

REQUEST FOR PROPOSAL

PASCUA YAQUI TRIBE HOUSING DEPARTMENT

NOTICE IS HEREBY GIVEN that the Pascua Yaqui Housing Department is seeking the assistance of a licensed Architect and Engineering Firm for the consultation, planning, and design of a mixed use multistory apartment building to be used by the Pascua Yaqui Tribe (PYT) to promote safe and clean living opportunities for tribal families. The Tribe is requesting A&E services for plans and specifications for these proposed activities in phases to meet the Arizona Department of Housing (ADOH) Low Income Housing Tax Credit (LIHTC) application requirements for 2023.

The scope of work will include, but not be limited to provide professional services necessary for the planning and designing of the project, including architectural, site planning, structural engineering, mechanical and electrical engineering, civil engineering, cost estimating and other services as established in the owner and Architect Agreement for the complete performance of the project cited above.

In particular, proposals are invited from both Indian and no-Indian individuals and organizations who have the experience and can demonstrate and show proof that they have the capability in performing professional services of the kind being requested in this Request for Proposal.

Please be advised that in the award of a contract, preference will be given to qualified and acceptable Indian-owned economic enterprises pursuant to HUD regulations by adding 10 points to the evaluations of such firm(s).

In addition, any contract to be awarded as a result of proposals in response to the Request for Proposal will be subject to a determination by the U.S. Department of Housing and Urban Development (HUD) that the prospective Contractor is eligible to contract for federally funded activities.

For information on obtaining a Request for Proposal, please contact Rolando Jaimez, Deputy Director between the hours of 9:00 am – 4:00 pm on weekdays at (520) 879-5890, or by email at rolando.jaimez@pascuayaqui-nsn.gov. Request for Proposals will be available on November 14, 2022.

Interested offerors will submit a proposal marked “A&E Proposal – ADOH LIHTC 2023 Application Design Project” to the Pascua Yaqui Tribe, Housing Department, 4781 W Calle Torim, Tucson, Arizona 85757 Attention: Rolando Jaimez, Deputy Director, **no later than 3:00 pm on December 20, 2022**. The Proposal should, as a minimum, provide the following information in detail:

1. Proposed approach to scope of work.
2. Firm’s qualifications.
3. Staff’s resumes.
4. Documentation of familiarity with Architect services, such as, normal structural, mechanical and electrical engineering services.

5. Staff Availability.
6. References.
7. Proposed pricing.

Proposals received after the date and time stipulated shall not be accepted by the Pascua Yaqui Housing Department and shall be returned to the proposer unopened. The Pascua Yaqui Tribe reserves the right to reject any and all proposals whether such proposals comply with the conditions of the Request for Proposal or not and to waive any informality in the proposals received whenever such rejection or waiver is in the best interest of the Pascua Yaqui Tribe.

All time is referenced to Mountain Standard Time.

**PASCUA YAQUI TRIBE
REQUEST FOR PROPOSALS
ARCHITECT DESIGN AND ENGINEERING**

TABLE OF CONTENTS

	PAGE
i. REQUEST FOR PROPOALS INVITATION	
ii. TABLE OF CONTENTS	3
I. RFP PARTICULARS:	4
A. ORGANIZATION	
B. STATEMENT OF WORK & SCOPE OF WORK	
C. RESTRICTIONS ON TYPE OF FIRMS TO RESPOND	
II. NOTICE	6
III. GENERAL INFORMATION	6
IV. SELECTION PROCEDURES	7
V. METHOD OF REVIEW	7
VI. SIGNIFICANT EVALUATION FACTORS	8
VII. SCOPE OF SERVICES	10
VIII. STANDARDS AND GUIDELINES	10
IX. OTHER PROVISIONS	10
X. FORMAT FOR PROPOSALS	11
XI. PROFESSIONAL/DEVELOPER'S FEE BREAKDOWN	13
ATTACHMENT:	14
• ARCHITECT/ENGINEER EVALUATION FORM (SAMPLE)	

REQUEST FOR PROPOSAL (RFP)

1. RFP PARTICULARS

A. Organization

Pascua Yaqui Tribe Housing Department
4781 W Calle Torim
Tucson, Arizona 85757

Telephone Number: (520) 879-5890, ext. 5896
Email: rolando.jaimez@pascuayaqui-nsn.gov
Deputy Director: Rolando Jaimez

