

TO ALL PLANHOLDERS OF RECORD.

RE: Request for Proposals (RFP) – Project Services for the Admin Bldg

FROM: Cari Clizbe, Programs Manager
cclizbe@cowlitz.org

PAGE(S): Five (5), including this cover sheet.

DATE: April 16, 2026

Transmitted herewith is Addendum No. 1. If the Addendum is not received in full, please contact Amanda Lomasney using contact information listed above. If all pages of the Addendum are received, please sign this sheet and include it in your bid package.

Company's Name

Company's Representative

Date

ADDENDUM NO. 1

April 16, 2026

Request for Quotations (RFP) – Project Services for the Admin Bldg

This document forms a part of and modifies the RFP as noted below. Offerors should acknowledge their receipt of this Addendum to the street address or email address listed below with your RFP submission package. Failure to do so may subject Offerors to disqualification.

FOR: Cowlitz Indian Tribe
Public Works Department
929 Fir Street
Longview, Washington 98462
Attention: Cari Clizbe
Email: cclizbe@cowlitz.org

The following corrections, clarifications and/or deletions to the RFP are hereby made a part of said documents.

This addendum consists of **Five (5)** pages.

ADDENDUM NO. 1

QUESTIONS AND ANSWERS

Q. What size of facility does the tribe hope to construct for the Admin Bldg?

A. The design has not been finalized yet, but we are looking at roughly 35000-60000 sq ft.

Q. Has a program been developed?

A. This building will house various Cowlitz Indian Tribe Programs.

Q. Has a target budget been established for the Admin Bldg?

A. The budget has not been finalized yet. Estimated \$37 to \$52 million nothing has been finalized and/or approved.

Q. It says in the introduction section that we would be assisting with design management from DD thru Completion. What architect firm has been selected?

A. Freiheit Architects have been hired for the design phase.

Q. Can you please share the SD package and any budget for the Admin Bldg that they have been given to maintain with their design work?

A. These are not finalized yet. See cost assumptions listed above.

Q. Can you provide an approximate construction budget, square footage or schematic layout for the new Admin buildings?

A. This has not been finalized yet. See cost and sq ft. assumptions above

Q. Has the property for these facilities already been purchased? If so, can you provide the addresses for them.

A. The building will be on the Cowlitz Reservation in Ridgefield, WA

Q. Does the Tribe require a fee proposal to be included in this submission?

A. Yes, a fee proposal is required

Q. Are there any page limits or specific formatting requirements we should adhere to for the response?

A. No

Q. What is the overall project budget – Hard costs and soft costs?

A. To be determined.

Q. Do you have a site identified for the proposed building?

A. The building will be on the Cowlitz Reservation in Ridgefield, WA

Q. Are there any sustainability goals for the project?

A. Yes, we are working with the A/E firm on this.

Q. Is there an established program document available that outlines space requirements and departmental needs?

A. This has not been finalized yet.

Q. What is the anticipated building square footage, number of floors, and overall project scale?

A. The design has not been finalized yet, see assumptions listed above.

Q. Are there any known site constraints or complexities (utilities, grading, off-site improvements) that should be considered?

A. This is unknown

Q. Will the project require phasing or coordination with ongoing operations?

A. Yes- Design-bid-Build- close out and move in, all phasing beginning to end.

Q. What is the current project budget (hard costs, soft costs, and overall total)?

A. This has not been finalized yet. See cost assumption above.

Q. Is there an anticipated duration for each of the tasks 1-4 and 7?

A. This has not been finalized yet. This position will assist with developing phasing of the tasks.

Q. Are there any key milestone dates or funding deadlines tied to USDA or other funding sources?

A. yes but it is a moving target. Design phase drives milestones.

Q. Has the architect and engineering team already been selected?

A. Freiheit Architects have been hired for the design phase.

Q. What is the current design phase (conceptual, schematic, design development, etc.)?

A. Design development- conceptual

Q. Will the selected PM/CM consultant be involved in finalizing program and scope, or is that already established?

A. Yes you will be working directly with Public Works of the Cowlitz Indian Tribe to assist in coordinating between A/E firm, contractors, USDA, BIA, Tribal Council, Legal, Accounting but not limited to throughout the entire project.

Q. What is the intended project delivery method (Design-Bid-Build, CMAR, Design-Build, etc.)?

A. It is anticipated to be Design-Bid-Build- But has not been finalized.

Q. Can you clarify the intended role of the consultant as:

- Owner's Representative
- Agency Construction Manager
- Hybrid PM/CM role

A. Owner's Representative/ Hybrid PM/CM role

Q. What level of on-site presence is anticipated during construction:

- Full-time on-site representative
- Part-time / periodic site visits

A. Part-time / periodic site visits /various virtual meetings as required.

Q. Are inspection and quality assurance services expected to be performed directly by the consultant, or coordinated with third-party inspectors?

A. coordinated with third-party inspectors

Q. The RFP requests both:

- A lump sum total (per Bid Form), and
- A phase-based fee breakdown with hourly rates (per Attachment A) Can you clarify the preferred pricing format for submission?

A. We will need a ROM to justify for USDA/BIA/Loan and Tribal Council. Please include a fee schedule with your proposal the lump sum will be a not to exceed amount without prior approvals from owner Cowlitz Indian Tribe. Utilize 3 years and at minimum 16 hours a week to help determine your lump sum amount. The fee schedule will mostly likely be utilized to determine monthly invoicing.

Q. Given that the project duration is currently undefined, how should proposers account for construction phase services within a lump sum fee?

A. A lump sum contract with monthly progressive billings. See assumptions above.

Q. Would the Tribe consider a phase-based or monthly fee structure tied to project duration?

A. A lump sum contract with monthly progressive billings. See assumptions above.

Q. Should reimbursable expenses (travel, lodging, etc.) be:

- Included in the lump sum, or
- Carried as a separate reimbursable allowance?

A. Included in the lump sum- see assumption above.

Q. Is there a preferred reimbursable expense structure or limit?

A. Actual cost, plus percentage for markup. Funding will be coming from federal grants, so federal laws will apply for mark-ups on actual costs.

Q. The RFP notes the potential for scope expansion. How will additional services be:

- Defined
- Approved
- Compensated?

A. All changes will be done via the change order process.

Q. Will this project be executed under a single Task Order or multiple Task Orders by phase?

A. This will be a lump sum contract. See assumptions above.

Q. Are there any existing studies, reports, or preliminary planning documents that can be shared?

A. The design phase has not been finalized yet.

Q. Are there any specific priorities or success metrics the Tribe would like the PM/CM consultant to focus on?

A. Assist in coordinating with the project team and keep the project on schedule and on budget.

END OF ADDENDUM NO. 1