

Request for Proposal (RFP) – Architectural & Engineering Design Services

The Colusa Indian Community Council is accepting written proposals from qualified firms to provide architectural and engineering services.

All projects must follow 2 CFR 200 Uniform Guidance including, but not limited to, Equal Employment Opportunity, Davis Bacon Act, Contract Work Hours and Safety Act, Clean Air Act and Byrd Anti-Lobbying Amendment. Please refer to 2 CFR Appendix II to Part 200 – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards for more information.

RFP proposals shall be submitted no later than 2:00 PM on June 13, 2022.

ATTN: Molly West
Colusa Indian Community Council
3730 Hwy 45, Colusa, Ca, 95932

I. Purpose and Objective

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified design firms (herein referred to as “A/E”) interested in contracting with Colusa Indian Community Council (herein referred to as “CICC”) to provide desired services as outlined in this RFP.

II. Scope of Services

The following scope of design services, including structural, mechanical, electrical, plumbing, landscaping and site/civil engineering services, shall be provided by the A/E for the new construction of the CICC Community Services Building.

Vision and Pre-Design (Phase I)

Attached as Exhibit A is a floor plan that has been developed by CICC Director of Community Services. Minor changes are open for discussion.

Conceptual/Schematic Design Phase (Phase II)

Refine program, space needs and project scope. This phase will involve meetings with CICC personnel and Tribal Executive Committee for program refinement.

Design Development Phase (Phase III)

After approval and acceptance of the end product from Phase II by CICC, the A/E will work to create detailed plans for building elevations, material selections, mechanical, plumbing, electrical/control systems and final design. Several revisions of the plan may be needed as the project is developed during this planning stage. The A/E shall provide energy modeling for mechanical and other building systems under consideration. The A/E will then prepare a final design plan based on the input received from CICC.

Construction Documents (Phase IV)

After approval and acceptance of the end product from Phase III by CICC, the A/E will be responsible for preparation of the required architectural/engineering drawings and plan documents, e.g. site plan, mechanical, electrical, plumbing, and structural plan. After final approval of the architectural drawings and plan documents by CICC, the A/E will create detailed construction and specification documents for bidding purposes.

The final construction documents shall include as a minimum: Site Plan, Landscaping Plan, Storm water Management Plan, Roof Plan, Drainage Plan, Floor Plan(s), Exterior Elevations, Building Sections, Foundation Plan, Framing Plan(s), Details, Plumbing Isometrics, Door / Window / Room finish/ Header / Plumbing / Electrical schedule, HVAC Plans, Electrical Plans.

Bidding & Contract Award (Phase V)

The A/E will assist CICC in bidding the project to prospective contractors. Services will include assisting with the distribution of plans and specifications, assisting with formulating responses to prospective bidders' questions and issuing addendums (if necessary).

Construction Administration & Project Closeout (Phase VI)

The A/E shall be a representative of and shall advise and consult with CICC during construction until the final payment to selected contractor is due.

a. Plan Approvals - The A/E is responsible for the procurement of ALL plan approvals for the building(s) including, but not limited to Storm water Management, HVAC, Mechanical, plumbing and/or Fire Protection.

b. Construction Related Services - The A/E will provide in conjunction with CICC, construction administration and inspection services. At a minimum, services to be provided consist of coordinating regular progress meetings, review of shop drawings, assist in floor and finish material selection, undertake construction observation and facilitate preparation of final record drawings, warranty follow-up and project closeout.

III. Design Guidelines

Electrical designs will need to be developed with CICC's Tribal Utility Authority Director as power comes from the Tribally owned Co-Generation plant.

IV. RFP Timeline

RFP issued for CICC Community Building	May 12, 2022
Last date/time to submit questions regarding RFP	May 25, 2022 by 2pm
Proposals due to CICC Administration Office	June 13, 2022 by 2pm
A/E selected	June 17, 2022

If you want to be included in the questions and responses, please email mwest@colusa-nsn.gov.