B. Statement of Work for Architect and Engineering firm

1. Project Description and Requirements

The Pascua Yaqui Tribe is seeking proposals from Architect and Engineering Firms (hereafter "Architect") for:

- Consultation and planning services for assistance in meeting the application requirements for 2023 ADOH LIHTC program. This work will be completed in phases including initial design, preliminary design, design development, construction documents, etc.
- Providing guidance to the Housing Department in order to provide affordable and sustainable housing plans for mixed use and multi-story apartment building.
- The design, complete with working drawings, plans and specifications of a multi-story apartment building. The apartments will be 1, 2 and 3 bedrooms. The apartments are to be designed to meet the ADOH requirements for the application.

The Project is being financed in part by the ADOH LIHTC funds if a successful award is made in the 2023 application round. The services required must meet all ADOH requirements, as well as Federal, State, and Tribal laws. The designs must take into account all the necessary construction requirements for a flood plain building process where applicable; incorporate safety features and environmental issues into the construction; and meet all current uniform building codes.

2. Scope of Basic Services

The Architect's Basic Services will include normal structural, mechanical and electrical engineering, and civil engineering services, which are describe in the following four phases:

a. Pre-design Services

Pre-Design Services will include reviewing each lot dimension; establishing Design Criteria; performing on-site inspections to ascertain Project requirements; attending Review Conferences on the Statements of Work; performing field investigations; and attending Pre-Design Meeting.

Notices to proceed on each project to the Schematic Design phase will be issued by the Pascua Yaqui Tribe's Contracting Officer.

b. Schematic Design Phase

After holding conferences with the Tribe, the Architect will study and analyze the project requirements (including the related program schedule and construction budget) and arrive at a mutual understanding of the requirements with the Tribe. The Architect will subsequently prepare schematic design studies consisting of drawings and other documents illustrating the scale and relationship of project components, including structure and material considerations. The Schematic Design Documents will include a Critical Path Timetable, which is acceptable to both the Tribe and the Architect. In addition, the Architect will be expected to prepare a Statement of Probable Construction Cost.

This service phase will be complete when the Tribe Approves the above-mentioned documents (the Schematic Design Documents and statement of Probable Construction Costs) submitted by the Architect.

c. Design development phase

In the Design Development Phase, the Architect will prepare (based upon the Schematic Design Documents and any adjustments authorized by the tribe in program, schedule or construction budgets) more detailed drawings and other documents to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, materials and other essentials. The Architect will advise the Tribe of changes in the preliminary estimate of construction cost and adjust the Statement of Probable Construction Costs accordingly.

This service phase will be complete when the Tribe approves the above mentioned documents (the Schematic Design Documents and Statement of Probable Construction Costs) submitted by the Architect.

d. Construction Documents Phase

During the Construction Documents Phase, the Architect will prepare working drawing and specifications describing, in detail, the construction contract work to be done (materials, equipment, workmanship, and finishes required for architectural, structural, mechanical, and electrical work) and related site work, utility connections, and special equipment. These documents will include any adjustments to the Critical Path Timetable that is acceptable to both the Tribe and the Architect. The Architect will also advise the Tribe of any adjustments to the previous Statement of Probable Construction Cost.

In addition, the Architect will assist the Tribe in preparing the necessary construction drawing, specifications, bid documents, Conditions of the Construction Contract and the Form of Agreement in conformance with HUD regulations pertaining to Tribal procurement and related construction contracts between the Tribe and the Construction Contractor. The Architect will also file documents required for the approval of the required utility plans through the applicable permitting agency.

This service phase will be complete when the Tribe has reviewed and accepted the final working drawings and specifications along with approval from the local jurisdiction. The completion of this phase shall establish A/E Certifications for the preparation of the bid documents. The Architect shall also prepare a letter to support that the Architect is in full compliance with all applicable jurisdictional requirements and all applicable jurisdictional requirements and all building codes in the design and completion of the Working Drawings.

C. For purposes of this RFP, this competition will be restricted to:

Architectural and Engineering firms with past experience in satisfactorily designing and engineering buildings and structures similar to that cited in this Request for Proposal.

II. NOTICE

The Pascua Yaqui Tribe’s Housing Department may reject as non-responsive any proposal with a cost that exceeds the estimated amount of funds available for the design and engineering efforts contemplated herein.

