

**REQUEST FOR PROPOSAL (RFP)**  
**PROJECT DESIGN, CONTRACT DOCUMENT PREPARATION, AND PROJECT**  
**MANAGEMENT**  
**FOR**  
**CEDAR BAND TRAVEL PLAZA ENTERPRISE**

**PAIUTE INDIAN TRIBE OF UTAH**  
**440 NORTH PAIUTE DRIVE**

**CEDAR CITY, UT, 84721**

**AUGUST 14, 2018**

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## **1. SUMMARY AND BACKGROUND**

The Paiute Indian Tribe of Utah (hereinafter referred to as, the “Tribe” or “PITU”) has been awarded an Indian Community Development Block Grant (ICDBG) for the purpose of an economic development project for the Cedar Band of Paiutes. The ICDBG project is for the construction of the Cedar Band Travel Plaza on the west side of Interstate 15 at Exit 51 between Cedar City and Kanarraville, Utah.

## **2. PROPOSAL GUIDELINES**

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5 pm MDT September 14, 2018. Any proposals received after this date and time will not be considered. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Paiute Indian Tribe of Utah and the Cedar Band of Paiutes legal department and will include scope, budget, schedule, and other necessary items pertaining to the project.

## **3. PROJECT DESCRIPTION**

### **Project Description:**

The Paiute Indian Tribe of Utah is seeking proposals from qualified Design Firms who are able to provide professional services and perform the tasks required to design and prepare the contract documents for the Cedar Band Travel Plaza Enterprise. Design of the structure, furnishings and appurtenances shall be performed in close cooperation with Cedar Band of Paiutes personnel and their designated representatives.

## **4. PROJECT SCOPE**

### **Preconstruction Engineering and Architecture Services**

The proposed scope of work for preconstruction Site Civil engineering design services is as follows:

1. Provide programming and preliminary designs and cost opinions for the project.
2. Perform topographical survey of the site area to be developed to locate site improvements, visible utilities, existing ground elevations, existing drainage features, create contoured surface map of site, and identify and stake property boundaries.
3. Provide on-site geotechnical investigation and report.

4. Provide design services conforming to the 2018 International Building Code (IBC) of the approximately 4,000-square-foot travel center facility and site improvements as follows:

a. Site Civil Design:

- i. Prepare site plan to show layout of the building, parking areas, and utilities.
- ii. Prepare civil site drawings for bidding and construction to include the following:
  1. Title page with sheet index and legend (two (2) sheets)
  2. Site Plan (two (2) sheets)
  3. Site Drainage & Grading Plan (two (2) sheets)
  4. Site Utility Plan (two (2) sheets)
  5. Site Detail Sheets (four (4) sheets)
- iii. Provide site drainage design and calculations.
- iv. Provide on-site waste water (septic) system design to include:
  1. Excavate one soil test pit and conduct one percolation test.
  2. Size septic tank and drain field for septic system.
  3. Provide septic system layout on utility plan and details.
  4. Prepare summary report of septic system design.
  5. Submit report and drawings of septic system to health department for review and address review comments.
- v. Submit site drawings to building department for construction permit.
- vi. Respond to and address building department plan review comments.
- vii. Site drawings and calculations will be signed and sealed by a professional engineer licensed in the State of Utah.

b. Architectural Design:

- i. Review schematic design with Owner and proceed to design development drawings.
- ii. Prepare design development drawings based on accepted schematic design.
- iii. Review design development drawings with Owner and incorporate Owner's comments into design development drawings.
- iv. Prepare final architectural drawings (24"x36" size sheets) to be used for building permit application, bidding, and construction to include the following:
  - Title Sheet and Code Data (3 sheets)
  - Exit Plan (1 sheets)
  - Floor Plan (1 sheet)
  - Building Elevations (2 sheets)
  - Roof Plan (1 sheet)
  - Reflected Ceiling Plan (1 sheets)
  - Finish Plans (1 sheet)
  - Architectural Details (4 sheets)
  - Architectural Schedules/Notes (3 sheets)
  - Drawings will be signed and sealed by an architect licensed in the State of Utah.

c. Structural Design:

1. Determine required gravity and lateral loads and forces to be applied to the structure and prepare specifications of structural requirements of the building for bidding.
2. Respond to and address structural building department plan review comments.

- d. Mechanical, Plumbing, & Electrical Design:
1. Provide design services for the mechanical, plumbing, and electrical systems including:
    - Engineering calculations
    - Power and lighting design
    - Telephone/data conduit system design
    - HVAC systems design.
    - Plumbing system design for domestic water and sanitary drainage
    - Electrical and Mechanical COM checks
    - Electrical and Mechanical specifications
    - Final CAD drawings
    - Review of shop drawings, submittals and ASI / RFI related communication during construction.
  5. Prepare contract documents and specifications and provide bidding and negotiating services.
  6. Prepare conformance drawings for construction.

