



Tule River Indian Tribe

Request for Proposal for Architectural and Design Services

RFP Number: TRTC-17-2026

Issue Date: August 28, 2026

RFP Submission Address:

Corina Harris

Procurement Director, Tule River Indian Tribe

681 S. Reservation Road, Porterville, CA 93257

Corina.Harris @tulerivertribe-nsn.gov

RFP Closing Date and Time:

One digital copy of the submission must be received by Corina Harris by 5:00 pm Pacific Time on October 9, 2026.

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Executive Summary

1. Summary of the Request

The Tule River Indian Tribe of the Tule River Reservation, California (“**Tribe**” or “**Owner**”) is requesting proposals from architectural and design firms with demonstrated experience in the design and renovation of administrative and governmental facilities for the renovation and conversion of a former casino property into a Tribal Government Center (the “**Project**”). Firms should possess expertise in space planning, code compliance, accessibility, security integration, public-facing governmental facilities, and phased renovation projects. Experience working with Tribal governments and renovation of large-scale commercial or hospitality properties is strongly preferred. The services sought include all architectural and design services for the Project. The Successful Respondent (defined below) will be responsible for all Project design activities and management of their engineers and consultants. The Successful Respondent will be responsible for advancing the Project into a complete, coordinated, and construction-ready design package. The Successful Respondent shall work collaboratively with the Owner throughout the design process, providing regular progress updates and incorporating Owner feedback at each major phase of design.

2. Overview of the Tribe and Project Background

The Tribe is a federally recognized Indian tribe located within the County of Tulare, California. The Project will center on the renovation of a building located on the Tribe’s Reservation, which is approximately 39,874 square feet (“**Site**”). The Tribe recently relocated its Class III gaming facility, the Eagle Mountain Casino, from the Site. The intent of the Project is to convert the Site into a Tribal Government Center comprised of Tribal Council chambers, Council offices, Tribal administration offices, public service functions, public reception, information technology, shared conference facilities, records, and building support spaces. Per initial planning estimates, 30,672 square feet are expected to be used for departmental use. The remaining 9,202 square feet is anticipated for non-departmental functions such as circulation areas, public/common spaces, and general building support functions including mechanical and electrical service areas. The Tribe’s objective is to renovate and convert the site into a modern, efficient, secure, and welcoming Tribal Government Center that supports collaboration among Tribal departments while providing high-quality public services to Tribal members.

The Tribe has completed a comprehensive Programming and Space Needs Assessment for the Project. This document identifies departmental space allocations, operational requirements, critical adjacencies, support spaces, future growth considerations, and functional requirements. The selected Architect shall utilize the Programming Report as the basis for design and incorporate its requirements into the schematic design process. The Architect may recommend modifications that improve functionality, code compliance, constructability, or cost efficiency; however, material deviations from the approved Program shall require Owner approval.

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Terminology and Administrative Requirements

1. Terminology

In this Request for Proposal (including the cover page), unless the context otherwise requires, the following words and terms shall have the meanings indicated herein and the grammatical variations of the words shall have the corresponding meanings. Submission of a proposal in response to this Request for Proposal indicates acceptance of the following terminology.

“Contract” means the written agreement resulting from this Request for Proposal executed by the Owner and the Successful Respondent.

“Must” or “Mandatory” means an essential prerequisite for a proposal to receive consideration.

“Preferred Respondent” means the Respondent selected by the Owner for proceeding to negotiation and execution of the Contract.

“Request for Proposal” or “RFP” means the invitation to prospective Respondents to submit a proposal for the provision of services with requirements specified herein.

“Respondent” means an organization that submits, or intends to submit, a proposal in response to this Request for Proposal.

“Should” or “Desirable” means a requirement having a significant degree of importance to the objectives of the Request for Proposal.

“Successful Respondent” means the Respondent, if any, with whom the Owner executes the Contract.

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2. Request for Proposal Process

2.1 Inquiries/Additional Information. All inquiries related to this RFP are to be in writing via email directed only to the individual listed below. Information obtained from any other source is not official and shall not be relied upon. Inquiries will be received until 5:00 pm Pacific Time on September 18, and responses will be recorded and answers may be distributed to all potential Respondents at the Owner's option.

