

Request for Proposal (RFP)
The Klamath Tribes Youth Fitness Center
Klamath Tribes Housing Department (KTHD)
RFP # 09-KTHD17

Introduction:

This Request for Proposals (RFP) solicitation is to provide to construct a new facility to house a community fitness facility to serve the Tribal Community. Klamath Tribal Housing Department (KTHD) is requesting proposals from interested individuals/firms to provide architectural/engineering design and building and construction administration services for the construction of the Klamath Tribes Community Fitness Center which will be located adjacent to Klamath Tribal Health Wellness Center and across the highway from the Tribal Administration offices in Chiloquin, Oregon.

A. Scope of Service:

Described below are the technical requirements for the material, product, or service to be procured, including the minimum essential characteristics and standards which it must meet to satisfy its intended use.

1. See Attachment A – Scope of Services.

B. Quality Requirements:

The Klamath Tribes and Housing Department will award contracts to responsible prospective contractors who have the ability to perform successfully under the terms and conditions of the proposed contract. In determining the responsibility of a party, the Tribes Housing Department will consider such matters as the party's

- Integrity;
- Compliance with public policy;
- Record of past performance;
- Financial and technical resources.

Required

1. Must be a licensed in State of Oregon or part of a firm that is.
2. Must have minimum of 5 years work experience in related field of architectural/Engineering Design.
3. Must have a College Degree or certification, or related field.
4. Provide resume or job qualification papers showing 5 years' experience in field.
5. Provide three references for the last four relevant jobs completed. (Name, address, phone or email)
6. Must provide proof of being bonded from a Guarantee or Surety Company acceptable to the U.S. Government and authorized to do business in the State of Oregon.
7. Must not be debarred or suspended from doing business with the federal government.

Preferred or If Applicable

1. Provide certificate of insurance for general or professional liability, automobile insurance, Workman's compt. If selected, party will be required to provide information at time of contract signing.
2. Must provide proof to claim Indian preference (if applicable).
3. It is preferable if the party is registered with the System for Award Management sam.gov. Cage Code number is acceptable if registered.

C. Evaluation Factors and Scoring:

1. Selection Procedures: The Klamath Tribes' Administration utilizes this formal advertising of Request For Proposals to award to the most highly rated proposal subject to negotiation of fair and equitable

compensation. Awards will be made to the responsible party whose proposal is most advantageous to the program with price and other factors considered. All timely responses to this RFP will be considered. Klamath Tribes' Administration reserves the right to reject any and all proposals based on documented reasons including determining any or all proposals to be non-responsive.

2. Method of Review: The Klamath Tribes' Administration and its authorized representatives will review all proposals received and may contact the party to request further information. The Klamath Tribes' Administration may accept any given RFP as submitted or may negotiate with the party to establish terms most advantageous to the Tribes. The decision of the Klamath Tribes' Administration shall be final and not subject to appeal.
3. Method of Scoring - All proposals received on time will be evaluated and scored as follows:
 - a. ((0-50 points) **Scope of Work and Qualifications**. The qualifications and experience of the individual/organization, as indicated by their past experience with emphasis on current experience. The qualification section of the proposal should reflect demonstrated ability and the offering of professional services as covered by the scope of work. Consideration will be given to the offeror's relevant experience.
The qualification section of the proposal should reflect relevant higher education and/or certification, or past similar experience, and the offering of services as covered by the statement of work. Consideration will be given to the offeror's relevant experience and to any proposed plan provided with the proposal or subsequent interview.

In addition to the A. Scope of Work above, please address the following:

A. Project Understanding and Approach

- i) Describe your Team's understanding of the project.
- ii) How would your Team incorporate tribal culture and values into the facility?
- iii) Describe your Team's understanding of Community fitness programming.
- iv) Describe your Team's approach to the project and how it may differ from that of other party's?
- v) How would your team work with The Klamath Tribes to ensure that the project meets their requirements?
- vi) How would your Team develop the project? Include a proposed schedule.

B. Description of Team

- i) List the name and address of the firm including principle, and associates. Include all firms that may be involved.
- ii) Develop an organizational chart with names, disciplines and roles.
- iii) For each person on the organizational chart, provide a resume that includes professional licenses and certificates, education, relevant experience and years with the Team.
- iv) Provide a list of professional licenses and certificates with identifying numbers and indicate if the individuals are licensed to perform work in the State of Oregon.
- v) Provide a disclosure of any claims, lawsuits or disputes over work services currently being executed and that have been undertaken during the last ten years.

