



Soboba Band of Luiseño Indians

P.O. BOX 487 • SAN JACINTO, CA 92581 • TELEPHONE (951) 654-2765
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REQUEST FOR QUALIFICATIONS/PROPOSAL

FOR

Architectural and Design Services

“Tribal Government and Cultural Center Design”

RFQ/P Issue Date: January 21, 2020

Due Date: March 30, 2020

100. PURPOSE

The purpose of this Request for Qualifications/Proposal (“RFQ/P”) is to solicit proposals from qualified, licensed Architectural/Engineering Firms (the “Proposers”), to establish to design a Tribal Government/Cultural building on Soboba Indian Reservation Trust Land (Project) within the City of San Jacinto, Riverside County, California, to the Soboba Band of Luiseño Indians (the “Owner”). Proposers interested in responding to this RFQ/P should have extensive experience and an established record of success designing office style buildings for the Engineering of Native American tribal facilities. Only qualified candidates should respond to this RFQ/P.

200. PROJECT OVERVIEW

201. Project Team:

The Architectural/Engineering Firm will be part of a project team led by the Soboba Band of Luiseño Indians and will be directly responsible to the Owner.

202. Project Description:

The Soboba Band of Luiseño Indians is looking to develop approximately 9 acres on the Soboba Indian Reservation known as the “Horseshoe Property”. The Architectural/Engineering Firm will oversee the Preliminary Site Analysis, Conceptual Designs, Preliminary Engineering Cost Estimate and Preliminary Project Schedule of the Horseshoe property which will include a Government Office Building along with a Cultural Center. The Government Office Building will be an approximately 30,000 sq. ft. facility which will house several Tribal Government offices, conference rooms, storage, as well as a Cultural Center.

Delivery Method: CMAR -GMP

300. SCOPE OF WORK AND SERVICES

301. Design and Engineering:

The Architectural/Engineering Firm will advise the Owner on matters related to the design of the project. The Architectural/Engineering Firm will, among other tasks, review and evaluate plans, specifications, and other design and development materials produced by firms retained by the Owner for this project.

The Architectural/Engineering Firm will also be expected to assist the Owner in developing and implementing oversight processes that will help ensure the quality and timeliness of the Design and Engineering of the Project. The Architectural/Engineering Firm should also be prepared to assist the Owner in processes that will help ensure that realistic budgets and schedules are established. Experience in value engineering is essential.

The Architectural/Engineering Firms will further assist in the review and facilitation of contract documents for selected vendors. This assistance includes review for technical merit and correspondence with Owner and its legal counsel.

The Architectural/Engineering Firm must be able to work closely with the various Owner's and the Nation's agencies and authorities.

302. Additional Services:

The Architectural/Engineering Firms may be requested to advise/assist in the procurement, coordination, and in the implementation of Owner-supplied and Owner installed scopes of the work i.e. furniture, fixtures, and equipment (FF&E), specialty systems and other independent consultants.

400. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

401. RFQ/P Informational Requests:

There will be two Pre-Bid meetings scheduled for Thursday, January 30, 2020 and February 6, 2020 at 9am on the Soboba Indian Reservation. Participants will meet at the "Horseshoe Property" located in the cul-de-sac near the Fire Station. The Fire Station address for reference is 23121 Soboba Road, San Jacinto, California 92583.

This will be the bidders opportunity to inspect the site where services are to be performed and shall satisfy themselves as to all general and local conditions that may affect the cost of performance of the contract to the extent such information is reasonably obtainable. For Site visits, please RSVP to Maria Magana at MMaciel@soboba-nsn.gov at least 48-hours prior to the visit.

Questions regarding this RFP are to be directed by email only to Lenell Carter at: lcarter@soboba-nsn.gov. No phone calls and/or verbal requests/inquiries will be accepted. Copies of all questions and responses will be sent to all Proposers. Questions will be accepted until March 24, 2020.

402. Submittal Requirements:

Proposers must provide a statement of verifiable qualifications related to each of the items set forth above under SCOPE OF WORK AND SERVICES (Pre Engineering, Engineering, and Additional Services). As part of such statement Proposers should include a description of specific relevant experience as noted in the below requirements.

