THE KLAMATH TRIBES

INVITATION

FOR

BID

A & E CONSTRUCTION PROJECTS

IFB 50-23-1

ISSUED: AUGUST 4, 2023
CLOSES: AUGUST 16, 2023
Request for Proposal (RFP)
A&E Construction Projects
Klamath Tribes Housing Department
RFP # 50-23-1

Introduction:

The Klamath Tribes is conducting a formal selection process to invite architects and/or engineers to submit proposals to provide design and construction oversight on three (3) existing buildings. This will include all design work, site analysis, and construction oversight to be performed in five (5) phases per each building.

A. Scope of Work:

The Klamath Tribes intends to select a firm to provide architectural and engineering services, (hereinafter referred to as A/E), for the improvement of the existing restaurant building, RV campsite, and raw land. The Klamath Tribes is seeking an A/E team to assist with development on the following three (3) Projects; (These will later be identified as Task Orders to the existing Contract)

1. Motel Rehab and Limited Site Work: Minor-Medium rehab on 15 unit existing Motel, minor site work. All work to be completed and billed by 12/1/2023 to meet funding requirements.
2. Restaurant Conversion: Substantial rehab to existing restaurant to convert into community scape, office space, and commercial kitchen. All work to be completed and billed by 12/1/2024 to meet funding requirements.
3. Tiny Home Village and Senior Supportive Housing: Site plan for the entire site which will consist of 15 tiny homes on the old RV campground site, while taking into account Project 1 and 2, 30-50-unit LIHTC funded multi-family Supportive Housing project.

The following is a preliminary timeline.
The proposal shall include a revised schedule, if recommended.

Task Order 1 – Motel Rehab and Limited Site Work
8/7 - 8/18/23 Architect Award and Programming (2 weeks)
8/21 - 9/8/23 Schematic Design / Design Development with pricing (3 weeks)
9/11 - 9/29/23 Construction Documents with pricing (3 week)
10/2 - 10/6/23 Pricing Review (1 week)
10/9 - 12/1/23 Construction Administration (8 weeks)
12/4 - 12/15/23 Punch List (2 weeks)

Task Order 2 – Restaurant Conversion – Must be completed and billed by 12/1/2024

Task Order 3 – Tiny Home Village and Senior Supportive Housing – TBD
The estimated preliminary Project cost is $500,000, including all applicable fees, permits etc.

B. Deliverables:
1. Party will be responsible to provide visioning, programming, architectural drawings, basic cost estimates, and assisting in selecting (as needed) and managing the general contractor for the motel conversion by September 30, 2023. The additional/final architect drawings and cost estimates for the rest of the scope of work with need to be provided by 6/30/24.

2. Party will be required to give their professional opinion and report any recommendation that may be helpful.

3. The party will be required to meet with one or more of the following: Kenneth Rutherdt, Housing Director. The meeting cadence will align with the project phases. Party to include the number of meetings per phase and travel expenses.

4. The party must have experience with multi-family housing.

5. The party must be bonded and insured.

6. The party must be willing to travel and perform work in Klamath Falls and Chiloquin, Oregon. The work will be performed at Melita’s, 39500 Highway N., Chiloquin, OR 97624 and Klamath Tribe Administrative Office 501 S. Chiloquin Blvd. Chiloquin, OR 97624

7. The proposal must show the total cost for labor, travel, supplies, and any other necessary cost to complete the project.

8. The Klamath Tribes Tribal Council would like the documentation and pricing for the motel conversion part of the project to be completed by September 30, 2023 however, if the timeline is not feasible, the proposal must include the next earliest date to complete project.

9. The party must be respectful to the Klamath Tribes and their possessions at all times. The party is encouraged to ask questions at any time for clarification or ask for a meeting to clarify processes.

C. **Quality Requirements:**

The Klamath Tribes and Klamath Tribes Housing Department will award contracts to a responsible prospective architect firm who have the ability to perform successfully under the terms and conditions of the proposed contract. In determining the responsibility of a party, the Klamath 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:** Must have minimum of 3 years work experience in related field of architecture for multi-family housing projects.

