

1 **REQUEST FOR PROPOSAL**
2 **San Xavier District**
3 **Planning Department**
4 **Tohono O’odham Nation**

5
6 NOTICE IS HEREBY GIVEN that the Planning Department of the San Xavier District is seeking
7 the assistance of an Architectural Firm for the complete pre-design phase, including
8 programming, conceptual renderings and masterplanning, for a District Complex on the San
9 Xavier District reservation. This facility will house District departments and may also include
10 certain services from the Tohono O’odham Nation; some preliminary programming will need to be
11 accomplished to finalize such details. The funding for this will come from the San Xavier District
12 fiscal year’s budget. For inquiries contact Paul Sweum, Planning Administrator, between the
13 hours of 9:00am – 4:00pm on weekdays at (520) 294-5727, Extension 3303.
14

15 Interested Architects will submit a sealed proposal marked in the following manner no later than
16 5:00pm on May 17, 2002:

17 Attn: Planning Administrator
18 Re: District Complex project: Pre-design phase
19 Planning Department
20 San Xavier District of the Tohono O’odham Nation
21 2018 W. San Xavier Road
22 Tucson, Arizona 85746
23

24 The proposal should provide the following information in detail:

- 25 1. Proposed approach to scope of work;
26 2. Firm's qualifications;
27 3. Resumes from the Staff of the Firm;
28 4. Documentation of Familiarity with design of government buildings, including the
29 masterplanning, conceptual renderings, and programming of such facilities;
30 5. Staff availability;
31 6. References; and
32 7. Proposed costs.
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35 **Note: Copies of the Request for Proposal can be obtained from:**
36 **Planning Department**
37 **San Xavier District of the Tohono O’odham Nation**
38 **2018 W. San Xavier Rd.**
39 **Tucson, Arizona 85746**
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REQUEST FOR PROPOSALS

PRE-DESIGN PHASE San Xavier District: District Complex

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1. MAPS
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REQUEST FOR PROPOSALS

I. DEFINITIONS

A. Organization

Planning Department
San Xavier District of the Tohono O’odham Nation
2018 W. San Xavier Rd.
Tucson, Arizona 85746

Telephone Number: (520) 294-5727 x3303

Fax: (520) 294-0613

Contact Person: Paul Sweum, Planning Administrator

B. Statement of Work

The San Xavier District, hereinafter referred to as "SXD," is looking for an architectural firm to perform the pre-design phase (programming, conceptual renderings, masterplanning) for a District Complex. The facility will feature District departments and may also include certain services from the Tohono O’odham Nation. The SXD currently has over 70 employees and continued growth of staff is anticipated. The scope of work will include, but not be limited to:

- Evaluation of existing conditions for the project site.
- Site Analysis.
- General programming.
- Three (3) Architectural theme options — one (1) of which will be chosen by the SXD.
- Three (3) Masterplanning options — one (1) of which will be chosen by the SXD.

All work done by the professional shall, at a minimum:

- Complete general programming to determine what departments and services will be housed under the District Complex, and then
- Provide an option of three (3) masterplanning and architectural theme options for SXD Staff and SXD Decision-makers to consider via the SXD Development Review Process, and
- Be represented with a shared leadership role (as project architect) with SXD Planning Staff, including attendance at SXD decision-maker meetings throughout the review process (to be determined), and
- Carry out all assignments and duties in a manner that reflects professionalism.

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

Architectural firms with past experience in satisfactorily masterplanning and designing government facilities related to the type and scale of the SXD District Complex.



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II. OVERVIEW

The San Xavier District will coordinate, through the professional, the pre-design phase — including general programming, conceptual renderings, and masterplanning — for a District Complex (government center). The SXD may reject as non-responsive any proposal with a cost that exceeds the estimated amount of funds available for this pre-design portion of the project.

III. GENERAL INFORMATION

All responses to this Request for Proposal must be submitted to the SXD no later than the time stipulated, at the address identified.

The SXD will not accept collect calls with reference to this request.

In the event that only one (1) proposal is submitted for the project, the SXD 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 a professional advisor (not one of the competitors), the SXD may make a selection of the professional within thirty (30) days after the submission deadline.

After the selection of the professional firm and signing of agreement, a Notice to Proceed shall be issued. work is to begin on the date stipulated in the Notice to Proceed after the approval of the agreement, and all work is to be completed within forty-five (45) calendar days from the date of approval of the agreement. The SXD reserves the right to review, comment and approve all work performed by the Professional in relation to the agreement.

Subsequent to the award of the contract, and within ten (10) days after the prescribed forms are presented for signature, the successful Proposer shall execute and deliver to the SXD a contract in the form furnished in such number of counterparts as the SXD may require.