Sabino Martinez, Tule River Project Manager
Email: sabino.martinez@tulerivertribe-nsn.gov

2.2 RFP Closing Date and Method of Submission. Respondents must submit a complete digital copy in PDF format of its proposal to Mrs. Corina Harris via email. All proposals must be received by 5:00 pm Pacific Time on October 9, 2026. All proposals must be submitted with "Proposal for Architectural/ Design Services" in the subject line.

2.3 Late Proposals. Late proposals will not be accepted.

2.4 Eligibility. Proposals will not be evaluated if the Respondent's current or past corporate or other interests may, in the Owner's opinion, give rise to a conflict of interest.

2.5 Evaluation and Selection. The Owner will review and evaluate proposals and may consider the recommendations of the Tribal Council and/or a selection committee. Selection of the Preferred Respondent will be based on a combination of Project understanding and approach, team experience with similar projects, proposed fee, and references. Proposals that do not meet all criteria will be disqualified without further consideration. The Owner's intent is to enter into a Contract with the Respondent whose proposal best aligns with the criteria. As part of the final selection process the Owner reserves the right to:

(a) Contact all references provided by the Respondent.

(b) Request an interview with the Respondent. Presenters must include key staff members for the proposed services. The location, time, and date of the interview will be determined by the Owner and the Respondent will be notified.

2.6 Negotiation Delay. If a written Contract cannot be negotiated within thirty (30) days of award notification sent to the Preferred Respondent, or such time as determined solely by the Owner, the Owner may, at its sole discretion, terminate negotiations and either negotiate a Contract with the next qualified Preferred Respondent or choose to terminate the RFP process and not enter into a Contract with any of the Respondents.

2.7 Debriefing. At the conclusion of the RFP process, all Respondents will be notified of the outcome.

2.8 Estimated Time-Frames. The following timetable outlines the anticipated schedule for the RFP process. The timing and the sequence of events resulting from this RFP may vary and shall be ultimately determined by the Owner.

Event	Anticipated Date
Request for Proposal is issued	August 28, 2026
Deadline for Submitting Inquires/Questions	September 18, 2026
Closing Date to Submit Proposal	October 9, 2026
Proposal evaluation and interview process completed and Preferred Respondent Notified (estimated)	October 23, 2026

Proposal Preparation

2.9 Signed Proposals. All proposals must be signed by an authorized person/designee to sign on behalf of the Respondent and to bind the Respondent to statements made in response to this RFP. The Respondent should ensure its proposal includes a cover letter or statement(s).

2.10 Irrevocability of Proposals. By submission of a clear and detailed written notice, the Respondent may amend or withdraw its proposal prior to the closing date and time. Upon closing, all proposals become irrevocable, subject to **Section 3.5**. A Respondent who has withdrawn a proposal may submit a new proposal prior to the RFP closing date, provided that such proposal is done in accordance with the terms and conditions of this RFP.

2.11 Acceptance of Terms. Unless specifically excluded in writing, all the terms and conditions of this RFP are accepted by the Respondent and incorporated in its proposal.

2.12 Respondents' Expenses. Respondents are responsible for their own expenses in preparing and submitting a proposal, and for subsequent negotiations with the Owner, if any. The Owner will not be liable for Respondent claims, whether for costs or damages incurred by the Respondent in preparing and submitting the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

2.13 Duration of Proposal. All Proposals submitted will be irrevocable for ninety (90) days after the closing date as defined in **Section 2.2**.

2.14 Completeness of Proposal. By submission of a proposal the Respondent warrants that if this RFP requires a Respondent to design, create or provide a system or a process or manage a program, all components required for the system, process or management of the program have been identified in the proposal or will be provided by the Successful Respondent at no charge.

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3. Additional Terms

3.1 Acceptance of Proposals.

(a) This RFP should not be construed as an agreement to procure goods or services by the Owner. The Owner is not bound to enter into a Contract with the Respondent who submits the lowest priced proposal or with any Respondent. Proposals will be reviewed based on the evaluation criteria. The Owner will be under no obligation to receive further information, whether written or oral, from any Respondent.

(b) Neither acceptance of a proposal nor execution of a Contract will constitute authorization of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, state, tribal, regional district or municipal statute, regulation or by-law.

3.2 Form of Contract. By submission of a proposal, the Respondent agrees to be identified as the Preferred Respondent and is willing to enter into a Contract with the Owner.