C. Background and Experience

- i) Provide a summary description of your Team's experience and ability in the field of architecture and design. Highlight experience with Community fitness facility projects.
- ii) Provide abstracts with pictures for three relevant projects that your Team is the most proud of designing.
- iii) Provide information on your Team's expertise with State of Oregon Building Codes and requirements for federally funded projects.

- b. (0-10 points) **Indian Experience:**
 - i) Describe your Team's knowledge of the unique challenges that pertain to working with Federally Recognized Tribes.
 - ii) What is your Team's experience working with The Klamath Tribes or other Native American Tribes? Provide a contact person and phone number for any relevant projects.
- c. (0-30 points) **Proposed Budgets for Services:** Cost considerations such as the rates charges for each category of the employee under the contract, overhead costs, transportation, cost of reimbursable and the total cost of the project to design.
- d. (0-10 points) **References:** A record of integrity, judgment, performance and timeliness in the execution of previous contracts.
- e. **Indian Preference:** An award from an IFB shall be made in accordance with Chapter I. line 15 and Chapter IX., provided the party meets all requirements.
- f. In the case of duplicate bids the earliest postmarked envelope will be reviewed.

100 TOTAL POINTS POSSIBLE (without Indian Preference)

D. Instructions for Submitting Proposals:

1. Return proposal in an envelope clearly marked according to the following instructions below. One (1) original and three (3) copies must be submitted. Alternate proposals will not be accepted.
2. Bids can be submitted in person, through US Postal Service, or by ground delivery to:

The Klamath Tribes
Administration Office
Attention: Jackie Galbreath, Purchasing Agent
P.O. Box 436
501 S. Chiloquin Blvd.
Chiloquin, OR 97624
3. Do not submit RFP by email or Fax
4. On outside of sealed envelope write:
"Fitness Center 09-KTHD17"
5. Questions on the proposal and requirements can be directed to Roberta Sexton or Randee Sheppard at 541-783-2219 ext. 136 or 163 roberta.sexton@klamathtribes.com or randee.sheppard@klamathtribes.com.
6. Schedule of RFP activities:
 - 06/13/2017 Advertise RFP # 09-KTHD17.
 - 06/28/2017 3 p.m. Deadline for questions regarding the RFP.
 - 07/21/2017 2 p.m. Closing Date for RFP to be submitted.
 - 07/21/2017 2:30 p.m. Opening and review of RFP's submitted on time.

E. Closing/Opening Date and Time and Method of Solicitation:

1. Proposals will be accepted at the address listed above up to **2:00 p.m. on July 21, 2017**. All timely responses to this RFP will be considered. The Klamath Tribes reserve the right to reject any and all proposals including those proposals received after the closing date and time. If, at the time of the scheduled closing date, Klamath Tribes Administration is closed due to uncontrolled events or administration closures, proposals will be accepted until 3:00 p.m. on the next normal business day.
2. Proposals will be opened at **2:30 p.m. on July 21, 2017** the Klamath Tribal Administration Office, 501 S. Chiloquin Blvd., Chiloquin Oregon in the Housing Director's office. If, at the time of the scheduled opening date, Klamath Tribes Administration is closed due to uncontrolled events or Administration closures, bids will be opened at 2:00 p.m. on the next normal business day.
4. This RFP has been published by:

	Publication in a Newspaper of general circulation
<input checked="" type="checkbox"/>	Direct solicitation of proposals from an adequate number of known sources
<input checked="" type="checkbox"/>	Klamathtribes.org

F. Indian Preference:

1. To the greatest extent feasible, preference and opportunities for training and employment shall be given to Indians, and preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned economic enterprises.
2. Certain federal laws allow for the application of a Tribal-specific preference, and where those laws apply the Tribes will provide preference for Klamath Tribal members or businesses owned by Klamath Tribal members.
3. Preference and opportunities for training and employment in connection with the administration of these activities shall be given to Indians and Alaskan Natives.
4. The Klamath Tribes Procurement Policy shall be followed for any individual/firm claiming Indian Preference.