V. A/E Profile

Respondents to this RFP shall include the following minimum information in their proposal:

- General qualifications: describe the general qualifications of A/E.
- Special qualifications: describe any special or unique qualifications of A/E as they relate to this project.
- Staff qualifications: submit resumes showing relevant experience of key personnel to be assigned to this project. Specify the role of each key staff member in the project.

VI. Proposal Response

Respondents to this RFP shall include the following minimum information in their proposal:

- Describe how A/E will organize and perform the work described in the Scope of Services section. List the names of any sub-consultants that are intended to be used on the project and the specific services to be provided by the sub-consultant(s).
- Describe A/E's understanding of the project and the planned approach to achieve the goals of the project. Submittal shall include a listing of contemplated tasks and number of estimated hours by personnel classification/discipline for each phase of the project.
- Provide a fee proposal. Fees shall include ALL meetings needed to successfully complete this project and ALL reimbursable costs other than plan/document printing costs (incurred for this bidding phase of the project).
- Provide a description of any possible additional related costs and/or fees (not included in your base fee) that CICC might incur as a result of this design process.
- Provide a description of monthly status reports, e.g. project timeline, deliverables, costs incurred to date, and costs to project timeline.

VII. Proposal Evaluation/Selection Process / Agreement Award

The responses will be reviewed by CICC Project Team. Responding A/E(s) will bear all costs of this RFP, if any.

Proposals will be reviewed using the following criteria /elements:

Scoring Criteria	Possible Points Earned	Earned Points
Specialized design and technical competence of the firm as demonstrated in previous similar projects	25	
Qualifications of project team and experience of personnel to undertake proposed scope of work	20	
Capacity and capability of the firm to perform the work including special services within time limitations established for the project	15	
Past record of performance with respect to factors including project cost control, work quality and ability to meet schedules	15	
Proximity to and familiarity of proposed project and work plan for delivery of services	15	
Indian, Small, Minority or Women's Owned Business Enterprise	10	
Totals:	100	

CICC may investigate the qualification of any individual or A/E under consideration, require confirmation of information furnished and require additional evidence of qualifications to perform the services described in this RFP. CICC also reserves certain rights, including, but not limited to, the following:

- Reject any or all of the proposals
- Issue subsequent Requests for Proposals
- Cancel the entire Request for Proposal
- Approve or disapprove the use of particular subcontractors
- Negotiate with any, all, or none of the A/E(s)
- Solicit best and final offers from all, some, or one of the A/E(s)
- Award without discussion

- VIII. Selection will be based upon a determination as to which proposal is the most advantageous to CICC. Any decision made by CICC, including the selection of A/E may be protested within 14 calendar days from the date of CICC's notice not to proceed with the proposal.
- IX. This RFP shall not, in any manner, be construed to be an obligation on CICC to enter into a contract or result in any claim for reimbursement of cost for any efforts expended in responding to the RFP or in anticipation of any contract.
- X. Award of Agreement. Upon the completion of the selection process, CICC shall notify all A/E(s) of the selection and the successful A/E shall enter into CICC's contract. Please email Molly West at mwest@colusa-nsn.gov for draft contract.

XI. Submittal Requirements

Any questions concerning this RFP must be submitted via e-mail on or before May 25, 2022 at 2:00 PM to:

Molly West, Tribal Administrator
E-mail: mwest@colusa-nsn.gov

Responses to RFP shall be received by CICC no later than 2:00 PM on June 13, 2022.

