



TULE RIVER TRIBAL COUNCIL

TULE RIVER INDIAN RESERVATION

REQUEST FOR PROPOSALS

The Tule River Tribal Council hereby requests qualifications and proposals for; **Architect and Engineering services** to convert an existing residential house into a Women's Facility.

DATE OF ADVERTISEMENT: July 5, 2022
DEADLINE FOR SUBMITTAL: August 5, 2022, before 4:00pm

PROJECT INFORMATION

The Tribal Council is seeking consultants, to develop plans and specifications for conversion of an existing residential house into a new commercial Woman's Center (WC).

****There will be a pre-bid field walk of the existing site on Tuesday, July 19, 2022 @ 9:00am.
Located at: 32767 Indian Reservation Road, Porterville, CA 93257**

Services are to be performed at the Tule River Indian Reservation located in Tulare County, California, approximately 15 miles southeast of the City of Porterville. The area is easily accessed by way of Highway 190, south east of Porterville and Reservation Road.

One (1) original and One (1) Digital USB copy of the proposals shall be submitted.

PROJECT BACKGROUND

The Woman's Center (WC) will have four bedrooms with provisions for two beds in each room. There will also be two offices, bathrooms, showers, a kitchen, pantry, dining, exercise, and craft areas. The kitchen area will need a large freezer and refrigerator. All the facility shall be ADA compliant.

Special systems required- Internet, CCTV, intrusion alarm, panic alarm- 3 button locations, with outside lights and siren/horn, telephone, WIFI,

Outside there will be a perimeter privacy fence with access control and a mantrap. There will be controlled access to a parking lot for 12 cars inside of the perimeter privacy fence. Other entrance considerations are for fire truck and emergency services as well as delivery and maintenance vehicles.

Outside of the perimeter fence will be a visitor parking area for approximately six vehicles. This lot can be gravel or road base. The visitors will walk from this parking lot to the manway entrance where they will communicate with the control area inside the Woman's Center. The visitor will be allowed access by management from inside the WC. An access point with audio and video between the inside of the WC and the visitor access point will be required.

Inspection of, sewer, water, propane, electrical, HVAC, low voltage, and structural will be needed to complete the plans for a well-functioning facility. All systems must be brought up to code.

Landscaping and decorating will be required on this project. The facility will need to be painted and refurbished as needed to present a safe, clean, and cheerful facility.

Part of the plan and specification process will be to develop a budget cost and schedule early in the planning stage. An accurate cost and schedule will help the TRTC decide how to proceed with the entire project.

CONSIDERATION FOR SELECTION:

The proposal shall address all of the following items, in the order set forth and shall not exceed 12 pages:

1. Applicant or Firm Name.
2. Applicant or Firm Qualifications:
 - a. Type of Organization, size (local office and total firm size), professional registrations and affiliations, number of years as a firm.
 - b. Names and qualifications of personnel assigned to Project. Include principal-in-charge, project manager, and all professional staff expected to take responsible roles.
 - c. Outline of recent projects completed that are similar to this project and that are local to the Tribe and/or familiarity in performing these types of projects with local Indian Tribes.
 - d. Client references from recent projects, including name, address and telephone of individuals to contact.
3. Consultant is required to demonstrate specific expertise relating to the requirements of the Project Scope including professional licensing and certifications obtained for performance of work within the State of California.
4. Consultant to note whether it is a subsidiary of a larger corporation or firm and if so, list the name of the parent organization.
5. List any subcontractors who will perform work on this project and provide information in compliance with items 2 and 3 above.

PROJECT UNDERSTANDING AND APPROACH

1. Summary of approach to be taken for the project.
2. A definitive work program and schedule, including schedule for completion of the findings, recommendations report, installation etc.

Note: Identify and include all tasks not under Consultant's control, and provide estimated times based upon prior experience.

3. List any information and tasks expected from the Tule River Tribe. Any information or tasks needed but not listed is the responsibility of the proposer.
4. Proposals are to be concise and include only those items that are relevant to the Project Scope.

5. The fee proposal shall be inclusive of all activities proposed to be undertaken.

FEES AND INSURANCE

Proposals shall include estimated fees to complete the project as described under Project Scope:

1. Estimated fees must include all labor, materials, equipment, professional services, insurance, travel, profit, and all other costs and expenses for the proposed project.
2. Submit an itemized fee schedule as a basis for all proposed services and any extra services not included in item (a) above, if applicable.
3. Provide proof of insurance coverage for proposed services shall include general liability and property damage insurance that shall include automobile liability insurance in a combined single limit of not less than \$1 million dollars. Professional Liability Insurance (E&O) coverage of \$1 million is also required.
4. Provide proof of Workers Compensation coverage.
5. The selected firm shall provide, within ten (10) calendar days after the notice of award is issued, a copy of their existing liability insurance certificate with an Accord policy rider naming the Tule River Indian Tribe and its officers, employees and agents as an additionally named insured on said policies. Such insurance coverage shall be maintained in full force and effect for the duration of the Contract and must be in a form satisfactory to the Tribal Council.

PROPOSAL SUBMITTAL AND SELECTION

1. All proposals must be delivered in a sealed envelope with the words "**Attn: Corina Harris, Procurement Director- Proposal to the RFP for Architect/Engineering Services**" clearly written in bold type and received not later than:

August 5, 2022, by 4:00pm

Late proposals will not be considered.