G. Assistance to Small and Other Businesses:

1. In accordance with 2 CFR 200.321 and the HUD Act of 1968, The Klamath Tribes shall make efforts to ensure that small and minority-owned businesses, women's business enterprises, labor surplus area businesses, and individuals or firms located in or owned in substantial part by persons residing in the area of a Tribal project are used when possible. Klamath Tribes Procurement policy shall be followed.

H. Provisions:

1. All contractors must observe the Klamath Tribes' Indian preference policy as set forth in the Klamath Tribes Procurement Policy.
2. The Klamath Tribes shall conduct all procurement transactions in a manner that provides fair and open competition.
3. The Klamath Tribes shall provide fair and equitable treatment for all persons or firms who are in the business of supplying goods and services.
4. The Klamath Tribes wish to assure that supplies, services, and construction are procured efficiently, effectively, and at the most favorable prices available.
5. The Klamath Tribes shall take reasonable affirmative steps to assure that DBE's, WBE's and MBE's are used when possible but without infringing on Indian preference where Indian preference is applicable.
6. The Klamath Tribes shall not use federal grantor funds to do business with any entity who is disbarred in accordance with the Federal Government Disbarment list.
7. Request For Proposals may be terminated by The Klamath Tribes' Administration at any time for cause.

8. Each party submitting a proposal is certifying that he/she has not colluded with any other person, firm or corporation in regard to securing the services being solicited.
9. No employee, officer, or agent of the Klamath Tribes may solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontractors.
10. Negotiation: Provisions not addressed by this solicitation will be negotiated with the professional once a selection has been made.
11. Agreement: The selected professional will comply with Klamath Tribes Procurement Policies.

Scope of Work
The Klamath Tribes Community Fitness Center
IFB # 09-KTHD17

The Klamath Tribes have recognized a need to construct a new facility to house a community fitness facility to serve the Tribal Community. As a result, The Klamath Tribes Housing Department is requesting proposals from interested firms to provide architectural/engineering design, bidding and construction administration services for the construction of The Klamath Tribes Community Fitness Center. The Center will be located in Chiloquin, Oregon adjacent to the Wellness Center on Chiloquin Boulevard and across the highway from the Tribal Administration offices.

This RFP is meant to provide prospective party's with sufficient information to prepare and submit fee proposals for architectural and engineering services to design a 13,000 – 15,000 square foot facility. All interested parties are invited to submit a proposal in accordance with the requirements and dates set forth herein.

Described below are the technical requirements for the Scope of Services to be procured, including the minimum essential characteristics and standards which it must meet to satisfy its intended use. In this RFP "Party" refers to the successful architectural and engineering company.

- A. This RFP is directed at individuals or organizations who qualify to provide design, bidding and construction administration services including: testing of constructed materials, professional construction monitoring and onsite construction inspections. The successful Team must include Engineers and Architects licensed to work in Oregon.
1. The Conceptual Design Phase will include sessions with The Klamath Tribes Housing Department staff, other members of The Klamath Tribes staff and the Tribal Council to design a 13,000 – 15,000 square foot building, and site improvements to include utility connections, parking and sidewalks. Sessions may also include the general membership of The Tribes, Bureau of Indian Affairs, Indian Health Services, utility providers and other agencies. Field investigations (topographical mapping and geotechnical investigations) will be performed as required. When the conceptual design is approved, the Team will prepare the schematic design documents consisting of site plans, floor plans elevations, perspective drawings at appropriate scales and other documents to illustrate the scale and relationship of the project components. Design documents will be required on 8.5 x 11 paper and full size plan set size. Building materials and utility connections should be considered during this phase.
 2. The Design Development Phase will include the preparation of more detailed drawings and other data relating to the master site plan. The Team will also be required to submit a Statement of Probable Construction Costs for each phase of the development.
 - Civil Drawings and Site Plans drawn to an appropriate scale which shall include existing and proposed roads, parking, walks, planted areas, site screening, erosion control, property lines, special landscaping features, fences, and culturally significant implications
 - Show existing surface features, grade controls and drainage patterns
 - Show existing contours, elevations and utilities
 - Show major exterior and interior materials and also major exterior wall and roof sections
 - Indicate gross floor area and also total area
 - Mechanical plans shall include plumbing. Indicate water, waste, and fire protection systems. Also show heating, ventilation, air conditioning and all other major equipment.
 - Electrical plans shall include lighting and power systems and the proposed location of the services entrance and main distribution systems.

