



## **Request for Architecture and Engineering Services**

The Hualapai Indian Tribe has been awarded a FY13 HUD Indian Community Development Block Grant for the construction of a Community Pavilion and separate Restroom/Laundry Facilities.

Therefore, the Hualapai Indian Tribe is requesting proposals from qualified professionals to provide architectural and engineering services for the design of these two new elements of the Hualapai Youth Camp, located on the Hualapai Indian Reservation. Proposals will be accepted from both Indian-owned and other firms for this project. Proposals will be due on April 17, 2014 at 4:00 PM, Arizona Time.

Complete project information and submittal requirements are available on request from:

UrbanTech Ltd.  
Matt Utyro, Project Manager  
(602) 678-0533  
matt@urbantech-ltd.com

The work to be performed under this contract is subject to 24 CFR 1003.510. Preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned economic enterprises.

REQUEST FOR PROPOSALS

HUALAPAI NATION

# Youth Camp Pavilion & Restroom/ Laundry Facility Architecture & Engineering

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## **1. DEFINITIONS**

- a. **Grantee:** Hualapai Indian Tribe  
P.O. Box 179  
Peach Springs, AZ 86434  
Telephone: (928) 769-1310  
Fax: (928) 769-1063  
Contact: Kevin Davidson  
Planning & Economic Development Director
- b. **Project Consultant:** UrbanTech Ltd.  
16845 N 29<sup>th</sup> Ave., Suite 1-348  
Phoenix, AZ 85053  
Telephone: (602) 678-0533  
e-mail: matt@urbantech-ltd.com  
Contact: Matt Utyro
- c. **DUE DATE: April 17, 2014 at 4:00 PM ARIZONA TIME**  
The deadline will be governed by the Project Consultant's Cable Internet link to the Official US Time Clock located at:  
<http://www.time.gov/timezone.cgi?Mountain/s/-7/java>.  
Any proposal received after the due date and time will not be reviewed.
- d. **EMAIL PROPOSALS TO:**  
  
**matt@urbantech-ltd.com**  
  
Subject Line: **Hualapai Youth Camp Pavilion Projects - Architecture & Engineering Proposal**

## **2. OVERVIEW**

The Hualapai Indian Tribe has been awarded a FY13 HUD Indian Community Development Block Grant for the construction of a Community Pavilion and separate Restroom/ Laundry Facilities. Therefore, the Hualapai Indian Tribe is requesting proposals from qualified professionals to provide architectural and engineering services for the design of these two new elements of the Hualapai Youth Camp, located on the Hualapai Indian Reservation. Those elements are described below:

- a. Community Pavilion: Planned to accommodate a group of 200 people in a presentation setting (rows of seating), the Pavilion will be about 4200 s.f.. It also would be used for group dining that exceeded the 48-person capacity of the nearby Bunkhouse dining area. The Bunkhouse kitchen would be used to serve into the Pavilion – so a commercial kitchen is not included. Restrooms are to be included per building code.

- b. Restroom and Laundry: The capacities are planned for the probable number of users that would be on-site at one time. The restrooms are planned at 480 s.f.. There would be two (men's/women's) that include toilets and two showers for each. Each side would be 12' x 20'. The size is based on the estimated "loading" from the campsites, RV spaces, Ball field, etc. without opening the Bunkhouse for use of its restrooms. Another 156 s.f. is estimated for mechanical space (water heater, etc.). It would include 144 s.f. dedicated to laundry equipment. The demand indicates that four washers and four dryers would be needed, along with a clothes-folding shelf.
- c. The final designs will meet all Hualapai and HUD grant requirements.
- d. The construction budget for this Project is \$1,000,000.

***These descriptions are Conceptual and as-filed in the Hualapai Tribe's FY13 HUD-ICDBG application; however, all elements of the program are subject to change during the selected Architect's preliminary programming and design of the project.***

### **3. GENERAL INFORMATION**

- a. The Project Consultant must receive all responses to this request for proposals no later than the time stipulated in the RFP (See Section 1).
- b. The Project Consultant will not accept collect calls with reference to this request.
- c. All contacts regarding this project shall be with the Project Consultant. No proposer shall directly contact the Grantee regarding the project during the proposal process. The Project Consultant will forward any resulting modification of this RFP to all registered proposers.
- d. In the event that only one proposal is submitted for the project, the Grantee is not required to accept it.
- e. Proposals will be accepted only if they meet the criteria set forth in SIGNIFICANT EVALUATION FACTORS (See Number 7 below) and if a mutually acceptable contract can be negotiated.
- f. The Grantee *may* request presentations by short-listed proposers. The Grantee may make a selection of the professional within 30 days after the presentation.