3.3 Liability for Errors. While the Owner has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for Respondents. The information is not guaranteed or warranted to be accurate by the Owner, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Respondents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

3.4 Modification of Terms. The Owner reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time for any reason whatsoever prior to entering into a Contract with the Preferred Respondent.

3.5 Ownership of Proposals. All documents, including proposals, submitted by Respondents in response to this RFP shall become the property of the Owner. Such documents, including proposals, will be received and held in confidence to the extent allowable by law. Respondents agree to indemnify and hold the Owner and the Owner's instrumentalities harmless from any claims based on the use of such documents, including proposals, submitted by Respondents in response to this RFP.

3.6 Use of Request for Proposal. This RFP, or any portion thereof, may not be used for any purpose other than the submission of proposals.

3.7 Confidentiality of Information. Information pertaining to the Owner obtained by the Respondent as a result of participation in this RFP process and Project is confidential and must not be disclosed without written authorization from the Owner.

3.8 Material Ownership. All materials submitted, including but not limited to proposals in response to this RFP and any and all information, documentation, and presentations provided by the Successful Respondent to the Owner on a forward basis, shall become the sole property of Owner. Respondents agree to indemnify and hold the Owner and the Owner's agents and instrumentalities harmless from any claims based on the use of such materials submitted and any and all information, documentation, and presentations provided to the Owner.

3.9 Information from Other Sources. The Owner reserves the right to obtain and consider information from other sources concerning the Respondent, such as the Respondent's capability and

performance under other contracts, the qualifications of any subcontractor or consultants identified in the Proposal, the Respondent's financial stability, past or pending litigation, and other publicly available information.

3.10 Non-material Variances. The Owner, in its sole discretion, may waive or permit the cure of nonmaterial variances in the Proposal. Non-material variances include but are not limited to failures to comply that: (i) do not affect overall responsiveness, (ii) are merely a matter of form or format, (iii) do not change the relative standing, or otherwise prejudice other Respondents, (iv) do not change the meaning or scope of the RFP, or (v) do not reflect a material change in the requirements of the RFP.

3.11 Criminal History and Background Investigation. The Respondent hereby explicitly authorizes the Owner, in the Owner's sole discretion, to conduct criminal history and/or other background investigation(s) of the Respondent, its officers, directors, shareholders, partners and supervisory personnel who will be involved in the performance of the Contract.

3.12 Native Preference. Firms seeking consideration of priority based on Native Preference must provide proof of tribal ownership.

3.13 Sovereign Immunity. Nothing contained in this RFP shall be construed as a waiver of rights, privileges, and sovereign immunity of the Tribe or the Tribe's agents or instrumentalities.

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4. Respondent's Response

4.1 **Mandatory Criteria.** Proposals must address the following:

Scope of Work. Respondents shall describe their approach to providing the architectural and engineering services required to successfully complete the Project. The selected Architect shall be responsible for providing all professional services necessary to prepare a complete, coordinated, and construction-ready design package for the renovation and conversion of the former Eagle Mountain Casino into the Tule River Tribal Government Center. The selected Architect shall serve as the Tribe's professional design consultant and shall coordinate all architectural and engineering disciplines necessary for successful completion of the Project.

The Scope of Services shall include, at a minimum, the following:

(a)

1. Basic Services
 - i. Architectural Design
 - ii. Structural Design
 - iii. Mechanical/Electrical/Plumbing Design
 - iv. Interior Design
 - v. Furniture, Fixtures, and Equipment (FF&E) Coordination
 - vi. Interior and Exterior Signage Coordination
2. Additional Services
 - i. Site/Civil Design
 - ii. Sustainability Design
 - iii. Specialty Lighting Design
3. Optional Additional Services
 - i. Landscaping Design
 - ii. Fire Protection Design
 - iii. Low Voltage Design
 - iv. Commissioning
4. Owner Supplied Information
 - i. The Owner shall provide the approved Programming and Space Needs Assessment, along with any existing building information, surveys, reports, or record drawings available to the Owner for use during design. The Architect shall review the Programming Report at the commencement of the project and notify the Owner of any identified conflicts, inconsistencies, or recommendations prior to proceeding with the schematic design.

The scope of services shall also include the following:

1. Design Documents. The Architect shall prepare complete, coordinated, stamped, and sealed construction documents suitable for permitting (as applicable), bidding, and construction. The design shall comply with all applicable Tribal, Federal, State, and local laws, codes, regulations, and industry standards applicable to the Project.