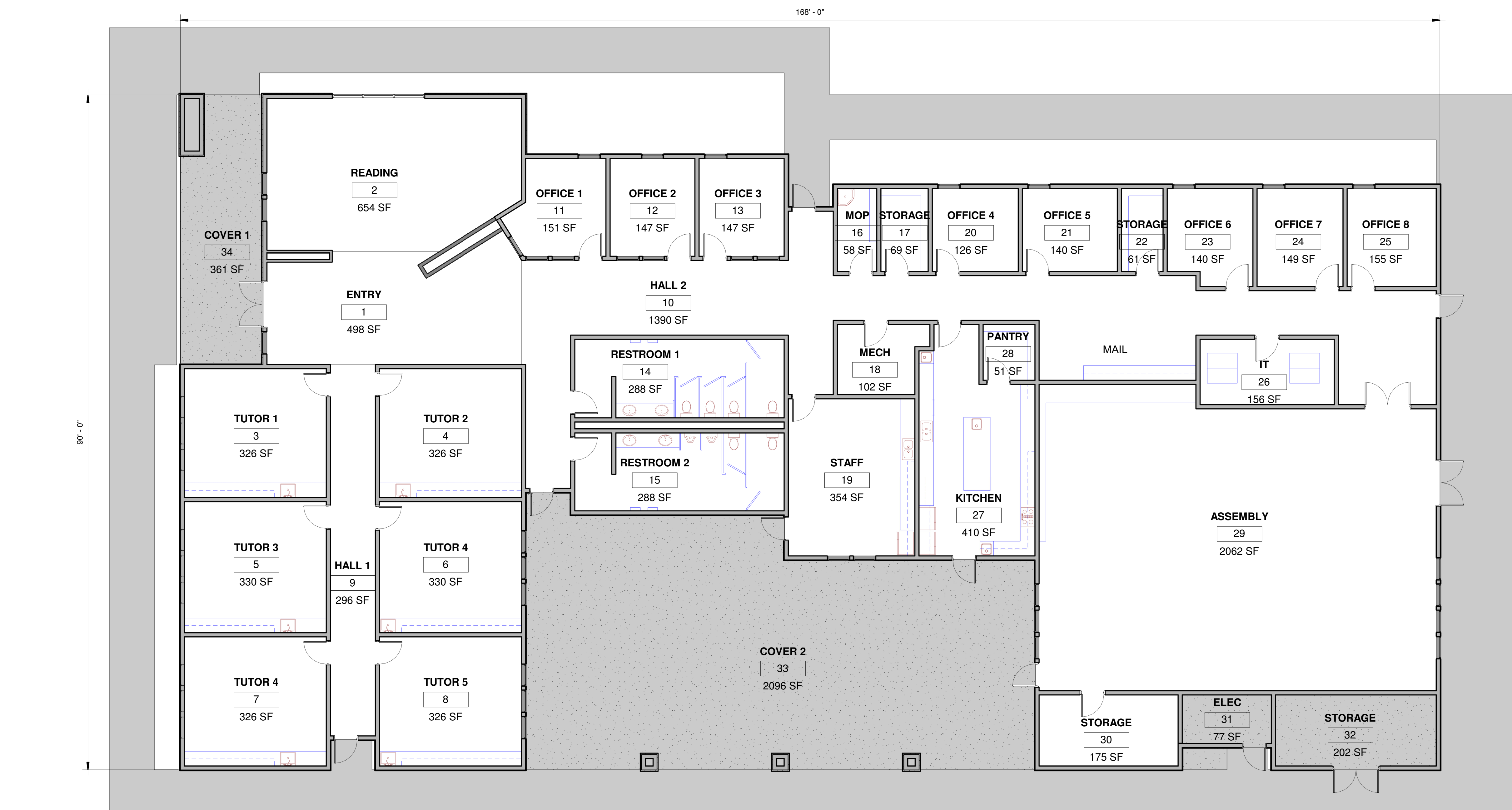
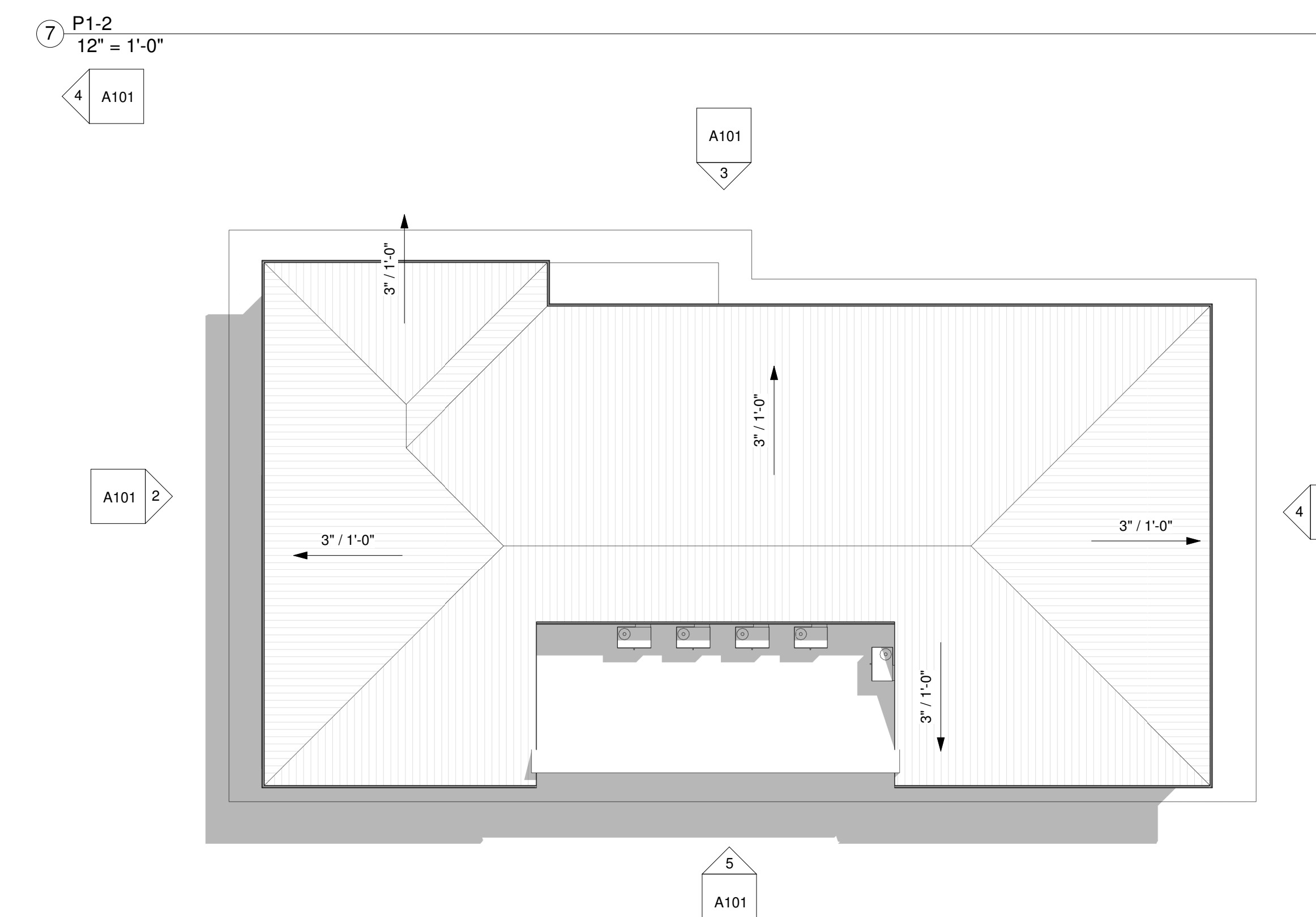
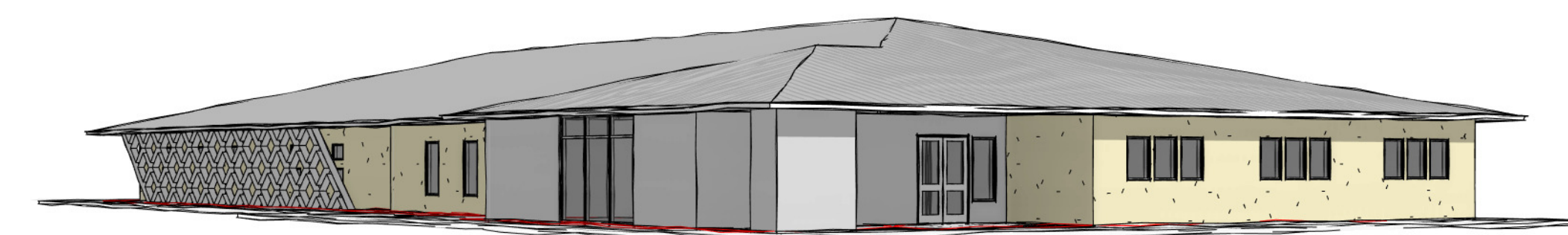
Attn: Molly West, Tribal Administrator
Colusa Indian Community Council
3730 Hwy 45
Colusa, Ca, 95932