### **4. STATEMENT OF INDIAN PREFERENCE**

- a. In accordance with 24 CFR 1003.510, Indian Preference will be given to Indian owned enterprises. In the rating and ranking of the proposals, an

additional 5 points will be given to Offerers who meet Indian Preference criteria. The proposal is therefore subject to the following provisions:

- i. Preference and opportunities for training and employment in connection with administration of these activities shall be given to Indians and Alaskan Natives.
- ii. Any Proposer claiming Indian Preference must give evidence to support its claim. An Indian owned economic enterprise is defined as any Indian owned commercial industrial, or business activity established or organized for the purpose of profit provided such Indian ownership and control shall constitute not less than 51 percent of the enterprise.
- iii. The Indian Enterprise Qualification Statement form is available by request from the Project Consultant.

## **5. SELECTION PROCESS**

- a. The Grantee will utilize responses to this request for proposals to award the contract to the most highly rated Offerer subject to verification of the Offerer's qualifications and representations and the negotiation of fair and equitable compensation.
- b. Proposals will be rated and ranked by a selection committee comprised primarily of Hualapai officials and personnel involved in the Project. Proposers should allow two weeks for proposal reviews, verifications, ratings and rankings to be complete following the submittal date.
- c. This request for proposal includes the scope of design and construction contract administration services to be provided, identifies significant evaluation factors, provides a format for responses, and explains the method of evaluation of the proposals that are received.
- d. The Grantee reserves the right to reject any and all proposals based on documented reasons including determining any or all proposals to be non-responsive.

## **6. METHOD OF REVIEW**

- a. The Grantee and its authorized representatives will review all proposals received, and may contact Offerers through the Project Consultant to request further information, either in written form or in the form of a presentation to the Grantee. The Grantee may accept any given proposal as submitted, or may negotiate with an Offerer to establish terms most advantageous to the Grantee. The decision of the Grantee shall be final and not subject to appeal.

- b. A “short-list” interview may be required of individual Offerers. If such an interview is requested, it will be requested through the Project Consultant and will be held at the Administrative offices of the Grantee, the Hualapai Indian Tribe, in Peach Springs, Arizona.

## **7. SIGNIFICANT EVALUATION FACTORS**

All Offerers should understand the factors that will enter into the evaluation of proposals, and the relative importance of each. Factors for evaluation of proposals for A&E services will fall into six categories:

- a. Technical qualifications of the firms and of the proposed technical staff, as indicated by their past experience with emphasis on current experience. The qualifications should reflect demonstrated ability and offering of professional services as covered by the statement of work. Consideration will be given to the Offerer’s ***relevant*** experience, specifically experience in durable, efficient buildings of similar size and scope. (30 points)
- b. A record of integrity, judgment, performance, and timeliness in the execution of previous contracts. (20 points)
- c. Experience of the firm and familiarity of the proposed staff with the unique problems of Indian Tribes in general and specifically the Hualapai Indian Tribe. Emphasis will be placed on current experience in design for Indian Communities and demonstrated sensitivity to Indian problems and solutions. This includes the firm’s ability to deal administratively with Indian Tribes and federal agencies. (15 points)
- d. Demonstrated experience in energy-efficient design, value engineering and design-to-budget projects, including in-house cost estimating. Certification under the USGBC LEED system is evidence of proficiency in energy-efficient design. (15 points)
- e. Cost considerations such as rates charged for each category of employee under the contract, overhead rates, and total fee proposed. (15 points)
- f. Firms meeting Indian preference criteria. The Indian Enterprise Qualification Statement form is required for point award and is available from the Project Consultant. (5 points)

## **8. SCOPE OF SERVICES**

**General Requirements:** Includes direct coordination and performance under the direction of the Project Consultant. Includes providing periodic summaries of status as necessary for submittal to funding agencies and

the Grantee. Includes periodic meetings to establish project objectives, provide project tracking (levels of design completion), or provide opportunities for Consultant, Grantee or Steering Committee reviews. These will occur occasionally during every Phase outlined following. The onsite meetings (held in Peach Springs or at the Project Site) shall include 6 design visits, 2 bidding & pre-construction visits and 8 construction visits – 16 total site meetings.

a. **Basic Services:** The professional's basic services consist of the phases described below:

(1) **Schematic Design Phase:** Includes conferences with Grantee after which the professional studies and analyzes the project requirements. From these the professional prepares programmatic and schematic design studies consisting of drawings and other documents illustrating the scale and relationship of project components, including considerations of structures and materials as may be appropriate at this time. The design shall also take into consideration the relationship of this project to surrounding buildings (both existing and proposed). Geotechnical reports of the site areas will be provided by the professional during this Phase. Upon approval by the Grantee of the Schematic Design documents submitted by the professional, this phase of service is complete.

(2) **Design Development Phase:** Includes the preparation of more detailed drawings and other data relating to the appearance and structure, construction materials and other essentials, included the preparation of a detailed cost estimate for the project. When the Grantee approves these documents, this phase is complete.

