

SMITH RIVER RANCHERIA



REQUEST FOR QUALIFICATIONS

Architectural, Engineering, and Design Services for Dat-naa-svt Housing Project

Response Due: **May 27, 2015** at 4:00 PM

Revised Timeline

Begin Circulation of RFP to Consultants

April 25, 2015

Deadline for Proposal Submission

May 27, 2015, 4:00pm

Evaluate Proposals

May 28- June 12, 2015

Consultant interviews (if necessary)

June 8- June 19, 2015

Select Consultant

June 24-25, 2015

Smith River Rancheria
140 Rowdy Creek Road
Smith River, CA 95567
707.487-9255

April 27, 2015

Request for Qualifications Architectural, Engineering, and Design Services for Dat-naa-svt Housing Project

April 27, 2015

PURPOSE

Smith River Rancheria (Tribe) is soliciting qualifications from consultants to provide a **Preliminary Architectural Study/Preliminary Engineer's Report** for the Dat-naa-svt housing development. The Dat-naa-svt development includes duplexes and/or townhouses, a modular home park, and some commercial development.

BACKGROUND

In 2009 -2010, Smith River Rancheria designed a development on the Dat naa svt parcels (See Figure 1). The development consists of 22 acres. Infrastructure for this project was installed, including storm drains, sanitary sewers, water, underground utilities conduit, and road grading. The Tribe seeks to move forward with next steps in the development of this project.

The Preliminary Architectural Report shall include design updates, encompassing:

- inclusion of a modular/mobile home park on the southern parcel (Bartley Property, 6.00 acres);
- inclusion of a fire station and sheriff substation in the commercial area;
- comparison/evaluation of duplex and townhouse home designs;
- incorporation of sustainable & green building concepts and renewable energy design;
- overall site plan that is inclusive of traditional cultural Dee-ni' Lifeways.

See Figure 2 for larger location map.

The Preliminary Architectural Study (PAS) will be used to develop proposals to fund the final design and construction of the project. It is the Tribe's intention to seek funding and proceed with development as soon as feasible.