IV. SELECTION PROCEDURES

- The SXD will utilize formal advertising of a Request for Proposal(s) to award the contract award to the most highly rated Offeror, subject to negotiation of fair and equitable compensation. The request for proposal(s) will give the scope of the pre-design phase, will identify significant evaluation factors, and will provide a format for responses. Offerors will receive between 0 and 20 points based on how well they outline their ability to provide the services indicated and within the time frame 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 that demonstrate within the bid document that they have, in the past, completed similar projects successfully and on time.
- Demonstrated administrative ability to contain costs: 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: Offerors will receive between 0 and 25 points based on how



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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 that demonstrate, within the bid document, a clear plan for incorporating the culture and history of the San Xavier District and Wa:k O'odham (local Community) 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 state clearly 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 that does not include all of the components outlined within this 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: 15 points will be given to any enterprise that provides sufficient documentation demonstrating that the majority of the enterprise is Indian (Native American) owned. Bids, which do not contain such documentation or contain insufficient documentation, will receive 0 points.
- Selection of a Professional Architect will be made by the above considerations as follows:

Consideration	Maximum Award
1. Technical Qualifications of the Firm and staff	
A. 30 or more satisfactorily completed contracts	25 points
B. 10-29 satisfactorily completed contracts	15 points
C. 9 or less 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 recommendations on this project and on past projects	0-10 points
4. Of a full understanding of the design program as required by the San Xavier District 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 fee estimate	10 points
B. Second-lowest fee estimate	6 points
C. Third-lowest fee estimate	3 points
7. Indian Preference	
A. Qualified Indian (Native American) owned enterprises	15 points
B. Non-Indian	0 points

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188 **VII. SCOPE OF SERVICES**

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190 The professional's basic services consist of the District Complex described below.

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192 **A. Preliminary Services**

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194 Includes conferences with the SXD after which the Professional studies and analyzes the project
195 requirements. Includes preliminary meetings to establish the Pre-design agenda: General
196 Programming, Conceptual Renderings and Masterplanning design criteria. On-site inspections to
197 ascertain requirements of project will be performed, in addition to attendance of Review
198 Conference for the Statement of Work, performance of field investigations, and attending
199 preliminary meetings. Notice to proceed to the General Programming, Conceptual and
200 Masterplanning mini-phases will be issued by the San Xavier District Planning Administrator,
201 Paul Sweum.

202

203 **B. Pre-Design Phase: General Programming**

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205 Includes collecting existing studies and information, in addition to further research of data (as
206 deemed necessary) to determine suggested facility size. From the collection and determination
207 of such programming information, the Professional presents to the SXD a General Programming
208 Site Plan and related documents to show how scale and such determinations will apply to the
209 Conceptual Renderings and final Masterplanning mini-phases of the project. Upon approval by
210 the SXD of a preliminary site plan based on completed general programming determination, this
211 phase of service is complete; to the effect that the Professional may proceed to the Conceptual
212 and Masterplanning mini-phases — simultaneously, if appropriate, in an effort to realize optimal
213 cost-effectiveness and /or arrive at a more resourceful timeline in the project.

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215 **C. Pre-Design Phase: Conceptual Renderings**

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217 Includes the preparation of conceptual renderings in the form of sketched drawings and other
218 data relating to building appearance; including illustrations of scale and architectural themes
219 conveyed in a three dimensional “real-world” perspective of how the environment and employees
220 would appear when interacting with the facility. All considerations of site and design determined
221 to be applicable would be appropriate at this phase. A completed SXD Development Review
222 Process would be required for this project mini-phase, including at least two (2) public hearings
223 — one of which would be in the form of and advertised as a “workshop” for Community Members
224 to participate in; an interactive, “hands-on” environment and give suggestions to this part of the
225 project. The Professional would be involved in coordinating these public hearings and would
226 need to be present to attend all meetings involving decisions in the DRP. Upon approval by the
227 SXD of one (1) of three (3) provided architectural conceptually rendered themes, this phase of
228 service is complete.

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230 **D. Pre-Design Phase: Masterplanning**

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232 Includes finalized overall site plans drawn to scale, accompanied by elevation perspectives
233 drawn to scale. The appearance of the site plans and elevation drawings need to be conveyed in
234 such a way that they will be a different product from that of the conceptual renderings, however
235 will work to compliment and work with the conceptual renderings. Like the conceptual
236 renderings, a completed SXD Development Review Process would be required for this project
237 mini-phase, including at least two (2) public hearings — one of which would be in the form of and
238 advertised as a “workshop” for Community Members to participate in; an interactive, “hands-on”
239 environment and give suggestions to this part of the project. The Professional would be involved
240 in coordinating these public hearings and would need to be present to attend all meetings
241 involving decisions in the DRP. Upon approval by the SXD of one (1) of three (3) provided
242 Masterplanning layouts, this phase of service is complete.