(3) **Construction Documents Phase:** Construction documents will be prepared for use in the Bidding & Negotiation of the Construction Contract. These shall consist of the drawings and specifications for the site and the building. *Note: General Conditions shall be prepared by the Project Consultant; however, the Architect shall assist in providing information for those elements of the General Conditions that are generated by project drawings or specifications.* Following selection of the General Contractor, the Architect shall be responsible for fully explaining the documents to the selected Site Superintendent (pre-construction conference). When the professional has explained the working drawings and specifications, this phase is complete.

(4) **Construction Phase:** Includes any revision of design drawings if needed. Construction contract administration during the construction work, including periodic visits to the site to review the progress and quality of work and to determine if work is proceeding in accordance with the

design documents. This will be combined with the architect's review of the status of completion for monthly Contractor Draw Requests.

**9. MODIFICATIONS TO SCOPE OF WORK**

- a. Any modifications occurring during the Proposal process will be forwarded to every proposer of record as an addendum to this RFP. The proposer shall reflect receipt of such addenda in their proposal.
- b. Modifications to the Scope of Work that occur following acceptance of the proposal shall be covered under the applicable "additional services" provisions of the resultant Contract.

**10. STANDARDS AND GUIDELINES**

The following standards and guidelines must be considered for proposed work executed under this contract:

- a. Hualapai Indian Tribe Code of Conduct: HUD Supplement (available upon request)
- b. Hualapai Tribal Ordinances
- c. IBC 2009
- d. IFC 2009
- e. IMC 2009
- f. IPC 2009
- g. NEC 2008
- h. HUD-ICDBG regulations including 24CFR1003 and 24CFR85 (the Project Consultant will assist in all aspects of compliance with these regulations).
- i. Professional Liability Insurance.
- j. The Project Consultant will provide direct assistance and coordination throughout the design and construction process.
- k. The Grantee's representative (Grants & Contracts Administrator) will assist in contractual, financial and development considerations.
- l. The Grantee's Planning Department will be involved in periodic reviews and project guidance.
- m. A Grantee Steering Committee is being established to assist in establishing programming requirements and to provide necessary reviews of programming and schematic documents.
- n. The Grantee's (Hualapai Indian Tribe's) processes include formal plan review (of Construction Documents & Specifications) prior to construction.
- o. The Grantee (Hualapai Indian Tribe) separately employs Construction Inspection services during the construction phase. At the Tribe's discretion, this service may now be performed by the Mohave County Development Services Department based on a MOU signed on June 7, 2012.

## **11. PROVISIONS**

- a. **Termination:** This Request for Proposals may be terminated by the Grantee at any time for cause.
- b. **Non-Collusive Understanding:** Each person and firm 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.
- c. **Communications:** Any requests for information, clarifications, etc. regarding this solicitation shall be directed to the Grantee c/o the Grantee's Project Consultant at the Project Consultant's address, phone or email (see Section 1). **Direct contact with the Grantee is prohibited during the proposal process and may result in disqualification from the proposal process.**
- d. **Access to Records:** The Grantee, HUD, the Bureau of Indian Affairs, the Comptroller General of the United States, and/or their authorized representatives shall have access to all books, records, and papers of the professional and subcontractors pertinent to their contract for a period of not less than 3 years after completion of the project.
- e. **Disclosure of Interest:** No commissioner, officer, or employee of the Grantee, no member of the governing body of the locality which the Grantee has activated and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the project, shall, during this tenure or for 1 year thereafter, have any interest, direct or indirect, in the project or in any property included or planned to be included in the project, or in this contract or any other contract or proposed contract relating to the project.
- f. **Negotiation:** Provisions not addressed by this solicitation will be negotiated with the professional once a selection has been made.
- g. **Agreement:** The selected professional will enter into an enforceable agreement that fully conforms to the contracting provisions pursuant to OMB Circular A-102, 24 CFR part 570, 24 CFR part 1003 and 24 CFR part 85. The agreement **is not** the AIA's "*Standard Form of Agreement between Architect and Owner*" which will not be utilized for this project. Copies of the contracting provisions and the Form of Agreement are available for review through the Project Consultant.

## **12. FORMAT FOR PROPOSALS**

The following is the preferred format for submitted proposals:

- a. Firm Name
- b. Contact Person
- c. Business Address
- d. Telephone Number (include fax number and email, if available)
- e. Type of Organization: Individual, sole proprietorship, partnership or corporation. Include SSN or EIN, as applicable.
- f. Abstract: One paragraph description of your understanding of your involvement in the project. What do you intend to accomplish for the Hualapai Indian Tribe.
- g. Experience: Demonstrate to the satisfaction of the Grantee that the prospective Architect has the technical, administrative, and financial capability to perform contract work of this size and type.
- h. Record of Performance: List previous comparable projects, the full amount paid for services of the client, starting and ending dates and a brief description of the results. At least three of these shall include a current contact name for obtaining a reference with current telephone number, address of physical project, description of project and dollar amount of project. Ensure that your direct references are relevant to this project. Describe how the three referenced projects involved similar expertise to that implied by this RFP.
- i. Personnel: Statement of Qualifications - Include a brief history for each principal member of the project. Ensure that you designate a single contact person for your firm and ensure that the employee's résumé is included. Any resultant Contract will require that you obtain the Hualapai Indian Tribe's specific written approval for any change in your primary project contact. Approval will be withheld and the Contract will be terminated if a substitution is deemed to be inferior to that presented in your proposal.
- j. Procedures and Timeframes: Detail the manner in which the project should be scheduled. Include evidence of your ability to commence work immediately and complete work in a timely manner.