#### **Construction Administration Services**

The proposed scope of work for construction administration services is as follows:

1. Review contractor submitted shop drawings and submittals.
2. Respond to contractor Requests for Information (RFI's).
3. Prepare contractor partial payment requests for Client's approval.
4. Conduct bi-monthly construction progress meetings with Client and Contractor for an assumed 6-month construction schedule.
5. Conduct walk through for substantial completion and prepare punch list for contractor to complete prior to final completion and payment.

#### ***Assumptions and Limitations:***

1. Attendance at county commission or planning and zoning meetings, if required, is not included in the scope of work. Bidder shall provide additional service rate sheet.
2. UDOT reviews, coordination, and traffic flow modeling are not anticipated, but Bidder shall include rate sheet for such services as needed.
3. It is anticipated that 5-County AOG or other personnel will provide the needed environmental services, and therefore, they are not included in Bidder's scope of work or fees. These services include but may not be limited to:
  - a. Provide Utah prairie dog surveys, report, and consultation documentation.
  - b. Prepare cultural resource surveys, SHPO and/or THPO coordination, and tribal consultation.
  - c. Preparation of an Environmental Assessment (EA) per 24 CFR Part 58.
  - d. Prepare and submit the HUD Form 7015.15 - Request for Release of Funds and Certification.
4. Landscape layout and design shall not be included in the scope of work or associated fees. Landscape areas will be identified on the site drawings which can be used by a landscaping contractor to provide a landscaping layout and irrigation design to be approved by Client. This work can be accounted for by an allowance in the bidding documents.

5. Bidder accepts no liability for items not constructed in accordance with the construction documents.

### **SCHEDULE**

Bidder will work to complete the above scope of work in a reasonable, timely manner according to the project and funding needs. An earnest effort will be made to complete the services within owner's time constraints.

## **5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE**

### **Request for Proposal Timeline:**

All proposals in response to this RFP are due no later than 5:00 p.m. MDT on September 14, 2018.

Evaluation of proposals will be conducted from September 17, 2018 until October 2, 2018. If additional information or discussions are needed with any bidders during this two-week window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than October 9, 2018.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed no later than October 23, 2018.

Notifications to bidders who were not selected will be completed by October 30, 2018.

### **Project Timeline:**

Project Design phase must be completed no later than December 31, 2018.

## **6. BUDGET**

All proposals must include proposed costs to complete the tasks described in the project scope.

Design Fee:

Amount of Fee and Schedule for Payment

## **7. BIDDER QUALIFICATIONS**

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in design, and building of retail outlets;
- Examples of 3 or more projects designed and constructed by the organization;
- Testimonials from past clients on project design and building;

## **8. INDIAN PREFERENCE REQUIREMENTS:**

1. The work to be performed under this proposal is subject to Section 7(b) of the Indian Self-Determination Act (25 U.S.C. 450 e (b)). Section 7(b) requires that to the greatest extent feasible: (i) preference and opportunities for training and employment shall be

given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations or Indian-owned economic enterprises.

2. The parties to this contract shall comply with the provisions of section 7(b) of the Indian Act.
3. In connection with this contract the contractor shall, to the greatest extent feasible, give preference in the award of any subcontracts to Indian organizations or Indian-owned economic enterprises, and preferences and opportunities for training and employment to Indians.
4. The contractor shall include this section 7(b) clause in every subcontract in connection with the project, and shall, at the direction of the recipient, take appropriate action pursuant to the subcontract upon a finding by the recipient that the subcontractor has violated the section 7(b) clause of the Indian Act.

## **9. PROPOSAL EVALUATION CRITERIA**

Proposals will be evaluated by a multi-disciplinary team, which does not have a conflict of interest, based on the following evaluation criteria. The use of interviews to further evaluate the proposal will be at the discretion of the evaluation team. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner;
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project;
- Previous work: Bidders will be evaluated on examples of their work pertaining to project type as well as client testimonials and references;
- Value and cost: Bidders will be evaluated on the cost of their fees based on the work to be performed in accordance with the scope of this project; and
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience.

Each bidder must submit five (5) copies of their proposal, including one (1) electronic copy (CD or Flash Drive) to the address below no later than September 14, 2018 at 5:00 p.m. (MDT):

Paiute Indian Tribe of Utah  
ATTN: Tyler Prisbrey  
440 North Paiute Drive  
Cedar City, UT 84721

## **10. MISCELLANEOUS**

1. The Paiute Indian Tribe of Utah reserves the right to reject any and all proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, in the Tribe's sole judgment, best meets the requirements of the project in accordance with the evaluation criteria mentioned above.

2. The RFP creates no obligation on the part of the Tribe to award a contract or to compensate the proposer for any costs incurred during proposal presentation, response, submission, presentation, or oral interviews (if held). The Tribe reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.
3. The Tribe further reserves the right to make such investigation as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this purpose as the Tribe may request.
4. The successful proposer awarded said contract will be subject to the Paiute Indian Tribe of Utah's procurement policies and procedures, codes and ordinances.