III. GENERAL INFORMATION

All responses to this request must be received by the Pascua Yaqui Tribe’s Housing Department no later than the time stipulated in this RFP, at the address identified.

The Pascua Yaqui Tribe will not accept collect calls with reference to this request.

In the event that only one proposal is submitted for the project, the Pascua Yaqui Tribe is **not** required to accept it. Proposals will be accepted only if they meet criteria set forth in Significant Evaluation Factors (see number VI below) and if a mutually acceptable contract can be negotiated. In consultation with its professional advisor (not one of the competitors), the Pascua Yaqui Tribe's Housing Department may select the professional Architect/Engineering firm within a reasonable time after all evaluations have been completed.

Subsequent to the award of the contract/agreement, and within ten days after the prescribed forms are presented for signature, the successful proposer shall execute and deliver to the Pascua Yaqui Tribe's Housing Department a contract/agreement in the form furnished in such number of counterparts as the Tribe may require.

After the selection of the professional firm and the full execution by both parties of the applicable contract/agreement, work is to begin on the date stipulated in the Tribe's Notice to Proceed. All work is to be completed within the time set forth in the contract/agreement. Both the Pascua Yaqui Tribe and HUD (if applicable) reserve the right to review, comment on and approve all work performed by the Professional firm in relation to the said contract/agreement.

IV. SELECTION PROCEDURES

The Pascua Yaqui Tribe's Housing Department will utilize formal advertising of a "Request for Proposals" with the objective of issuing a contract award to the most highly rated offeror, subject to the negotiation of fair and reasonable terms and conditions as well as equitable compensation. This "Request for Proposals" will contain the following:

- Scope of the intended work
- Significant evaluation factors
- Format for responses
- Explanation of the method of evaluation of the proposals that are received

To be considered responsive, proposals that are submitted must address all components of the "Request for Proposals." The Pascua Yaqui Tribe's Housing Department reserves the right to reject any and all proposals based on documented reasons, including determining any or all proposals to be non-responsive.

V. METHOD OF REVIEW

The Pascua Yaqui Tribe and its authorized representatives will review all proposals received, and may contact offerors to request further information, either in written form or in the form of a presentation which could include representatives from a funding agency. The Pascua Yaqui Tribe may also accept any given proposal as submitted or may negotiate with an offeror to establish terms more acceptable to the Tribe. The decision(s) of the Pascua Yaqui Tribe in these matters shall be final and not subject to appeal. The Pascua Yaqui Tribe shall not be required to accept the lowest bid submitted (provided a reasonable basis exists for rejection of the lowest bid). The

Pascua Yaqui Tribe shall not be deemed to have accepted any bid offer unless such acceptance is in writing and signed by an authorized representative of the Tribe and conveyed to the offeror.

V. SIGNIFICANT EVALUATION FACTORS

All offerors should understand the factors that will enter into the evaluation of proposals, and the relative importance of these factors. Factors for evaluation in this case will fall into seven priorities as set forth below:

- Technical Qualifications of the Firm and Staff: Criteria will be evaluated based on the firm's experience, with emphasis on current experience, in satisfactorily completing projects of the type proposed. The qualifications should reflect demonstrated ability and offering of professional services as covered by the Statement of Work. Consideration will be given to the offeror's relevant experience. Offerors will receive 25 points if they have 15 or more such past projects, 15 points with 9-14 such past projects and 5 points with 4-8 such past projects. Projects listed should include a brief description of results, the name of the contracting agency, and a contact person.
- A Demonstrated administrative ability to provide services in a timely manner: Offeror's will receive between 0 and 20 points based on how well they outline their ability to provide the services indicated and within the period indicated in the bid package. A higher point value will be awarded to firms who provide clear information as to the amount of time the project will take and when project milestones will be reached. Higher point values will also be awarded to firms which demonstrate within the bid document that they have completed similar projects successfully and on time in the past.
- Demonstrated administrative ability to contain cost: Offeror's will receive between 0 and 10 points based on how well they outline their ability to contain costs on the proposed project. A higher point value will be awarded to firms who provide clear suggestions for cost containment on the proposed project. Higher point values will also be awarded to firms that demonstrate within the bid document that they have implemented cost saving measures on satisfactorily completed projects in the past.
- Demonstrated administrative understanding of the design program including cultural and historical considerations: Offeror's will receive between 0 and 25 points based on how well they outline understanding of the proposed project. A higher point value will be awarded to firms who provide a specific and clear plan for completing the project. Higher point values will also be awarded to firms which demonstrate within the bid document a clear plan for incorporating the culture and history of the Pascua Yaqui Tribe within the project and on satisfactorily completed projects in the past.
- Indian-Preference in employment and training: A detailed plan on the measures that will be taken to ensure that Tribal members will be employed under the proposed project will receive 10 points. Any plan which does not clearly state the intended plan for implementing

Indian-Preference in all employment practices or which does not submit an acceptable plan will receive 0 points.

