



SOBOBA BAND OF LUISEÑO INDIANS
Soboba Tribal Administration

REQUEST FOR PROPOSAL (RFP)
MULTI-TENANT OFFICE DESIGN
Former RSBCIHI Clinic

Proposals must be received
No later than 2:00 p.m.
NOVEMBER 28, 2023

PROJECT NAME:
607 DONNA WAY
Former RSBCIHI Clinic
San Jacinto, California 92583
PH: 951-654-5544 X 4126
kbrennan@soboba-nsn.gov



I. INTRODUCTION

The SBLI with its 8,000+ acre Reservation is located at the base of the western foothills of the San Jacinto Mountain. The Tribal enterprises consists of Soboba Casino Resort & Facilities Maintenance Buildings, Roadrunner Express Gas Station, Soboba Fire Station, Department of Public Safety Surveillance, Administrative Buildings, Information Technology Data Center, Soboba Economic Development Corporation, Public Works & Maintenance Buildings, Soboba RX Pharmacy, First California Credit Union, Arena, Parks & Recreation and Soboba Noli School District.

Today, the Soboba Band of Luiseño Indians is a federally-recognized tribal government that exercises our right to self-governance and self-determination. The results of exercising these rights can be seen in both our tribal government and our business enterprises. Further expansion of government and business enterprises requires additional building space for program and administrative offices.

SBLI recently acquired the former clinic site from Riverside-San Bernardino County Indian Health, Inc. after they vacated the building and relocated to a new building site. The current site was first built in 2011. RSBCIHI purchased the project site and have used the facilities to provide healthcare needs for consortium tribal members. Services provided at the former site included the following:

• Medical	• Optical	• Dental	• Pharmacy
• Lab	• Imaging	• Behavioral Health	

The former clinic site is approximately 15,412 sf with a 1,350 outbuilding.

II. REQUEST FOR PROPOSAL

General Project Information

1. **Project:** Soboba Multi-Tenant Office Building
2. **Project Owner:** SOBOBA BAND OF LUISEÑO INDIANS "SBLI"
3. **Location:** 607 Donna Way, San Jacinto, CA 92583
4. RFP Documents:
 - 4.1. Exhibit A – Insurance Requirements
 - 4.2. Exhibit B – Cost Breakdown * TO BE SUBMITTED WITH PROPOSAL*
 - 4.3. Exhibit C - Vendor Application Form *TO BE SUBMITTED WITH PROPOSAL*
 - 4.4. Existing Plans of Out Building by Herron Rumansoff dated 2011 for reference
 - 4.5. Floor Plan of Main Building
5. **General Project Description:** The Project consists of designing and renovating an existing 15,412 square foot. building and smaller 1,350 square foot outbuilding. The site was formerly used as healthcare clinic that included medical, dental, optical, lab, and imaging facilities with some administration offices. We are seeking to redesign the space in order to be used for multi-disciplinary administration that



can be easily renovated in the future if necessary. The Tribe will contract with a fire suppression contractor to provide fire protection throughout the building.

The SOBOBA BAND OF LUISEÑO INDIANS ("SBLI") issues this Request for Proposal ("RFP"). The purpose of this RFP is to obtain bids to develop and design a multi-tenant office building, generate construction plans, and provide construction support ("Design Build") for the former RSBCIHI clinic building located at 607 Donna Way, San Jacinto, CA 92583. SBLI seeks to engage a professional consultant for scope and design to align with the SBLI's vision for a cost effective, updated, and functional redesign of the former site.

Program and office space would potentially include the following departments but is not limited to these departments:

- TNAF – EXHIBIT D
- Environmental – EXHIBIT E
- Family Services – EXHIBIT F
- Open Space
 - Potential tenants

III. SCOPE OF WORK

Office Space Design – Multiple tenants

The consultant will work with the SOBOBA BAND OF LUISEÑO INDIANS and seek input from various stakeholders to develop a multi-tenant office space design. Among other things, the plan needs to:

A. Anticipated services to be provided by the Consultant:

1. Identify expansion needs of the Tribal Departments when designing the current office requirements.
2. Be based on assessments of each facility, including condition, business suitability, and technology infrastructure.
3. Define strategies to improve site circulation, safety, security, and functionality of the RSBCIHI Clinic property grounds.
4. Prepare a Design Study that summarizes the alternatives considered, findings and recommendations, and presents one or more preferred alternative(s) for the planned facility.
5. Prepare the conceptual, schematic and construction documents and renderings in support of the Design Study.