- k. Statement of Indian Preference: State whether or not Indian Preference is being claimed. If claiming Indian Preference, complete the form available from the Project Consultant and attach it to the Proposal.
- l. Fee Breakdown: Estimate to the best of professional ability the anticipated fees. List costs by category, e.g. salaries, consultants, equipment purchase and/or rental, indirect costs, material and supplies, travel and mileage. Include the rates (hourly) charged for each category of employee under the contract.
  - 1. Basic Services: State a fixed fee quote for project work by phase as presented in your proposal, including all subconsultant costs.
  - 2. Estimate of Reimbursements: State a not-to-exceed quote of expected reimbursable expenses.
  - 3. TERO Tax: This project is subject to a Tribal Employment Rights Office (TERO) Tax. Please factor a 1% increase to the total combined quote of items 1 and 2.

***NOTE: Any resultant Contract will include an aggregate not-to-exceed limit of items 1, 2 and 3 for the entire project as described in this RFP.***

- 4. Additional Site Visits: Provide a per-visit quote for individual visits beyond the sixteen that are to be included in Basic Services. Separate per-visit quotes can be provided for the prime Proposer and the prime's subconsultants.
- 5. Additional Services: Submit a Rate Schedule for additional services. If utilized, additional services will use the Proposer's submitted rate schedule on an hourly basis, or will be negotiated as separate fixed-fee or not-to-exceed contract addenda based on the submitted Rate Schedule.

**13. The following is a sample Professional Fee Breakdown:**

I, \_\_\_\_\_ of \_\_\_\_\_ certify that to the best of my ability the following depicts a reasonable estimate of the anticipated professional fees in accordance with the requirements of this solicitation. I further understand that these fees will constitute a basis for entering into an agreement with the Grantee to accomplish the professional services required.

a. Basic Services \$ \_\_\_\_\_

Fixed Fee quote, including any and all subconsultants

b. Not to Exceed Estimate of Reimbursements \$ \_\_\_\_\_

Long distance phone calls,  
Travel and mileage,  
Reproduction expense,  
Materials and Supplies, quoted on a firm not-to-exceed basis.

c. TERO Fee \$ \_\_\_\_\_

Calculated at 1% of the total of a & b, above [.01 x (a+b)]

d. Total Not-To-Exceed Fee \$ \_\_\_\_\_

e. Additional Site Visits (per visit) \$ \_\_\_\_\_

Provide a per-visit rate for site visits beyond the 16 estimated in this RFP. Separate fees may be quoted for the prime and subconsultants.

