Highway SE**

**Olympia, WA 98513**

**Phone: (360) 412-3641**

**Email: [rfp@redwind.net](mailto:rfp@redwind.net)**



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## **Request for Proposals**

### **For: Owner's Representative Services**

**Date Issued: June 12, 2025**

**Submission Deadline: July 11, 2025, 5:00 PST**

### **1. Summary and background**

Nisqually Red Wind Casino, a Tribal casino, located 45 minutes south of Seattle, was founded in 1997 and is focused on being the South Sound leader in Tribal Gaming.

Currently, the Red Wind Casino (referred to herein as the "Owner") is accepting proposals for an Owner's Representative for oversight of architecture and construction services.

Red Wind Casino is preparing to undertake an expansion and renovation project, to minimally include:

- A 24,000 SF gaming floor expansion
- A multi-story, 60,000 SF administration building
- Facility improvements and renovations to the existing building footprint

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on the criteria listed herein, and select the candidate who best represents the direction of the Nisqually Red Wind Casino and Medicine Creek Enterprise Corporation.

The Owner's Representative will serve as Red Wind Casino's trusted advisor and project manager throughout all phases of the casino expansion and renovation project. The Owner's Representative will be responsible for managing the selection of the design and construction team, overseeing the development of construction plans, and ensuring that the resulting construction project is delivered on time, within budget, and to the highest standards of quality. The Owner's Representative will act as the primary liaison between the Owner and all project stakeholders, providing strategic guidance, technical oversight, and proactive management to safeguard the Owner's interests at every stage of the project.

### **2. Proposal Submission and Selection**

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until July 11, 2025, at 5:00 PST, as noted above. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.



All costs must be itemized to include an explanation of all fees and costs

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the Owner's Legal and will include scope, budget, schedule, and other necessary items pertaining to the project.

The RFP may be responded to in any written format you feel appropriate, however, please be sure all information detailed in this request are included for consideration.

Unless invited to participate in the final round of the process, all costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the agency and will not be reimbursed by the Owner.

### **3. Project Scope/ Scope of Work**

#### **All Project Phases**

- Schedule and conduct regular meetings with the Owner to discuss matters such as procedures, progress, and schedules. Prepare and distribute written minutes of all meetings to the Owner and implement a system to follow-up on any action items discussed at the meetings.
- On a monthly basis, present and distribute progress reports to the Owner to include the current state of the budget and latest accounting records, status of the project in general and percentage complete, any outstanding action items or problems encountered, and any other details available regarding the project.
- Attend all meetings as directed by the Owner throughout the duration of the project, as necessary to provide updates and answer questions regarding the status of the project.

#### **Pre-Design Phase**

- Assist in defining project goals, budget (including appropriate contingency), and schedule.
- Develop and manage the overall project delivery strategy.
- Advise on procurement methods for design and construction services.
- Prepare and issue Requests for Qualifications (RFQs) and Requests for Proposals (RFPs) for the selection of a design-builder or separate architect and construction firms, as applicable to the selected project delivery method.
- Facilitate and participate in the evaluation and selection of the above firms.
- Conduct contract and price negotiation and review with selected firms in collaboration with the Owner and Legal.
- Analyze and advise the Owner on the detailed and itemized estimate of construction cost, subject to review and approval of the Owner.

#### **Design Phase**

- Coordinate and oversee design development to ensure alignment with project goals and budget.
- Review design documents for constructability, cost-effectiveness, and compliance with regulatory requirements.
- Facilitate communication between the Owner and design team.
- Monitor design schedule and deliverables, providing the Owner with drawings and specifications as they are prepared.

- Recommend alternative solutions whenever design details adversely affect construction feasibility cost or the schedule.

#### Pre-Construction Phase

- Administer all contracts for construction and distribute to the Owner.
- Oversee development of construction documents and specifications.
- Review and validate cost estimates and value engineering proposals.
- Assist in obtaining necessary permits and approvals.
- Coordinate and manage pre-construction planning and logistics, including a schedule containing projected commencement and completion dates, all interim completion and milestone dates for specified deliverables, and all Owner direct activities.
- Review certificates of insurance from the contractor as required by construction contracts.

#### Construction Phase

- Provide on-site representation at an agreed-upon frequency.
- Arrange for the delivery, storage, protection, and security of any Owner-purchased materials, systems, and equipment that are part of the project until they're incorporated into the project.
- Review and report to the Owner on the safety programs developed by the contractor.
- Monitor construction progress, quality, and compliance with plans and specifications.
- Review and approve contractor submittals, Requests for Information (RFIs), and change orders.
- Review, process, and coordinate certification for progress or pay applications submitted by the contractor.
- Monitor the schedule and approved budget and construction estimate and develop cash flow reports and forecasts for the project, advising the Owner of variances between the actual and budgeted or estimated costs and provide accounting records to the Owner.
- Coordinate with stakeholders to minimize disruptions to ongoing casino operations.
- Oversee deliverables to be furnished by the Owner.
- Advise the Owner with respect to any testing or inspections necessary or desirable for a successful completion and attend and monitor any such need.
- Endeavor to obtain satisfactory performance from the contractor and recommend courses of action to the Owner when contract requirements are not being fulfilled.

