

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

PAIUTE INDIAN TRIBE OF UTAH
440 NORTH PAIUTE DRIVE

CEDAR CITY, UT, 84721

JANUARY 30, 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 March 2, 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

The scope of this project includes the oversight and coordination of design for the Cedar Band Travel Plaza Enterprise. The project includes, but is not limited to, architectural drawings for an approximately 4,000 square foot convenience store with furnishings, site development and utility connections, petroleum sales and dispensing for retail fuel sales, and geotechnical testing. Engineering for all systems including but not limited to electrical, information technology, petroleum storage and dispensing, plumbing, heating ventilating and air conditioning (HVAC).

The selected bidder will be responsible for planning and conducting all tasks associated with the design for the Cedar Band Travel Plaza Enterprise.

The selected bidder shall perform all of the following tasks, and all others not specifically listed, to bring this design to completion for the Paiute Indian Tribe of Utah and the Cedar Band of Paiutes:

- Engage design professionals and produce a complete set of Contract Documents including Civil, Architectural, Structural, Electrical, Mechanical and Utility Piping drawings. Any other schedules or detail drawings shall also be prepared to provide a clear and complete set for project bidding and construction

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 March 2, 2018.

Evaluation of proposals will be conducted from March 5, 2018 until March 9, 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 March 9, 2018.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed no later than March 21, 2018.

Notifications to bidders who were not selected will be completed by March 16, 2018.

Project Timeline:

Project Design phase must be completed no later than April 26, 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 March 2, 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.