

# SMITH RIVER RANCHERIA



**Response Due: December 8, 2011 at 5:00 PM**

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

November 18, 2011

# Request for Qualifications Architectural Services

November 18, 2011

**RFP/RFQ Name:** REQUEST FOR QUALIFICATIONS FOR AS-NEEDED ARCHITECTURAL SERVICES for SMITH RIVER RANCHERIA

**RFP/RFQ Type:** Housing

**Ownership:** Public

**RFP/RFQ City, State:** Smith River, California

**RFP/RFQ or Contract Number:** 11-505-001

**RFP/RFQ Contact:** Cassandra Mitchell  
Smith River Rancheria  
140 Rowdy Creek Road  
Smith River, CA 95567  
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**1st Advertise Date:** 11/18/2011

**Proposal Due Date:** 12/8/2011

**Proposal Due Time:** 5:00 PM

**RFP/RFQ Description:** The Smith River Rancheria (Tribe) is soliciting Statements of Qualifications from professional firms to provide as-needed architectural services for various housing projects in Smith River, California and Brookings, Oregon.

The Tribe and the selected Architect Consultant (Consultant) shall enter into a two-year agreement. Under these agreements, the Tribe shall issue to the Consultant written task assignments on an as-needed basis. Compensation shall be based on time and material with a not-to-exceed amount specified in each task assignment and with each total contract amount not-to-exceed One Hundred Thousand Dollars (\$100,000.00).

This solicitation is subject to the budget and fiscal provisions under which the Tribe operates, and the award of the contracts will be subject to funding availability.

## **INTRODUCTION**

The Smith River Rancheria (“Tribe”) seeks qualified firms to provide architectural design and/or sustainable design services needed for a wide range of development projects (residential, commercial, retail and mixed use). The purpose of this Request for Qualifications (“RFQ”) is to enable the Tribe to enlist consultant firms that will provide guidance and assistance on an “as needed” basis with review of project designs, project design recommendations, preparation of architectural renderings and preliminary designs, client consultations, and related projects and services.

In order for the Consultant to be considered qualified, the firm or project team must demonstrate experience in the successful completion of projects involving Federally funded Indian and/or Public Housing experience as well as successful completion of other related Tribal Buildings and/or Community Development projects.

Interested consultants are invited to submit qualifications in accordance with the requirements of this Request for Qualifications (RFQ). The successful Firm must be aware of the financing limitations and be able to provide a clear plan for delivering bid package that meets the goals within the project budget constraints.

The Architectural Services contract is expected to be awarded by December 28, 2011 and will not exceed 24 months. Any Firm responding to the RFQ must be willing to commit the necessary resources to the project within a mutually agreed upon schedule.

## **INSTRUCTIONS**

1. Keep each proposal excluding exhibits within a limit of 20 pages. A brief (1 page) executive letter should accompany each response. Please provide 4 (four) copies each of your proposal.
2. Proposals are due to the Smith River Rancheria Tribal Office, ATTN: RFQ Architectural Services, 140 Rowdy Creek Road, Smith River, CA 95567, by 5:00 p.m., Monday, December 8, 2011.
3. Respondents are advised that all submissions, including those not selected, may be made available to the public on request upon completion of the process and award of a contract.

## **BACKGROUND**

The Smith River Rancheria invites all interested and qualified licensed architects to submit qualifications to provide on-call Architect services to the Tribe.

The Smith River Rancheria is federally recognized tribe located in Del Norte County with recent land acquisitions in Brookings, Oregon. The Tribe receives funding on an annual basis from the U.S. Department of Housing and Urban Development for the development of affordable

housing for its tribal community. The Tribe's Housing Department works to ensure that all tribal members can afford a safe, healthy home that meets their needs.

A home encompasses much more than four walls and a roof; a good home provides the foundation upon which our tribal families can thrive, children can learn and grow and our community can prosper.

To achieve our mission, we do the following:

- Offer safe, decent and affordable housing
- Educate homebuyers, homeowners on responsible homeownership
- Provide assistance to Smith River Rancheria Tribal Members with the greatest need.
- Maintain working partnership throughout our community to improve everything we do

### **SCOPE OF SERVICES**

The Tribe acts as owner, developer and property manager of various rental properties. The Tribe currently manages over 12 rental properties and is the sole owner of more than 475 acres of land in fee status and over 50 acres of land held in trust status by the United States for the benefit of Smith River Rancheria. The Tribe has over 600 tribal members living in Del Norte County and the Curry County areas. The Tribe's development of its lands shall be primarily for single or multi-family residences but also for such stores, offices and other non-residential facilities as it deems necessary, convenient or desirable.

In conjunction with potential direct development activities, the Tribe may engage the services of one or more architects to assist with the planning and design of a broad range of possible areas and buildings. Therefore, it is requesting that interested and qualified architects submit information on their firm's experience and qualifications.

