



REQUEST FOR BIDS FOR ARCHITECTURAL AND ENGINEERING  
SERVICES OF THE HOPLAND EDUCATION CENTER FOR  
HOPLAND BAND OF POMO INDIANS

A site walk-through can be arranged with a project lead, Domenica  
Giovannini with advance notice Monday-Wednesday, at 3000 Shanel Rd,  
Hopland CA 95449.

Responses due by 5:00PM on April 30, 2017

## **Purpose Statement**

The Hopland Band of Pomo Indians (HBPI) is requesting Bids for Proposal for the full architectural and engineering services for the Hopland Education Center Project. All potential offers are encouraged to review each section of the following document carefully, especially the mandatory requirements.

This RFP may result in award of multiple contracts to the same architectural firm, if appropriate to support multiple cycles of funding associated with the complete development of the Proposed Education Center.

## **Project Background**

HBPI has received funding of approximately \$600,000.00 through Housing and Urban Development to construct a 3,000 square foot Education Center featuring Energy Star Appliances and HVAC, Passive Solar ready building orientation, a kitchen, natural interior lighting design, double pane windows, ADA Compliance, and structure that meets Universal Design and Building standards. The facility will host approximately 60 children with Offices and create a warm inviting learning environment.

The Education Center will be located on the North side of Tribal Gym, near the Tribal parking area. The Education Center will serve the local community in all aspects of education from Pre-school to higher education.

## **Scope of Services**

The Architect-Engineer will be responsible to provide project leadership to accomplish the project design within the parameters of the entire project budget. This includes developing and managing all facets of design of the proposed Education Center. Throughout the performance of the Architect-Engineer's services on the Project, Project Manager shall provide guidance and management, on behalf of the Tribe, and Architect-Engineer will report to and work closely with the Project Manager.

HBPI is seeking the design of an Education Center which will have a number of desirable attributes, including being:

- Functional - Building of a 3000 square foot building that meets spatial needs and requirements, system performance as well as durability and efficient maintenance of building elements;
- Safe/secure – physical protection of occupants and assets from man-made and natural hazards;
- Must meet ADA Accessibility standards;

- Productive – physical and psychological well-being and comfort of the occupants, including building elements such as air distribution, lighting, workspaces, systems, and technology;
- Cost-effective – selection of building elements on the basis of life-cycle costs (weighing options during concepts, design development, and value engineering) as well as basic cost estimating and budget control;
- Aesthetic – physical appearance and image of building elements and spaces as well as the integrated design process;
- Culturally-appropriate – with Pomo décor, a talking circle and other suitable space for cultural activities, cultural images inside and outside signify Tribal importance of culture;
- Sustainable – Optimization environmental performance of building elements and strategies, including optimized site/building potential, renewable energy, water conservation, enhanced indoor environmental quality, optimized operational and maintenance practices wherever possible;
- Passive solar building orientation including solar ready roof;
- Design and development of a kitchen suitable for serving 100 people;

## **Pre-Construction Activities:**

1. Budgeting: Working with the project team which may include HBPI leadership, staff, legal counsel, and other professional consultants engaged by the Tribe to develop a detailed Project design.
2. Ingress/Egress: Work with the Project Team to determine how ingress/egress plans may impact operations and what operational needs there may be necessitating specific ingress/egress plans. They will need to coordinate with the Project Manager and other Project team members to ensure there is no duplication of services and costs.
3. Preliminary Project Design: The Architect-Engineer should develop preliminary site plans showing the building and orientation, paving, vehicular circulation, ingress/egress and green spaces.
4. Project Management: Managing all aspects of the design and planning in accordance with HUD and all other tribal ordinances and laws.
5. Project Scoping: Working with the Project Team to develop a detailed set of recommendations as to the education center size, scope and amenities. The Architect-Engineer should review all Environmental Review, existing studies and plans to determine their viability and make adjustments using the information gathered by the Project Team if needed.
6. Design: Perform all necessary final site plan and floor plan design services in concert with the Project Team, including but not limited to civil, architectural, structural, mechanical, electrical, plumbing, grading, storm water design, parking, landscaping, exterior lighting, and HVAC design services.

