

Request for Proposals (RFP) for Architectural Services

Aaniih Nakoda College (ANC) is seeking sealed proposals from architectural firms hereafter called "Proposer(s)" to secure architectural design and construction administration services for the construction of a Wellness Center to be located at the college's campus at the Ft. Belknap Agency, Montana.

Proposers shall provide architectural services for pre-design, schematic design, design development, construction documentation and construction administration and inspections to complete the Wellness Center. The college will select the most qualified to perform the services described in the Request for Proposals and which meets all relevant selection criteria.

Proposers shall submit their sealed proposals no later than Wednesday, January 10 2024 at 1:00 pm (MST) to the following address: PO Box 159, Ft. Belknap Agency, Montana 59526. The sealed proposals shall be clearly labeled "Request for Proposal Architectural Services – Wellness Center."

Project Background and Summary of Services

ANC is seeking proposals from architectural firms in order to provide design, public bidding, contract administration and other architectural services for a proposed seven million dollar Wellness Center, to be built as a focal point building as you enter the ANC campus. The building will be designed to reflect the culture of the two tribes comprising the Ft. Belknap reservation, while providing space(s) devoted to mental health and wellness, which would include large classrooms and open spaces for public gatherings; being cognizant of COVID protocols such as improved ventilation, social distancing, and possibly being a COVID testing and vaccination site. Also in the spirit of wellness, the college foresees an indoor walking path as part of the facility.

The project is under a very tight funding cycle/deadline and proposers must be committed to assisting ANC in design development, construction document, and bid phase leading to awarding a construction contract no later than July 1st 2024.

As a result of this solicitation, the college may request a combination of architectural services related to pre-construction, construction, and closeout phases of the project. Proposals provided in response to this request shall address the respondent's ability to provide the various services required for each project phase and costs which would include, but not be limited to the following:

Programming Phase

- Facilitate meetings with the college building committee as needed to develop basic components of the Wellness Center, including standard building systems, equipment and materials, and code compliance.
- Provide a schematic cost estimate and conceptual project schedule with expected budget for the project.
- Prepare and submit program plan for building committee review and approval.

Design Development Phase

- Work with the college on project elements design options and recommendations.
- Estimate construction costs.
- Facilitate meetings with the college building committee to review space square footage and space utilization needs to develop preliminary design documents.
- Conduct design-development meetings with college building committee and address points of clarification regarding the project.
- Prepare and submit preliminary project design documents, preliminary specifications, preliminary cost estimate and schedule to the college for review and approval.

Construction Document Phase

- Prepare complete construction documents and specifications.
- Submit construction documents for review.
- Correct plans to reflect issues noted by review.

Bid Phase

- Assist with preparation of bid documents suitable for public bidding and conduct a pre-bid conference.
- Respond in writing to questions from bidders and prepare addenda as necessary.
- Distribute plans and bid documents to interested bidders and keep record of plan holder's list.
- Assist in evaluation of bids based upon bidders' qualifications, compliance with bid requirements and price.

Construction Administration Phase

- Conduct a pre-construction meeting and conduct regular construction progress meetings.
- Coordinate, review, and process all request for change proposals, change orders, etc. including maintaining a log of all such documents.
- Provide direction for questions and concerns from the contractor in resolution of problems.
- Monitor construction progress, cost, and general conformance with the contract documents throughout the construction process. Conduct substantial completion inspection, coordinate and prepare punch list, substantiate that items noted are completed, and issue substantial completion certificate.

Qualifications Requirements

The following lists the minimum qualification requirements of the consultant(s):

- At least 5 years of experience providing similar consulting services.
- At least 3 references of clients currently/previoursly served; at least one to be a project completed or underway in the last year.
- Thorough knowledge of applicable tribal and state statues, building codes and regulations.
- Current relevant working experience designing public facilities and/or similar projects.
- Comprehensive working knowledge of commonly accepted public facility standards.
- Strong interpersonal, communication, and presentation skills.
- TERO – need to be able to become TERO (Tribal Employment Rights Office) approved.

- Consultants are encouraged to contact their insurance carriers during the proposal stage to ensure that the insurance requirements can be met if selected. Commercial general liability insurance, worker's compensation insurance, professional liability insurance, automobile liability insurance, and excess/umbrella liability.