- Professional Fee Breakdown: Any Fee breakdown which does not include all of the components outlined within the RFP or which is considered to be unrealistic will receive 0 points regardless of the total dollar amount proposed. Of those bids which are considered to be responsive in this area, the lowest will receive 10 points, the second lowest will receive 6 points and the third lowest will receive 3 points.
- Indian Preference Statement: 10 points will be given to a responsive offeror who provides sufficient documentation demonstrating that the majority of its enterprise is Indian owned. Proposals that do not contain such documentation or contain insufficient documentation will receive 0 points.

Selection of a Professional Architect and Engineering firm will be based to a significant extent by the above considerations as summarized below:

<u>Consideration</u>	<u>Maximum Award</u>
1. Technical Qualifications of the firm and staff:	
A. 15 or more satisfactorily completed contracts	25 points
B. 9-14 satisfactorily completed contracts	15 points
C. 4-8 satisfactorily completed contracts	5 points
2. To Provide services in a timely manner on this project and on past projects	0-20 points
3. For cost containment recommendation on this project and on past projects	0-10 points
4. A full understanding of the architectural, design and engineering elements of the program as required by the Pascua Yaqui Tribe including cultural and historical considerations	0-25 points
5. Indian preference in employment and training:	
A. Acceptable plan submitted	10 points
B. Unacceptable plan submitted	0 points
6. Professional fee:	
A. Lowest fees estimate	10 points
B. Second lowest fee estimate	6 points
C. Third lowest fee estimate	3 points
7. Indian Preference:	
A. Qualified Indian owned enterprise	10 points

B. Non-Indian owned

0 points

VI. SCOPE OF SERVICES

The scope of services and related effort are as set forth in Part 1. B., "Statement of Work", above.

VII. STANDARDS AND GUIDELINES

All work must be completed in accordance with standards which meet or exceed the most recent editions of the Uniform Building Code, the Uniform Plumbing Code, the Uniform Mechanical Code, and Standard Specifications for Public Works Construction for Building Materials and Construction Methods, and the National Electric Code.

XI. OTHER PROVISIONS

a. Interpretations

Any reference to the masculine gender in the proposal/contract documents includes the feminine and vice versa. Any reference to days shall be interpreted to mean calendar days.

b. Termination

"Request for Proposals" may be terminated by the Pascua Yaqui Tribe at any time for cause.

c. Non-Collusive Understanding

Each person and/or firm submitting a proposal in response to this request certifies that he/she has not colluded with any other person, firm, enterprise or corporation in regard to securing the services being solicited.

d. Communications

Any comments regarding this solicitation should be directed to Rolando Jaimez, Deputy Director, Housing Department, Pascua Yaqui Tribe, 4781 W Calle Torim, Tucson, AZ 85757. Phone (520) 879-5890, ext. 5896; rolando.jaimez@pascuayaqui-nsn.gov

e. Access to Records

The owner, or any other funding agency for the project (if applicable), the Comptroller General of the United States, or their authorized representative, 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.

f. Disclosure of Interest

No commissioner, officer, or employee of the Pascua Yaqui Tribe, no member of the governing body of the locality which the Pascua Yaqui Tribe 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 his 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.

g. Negotiation

Provisions not addressed by this solicitation will be negotiated with the professional once a selection has been made.

h. Agreement

The selected professional will enter into an enforceable agreement that fully conforms to the contracting provisions pursuant to appropriate requirements of the Pascua Yaqui Tribe and HUD

i. False Statements

The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

X. FORMAT FOR PROPOSALS

The following is a sample format for proposals.

FORMAT FOR PROPOSALS

Firm Name:

Contact Person:

Business Address:

Telephone Number:

Fax Number:

Email Address:

Type of Organization: Individual, sole proprietorship, partnership, or corporation.