Figure 1

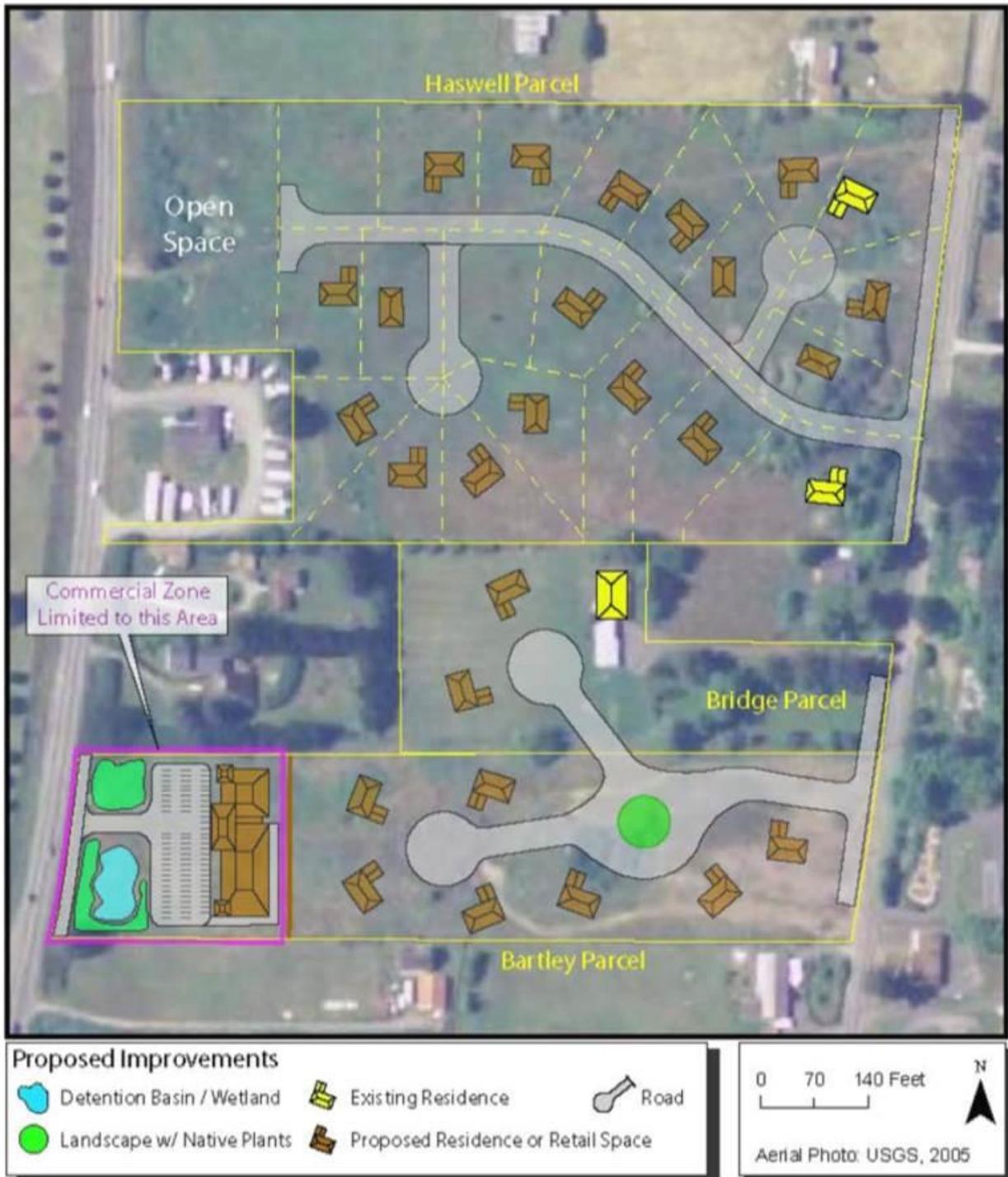


Exhibit 1. Revised Site Plan

Figure 2



SCOPE OF SERVICES

Consultant Services:

The scope of services to be provided by the Consultant shall consist of the following Tasks:

- 1) Preliminary Architectural Study (PAS) for Dat-naa-svt Housing Development.
 - a. Include design updates & considerations identified above, with detail from staff.
 - b. Compare duplex and townhouse (or other) home styles for evaluation and selection.
 - c. Preliminary design should be sufficient to describe all necessary essential project elements in enough detail to provide a realistic preliminary cost estimate for development. (Include engineer's estimate of costs.)
 - d. Include engineering considerations as necessary.
 - e. Include planned phasing of development, as appropriate.
 - f. If needed, make revisions to PAS after presenting PAS to relevant stakeholders.

- 2) Present PAS
 - a. Make a presentation of the PAS to relevant stakeholders (Council, Tribal citizens, staff).
 - b. Answer questions, consider recommendations.
 - c. Coordinate with staff for appropriate times and venue.

- 3) PAS format
 - a. Consultant shall provide 3 hard copies of the study, reproducible on 11x17, and soft copies in pdf document(s) of same.

PROPOSAL FORMAT

The proposal shall include, as a minimum, the following information:

- Cover Letter – Letter is to be signed by a member of the organization having the authority to negotiate and execute contracts on behalf of the firm.

- Project Understanding - This section should outline the Consultant's basic understanding of the project. It should identify key issues to be addressed during the project and any insights or innovative ideas the Consultant can provide in addressing those issues.

- Scope of Work - Describe the work plan and time line that you intend to use to complete the tasks listed in the Scope of Services. Note any changes/deviations or additions to the work descriptions that may have been overlooked or that help clarify the work tasks.

- Responsible Personnel - List the Principal-in-Charge, Project Manager, and key project staff who will be directly involved in this project. Include a concise statement of qualifications and experience of each person together with the hours that each is committed to the project.