## Requirements

1. Response: Provide a clear response in whole to this RFP.
2. Insurance: Insurance requirements are as follows: 1) Public Liability and Property Damage Insurance; 2) Comprehensive General Liability with \$2,000,000 per person bodily injury coverage and \$1,000,000 aggregate Property Damage coverage; 3) Comprehensive Automobile Coverage with a \$2,000,000 per person per incident bodily injury coverage and \$1,000,000 per incident property damage coverage; and 4) Workers compensation insurance.
3. Communication and Input: Maintain, throughout the course of the Project, satisfactory and timely communication with the Project Team. Specifically, providing timely progress reports to the Project Manager and ensuring all coordination and other pertinent information is properly conveyed to the Project Manager and the Project Team as a whole.
4. Confidentiality: Any and all reports, Project and/or construction documents shall become the confidential and proprietary property of, and are not to be communicated, transferred, or given over to any individual, entity, or organization without the expressed written consent of the Tribe or their appointed representatives.
5. Implementation: The Architect-Engineer is responsible for implementing and facilitating decisions necessary and agreed to in order to continue the progress of the Project to accomplish the overall objectives. The Architect-Engineer shall work with the Project Team to ensure the timely completion of the Project and within the approved budget.

## Compliance

The Architect-Engineer must adhere to any applicable tribal, federal, county or state law applicable to the Project.

## Qualifications

1. This invitation is unrestricted however preference shall be given to Indian Organizations and Indian Owned Economic Enterprises. Bid award will be in accordance with 24 CFR 1000.48,&1000.52. Firms wishing to qualify for Indian Preference must complete the qualification packages (See exhibit B) and submit it to the Project Manager at the Hopland Band Tribal Offices 3000 Shanel Rd, Hopland CA 95449
  - Completed Indian Preference Pre-Qualification documents must be submitted to the Tribal offices no later than 5:00 PM, on November 4, 2016. Documents submitted after this will not be accepted (see Exhibit B).

2. Possess a minimum of ten (10) years of experience in design, development and/or construction of community buildings, office buildings and other like buildings.
3. Ability to prepare budgets and projections.
4. Ability to work well with diverse interests, i.e. tribal personnel, community members, vendors and the Project Team.
5. Knowledge and understanding of tribal governments and tribal enterprises.
6. Possesses all necessary professional licenses.

## **GMP Contract Requirement**

The Architect-Engineer will agree to manage, design Project design utilizing a Guaranteed Maximum Price contract.

## **Required Information**

1. Statement of Work: Must demonstrate a clear understanding of the issues directly relevant to the Architect-Engineer's work, including the objective and scope of work.
2. Work Plan Summary: An outline summarizing the proposed Project consisting of tasks involved in the Project. The task descriptions should be in sufficient depth to afford the Tribe a thorough understanding of the proposed scope of work. This should include a description of the performance measurement techniques, data sources and analytical methods planned to be used in completing the Project.
3. Statement of Qualifications: Architect-Engineer must submit a statement of all similar projects conducted. The projects should be identified and the name of the client shown, including the name, addresses and phone number of the responsible official of the client company and the total cost of the project. This should include experience of core crew and subcontractors. This information will be considered confidential and shall not extend beyond the Tribe or its direct agents.
4. Statement of Potential Conflicts of Interest: The Architect-Engineer must disclose any contracts, services rendered, relationships, circumstances, or interests between the firm, its consultants, or subcontractors and other clients that could pose any conflicts of interests, influence judgment or impair objectivity, or give the appearance of such conflicts. If there have been no such relationships, a statement to that effect is to be included in the proposal.
5. Fee, Expense and Cost Analysis: Please provide activities and describe any projected expenses and any expense multipliers that will be applied. The below list is a template by which items can be added or removed to best fit your proposal.