Abstract: One paragraph description of the organization.

Objectives: Brief general discussion or statement of intent.

Technical Qualifications of the Firm and staff: List previous and ongoing projects, a brief description of results, name of contracting agency, and contact person.

Procedures and Time Frames: A brief general discussion, to include ability to commence work immediately.

Data Source: If relevant, discuss archival resources, persons, expert knowledge, etc., which will be consulted in the course of the project.

Personnel: Statement of Qualifications – Include a resume for each principal member of the project; include project representative, if required, in the Statement of Work. Include any other documentation that will demonstrate to the satisfaction of all funding agents that the prospective Professional has the technical, administrative, and financial capability to perform contract work of the size and type being contemplated.

NOTE: This “Request for Proposals” is **NOT** restricted to only Indian owned economic enterprises and organizations. However, any qualified Indian owned economic enterprises, firm or Indian business that submits an acceptable proposal in response to this request will receive a 10 point advantage in the evaluation process. Reference: 24 CFR 953.503.

Plan for Maximum Utilization of Indians: A brief discussion.

Fee Breakdown: Estimate to the best of professional’s ability anticipated fees list costs of category, e.g., salaries, consultants, equipment purchase and/or rental, report production of publication, indirect cost, materials and supplies, travel and mileage. Include the rates (hourly) charged for each category of employee under the contract. Compile all anticipated fees (maximum of two pages) and place them as the last pages of your proposal. A sample fee breakdown follows.

Statement of Indian Preference: Companies wishing to qualify for Indian Preference must submit evidence demonstrating the following:

- a. Extent of Indian ownership, control, and interest.
- b. Structure, management and financing affecting the Indian character of the enterprise, including major subcontracts and purchase agreements; materials or equipment supply arrangements; and management salary or profit sharing arrangements; and evidence showing the effect of these on the extent of Indian ownership and interest.
- c. Demonstration to the satisfaction of all funding agents that the prospective professional has the technical, administrative, and financial capability to perform contract work of the size and type involved.

References: Include at least three, from the last three jobs, identifying contact person, address, telephone number, type and dollar amount of project.

NOTE: all submissions become the property of the Pascua Yaqui Tribe. Professionals are advised to make copies of their work since submissions will not be returned.

XI. PROFESSIONAL/DEVELOPER'S FEE BREAKDOWN

The following is a sample Professional's Fee Breakdown:

I, _____ of _____ certify that to the best of my ability the following depicts a reasonable estimate of the anticipated 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 EDA to provide the services required.

a. Basic Services \$ _____

State basis on a separate sheet such as anticipated number of drawings, minimum man-hours to be spent, hourly rates for employees, etc.

b. Estimate of Reimbursements

Travel and Mileage	\$ _____
Expense of Reproduction	\$ _____
Materials and Supplies	\$ _____
Equipment Purchase/Rental	\$ _____

c. Consultant Services

Structural Engineer	\$ _____
Other _____	\$ _____

d. Project Representative \$ _____/hour

State hourly rate for item d.

Signature

Date

SAMPLE
(FOR INFORMATION ONLY)
ARCHITECT/ENGINEER EVALUATION FORM
 _____ PROJECT
 _____, 2012

FIRM NAME: _____
 PROPOSER: _____
 ADDRESS: _____
 TELEPHONE #: _____ FAX #: _____
 EMAIL: _____

Consideration	Maximum Award	Points Awarded
1. Technical Qualifications of the Firm and staff		
A. 15 t satisfactorily completed contracts	25 points	
B. 9-14 satisfactorily completed contracts	15 points	
C. 4-8 satisfactorily completed contracts	5 points	_____
2. To provide services in a timely manner	0-20 points	_____
3. For cost containment recommendations	0-10 points	_____
4. Understanding of the design project	0-25 points	_____
5. Indian-preference in employment and training		
A. Acceptable plan submitted	10 points	
B. Unacceptable plan submitted	0 points	_____
6. Professional fee		
A. Lowest fee estimate	10 points	_____
B. Second lowest fee estimate	6 points	_____
C. Third lowest fee estimate	3 points	_____
7. Indian Preference		
A. Qualified Indian owned enterprises	10 points	_____
B. Non- Indian	0 points	_____
Total Points		_____

Evaluator _____ Date _____

Comments: _____