B. Anticipated Deliverables.

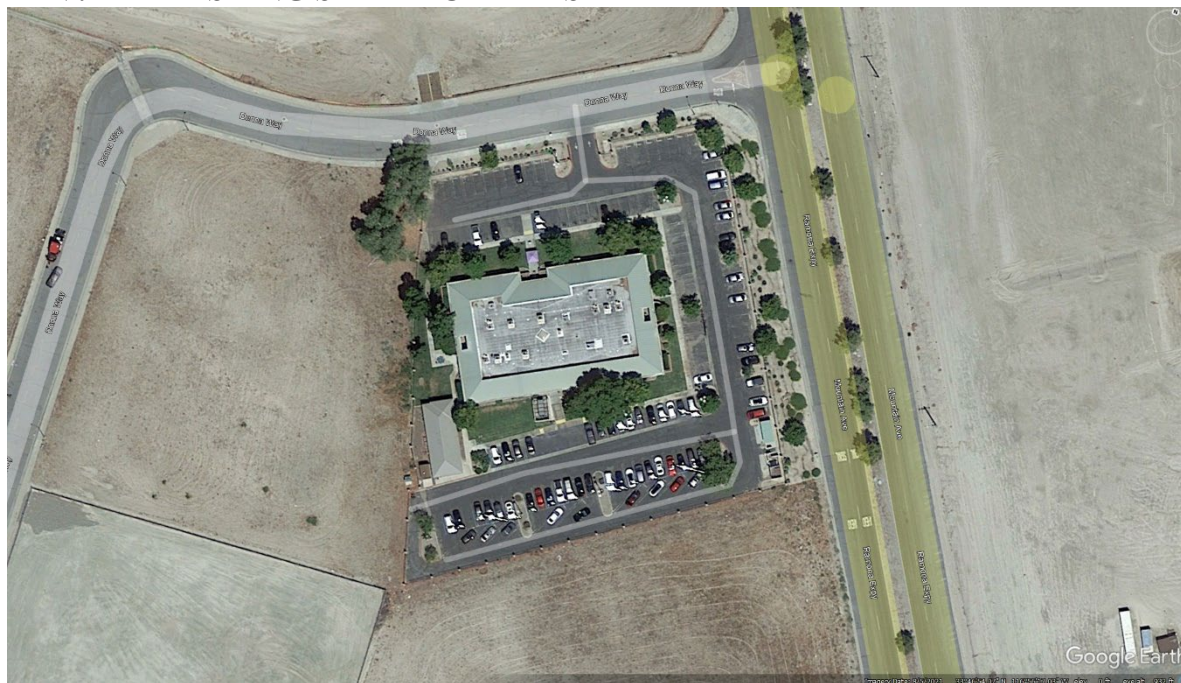
- Pre-Design Study or Report identifying the recommended program outline including an executive summary, project and design goals, space and square-footage requirements, building performance goals, site considerations and preliminary budget and schedule.

- Conceptual Tenant Improvement plans for each Department
- Scaled site information noting characteristics and potential issues.
- Presentation sketches and renderings developed during the project.
- Construction documents including MEP.

IV. ANTICIPATED SCHEDULE

Publish RFP	November 3, 2023
Pre-Submittal Meeting	November 14, 2023 @ 10:00 am onsite
Last Day to Submit Questions	November 17, 2023 by 5:00 pm
Proposal Due	November 28, 2023 by 2:00 pm
Award	December 8, 2023
Design Kick off Meeting	December 14, 2023
Substantial Completion	March 30, 2024

V. EXISTING SITE FACILITIES



VI. PROJECT GOALS

Specific project goals are as follows:

- Use a cost effective approach to design and construction to deliver a suite of quality projects under budget;
- Work cooperatively with the SBLI and stakeholders to maintain a cost-effective schedule;



- Use innovation to provide improved quality and performance and generate significant project savings;
- Maintain a strong positive relationship with major stakeholders, cultivate a partnering attitude, promote a creative environment, and be proactive in addressing project needs;
- Provide a context-sensitive project using smarter construction methods for low maintenance and long-term performance; such as solar and water recycling.
- Provide a safe working and traveling environment that minimizes the potential for injuries to the public and construction workers;
- Deliver early work packages to ensure early construction is underway after Notice to Proceed.

Team Partnering

All members of the Project Team will attend the Project Partnering / Kick-Off meeting. Attendance by all parties is mandatory. This will include the Design Consultants and Sub-consultants and the SBLI staff and other agencies required by the project. The meeting is scheduled for **December 14, 2023**.