The purpose of this Request for Qualifications ("RFQ") is to enable Smith River Rancheria to hire one architectural firm that will provide guidance and assistance on an "as needed" basis with review of project designs, project design recommendations, preparation of architectural renderings, and preliminary designs and related projects and services. The responses to this RFQ will enable the Tribe to select the most qualified firm. The RFQ provides the information necessary to prepare and submit Qualifications for consideration by the Tribe. Based on the initial ranking, the Tribe will develop a "short list" of architects and firms from which the tribe may request to interview to further establish their experience and qualifications prior to being awarded a 24 month contract.

The variety and type of developments undertaken will vary depending on program goals and tribal needs and may include development of conceptual plans, design schemes, project budget, construction drawings and technical specifications and bidding and negotiation services for developments. Required architectural design services for specific developments may include any and all of the following:

1. Project start-up meetings with Tribal staff.
2. Initial site visit(s) to better understand site context, existing conditions and development opportunities for various developments.
3. Preparation of plans for buildings and landscapes in the conceptual design phase and subsequent stages.
4. Development of design schemes, project budget/cost estimates, detailed designs and construction drawings, materials selection, technical specifications and evaluation of alternative uses as needed.
5. Services may also include construction contract administrations, inspections and changes as deemed necessary.
6. Oversight of permitting process and attendance and representation at various meetings, including public forums and locate and state regulatory meetings and/or workshops.
7. Recommendations to the Smith River Rancheria Staff and to the Tribal Council.

## **PROPOSAL REQUIREMENTS**

- A. Professional
  1. Attach a completed AIA Document B305 – Architect’s Qualification Statement with your submission
  2. Provide an itemized breakdown of billing rates and hourly costs, list of key personnel and their hourly rates, reimbursable expenses, consultant mark-ups, etc.
  3. Describe your firm and its capabilities. In particular, support your capacity to perform the work that likely will be associated with this Scope of Services. Indicate which services you would perform in-house and which would require outside vendors/consultants.
  4. Describe the timeframe in which your firm and any proposed subcontractors would be available to carry out the Scope of Services described.
  5. Describe and include examples of your firm’s role in similar engagements, particularly those involving affordable housing, mixed use developments, sustainable design, historic preservation, community planning and green building technologies.
  6. Disclose any current or past relationships your firm and any subcontractors may have with the staff or any of the key sites proposed for development within the Smith River Rancheria Reservation boundaries and land acquisitions.
  7. Please include sample of your work that are related to this RFQ (the samples can be digital including CD-ROM and web-based)
  8. Please include a current client roster, including a lead contact name and telephone number of those organization or businesses that you service.
  9. Any topics not covered in this Request for Qualifications that you would like to bring to our attention.

B. Miscellaneous

1. Discuss your firm's plan for complying with the Smith River Rancheria Tribal Employment Rights Ordinance ("TERO")
2. The Tribe encourages the participation of minority and women disadvantaged businesses. Describe your firm's practices for including such businesses. Include the number and percentage of members meeting special class consideration that will be working on our projects.
3. If applicable, submit a copy of your Minority-or Women Owned Business Disadvantaged Business Certification.

### **EVALUATION AND SELECTION**

RFQ respondents should have experience in the Indian Housing field, affordable housing, mixed use developments, new construction, sustainable design, historic preservation, community planning and green building technologies.

The Tribe recognizes that outstanding design is critical to creating healthy and attractive communities. Moreover, it believes that outstanding design can be constructed with nominal additional cost. Therefore, in evaluating qualifications the Tribe will give primary consideration to firms that demonstrate:

1. Previous projects that work well for the chosen purpose enhance the community in which they are located and are economical to construct.
2. An ability to solve challenging design programs efficiently and effectively.

Tribal Staff will review all proposals and make a determination based on levels of capacity and stated expertise. All responsive proposals will be evaluated based on the following factors:

- Ability to meet the eligibility requirements as set forth in this document
- Fee schedule
- Professional capacity to undertake assignments
- Professional Experience
- Review of client list
- Recommendations from references
- Portfolio quality
- Other pertinent information submitted

The Tribe may invite one or more finalists to make a presentation. In its sole discretion, the Tribe may negotiate with one or more firms who have submitted qualifications to submit more detailed proposals on specific projects as they arise.

## **TENTATIVE SCHEDULE**

Published RFQ	(November 18, 2011)
<b>Deadline to Receive Proposals Back (5:00 p.m. December 8, 2011)</b>	
Evaluate Proposals for Short-Listing	(December 9 – December 15, 2011)
Consultant interviews (if necessary)	(December 16 – December 21, 2011)
Select Consultant	(December 28, 2011)

## **TRIBAL CONTACT INFORMATION**

Questions regarding this RFQ should be directed to:

Earl Brown, Housing Director  
Smith River Rancheria  
140 Rowdy Creek Road  
Smith River, CA 95567  
707.487-9255  
[earl.brown@tolowa-nsn.gov](mailto:earl.brown@tolowa-nsn.gov)

Clarification offered by the Tribe to one Consultant will be distributed to all known participants 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 RFQ. 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. Upon the issuance of specific tasks, tribe and consultant will execute the standard AIA Contract Documents.

## **ATTACHMENTS**

Smith River Rancheria Professional Services Contract  
Tribal Employment Rights Ordinance