



**REQUEST FOR BIDS FOR PROFESSIONAL SERVICES FOR
CONSTRUCTION OF MODULAR BUILDING FOR THE HOPLAND
EDUCATION CENTER FOR HOPLAND BAND OF POMO INDIANS**

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

Responses due by 5:00PM on June 30, 2019

Purpose Statement

The Hopland Band of Pomo Indians (HBPI) is requesting Bids for Proposal for professional services for the purchase and install of a modular approximately 45 feet by 65 feet 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 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 professional services contractor 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 services on the Project, Project Manager shall provide guidance and management, on behalf of the Tribe, and Professional Services Contractor will report to and work closely with the Project Manager. Please see attached **Exhibit A** for location and **Exhibit B** for example of design.

HBPI is seeking the design and build of an Education Center modular building 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 contractor 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 Contractor 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 Contactor 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 Contractor shall work with the Project Team to ensure the timely completion of the Project and within the approved budget.

Compliance

The Contractor 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 and submit it to the Project Manager at the Hopland Band Tribal Offices 3000 Shanel Rd, Hopland CA 95449. Please contact the Tribal Office to obtain the qualification package.
 - Completed Indian Preference Pre-Qualification documents must be submitted to the Tribal offices no later than 5:00 PM, on June 21, 2019. Documents submitted after this will not be accepted.
2. Possess a minimum of ten (10) years of experience in design, development and/or construction of community modular buildings, office modular 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 Contractor will agree to manage, design project utilizing a Guaranteed Maximum Price contract.

Required Information

1. Statement of Work: Must demonstrate a clear understanding of the issues directly relevant to the Contractor’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: Contractor 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 Contractor 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.

DESIGN & ENGINEERING

OTHER EXPENSES

CONTRACTOR FEES

TOTAL CONTRACT AMOUNT

6. Time Estimates: A summary timeline indicating the total time required from date of commencement of the work until completion of the Project.
7. Statement of Confidentiality: During the course of the Project, the progress or preliminary findings of the Contractor shall not be disclosed to any party other than the Tribe or its assigned representatives and all findings shall be treated as proprietary information.
8. 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.
9. Professional Licenses: Please include a copy of all current professional licenses.
10. Completed Certification of Eligibility: See Exhibit C
11. 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 Contractor's understanding of the Project objectives, and the nature and scope of the work involved.
2. Contractor's Qualifications: This includes the demonstrated ability of the Contractor to meet the terms and requirements of the RFP in a qualified and timely manner. The Contractor 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 Contractor 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 June 30, 2019. Contractor must provide an electronic copy of their responses by emailing both Rachel Whetstone at cfo@hoplandtribe.com and Wilma Elliott at welliott@hoplandtribe.com. Please use the subject line: Hopland Education Center RFP. Questions should also be directed to either Rachel Whetstone or Wilma Elliott 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 cfo@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: Rachel Whetstone
3000 Shanel Rd
Hopland, CA 95449

Exhibit A



 Red rectangular shape indicates approximate location of new modular building.

Exhibit B

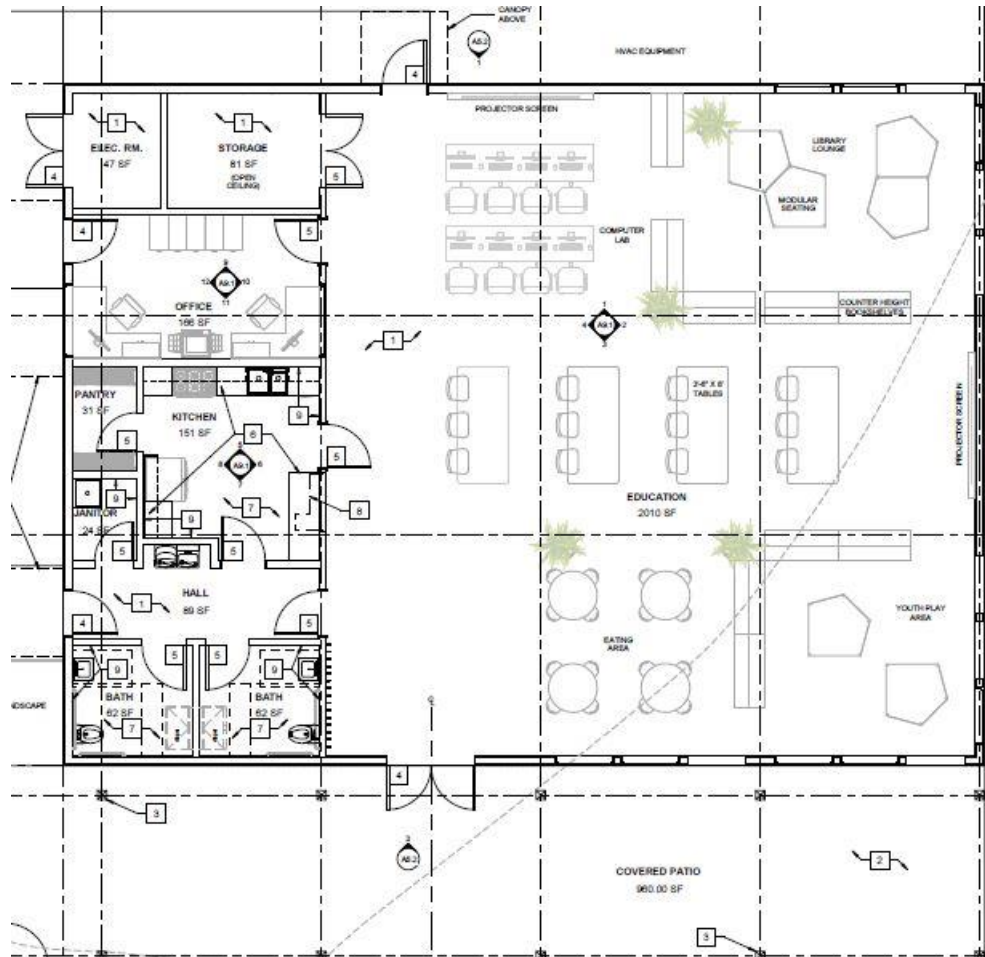


Exhibit C

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

Company Name of Bidder

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.