ARCHITECTURAL & ENGINEERING	
OTHER EXPENSES	
CONTRACTOR FEES	
TOTAL CONTRACT AMOUNT	

6. Prevailing wage rates determined by the Secretary of Labor under the Davis-Bacon Act (40 U.S.C. 3141-44, 3146, and 3147) to be paid to laborers and mechanics employed in the development of affordable housing.
7. Time Estimates: A summary timeline indicating the total time required from date of commencement of the work until completion of the Project.
8. Statement of Confidentiality: During the course of the Project, the progress or preliminary findings of the Architect-Engineer shall not be disclosed to any party other than the Tribe or its assigned representatives and all findings shall be treated as proprietary information.
9. Incurring Costs: All liability for costs incurred by any individual or firm in preparing their proposal, expended during the selection process, or otherwise incurred prior to the receipt of an executed contract will be the responsibility of the individual or firm. Please include a statement acknowledging this in the proposal.
10. Professional Licenses: Please include a copy of all current professional licenses.
11. Completed Certification of Eligibility: See Exhibit A
12. Suspension / Debarment: Please indicate, by answering, if your company or any person associated therewith in the capacity of owner, partner, director, officer or any position involving the administration of Federal or State funds:
  - a. Is currently under suspension, debarment, voluntary exclusion or determination of ineligibility by any federal, state or tribal agency.
  - b. Has been suspended, debarred, voluntarily excluded or determined ineligible by any federal, state or tribal agency within the past 3 years.
  - c. Does have a proposed debarment pending; or has been indicted, convicted, or had a civil judgment rendered against it or them by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

Not meeting any of the above conditions will not necessarily result in denial of an award, but will be considered. For any condition noted, indicate to whom it applies, initiating agency, and dates of action. Providing false information may result in

Federal criminal prosecution or administrative sanctions.

## Evaluation Criteria

All proposals received shall be subject to evaluation by the Tribe, the Tribe's legal counsel, and the Tribe's financial advisor. The following areas of consideration will be among those used in making the selection:

1. Understanding of the Tasks and Responsibilities: This refers to the Architect-Engineer's understanding of the Project objectives, and the nature and scope of the work involved.
2. Architect-Engineer's Qualifications: This includes the demonstrated ability of the Architect-Engineer to meet the terms and requirements of the RFP in a qualified and timely manner. The Architect-Engineer should possess knowledge and background in accordance with the Scope of Work requirements.
3. Soundness of Approach: Emphasis here is on the techniques used, the sequence and relationships of major steps, the methods of performing the Project, and the thoroughness of task identification and development.
4. Fees, Expenses, Expense Multipliers, and Percentage for Profit and Overhead: This area will be weighed, but it will not be the sole determining factor. *However, the Tribe encourages respondents to provide the most competitive but realistic pricing possible and to clearly identify how profit, expenses, expense multipliers, and overhead are charged.*
5. Potential Conflicts of Interest/Independence: In order to ensure an independent Project and provide maximum credibility to the recommendations, proposals will not be accepted that could pose any conflicts of interests, influence judgment or impair objectivity, or give the appearance of such conflicts.
6. Native American Priority: Priority in selection will be given to Native American-owned companies and companies with Native American employees.
7. Woman and Minority Owned Companies: Consideration will be given to those companies who have shown to be woman or minority owned.
8. Reference Checks: Current or past performance as determined by Reference Checks.
9. Prior Tribal Experience: Priority in selection will be given to companies with past experience working with tribes.

## Rejection of Proposals

Any and all proposals received may be rejected by the Tribe during the selection process. Negotiations may be undertaken with the Design-Builder whose price and other factors indicate that they are qualified, responsible, and capable of performing the work. Negotiations may be entered into separately with competing individuals or firms.

## **Questions and Proposal Submission**

To be considered, proposals must be received no later than 5:00 PM PST on April 30, 2017. Architect-Engineer's must provide an electronic copy of their responses by emailing both Domenica Giovannini at [dgiovannini@hoplandtribe.com](mailto:dgiovannini@hoplandtribe.com) and Bernadette Mora at [bmora@hoplandtribe.com](mailto:bmora@hoplandtribe.com). Please use the subject line: Hopland Education Center RFP. Questions should also be directed to either Domenica Giovannini or Bernadette Mora by emailing them using the emails above. Questions may be asked until the submission date. Please email intent to submit a proposal within five (5) days of the receipt of this RFP to [dgiovannini@hoplandtribe.com](mailto:dgiovannini@hoplandtribe.com).