Submittals must include the following:

A. Cover Letter with Overview of Firm:

- Name of the firm making the proposal.
- Mailing and overnight delivery address.
- Contact information (E-mail, Telephone and facsimile numbers) of Proposer.
- Statement that individual signing the proposal has the authority to commit the firm to the terms proposed.

B. Team Overview:

- The submittal must identify the principals of the Proposer who will be actively involved on site, as needed, throughout the project. The Proposal should list all team members and describe their respective qualifications and experience that would benefit the Owner. The selected Architectural/Engineering Firm will be required to have presence onsite when and where required for the duration of the project.
- A summary of the basic scope of work and services to be provided by the Owner.

C. Project Experience:

The proposer must be able to demonstrate the following minimum qualifications:

- Architectural/Engineering Firms Services for at least three (3) Native American projects within the last 10 years.
- Extensive experience with related infrastructure requirements for Office Building Type Structures.
- Track record of providing value engineering options on projects.

D. References:

- At least three (3) letters of recommendation for Architectural/Engineering Firms Services on projects of the described nature and scope. These must include scope and size of the project and current contact information.

E. Licensing:

- Architectural/Engineering License.

F. Proof of Insurance:

- General Liability
- Property Damage
- Errors and Omissions
- Automobile Liability
- Worker's Compensation

G. Litigation Statement:

- List and describe any litigation; arbitration; claims filed by your company against any project as a result of a contract dispute; any claim filed against your company; or termination from a project; and resolution of same.

H. Fee Proposal:

- The Proposal must include a description of how the Proposer would propose to be compensated, including a proposed fee schedule.
- The fees for service must be included and specifically set forth for each phase of the development of the project.
- Basis of compensation of Additional services.
- Description of items deemed as reimbursable expenses.

I. Other Services as needed:

- Project may require professional services procurement and oversight for, including but not limited to; anthropologist/archaeologist, biologist, environmentalist and geologist as necessary.
- Coordination with all utility infrastructure to deliver utility "will serves" letters as needed.

403. Proposal Preparation:

A. Proposals shall be signed by an authorized representative of the Proposer. All requested information must be submitted. Failure to submit all requested information may result in a lower evaluation of the proposal.

B. Proposals should be prepared simply and economically, providing a straightforward, concise description of the capabilities to satisfy the requirements of the RFQ/P. Emphasis should be on completeness and clarity of content.

C. Each copy of the proposal should be bound in a single volume where practical. All documentation should be bound in that single volume.

D. Three (3) signed hardcopies of the proposal, as well as an electronic copy, must be submitted in an envelope or package identified as follows:

“Architectural/Engineering Services Proposal for the “Soboba Band of Luiseño Indians,” and sent to:

Lenell Carter
Soboba Band of Luiseño Indians
23906 Soboba Road
San Jacinto, CA 92583

E. Approximate Schedule:

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|--------------------------------|------------------------------|
| ▪ Issue Date for RFP | January 21, 2020 |
| ▪ Last day to submit questions | March 24, 2020 |
| ▪ Proposals due | March 30, 2020 |
| ▪ Bid Review | March 31, 2020-April 05,2020 |
| ▪ Award | April 06, 2020 |

F. ONLY THOSE RESPONSES RECEIVED IN THE OWNER’S OFFICES BY THE PROPOSAL DEADLINE WILL BE CONSIDERED. Proposals received after the deadline, will not be considered and will be returned to the Proposer unopened. Proposals may be hand delivered to the designated location. **FAXED PROPOSALS WILL NOT BE ACCEPTED.**

500. EVALUATION AND AWARD CRITERIA

Selection shall be made from the Proposers deemed to be fully qualified and best suited among those submitting proposals on the basis of understanding the needs of the Owner, qualifications and soundness of approach.

Interviews and negotiations may be conducted at the discretion of the Owner. The Owner shall select the Proposer which, in its opinion, has made the proposal most advantageous to the Owner.

The Owner may cancel this RFQ/P or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. The Owner may waive any provision of this RFQ/P at its sole discretion.

Indian Preference will apply in the selection process in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 47).