\_\_\_\_\_  
Signature

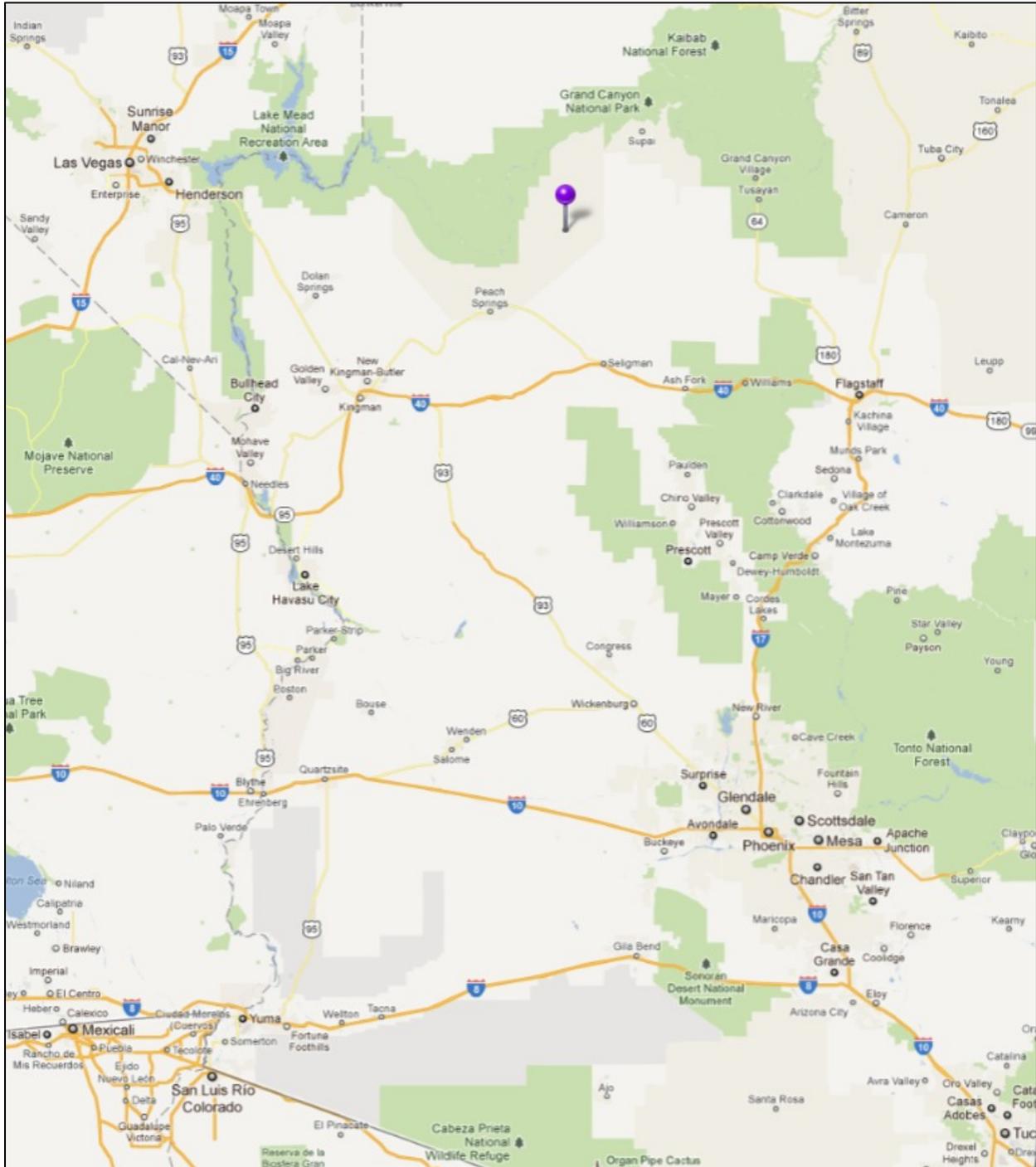
\_\_\_\_\_  
Date

**14. Youth Camp Area Maps**

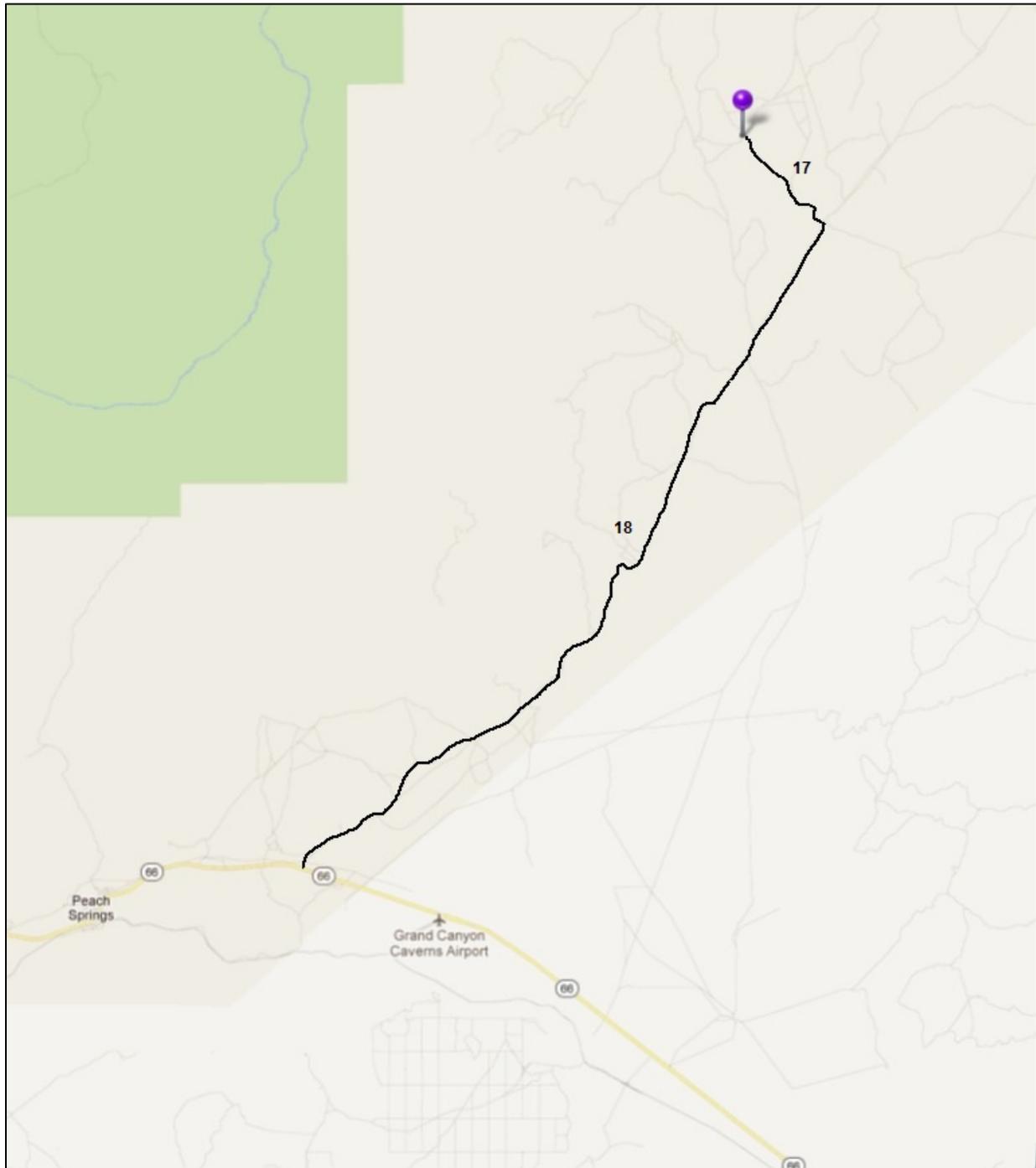
See following six (6) pages