2. Bid Phase. The Architect shall prepare complete plans, specifications, and bidding documents suitable for public bidding. During the bidding phase, the Architect shall respond to Requests for Information (RFIs), prepare addenda as required, attend the pre-bid conference

conducted by the Owner, and provide technical assistance to the Owner throughout the bidding process. The Architect shall assist the Owner with the evaluation of bids and provide recommendations regarding technical responsiveness when requested.

3. Coordination. The Architect shall be responsible for coordinating all engineering disciplines and specialty consultants retained under its contract.

4. Existing Building Assessment. The Architect shall evaluate the existing building and its major architectural, structural, mechanical, electrical, and plumbing systems to identify conditions affecting the proposed renovation. The Architect shall incorporate the results of this assessment into the design and notify the Owner of any conditions that may significantly affect project scope, schedule, or budget.

5. Cost Estimating. The Architect shall prepare construction cost estimates at the completion of Schematic Design, Design Development, and prior to completion of the Construction Documents phase. If the estimated construction cost exceeds the approved project budget, the Architect shall work collaboratively with the Owner to identify reasonable design modifications or value engineering opportunities.

6. Construction Administration. The Architect shall provide construction administration services during construction, including review of submittals, responses to Requests for Information (RFIs), site observations, review of proposed change orders, punch list inspections, and other customary architectural services necessary to support successful completion of the Project.

(b) Project Approach. Clearly identify the Respondent's approach and philosophy for the desired outcome of the design of the Project.

(c) Key Personnel. Provide a listing of individuals that would be assigned to the Project, with their role, professional qualifications, experience, and any other information pertaining to their ability to perform the duties on the Project. Attach resumes for committed personnel. The Owner is particularly interested in the following roles:

1. Project Director/Principal-in-Charge.
2. Architect and Engineers who will sign and seal the drawings for licensing and permitting.
3. Project Manager(s) – The person who will coordinate with other consultants and the Owner.
4. Lead Designer(s) – The person who will make final design decisions.

Provide an organizational chart graphically illustrating the structure and staffing, including key design/engineering consultants.

(d) Experience. The Architect must: (i) be a nationally recognized architectural firm possessing a minimum of seven (7) years' relevant experience with projects of a similar scale which include the following program elements:

1. Government or municipal office buildings, particularly tribal government buildings.
2. Multi-department government campuses.
3. Community centers and mixed-use government facilities.
4. Former casino or gaming facility conversions.

5. Commercial office renovations.

Proposals must include three (3) client references including contact name, position, and telephone number. The Architect shall have a strong track record of successfully completing major design commissions within budget, on schedule, and in accordance with the quality requirements of its clients, as evidenced by favorable references.

(e) Design Schedule. Provide a preliminary design schedule for the Project highlighting projected dates for the completion of key milestones (assume a start date of November 2, 2026).

(f) Fee Proposal. Provide your proposed fee structure based on the Scope of Services identified in this RFP, including anticipated reimbursable expenses. The fee proposal shall identify a lump sum fee for each phase of work identified in Section 4.1(a). Respondents shall clearly identify all anticipated reimbursable expenses separately from professional fees and shall disclose any assumptions, exclusions, or qualifications upon which the proposed fee is based.

(g) Insurance. Provide proof of insurance for Respondent, including ability to meet insurance requirements as outlined in this RFP.

(h) Litigation Statement. Provide any relevant information concerning any pending or active litigation within the last five (5) years.

(i) Certification regarding Debarment, Suspension and other Responsibility Matters. Provide an executed copy of the Tule River Tribal Council Certification regarding Debarment, Suspension and other Responsibility Matters attached to this RFP as Exhibit 1.

4.2 Clarifications to Proposals. Owner reserves the right to request, and the Respondent agrees to furnish any additional data required to support the information contained within their proposal.

4.3 Selection Process. Owner will privately review all proposals and schedule interviews with those Respondents that demonstrate that they best meet the required services and the submission criteria.

(a) Owner reserves the right to reject any or all proposals, to waive informalities and irregularities and to accept any proposal considered advantageous to Owner. The selection will not be solely based on the lowest fee, but also Project schedule, Owner's overall evaluation of the Respondent's experience, and references on projects of a similar nature.

