



Request for Proposal (RFP) – Architect of Record

Soboba Sovovatum Village – Phase 2

Proposal Due Date: 5/20/25 @ 5PM

Submittal Contact:

Nate Moore  
Oak and Stone Development  
Owners Representative

[nate.moore@oakandstonedevelopment.com](mailto:nate.moore@oakandstonedevelopment.com)



## 1. Introduction

The **Soboba Economic Development Corporation (“SEDC”)** is seeking proposal and qualification submittals from licensed Architect Firms (“AOR”), with licensed sub-consultants, to provide comprehensive Design Services by entering into a set of contract documents with the SEDC for the Soboba Sovovatum Village Phase 2 (“**Project**”). The Project work will include design and engineering of the following services, complete, in order to produce Construction Documents (Plans) for the construction of the Project: Architectural, Mechanical, Electrical, Plumbing, Structural, Landscaping, coordinated infrastructure design with car wash supplier/designer. The Project’s Scope of Work (“Program”) consists of the following important features: 2,000 SF Retail Building, Car Wash Building, ~6,500 SF retail building, Site Development and Improvements, Wet and Dry Utility connections (see following sections for more specific information).

Based on the response to this RFP, the SEDC intends to select a AOR for the Project based on the best value criteria set forth herein. The successful proposer will be that which provides best value to the SEDC, taking into consideration the proposer’s cost, demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required.

This RFP describes the project, the required scope of services, the expectations of awarded firm, the minimum information that must be included in the proposal, and the deadlines for submittal.

## 2. Project Description

1. Owner - The Project is commissioned by the Soboba Economic Development Corporation, a subsidiary of the Soboba Band of Luiseno Indians, a federally recognized tribe located in San Jacinto, California.
2. Project Location-The Project is located in the Soboba Band of Luiseno Indians Reservation in San Jacinto, CA 92583. It is located on the same property as the RoadRunner Express at 2214 Lake Park Dr, San Jacinto, CA 92583, across the street from Soboba Casino Resort.
3. Project Scope – Design Program
  1. The SEDC has previously designed and developed much of the land and infrastructure Sovovatum Village Property. Below is a general description of design and construction-work completed to date. Though, Exhibits A -D (Plan Narrative and Plans) will require the bidding AOR’s to establish the required work from the design team to get to a code compliant, fully constructible design.
    - a. Phase 1 was the construction of the RoadRunner Express (fuel Station) and associated site improvements, including road improvements and access.
    - b. All building pads for the project have already been graded. Most of the utilities are all running to the separate building pads, stubbed into the different sites just beyond the improvements.
    - c. The 2,000 SF shell structure and exterior finishes/associated site, has already been completely designed. Architect will be required to design the tenant improvement for the specified business/occupant.

- d. The Car Wash building and site design is complete schematically. However, the civil engineering is complete, other than any specialized utilities for car wash water capture/recycling. AOR will include in their proposal/contract, all costs associated with fulfilling the design for all coordinated infrastructure, MEP, structural, etc for the car wash equipment to be installed. The owner will provide Car Wash equipment design-build contractor that the AOR will be obligated to coordinate with.
  - e. The 6,000 SF retail building and site will need full design services but the utilities are stubbed to the location. This building will be a single tenant, hemp dispensary building.
2. Programming (See attached project plans)
- a. The programming of the Project is as follows:
    - a. Buildings
      - 2.3.2.a.a.1. 2,000 SF Building – Gaming/QSR
      - 2.3.2.a.a.2. Car Wash Building
      - 2.3.2.a.a.3. 6,500 SF Building – Hemp Dispensary/Shop
    - b. Site Improvements
      - 2.3.2.a.b.1. Wet and Dry Utilities
      - 2.3.2.a.b.2. Road Improvements (onsite)
      - 2.3.2.a.b.3. Car Parking
      - 2.3.2.a.b.4. Trash Enclosures
      - 2.3.2.a.b.5. Driveways
      - 2.3.2.a.b.6. Landscaping

### 3. Schedule

- 1. Project Schedule
  - 1. Design Schedule: 5/26/25 – 1/18/26
  - 2. Plan Checking: 1/18/26-2/1/26
  - 3. Construction: 2/1/26 – 12/1/26
- 2. RFP Activity/Proposal Submittal Schedule:
  - RFI Submittal Deadline – 5/9/25
  - Project Site Walk – 5/7/25**
  - RFP Submittal Deadline – Due 5/20/25 @ 5PM
  - Candidate Interviews – Week of 5/26/25