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E. Consideration for Design Phase of Project

Depending on the assessed performance of the Professional through the pre-design phase of this project, the Professional may be considered for the design phase of the project. The design phase may include such mini-phases as final schematic design, development plans and construction documents. The details of the design phase may be finalized following the finish and approval of the pre-design phase.

VIII. STANDARDS AND CERTIFICATIONS

All work must be completed in accordance with standards that meet or exceed the most recent practices of architecture and planning, with respect for traditional O’odham architecture and themes emphasized. Architectural certification is required for those individuals giving final approval to final editions of work throughout the project. Five (5) years of planning experience is required, with AICP certification being preferred, for those consulting planners approving final editions of submitted work throughout the project.

IX. PROVISIONS

A. Interpretations

Any reference to the masculine gender in the proposal /contract documents includes the feminine and vice versa. Any reference to days is determined by calendar days.

B. Termination

This request for proposals may be terminated by the SXD at any time for cause.

C. Non-Collusive Understanding

Each person and /or 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.

D. Communications

Any comments regarding this solicitation shall be directed to Paul Sweum, Planning Administrator, San Xavier District Planning Department, 2018 W. San Xavier Road, Tucson, Arizona, 85746. Telephone is (520) 294-5727 x3303; fax is (520) 294-0613.

E. Access to Records

The owner, 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 three (3) years after completion of the project.

F. Disclosure of Interest

No commissioner, officer, or employee of the SXD, nor member of the governing body of the locality which the SXD has activated, and no other public official of such locality or



297 localities who exercises any functions or responsibilities with respect to the project, shall,
298 during his tenure or for one (1) year thereafter, have any interest, direct or indirect, in the
299 project, or in any property included or planned to be included in the project, or in this
300 contract or any other contract or proposed contract relating to the project.

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302 **G. Negotiation**

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

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307 **H. Agreement**

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309 The selected professional will enter into an enforceable agreement that fully conforms to
310 the contracting provisions pursuant to appropriate requirements of the SXD.

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312 **I. False Statements**

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

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317 **X. FORMAT FOR PROPOSALS**

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319 The following is a sample format for proposals.

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321 **FORMAT FOR PROPOSALS**

322
323 **Firm Name:**

324
325 **Contact Person:**

326
327 **Business Address:**

328
329 **Telephone Number:** **Fax Number:**

330
331 **Type of Organization:** Individual, sole proprietorship, partnership, or corporation.

332
333 **Abstract:** One paragraph description of the organization.

334
335 **Objectives:** Brief general discussion or statement of intent.

336
337 **Technical Qualifications of the Firm and staff:** List previous and ongoing projects, a
338 brief description of results, name of contracting agency, and contact person.

339
340 **Procedures and Timeframes:** A brief general discussion; include ability to commence
341 work immediately.

342
343 **Data Source:** If relevant, discuss archival resources, persons, expert knowledge, etc.,
344 which will be consulted in the course of the project.

345
346 **Personnel:** Statement of Qualifications– Include a resume for each principal member of
347 the project; include project representative if required in Statement of Work. Include any
348 other documentation that will demonstrate to the satisfaction of all funding agents that the
349 prospective Professional has the technical, administrative, and financial capability to
350 perform contract work of the size and type involved.



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This request for proposals is NOT restricted to only Indian owned Economic Enterprise and Organizations, however, any Indian-owned Economic Enterprise or Indian business qualifying under 24 CFR 904. 204 (b) (2) submitting a proposal for Architectural services receive fifteen (15) of the total number of available points.

Plan for Maximum Utilization of Indians: A brief and clear 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 costs, 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 [2] pages), to be placed as the last pages of the 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, controls, 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 (3), from the last three (3) jobs, identifying contact person, address, telephone number, type, and dollar amount of project.

NOTE: All submissions become the property of the SXD. Professionals are advised to make copies of their work since submissions will not be returned.



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XI. PROFESSIONAL /ARCHITECT’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 accomplish 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
Long Distance Telephone \$ _____
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.

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Signature

Date



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THIS PAGE IS FOR SXD USE ONLY

PROFESSIONAL /ARCHITECT EVALUATION FORM

**PROJECT
, 2002**

FIRM NAME: _____

PROPOSER: _____

ADDRESS: _____

TELEPHONE #: _____

FAX #: _____

Consideration

**Maximum
Award**

**Points
Awarded**

1. Technical Qualifications of the Firm and staff		
A. 30+ satisfactorily completed contracts	25 points	_____
B. 10-29 satisfactorily completed contracts	15 points	_____
C. 9 or less 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	_____
3. Indian-preference in employment and training		
A. Acceptable plan submitted	10 points	_____
B. Unacceptable plan submitted	0 points	_____
4. 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	15 points	_____
B. Non-Indian	0 points	_____
	Total Points	_____

Evaluator: _____

Date: _____

Comments: _____