Proposal Format

- Proposals should include the following information:
- Cover Letter, signed by the person authorized to bind the firm into an agreement.
- Complete legal name, address, telephone number, email address.
- DUNS number, and Tax Identification Number.
- Briefly identify your firm, the date established, organizational structure, number of employees and support resources available to complete the Summary of Services outlined in the RFP.
- List the qualifications of key personnel who would be assigned to this project including relative experience, degrees, certifications, professional affiliations, and a description of the approach the consultant will employ in carrying out the work described in the Summary of Services.
- Proposed time schedule for a general work plan to complete the architectural services, including target dates for construction relative to the scope of work as outlined in the RFP.
- At least three (3) references of past clients with similar Summary of Services conducted and the period that was involved to complete the client's projects. Include company name, address, contact name, and phone number.
- Proposed budget for complete project and hourly rate for staff person(s) (by staff position/title)
- Provide one (1) original and four (4) copies of the proposal response. Only printed material will be accepted. The pages must be numbered. All components must be contained in a binder. In addition, an electronic copy can be submitted on a thumb drive.

Send to: Request for Proposal – Wellness Center. PO Box 159, Ft Belknap Agency, Harlem, Mt. 59526.

Proposal submission deadline is 1:00 P.M. (MST) on the 10th day of January 2024. Late or incomplete submittals will be rejected. No fax or email submissions will be accepted. Changes to the original submission must be received before the submission date. If written number does not agree to the numeric number, the written number will be the number accepted in the proposal.

Proposal Evaluation Criteria

The college reserves the right to award the contract generated from this RFP to the consultant that presents a proposal that best meets the specifications as listed herein and represents the most beneficial procurement as determined by the college. The award will be made by the College and shall be based on the consultant's qualifications including, but not limited to, the following:

- Corporate experience & capacity.
- Understanding of work to be performed.
- Understanding of Consolidated Plan and AI program goals.
- Professional expertise of team.
- Prior experience relative to project.
- Completeness, feasibility, and quality of scope of services.

- Schedule of proposed activities with timeline and proposed completion date(s).
- Project completion timeline for individual activities, written responses, reports, etc.
- Clarity and conciseness of presentation.
- Complete cost breakdown by individual activity and overall project.

The college reserves the right to waive any minor deviation in proposal responses received when such waiver is in the best interests of the college, and reserves the right to modify any requirements, terms or conditions as outlined in this RFP when such modification(s) is in the best interests of the college.

Proposals will be accepted from thoroughly competent, experienced and financially qualified individuals or firms as determined solely by the college. Consultants are responsible for submission of accurate, adequate, and clear descriptions of the information requested. Omissions, vagueness or inaccurate descriptions or responses shall not be interpreted in favor of the consultant and shall be grounds for rejection.

This document is not an offer to contract but is an RFP as defined herein, to satisfy specific user requirements of the college. Neither the issuance of the RFP, preparation and submission of a response, nor the subsequent receipt and evaluation of any response by the college, will commit the college to award a contract to any consultant even if all of the user requirements in the RFP are met. The college may modify these requirements in whole or in part and/or seek additional consultants to submit responses. Only the execution of a written contract will obligate the college in accordance with the terms and conditions contained in such contract.

Consultants may be required to make a presentation of their qualifications to the College Board of Directors.

Rights to Proposals

All proposals, upon submission to the college, shall become the college's property for its use as deemed appropriate. By submitting a proposal, the consultant covenants not to make any claim for or have any right to damages because of any misinterpretation or misunderstanding of the specification, or because of any misinformation or lack of information. Nothing contained in this RFP shall create any contractual relationship between the consultant and the college. The college accepts no financial responsibility for costs incurred by any consultant in responding to this RFP. The college has the following prerogatives with regard to proposals submitted:

- To accept or reject any or all proposals
- To award all or part of the project at its discretion
- To adopt any or all parts of a proposal
- To utilize any or all ideas from proposals submitted
- To request additional information for the purposes of clarification
- To correct any arithmetic errors in any or all proposals submitted
- To change the deadline for submitting proposals upon appropriate notification to all consultants receiving the RFP
- To accept or negotiate any modifications to the scope and fee of any proposal following the deadline for receipt of all proposals and prior to contract award

- To waive any irregularity or any non-conformity of proposals with this RFP, whether of a technical or substantive nature

Agreement for Services

The consultant will enter into an Agreement for Services with the college based upon the contents of the RFP and the consultant's proposal. The consultant must include with the proposal a description of any exceptions requested to the standard contract. If there are no exceptions requested, a statement to that effect must be included in the proposal.

Insurance Requirements

Prior to executing an Agreement for Services, the consultant will be required to provide to the college proof of the required insurance and endorsement. Consultants are encouraged to contact their insurance carriers during the proposal stage to ensure that the insurance requirements can be met if selected.

- Commercial General Liability insurance \$1,000,000
- Worker's Compensation Insurance \$500,000
- Professional Liability Insurance \$2,000,000
- Automobile Liability Insurance \$500,000
- Excess/Umbrella Liability \$2,000,000

Business License

The college requires the consultant and any subcontractors to have a business license to work on the Ft. Belknap Reservation

Contact Person

If there are any questions regarding the RFP, please contact Ron His Horse Is Thunder, ronhishorse@aol.com or 701-426-5975