### 4. Submittal Document Requirements

- 1. RFP Submittal - To be submitted electronically in a single PDF form on 5/20/25 by 5:00 PM to Nate Moore [nate.moore@oakandstonedevelopment.com](mailto:nate.moore@oakandstonedevelopment.com)
  - 1. Cover Page – 1 Page
  - 2. Firm Experience and Portfolio – Up to 2 Pages
    - a. Signature projects
    - b. Firm size, duration in business
    - c. Native American project experience
    - d. Car Wash Experience
  - 3. Proposed Design Team & Bios – Up to 2 Pages

- a. Project Executive
  - b. Project Architect
  - c. Subconsultants
4. Proposed Design Schedule, Significant Milestones – Up to 2 Pages
5. Cost Proposal – Breakdown as Follows – Up to 3 Pages
- a. AOR
  - b. Sub-consultants – List Each
  - c. Construction Administration – Full RFI, Submittal, ASI service
  - d. Rates (For Amendment Validation, Contract will be lump sum and tied to scheduled time and scope agreed upon)

## 5. Jobsite Walk

1. **There is a mandatory jobsite walk for bidding AOR's on 5/7/25 @ 10:30AM. We will meet at parking lot of the RoadRunner Express fuel station.**

## 6. Design Service Requirements

AOR will be required to provide the following:

### 5.1 General Service Requirements

- 5.1.1 Design to current **International Building Code**
- 5.1.2 Design will need to be fully constructible
- 5.1.3 Plans will be checked by 3<sup>rd</sup> Party, **provided by Owner**
- 5.1.4 Project Requires AOR attend a minimum of (2) on-site design meetings for the following work with the Tribe once awarded: collaboration sessions, property walks, and design sessions
- 5.1.5 AOR to make a minimum of (3) field visits during construction
- 5.1.6 AOR subconsultants required to make a minimum of (2) field visits, each subconsultant.
- 5.1.7 Design will need to be fully constructible
  - 5.1.7.1 Agreement between Tribe/AOR will require cost include fully constructible design. As design conflicts occur during plan check, design phase, and construction phase at no fault of Tribe or Contractor, AOR's contract price in design services and construction administration services will be considered the lump sum budgets from which any required ASI's, design revisions, RFI's, etc. will be accounted for. There will not be additional compensation for any of these items if it is determined they are not code compliant, are missing required information, and is not constructible. If there are additional services requested for new program or issues caused by Owner/Contractor, THEN additional proposals, change orders, and contract amendments for AOR will be executed.
- 5.1.8 Architect of Record is required to provide the following design services in-house or subcontracted to create a code compliant and constructible plan set.
  - 5.1.8.1 Architecture
  - 5.1.8.2 Electrical Engineering
  - 5.1.8.3 Mechanical Engineering

- 5.1.8.4 Plumbing Engineering
- 5.1.8.5 Landscaping Design
- 5.1.8.6 Structural Engineering
- 5.1.8.7 Site and Building lighting design
- 5.1.8.8 Dry Utility Coordination

- 5.1.9 AOR to attend at maximum bi-weekly design update meetings with owner and/or owner's representative
- 5.1.10 Construction Administration
  - 5.1.10.1 Attend OAC Meetings
  - 5.1.10.2 Respond to RFI's
  - 5.1.10.3 Review Contractor Submittals
  - 5.1.10.4 Provide standard construction administration services

## 7. Owner's Representative

Oak and Stone Development ("O&S") has been procured by the Tribe as their Representative and Project Manager for the Project. All information, documentation and direction will be funneled through O&S. The O&S representatives are listed below:

- Nate Moore – nate.moore@oakandstonedevelopment.com
- Shane Melbo – [shane.melbo@oakandstonedevelopment.com](mailto:shane.melbo@oakandstonedevelopment.com)
- Skye McMichael – skye.mcmichael@oakandstonedevelopment.com

## 8. Documents and Exhibits

- **Exhibit A – Phase 1 Contract Plans (This is what the contractor was contracted to build in phase 1 – Partial site, only the c-store building, etc)**
- **Exhibit B – Phase 2 Drawings to Date (these drawings contain design of additional areas of work that were not built in Phase 1, such as Suite B shell, civil design of utilities and drive lanes over by car wash, car wash development, etc.**
- **Exhibit C – Contractor As-Builts**
- **Exhibit D – Project Scope Map (This shows the areas that are to be designed)**

## 9. Interviews and Selection

The Tribe will select Architect firms to interview for award of Project. The format of this interview is as follows:

- Owner Introduction
- Owner's Representative Introduction: O&S
- Architect Introduction
- Architect Presentation:
  - General overview of proposal and project approach
  - Recommendations
- Owner/OR questions, interview, discussion
- Closing Remarks