2. **All proposal submissions shall be delivered to:**

a) Via Mail

Attn: Corina Harris, Procurement Director
RFP for Architect/Engineering Women's Facility
Tule River Indian Tribe of California
P.O. Box 589
Porterville, CA 93258
(559) 781-4271 phone
(559) 781-4610 fax

b) Hand Delivered or by Courier

Tribal Administration Office
340 North Reservation Road
Porterville, CA 93257

3. **All correspondence or inquiries** should be directed to:

Corina Harris, Procurement Director, corina.harris@tulerivertribe-nsn.gov, All inquiries must be submitted no later than July 26, 2022 by 5:00pm.

4. All costs for preparation of proposals shall be borne by the proposer.

5. Tribal staff and its designated agents or representatives will review the proposals and select the one that they believe is most advantageous to the Tribe.

6. The Tule River Tribal Council will make the final selection and award. The Tribal Council may or may not choose to interview the recommended Consultant prior to award.

7. This request does not constitute an offer of employment or to contract for services.

8. The Tribe reserves the option to reject any or all proposals received in response to this request for Proposals, wholly or in part.

9. The Tribe reserves the right to retain all proposals, whether selected or rejected.

10. All proposals shall remain firm for sixty (60) working days following the closing date for receipt of proposals.

11. The successful Consultant will be expected to enter into a contract of substantially the same format as the attached sample form in Exhibit B.

12. The Tribe reserves the right to award the Consultant services contract to the firm that, in the sole judgment of the Tribe, can best accomplish the desired results. Selection criteria include, but are not limited to, consideration of the Consultant's qualifications and experience, the Consultant's understanding of and approach to the project, and the proposed fee for services.

13. Preference in the award of a Contract shall be given to Indian and Alaskan Native organizations and economical enterprises. The Owner may give preference to a 51 percent Indian-owned economic enterprise so long as the bid by this enterprise does not exceed the lowest bid submitted by more than five (5) percent.

14. The Tule River Tribal Council reserves the right to waive any informality in any submission, to reject any and/or all submissions, and to accept proposal(s) that in its judgement is in its best interest.

PROJECT SCOPE

The scope of Consultant's services shall include at least the following items described below. Contractor, Consultants should include additional tasks they deem appropriate. Include written reasons why a task should be included, and the fee required to complete the task.

The Tribe's intent is to be able to agree upon a scope of work that will meet the needs of the Tribe with a fee package providing fair compensation to the Consultant.

The following scope of work outlines the required elements of the Consultant:

1. The work to be done under this requested proposal consists of all knowledge and experience as requested in the project background.
2. Prepare a report including maps, diagrams and pictures, where applicable, of findings from above investigations and a list of recommendations.
3. Tribe shall issue a right of entry for Consultant to perform their surveys and investigations.
4. Consultant shall be responsible for contacting or preparing any reports or complying with requires of Federal or State Agencies having jurisdiction over the subject property and coordinating any survey and investigation work with same.
5. Conduct at site meetings with representatives of the Tribe, and as applicable, any representatives of any Federal or State Agency having jurisdiction over the property.
6. Conduct one presentation meeting with Tribal Staff and/or Tribal Council to review findings and recommendations.

Please include the following tribally required clause in the proposal:

“SOVEREIGN IMMUNITY: Nothing herein is intended to convey any rights to individuals or entities that are not parties to this Agreement. Further, nothing herein shall be construed to waive the Tribe’s sovereign immunity from unconsented suit against any claims by third parties.”

INDIAN AND OTHER FEDERAL PREFERENCE APPLICABLE

All Tule River Tribal Councils Request for Proposals are subject to Section 7(b) of the Indian Self Determination & Education Act (25 USC 450e(b)) which provides to the greatest extent feasible, preference and opportunities be given to American Indians and American Indian owned business enterprises and OMB Circular A-102 (45 C.F.R Part 92.36(e)) requiring Tule River Tribal Council to take all necessary affirmative steps to assure minority firms, women’s business enterprises and labor surplus area firms are used when possible. For Indian Preference to be applied to American Indian owned and controlled businesses, proof of American Indian business ownership with more than 50% control must be submitted with the proposal.

INDIAN EMPLOYMENT OF SUBCONTRACTS -INDIAN PREFERENCE

Pursuant to Section 7(b) of the Indian Self-Determination and Assistance Act, as amended, to the greatest extent feasible, this RFP and any subcontracts awarded shall require Indian preferences and opportunities for training and employment in connection with the administration of such contract/subcontracts.

In addition, preference in the award of subcontracts shall be given to Indian organizations and to Indian-owned economic enterprises. Pursuant to Section 7(c) of the Indian Self-Determination and Assistance Act, as amended, the tribal employment or contract preference laws adopted by such Tribe shall govern with respect to the administration of the contract or portions of the contract.

For additional information, please see the following attachments:

EXHIBIT A: Suspension and Debarment form



TULE RIVER TRIBAL COUNCIL

TULE RIVER INDIAN RESERVATION

TULE RIVER TRIBAL COUNCIL CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 U.S.C. Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Name of Firm Submitting Bid

Signature and Title of Authorized Official

Date

I am unable to certify to the above statements. Attached is my explanation.

Prime or Subcontractor's Name: _____

Telephone Number: _____

Submit to:

**Phone (559) 781-4271 Fax (559) 781-4610
P.O. Box 589 Porterville, California 93258**