Please also submit three (3) hard copies of your materials by mailing them to the following address:

**Hopland Band of Pomo Indians  
Attn: Domenica Giovannini  
3000 Shanel Rd  
Hopland, CA 95449**



**Exhibit A**

**BIDDER'S CERTIFICATION OF ELIGIBILITY**

By the submission of this bid, the bidder certifies that to the best of its knowledge and belief, neither it, nor any person of firm which has an interest in the bidder's firm, nor any of the bidder's subcontractors, is ineligible to:

- (1) Be awarded contracts by any agency of the United States Government

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Company Name of Bidder

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Address

Certified BY:

Title:

**NOTE:** This certification is a material representation of fact upon which reliance is placed when making award. If it is later determined that the bidder knowingly rendered an erroneous certification, the contract may be terminated for default, and the bidder may be debarred or suspended from participation in HUD programs and other Federal programs.

**Exhibit B**  
**INDIAN ENTERPRISE QUALIFICATION STATEMENT**

NOTE: Submit completed questionnaire to the Hopland Band of Pomo Indians procurement officer within the time frame specified. Use additional sheets to complete answer if needed.

The Undersigned certifies under oath the truth and correctness of all answers to questions made hereinafter:

1. Applicant wishes to qualify as:

An "Economic Enterprise" as defined in Section 3(e) of the Indian Financing Act of 1974 (P.L. 93-262); that is "any Indian-Owned...commercial, industrial or business activity established or organized for the purpose of profit: Provided, that such Indian Ownership shall constitute not less than 51 percent of the enterprise:

--or--

A "Tribal Organization" as defined in Section 4(c) of the Indian Self-Determination and Education Assistance Act (P.L. 93-638); that is: "the recognized governing body of any Indian Tribe; any legally established organization of Indians which is controlled, sanctioned or chartered by such governing body or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities: Provided, that in any case where a contract is let or grant made to an organization to perform services benefiting more than one Indian Tribe, the approval of each such Indian Tribe shall be a prerequisite to the letting or making of such contract or grant..."

2. Name of Enterprise or Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No.: \_\_\_\_\_

3. Check One:

- |                          |                     |                          |               |
|--------------------------|---------------------|--------------------------|---------------|
| <input type="checkbox"/> | Corporation         | <input type="checkbox"/> | Joint Venture |
| <input type="checkbox"/> | Partnership         | <input type="checkbox"/> | Other:        |
| <input type="checkbox"/> | Sole Proprietorship |                          |               |

4. Answer the following:

If a Corporation:

a. Date of incorporation: \_\_\_\_\_

b. State of incorporation: \_\_\_\_\_

c. Give the names and addresses of the officers of this Corporation and establish whether they are Indian (I) or Non-Indian (NI).

<u>Name and Social Security No.</u>	<u>I or NI</u>	<u>Title</u>	<u>Address</u>	<u>% of Stock Ownership</u>
_____	_____	<u>President</u>	_____	_____
_____	_____	<u>Vice-President</u>	_____	_____
_____	_____	<u>Secretary or Clerk</u>	_____	_____
_____	_____	<u>Treasurer</u>	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

d. Complete the following information on all stockholders who are not listed in c. above, owning 0% or more of the stock. Establish whether they are Indian (I) or Non-Indian (NI).

<u>Name and Social Security No.</u>	<u>I or NI</u>	<u>Address</u>	<u>% of Stock Ownership</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If a Sole Proprietorship or Partnership:

- a. Date of Organization: \_\_\_\_\_
- b. Give the following information on the individual or partners and establish whether they are Indian (I) or Non-Indian (NI).

<u>Name and Social Security #</u>	<u>Address</u>	<u>% of Stock Ownership</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If a Joint Venture:

- a. Date of Joint Venture Agreement: \_\_\_\_\_
  - b. Attach the information for each member of the joint venture prepared in the appropriate format given above.
5. Give the name, address, and telephone number of the principal spokesperson of your organization: \_\_\_\_\_  
\_\_\_\_\_
6. Has any officer or partner of your organization listed in #4 been an officer or partner of another organization that failed in the last ten years to complete a contract?

If yes, state circumstances:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Has this enterprise failed in the last ten years to complete any work awarded to it or to complete the work on time? \_\_\_\_

If so, note when, where and why:

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8. Will any officer or partner listed in #4 be engaged in out-side employment?