- Description of firm's relevant works as it pertains to housing development and culturally appropriate work with other tribal communities.
- Sustainable Design/Green Building: Address your firm's approach to incorporation of affordable, yet attractive, durable and low maintenance construction and finish materials. Also, address your approach to incorporation of energy efficient design and materials.
- Related Experience - Include three projects in progress or completed during the last three (3) years that are comparable to this project.
- Indian Preference - Include documentation that the Consultant is Native American Owned; or employs key employees as defined under the Smith River Rancheria Tribal Employment Rights Ordinance (TERO); or describe how your firm will comply with Section 4(c) of the Native American Self-Determination and Education Assistance Act (P.L. 93-638) as amended.
- Consultant Fee – Fees shall include all markups, overhead, and profit. Consultant shall also include a current fee schedule that includes hourly rates for all classifications of workers, including subcontractors, expected to work on this project. The estimated fee shall be submitted in a sealed envelope along with copies of the proposal. The Consultant should be advised that pursuant to the Smith River Rancheria Tribal Employment Rights Ordinance, there is a 2.5% TERO fee on the total value of the Consultant Fee.

PROPOSAL SUBMITTAL

Pages in the proposal shall be typed and double sided with the maximum number of pages of proposal information (excepting cover sheet, index sheet, blank pages, and table of contents) to be limited to thirty (30) printed pages. There is no penalty for fewer pages. Only the specifically requested information shall be submitted.

The Consultant shall submit one (1) original, unbound proposal and three (3) copies and one digital copy (flash drive, CD, or email). The proposals, both hard copy and digital, shall be received at the Tribe's office by the time and at the location noted on the cover sheet of this RFQ. The Tribe reserves the right to reject, at its sole discretion, proposals received after this time and date. The Tribe has the right to waive minor irregularities in any proposal received.

EVALUATION CRITERIA

A Review/Selection Committee made up of Tribal stakeholders will evaluate the Consultants based on the proposals and, if necessary, an oral interview to determine which Consultant is best qualified to perform the work for this project.

The Selection Committee will make a recommendation to the Tribal Council that negotiations be opened with the top-ranked consultant to ensure that the consultant has a full understanding of the expectations of the Tribe, that the scope reflects all tasks anticipated to be required to successfully complete the project, and that the fee reflects completion of the project to the satisfaction of the Tribe. In the event that the Tribe and the top ranked Consultant are unable to come to an agreement as to scope and fee, the Tribe reserves the right to close negotiations with the top-ranked Consultant and open negotiations with the second-ranked Consultant. Once an agreement is reached involving the scope and fee, the Tribal Administrator will make a recommendation to the Tribe Council to award the project to the selected Consultant and to authorize Staff to enter into a Professional

Services Agreement with that Consultant. If the Tribal Council is in agreement with the recommendation, Staff will proceed with the completion of the agreement and prepare for contract execution.

The following items, as they relate to the Scope of Services Tasks described above, will be used by the committee to assist in the ranking of the Consultants' proposal and the oral interview:

- Understanding of the Project
- Experience with Similar Types of Work
- Experience and Qualifications of the Project Manager
- Experience and Qualifications of the Project Team
- Ability to meet project timelines
- Overall Cost
- Indian Preference

TENTATIVE SCHEDULE

Revised Timeline

| | |
|---|------------------------------|
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TRIBE'S CONTACT

Questions regarding this RFP should be directed to:

Tim Hoone, Grants and Contracts Manager
Smith River Rancheria
140 Rowdy Creek Road
Smith River, CA 95567
707.487-9255, ext. 1230
tim.hoone@tolowa.com

Clarification offered by the Tribe to one Consultant will be distributed to all known interested parties, at the Tribe's discretion.

STANDARD CONSULTANT AGREEMENT

The Consultant selected to provide the scope of services shall use the Tribe's standard Professional Services Agreement. A template copy of this agreement is attached to this RFP. By submitting a proposal for the work, the Consultant agrees to utilize the Tribe standard agreement form for the contract. Contractually required insurance coverage and endorsement information is shown in the body of the document.

ATTACHMENTS

Figures
Smith River Rancheria Professional Services Contract