#### Post-Construction / Close-Out Phase

- Oversee final inspections, substantial completion, punch list completion, and commissioning of all utilities, operational systems, and equipment.
- Ensure delivery of as-built drawings, warranties, and Operations & Maintenance (O&M) manuals.
- Assist with occupancy and transition planning.
- Manage project close-out documentation and final payments.
- Provide support for any outstanding deficiency resolutions.



#### **4. Request for Proposal and Project Timeline**

All proposals in response to this RFP are due no later than July 11, 2025, at 5:00 PST.

Evaluation of proposals will be conducted from July 14, 2025, until July 25, 2025. If additional information or discussions are needed with any bidders during this two-week window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than August 6, 2025.

Upon notification, the contract negotiation with the winning bidder will begin immediately.

Notifications to bidders who were not selected will be completed by August 8, 2025.

The Owner's Representative will be expected to deliver an initial project delivery strategy—including a draft RFP for the design and construction team (as applicable to the agreed-upon procurement method)—within 30 days of contract execution (or in a timeframe agreed upon by the Owner).

##### **Project Timeline**

RFP Issued	June 12, 2025
Proposal Submission Deadline	July 11, 2025
Evaluation Period	July 14 – July 25, 2025
Selection Decision	August 6, 2025
Notifications to Bidders	August 8, 2025
Initial Project Delivery Strategy Due	30 days post-contract execution

#### **5. Budget**

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC) or monthly recurring costs (MRC). Pricing should be listed for each of the following items in accordance with the sample format below:

*Below is a SAMPLE for defining costs related to the project*

- |                                      |     |     |
|--------------------------------------|-----|-----|
| • Project Initiation and Planning    | NRC | MRC |
| • Business Requirements              | NRC | MRC |
| • Project Development                | NRC | MRC |
| • Testing                            | NRC | MRC |
| • Deployment                         | NRC | MRC |
| • Additional Services or Maintenance | NRC | MRC |

NOTE: All costs and fees must be clearly described in each proposal.



## **6. Bidder Qualifications**

Bidders should provide the following items as part of their proposal for consideration:

- Brief history of overall experience.
- Summary of experience as an Owner's Representative, including experience with various project delivery methods, including design-build and design-bid-build, and the role played in each.
- At least three reference examples and testimonials from past clients.
- Anticipated resources you will assign to this project (total number, role, title, experience).
- A full project implementation plan.
- The approach to providing a scope of work to be provided inclusive of, but not limited to, the requirements identified in this RFP.
- Timeframe for completion of the Pre-Design phase of the project.
- Project management methodology.
- Optionally, include examples of campaigns or projects worked on that demonstrate ability.
- Note any current or past interests that may, in the Owner's opinion, give rise to a conflict of interest.

Each bidder must submit an electronic version of their proposal to the email located on the front page of this proposal. In addition to electronic copies, bidders may also choose to deliver physical copies to the following address:

Attention: Melody Jerenz, Compliance Director and Jeremy Berquest, Project Manager  
12819 Yelm Hwy SE  
Olympia, WA 98503

Note that bidder selection will be contingent on the bidder acquiring a license with the Nisqually Tribal Gaming Agency prior to contract execution.

Bidders seeking consideration of priority based on Native Preference must provide proof of tribal ownership.

## **7. Proposal Evaluation Criteria**

Nisqually Red Wind Casino will evaluate all proposals based upon factors described in this RFP. To ensure consideration for this Request for Proposal, your proposal should be complete and include all the following criteria:

- Overall proposal suitability: Proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner.
- Organizational and planning experience: Bidders will be evaluated on their experience, approach, and strategy as it pertains to the scope of this project.
- Previous work: Bidders will be evaluated on examples of their work as well as client testimonials and references.
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project.



- Technical expertise and experience: Bidders will be evaluated on descriptions and documentation of staff technical expertise and experience.
- Location and service: Bidders will be evaluated on their ability to maintain clear and fast communication including proximity to Nisqually Red Wind Casino and the size/skill of the team assigned to this project.

## **8. Additional Terms**

Owner reserves the right to request, and the bidder agrees to furnish, any additional data required to support the information contained within their proposal.

While the Owner has used considerable efforts to ensure an accurate representation of information inside this RFP, the information contained is supplied solely as a guideline for bidders. The information is not guaranteed or warranted to be accurate by the Owner, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve bidders from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

Owner makes no commitment to any bidder that it will receive an award and may make an award without discussion of the proposals received.

Owner reserves the right to reject any and all proposals received in response to this RFP, and to amend or cancel this RFP in whole, or in part, at any time, for any reason.