\_\_\_\_ Yes                      \_\_\_\_ No

If Yes, complete:

<u>Name/Title</u>	<u>Hours Per Week Outside the Enterprise</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

9. If the enterprise or anyone listed in #4 above, currently subject to an administrative sanction issued by any department or agency of the Federal Government?

\_\_\_\_ Yes                      \_\_\_\_ No

If Yes, complete:

<u>Name of person/business</u>	<u>Date of Action</u>	<u>Type of Action</u>	<u>Department or Agency</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

10. Does this enterprise have any subsidiaries or affiliates or is it a subsidiary or affiliate of another concern?

Yes  No

If Yes, complete:

<u>Name and address of subsidiary, affiliate or other concern</u>	<u>Description of Relationship</u>
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_____	_____
_____	_____
_____	_____
_____	_____

11. Does this enterprise or any person listed in #4 above have or intend to enter into any type of agreement with any other concern or person which relates to or affects the on-going administration, management or operations of this enterprise? These include but are not limited to management, and joint venture agreements and any arrangement or contract involving the provision of such compensated services as administrative assistance, data processing, management consulting of all types, marketing, purchasing, production and other types of compensated assistance.

Yes  No

If yes, attach a copy of any written agreement or an explanation of any oral or intended agreement.

12. Has this enterprise ever been subject to a judgment of any court or administrative sanction (Federal, State, or Tribal)?

Yes  No

Has any individual listed in #4 ever been subject to judgment of any court or administrative sanction (Federal, State, or Tribal)?

Yes  No

If the answer is Yes to either question, furnish details in a separate attachment.

13. Has any tax lien or other collection procedure been instituted against this enterprise or the individuals listed in #4 as a sole proprietor or partner in their capacities with this enterprise or other enterprise?

Yes  No

If yes, furnish details in a separate exhibit.





18. Bank and credit references (including addresses and phone numbers):

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19. Indicate the core crew employees in your work force, their job titles, and whether they are Indian or Non-Indian. Core crew is defined as an individual who is either a current bonafide employee or who is not a current employee but who is regularly employed in a supervisory or other key skilled position when work is available.

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Over the past three years, what has been the average number of employees:

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- 20. Attach certification by a tribe or other evidence of enrollment in a federally recognized tribe for each officer, partner or individual designated as an Indian in #4.
- 21. Attach a certified copy of the charter, article of incorporation, by-laws, partnership agreement, joint venture agreement and/or other pertinent organizational documentation.
- 22. Explain in narrative form the stock ownership, structure, management, control, financing, and salary or profit sharing arrangements of the enterprise, if not covered in answers to specific questions heretofore. Attach copies of all shareholder agreements, including voting trust, employment contracts, agreements between owners and enterprise. Include information on salaries, fees, profit sharing, material purchases, and equipment lease or purchase arrangements.

Evidence relating to structure, management, control, and financing should be specifically included. Also, list the specific management responsibilities of each principal, sole proprietor, partner, or party to a joint venture (as appropriate) listed in response to #4.

23. Attach evidence that the enterprise (or an individual in it) is appropriately licensed for the type of work that is to be performed. Include Federal ID Number.

NOTES:

I. Omission of any information may be cause for this statement not receiving timely and complete consideration.

II. The persons signing below certify that all information in this INDIAN ENTERPRISE QUALIFICATION STATEMENT, including exhibits and attachments, is true and correct.

III. Print and type name below all

signatures. If applicant is Sole Proprietor,

Sign Below:

_____	_____
Name	Date

If applicant is in a Partnership or Joint Venture, all Partners must sign below:

_____	_____
Name	Date

_____	_____
Name	Date

If applicant is a corporation, affix corporate seal

\_\_\_\_\_

Corporate Seal

By: \_\_\_\_\_

President's Signature

\_\_\_\_\_

Date

Attested by: \_\_\_\_\_

Corporate Secretary's Signature

\_\_\_\_\_

Date

WARNING: U.S. Criminal Code, Section 1010, Title 18, U.S.C. provides in part: "Whoever...makes, passes, utters, or publishes any statement, knowing the same to be false...shall be fined not more than \$5,000 or imprisoned not more than two years, or both."