Proposal shall be marked “Proposal for CICC Community Services Building” and shall clearly identify the A/E submitting the proposal.

Proposals received after the date and time specified will not be considered. All proposals will become property of Colusa Indian Community Council.

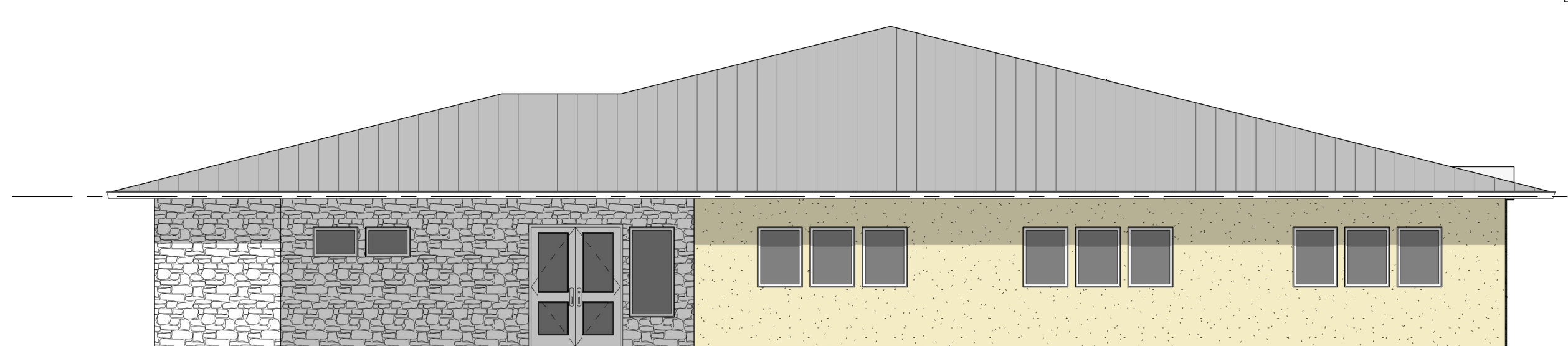


Total Building Footprint **13,796 sq. ft**

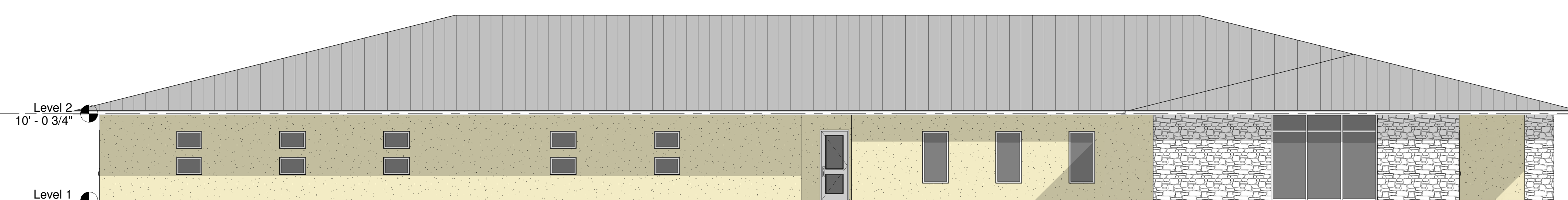


① Level 1