# Maps of Youth Camp Site

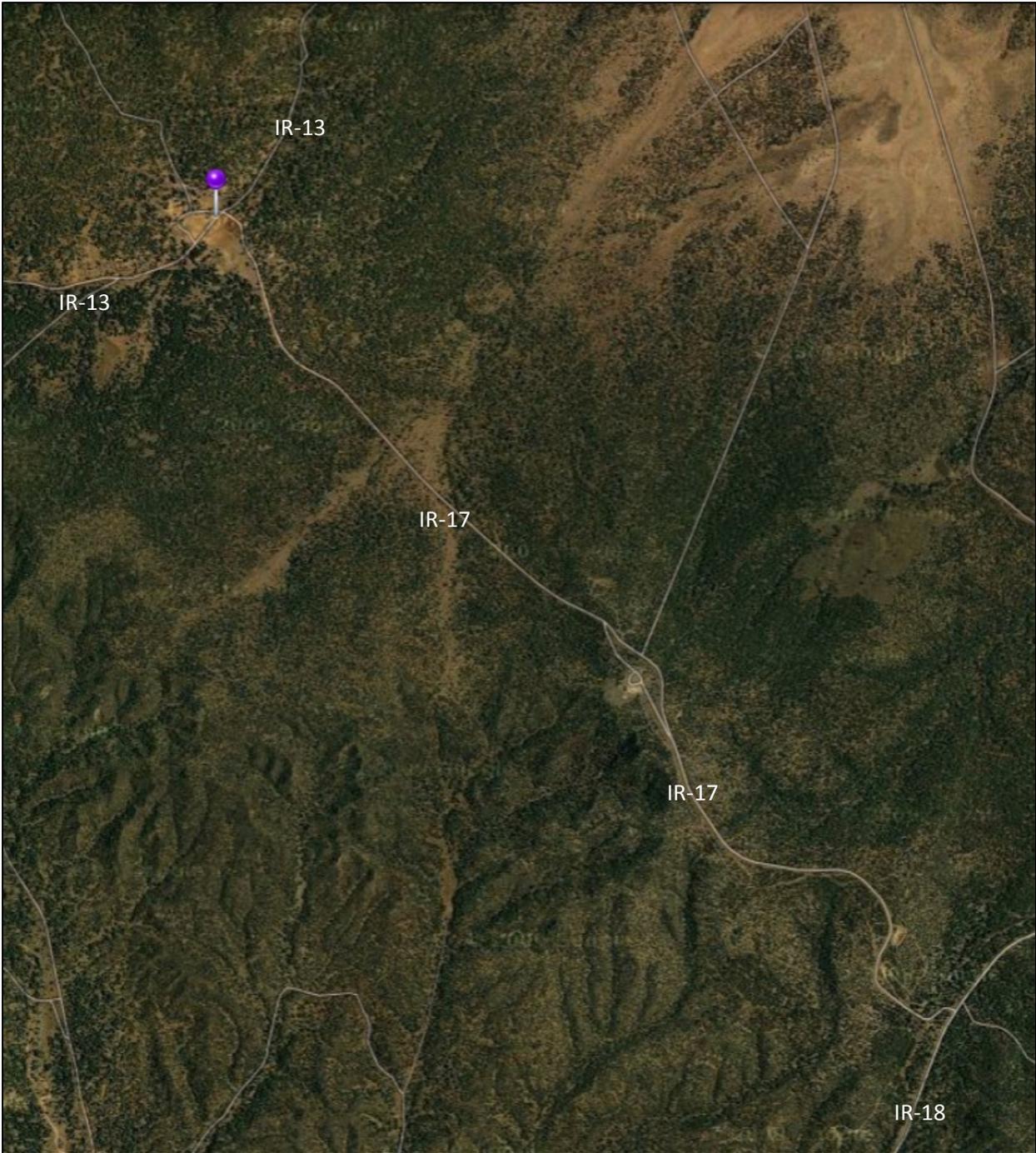
This map shows the approximate vicinity of the Youth Camp in relation to various cities in Arizona and Nevada. **The purple pin is the location of the Youth Camp.**