1. Must hold a current architectural license in the State of Oregon.
2. Must provide resume or job qualification papers showing 3 years experience in field.
3. Must provide 3 references for the last 2 relevant jobs completed in the last 3 years.
4. 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.
5. Must not be debarred or suspended from doing business with the federal government.
Preferred or If Applicable
1. Provide Federal ID#, Social Security or TIN # and State Registry# or equivalent.
2. Provide certificate of insurance for general liability and automobile insurance. If selected, party will be required to provide information at time of contract signing.
3. Must provide proof to claim Indian preference (if applicable).
4. It is preferable if the party is registered with the System for Award Management (sam.gov).
5. Additional consideration will be given for architects with experience working in Indian Country and on multi-family, affordable and/or homeless housing projects and who have experience with Trauma Informed Design.

D. 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. 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. (0-55 points) Proposal Preparation and Requirements. The RFP must fully demonstrate ability to carry out each requirement listed in Sections A-C.

   b. (0-35 points) Cost: Cost will be determined by formula method.

   c. (0-10 points) References: A record of integrity, judgment, performance and timeliness in the execution of previous jobs will garner higher points.

   d. Indian preference: At minimum 15% of the evaluation points shall be granted to bidders who demonstrate entitlement to Indian Preference, which points shall not be available to non-Indian bidders when using Method #3 of the Klamath Tribes Procurement Policy.

   e. In the case of duplicate proposals the earliest postmarked envelope will be awarded unless otherwise advised in writing by the applicant that the later proposal is the appropriate one to review.

   **100 TOTAL POINTS POSSIBLE** (without Indian Preference)

E. Instructions for Submitting Proposals:
1. Return proposal in an envelope clearly marked according to the following instructions below. One original and two (2) copies must be submitted. One original Fee Schedules and/or cost proposal must be in a separate sealed envelope. Alternate proposals will not be accepted.

2. Sealed envelope with RFP can be submitted in person, through US Postal Service, or by ground delivery to:

   The Klamath Tribes
   Administration Office
   Attention: Barbara Smedley, Procurement Specialist
   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:

   “50-23-1 A&E Construction Projects”

5. All questions must be in writing and directed to the procurement specialist. The interested party must confirm telephone conversations in writing.

   Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the RFP. These questions may be answered over the telephone. Other questions may be more complex and may require a written amendment to the RFP. The Procurement Specialist will make that decision.

   PROCUREMENT SPECIALIST: BARBARA J. SMEDLEY – PHONE 541-783-2219 EXT. 110 - FAX 541-783-3081 – BARBARA.SMEDLEY@KLAMATHTRIBES.COM

6. Schedule of RFP activities :

   - 07/28/2023 Advertise RFP #50-23-1
   - 08/14/2023 3:00 PM Deadline for questions regarding RFP.
   - 08/16/2023 3:00 PM Closing Date for RFP to be submitted via method outlined above.
   - 08/16/2023 3:05 PM Opening and review of RFP’s submitted on time.

F. **Closing/Opening Date and Time and Method of Solicitation:**

1. Proposals will be accepted at the address above up to **3:00 PM on Friday August 16, 2023**. 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 RFP closing date, The Klamath Tribes Administration is closed due to uncontrolled events or Administration closures, RFP’s will be accepted until 2:00 p.m. on the next normal business day.

2. Proposals will be opened at **3:05 PM on Friday August 16, 2023** at the Klamath Tribal Administration office, 501 S. Chiloquin Blvd., Chiloquin Oregon. If, at the time of the scheduled RFP opening date, The Klamath Tribes Administration is closed due to uncontrolled events or Administration closures, RFP’s will be opened at 3:00 p.m. on the next normal business day.
This RFP has been published by:

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<tr>
<th>RFP</th>
<th>Publication in a Newspaper of general circulation</th>
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<tr>
<td>X</td>
<td>Direct solicitation of proposals from an adequate number of known sources</td>
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<td>Klamathtribes.org</td>
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G. **Indian Preference:**

1. To the greatest extend 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.

H. **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.

I. **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.