 $1/8" = 1'-0"$

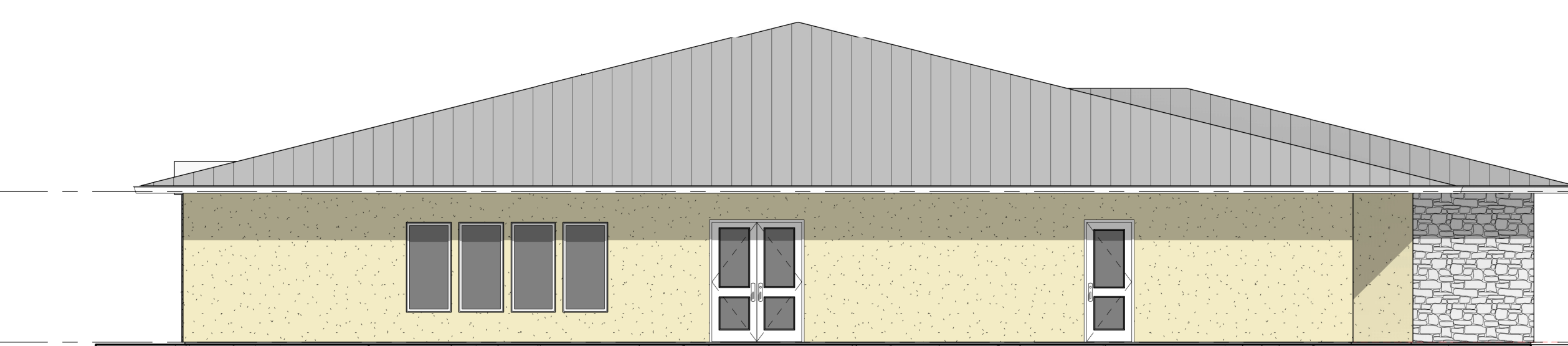
6 ROOF PLAN
1" = 20'-0"



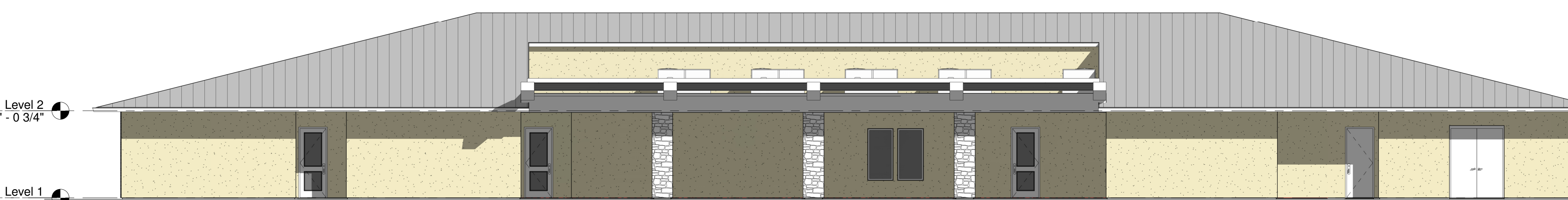
2 West
1/8" = 1'-0"



③ North
1/8" = 1'-0"



East
1/8" = 1'-0"



5 South
1/8" = 1'-0"



Community Services

[illegible]

Concept Plans

Project Number	-
Date	11-3-21
Drawn By	sl
Colusa Indian Community Council 3730 Hwy 45, Colusa CA 95932	

Scale	As indicated
-------	--------------

A101