- Specifications shall be included for each discipline. Graphics and signage shall also be included as appropriate in these plans.
 - Detailed project cost estimates shall be refined as the construction documents are completed.
3. The Construction Documents Phase will include the preparation of working drawings and specifications describing in technical detail the construction contract work to be completed and related site work, utility connections and specialized equipment. Architectural, structural, mechanical and electrical drawings will be required. Construction documents shall include:
- Final copies of Civil Drawings and Site Plans will incorporate foundation systems and structural details, schedules and all structural calculations.
 - Architectural Drawings shall include detailed floor plans, reflected ceiling plans, building sections, elevations and basic wall sections. Also include insulating materials for roofs, walls, floors and foundations. Drawings shall also include cultural aspects that are important to The Klamath Tribes and how they will be incorporated into the building.
 - Mechanical and plumbing drawings will show the location of all equipment and mechanical systems. Incorporate load analysis and design calculations, schedule of HVAC equipment and control systems, complete plumbing schedule, exterior utility services and complete mechanical and plumbing legends.
 - The electrical details shall include interior and exterior lighting fixtures. Provide details of fixtures, lighting calculations, load summaries, outlets and switches and provide complete schedules and legends.
 - Include design calculations, furnish specifications and redefine cost estimates based on all information at this stage.
 - All construction documents must adhere to the applicable codes. 3 final copies of all construction documents will be submitted to The Klamath Tribes Housing Department.
4. The Construction Bid Phase will include assisting The Klamath Tribes Housing Department prepare information for bidders, bidding and the contract forms and conditions of the contract covering responsibilities during construction. Multiple copies of the plans will be required to submit to perspective bidders. All statutory considerations required by The Tribes will be included in the construction documents. A copy of all the documents will be provided to The Klamath Tribes Housing Department. The Team will advise The Klamath Tribes Housing Department of the appropriate qualifications of the prospective contractors and assist in evaluating competitive bids. Attendance at a pre-bid conference and a bid opening conference will be required at this phase.
5. The Construction Phase will include the preparation of supplemental drawings as necessary, review of the successful contractor's schedule of values, the provision of a maximum set of sufficient plans and specifications to the contractor and other required submissions. General administration of the construction contract and periodic visits to the site to review progress and the quality of work will be required to determine if work is proceeding in accordance with the contract documents. Ongoing inspections of the construction activities will be completed by the Team and detailed inspection reports will be provided weekly to The Klamath Tribes Housing Department as the construction proceeds. The Team will review the contractor's invoices for payment and issue certificates for payment to The Tribes. The Team will prepare change orders covering authorized changes as they arise and determine the date of substantial completion and final completion. As-built drawings (digitally and on paper) and specific written guarantees will be required from the contractor before the final payment is issued. The Team will be required to review contractor prepared Owner's Maintenance Manuals and Operational Manual after the completion of the project and within 60 days of the completion.
6. Post Construction Phase will include: Consultant will perform one year warrantee inspection with Klamath Tribal Housing staff and prepare a report of necessary corrections for the contractor to complete. The consultant will provide follow-up inspections as necessary to ensure the work was performed according to project specifications and applicable Oregon Specialty Codes.

- B. The individual/organization must have experience with projects constructed for Native American Tribes, federal funding requirements and fitness facilities.
- C. The individual/organization must be able to supply all professional surveying, engineering and architectural services as necessary for planning and designing the project, including site planning, cost estimating, mapping, surveying, and property description, assist in agency communications and public process and provide support in grant and proposal writing as needed. The project will be required to adhere to all current applicable standards, including the following:
- The Codes of The Klamath Tribes
 - Oregon’s Specialty and Building Codes
 - Oregon Revised Statutes
 - Oregon Fire Code
 - United States Department of Housing and Development
- D. The individual/organization representative must be available for meetings with The Klamath Tribes Housing Department staff and the Tribal Council, the construction bidding process, and inspection of the construction phase.
- E. The individual/organization proposal must show the total cost for schematic design, preparation of technical drawings and specifications to detail the construction work, modifications to plans as review is completed during the schematic design phase, preparation of information for construction bidders and assisting the Housing Department with contract forms and conditions of the contract covering responsibilities during construction, assisting the Housing Department to evaluate construction bids and inspection services during the construction phase.