This map shows the approximate relation of the Youth Camp to Route 66 and Peach Springs, AZ. **The purple pin is the location of the Youth Camp, the black line is Indian Route 18 and Indian Route 17.** The intersection of I.R. 18 and I.R. 17 is approximately thirty miles from the intersection of Route 66 and I.R. 18. I.R. 18 is a 66-mile-long two-lane paved roadway that passes through the Hualapai Reservation, then Bouquillas Ranch (privately held) and ultimately terminates at the Hualapai Hilltop Heliport on the Havasupai Indian Reservation.



This satellite image shows the the location of the Youth Camp and Indian Route 17. **The purple pin is the location of the Youth Camp**, which is located in a naturally clear area of the surrounding Ponderosa Pine forest.

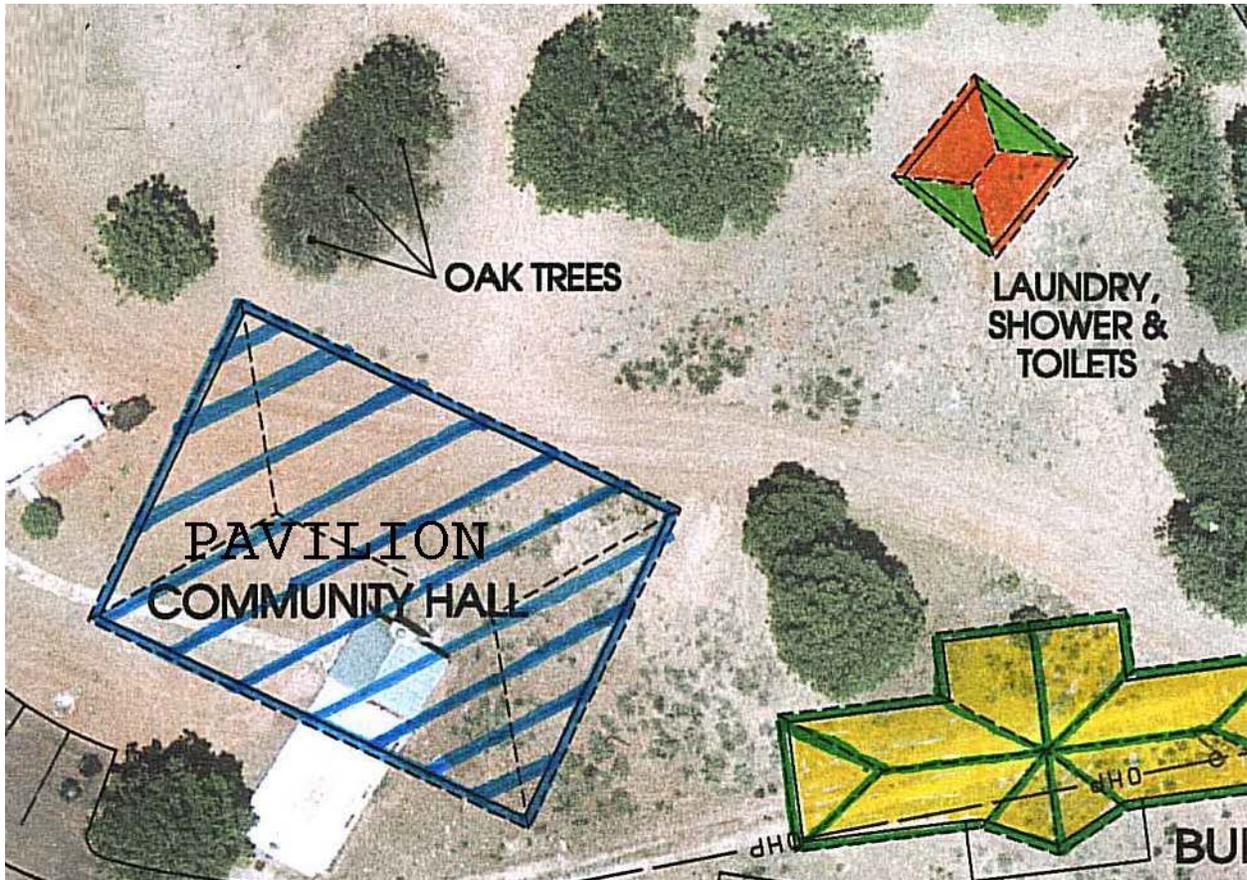


This satellite image shows the central area of the Hualapai Youth Camp as it currently exists. Projects that previously received environmental clearances are providing infrastructure, a bunkhouse, a hunter's game preparation area and improved RV/camping sites. The subject project adds Restrooms, a Laundry and a meeting Pavilion in the same area.