(b) Owner may make an award without discussion of negotiations or proposals received; therefore, proposals should be submitted in the most favorable terms as possible in response to this RFP. The Owner, however, may initiate discussions with Respondents who submit responsive or potentially responsive proposals and reserves the right to negotiate separately with any source whatsoever, in any manner to best serve the interest of the Owner. Architects shall not initiate discussions.

(c) Owner makes no commitment to any firm that it will receive an award. Owner reserves the right to reject any or all proposals for any reason at any time, and is under no obligation to accept the lowest proposal.

(d) Owner may award the contract to any firm, at any time, without previously notifying other respondents. Owner has no obligation to disclose the results of the RFP process or to disclose why a particular firm was selected.

4.4 Addendum or Supplements to RFP. In the event it becomes necessary to revise any part of this RFP, an addendum which outlines any changes or modifications to the original RFP will be provided to each Respondent that received the original RFP. All proposals must contain acknowledgement of any and all addenda.

4.5 Confidentiality. This RFP is confidential and for the sole use of Respondent's preparation of a proposal. By the Respondent's acceptance hereof, Respondent agrees:

(a) Not to disclose, copy or distribute this RFP in whole or in part to persons other than its employees and agents who are authorized by nature of their duties to receive such information.

(b) To return any confidential or proprietary materials upon the Owner's request.

(c) Not to use any information in this RFP or any other materials related to the business affairs or procedures of the Owner and/or any of Owner's affiliates for Respondent's advantage of any other purpose, other than in performance of this RFP.

4.6 Amending, Canceling or Rejecting RFP. Owner reserves the right to amend or cancel this RFP in whole, or in part, at any time, for any reason. Proposals are subject to rejection in whole, or in part, if they limit or modify any of the terms and/or specifications of the RFP.

4.7 Insurance. The selected firm shall provide and maintain insurance during the term of the proposed services with minimum limits of:

(a) Commercial General Liability Insurance, which shall include Premises Operations coverage (including explosion, collapse, and underground coverages), Products and Completed Operations coverage (which shall remain in force for seven years after Substantial Completion), Contractual Liability coverage (insuring the hold harmless/indemnity agreements in the contract), Broad Form Property Damage coverage (including coverage for completed operations), and Advertising Injury coverage, all with combined single limit for bodily injury and property damage of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.

(b) Automobile Liability Insurance, which shall include all owned, non-owned, and hired automobiles, with a combined single limit for bodily injury and property damage of not less than \$1,000,000 per accident.

(c) Workers' Compensation Insurance, which shall include Employer's Liability with limits of \$500,000 each accident, each disease, each employee, and policy limit for disease.

(d) Umbrella / Excess Liability insurance which shall provide at least the same coverage and endorsement equivalents as required by the Commercial General Liability, Automobile Liability, and Workers' Compensation Insurance provisions above.

(e) Professional Liability insurance covering damages by reason of any negligent professional act, error, or omission committed by any design professional for whom the Architect may be liable throughout the period of the Architect's work and after the Substantial Completion of the Project with limits of \$1,000,000 per Claim / \$1,000,000 Aggregate.

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5. Proposal Format

The following format and sequence should be followed to provide consistency in proposals and ensure each proposal receives full consideration. All pages should be consecutively numbered. Proposals shall not exceed twenty (20) pages, including all exhibits. If longer proposals are received, the Owner reserves the right to stop review at twenty (20) pages.

- (a) Proposal cover letter, signed according to **Section 2.9**.
- (b) Title page, including the name and number of the Request for Proposal, closing date and time and Respondent's name, address, and primary contact person.
- (c) Table of contents, including page numbers.
- (d) A short (one or two page) summary of the key features of the proposal.
- (e) The Respondent's proposal detailing the Respondent's responses to **Section 4** of the RFP.
- (f) A list and description of all current, applicable professional licenses.
- (g) Appendices, including documents and information that the Respondent wishes to submit as part of its proposal.

6. RFP Exhibits

Exhibit 1: Tule River Tribal Council Certification regarding Debarment, Suspension and other Responsibility Matters.

Exhibit 2: Tule River Tribal Government Center Programming and Space Needs Assessment.

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Exhibit 1

Tule River Tribal Council
Certification regarding Debarment, Suspension and other Responsibility Matters

[see attached]