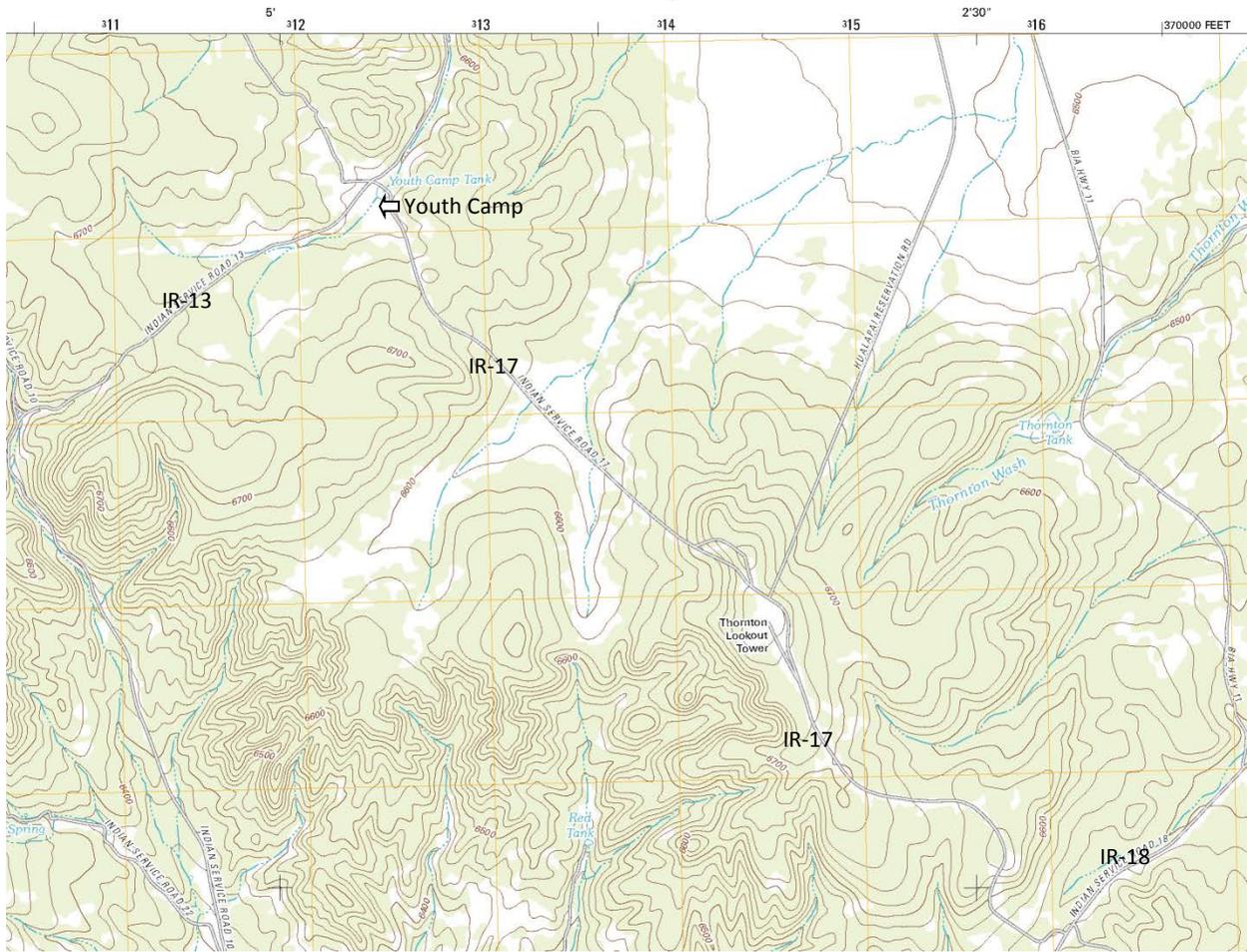


The Pavilion and Restroom/Laundry functions will lie within the boxed area of this aerial and are depicted graphically on the following page.

This graphic illustrates the Pavilion and Laundry buildings in relationship with the designated area of the Youth Camp. The yellow building in the lower right is a bunkhouse that has been separately contracted and is not a part of this project.



The USGS Map on the next page (a portion of the Frazier Wells AZ Quadrangle map) shows the elevations and terrain for the Youth Camp and surrounding areas.



**End of Request for Proposal**