Design Meetings / Project Progress Meetings

Members of the Project Team will schedule and attend all project progress meetings. Project progress meetings will be held weekly. **DC will take meeting notes of the Project Progress Meetings and distribute them within 3 days after the meeting.** The Design Consultant(s) may hold design specific meetings with the Owner at a more frequent schedule. These meetings can be virtual conference calls. The Project Team will promptly review and provide any comments on the minutes to use at the next meeting. These meetings will present general project progress, address design options that arise during the design process, and will help to provide input and direction from SBLI. Project meetings will be conducted throughout pre-construction phase to complement the project schedule and design needs.

Project Budget

Budget control is critical to the success of this Project. The Project team will all actively participate in defining the scope of the project, the design, and means and methods in order to bring the project under the Project Budget. These cost savings will then be applied to additional work within the project. **The estimated budget for the project is \$1.3 M.** This includes all expenditures related to this project (design services, construction, construction management, permitting, local fees, right of way, allowances, contingencies, mitigation, etc.).

Project Schedule

The DC will assist the Tribe in developing and maintaining an overall schedule for the permitting, utilities, design, construction, and close out for the project. **Soboba Band of Luiseño Indians currently anticipates Notice to Proceed (NTP) by December 8, 2023.** During the pre-construction phase, the schedule will include all detailed coordination efforts to optimize the design including all Designer activities, permitting / environmental activities, all CM activities, all third-party/stakeholder activities, construction, and all of the SBLI activities.



Design Parameters and Criteria

The Design Consultant will identify which criteria it will follow to design and construct the project to. This would include construction standards and specifications.

Ownership of Documents

All ideas and plans proposed, as part of this RFP process will become the property of the SBLI. All tracings, bids, plans, manuscripts, specifications, data, maps, materials, etc. prepared or obtained by the Offeror as a result of working on this Contract, will be become the property of the SBLI.

DC Requirements

The successful DC (supported by their pre-selected Sub-consultants) furnishes all labor and engineering services required for the following project elements, which include but are not limited to:

Weekly Design/Production Meeting — DC partners with the Tribe to develop innovative and streamlined Phase packages that completes the project significantly under budget and ahead of schedule. DC is responsible for documenting and distributing meeting notes and decisions to the Project Team

Pricing of numerous design options/alternatives — DC prices all and drafts all design options/alternatives being pursued as agreed to by the Project Team.

Weekly Construction Meetings — DC attends all weekly construction meetings during the Construction phase.

Design Prep — Review and evaluate all preliminary planning, survey, design and environmental information that the SBLI has developed or obtained.

Survey — Accomplish all necessary notifications for the completion of any field surveying necessary for the projects. Such activities may include establishing horizontal and vertical control, accomplishing data collection and reduction, providing aerial photography for design and construction of the project, should aerial photography be necessary and providing any additional environmental.

Design Reviews – Certify to the Tribe that the plans are constructible as designed, in order to guarantee that they can be completed within the schedule. Identify and recommend solutions relating to eliminate all errors, omissions, ambiguities, etc... providing an “economy of scale” relating to the proposed design phasing’s.

Risk — DC identifies potential risks (including financial risks) and methods to mitigate/share/eliminate them.

Value Analysis – DC identifies aspects of the design that do not add value or whose value may be enhanced. These changes do not necessarily reduce the cost; they may actually increase constructability, reduce design requirements, and decrease the life-cycle costs.

Maintenance of Traffic/Traffic Control Plans – Assists the GC in the development of all maintenance of traffic/traffic control plans necessary to successfully construct the projects for all proposed phases and work packages.

Master Project Schedule – Provides the GC with any information necessary for the GC’s development of a linear resource and cost loaded overall Master Project Schedule throughout the



preconstruction and construction phase to ensure that all commitments and dates will be met, and notifies the Tribe when issues arise. The Master Schedule includes such items as detailed construction schedules, GMP schedules, project milestones, third party agreements schedules, submittal schedules, inspection and testing schedules, and phased acceptance schedules.

Innovations, schedule acceleration, and cost savings - The DC shall propose significant innovations, schedule acceleration, and cost savings throughout the preconstruction and construction phases.

VII. SUBMITTAL FORMAT

Each Offeror shall submit an offer that fully addresses the evaluation factors contained in this solicitation and complies with the preparation and submission instructions contained in this provision. Offerors should carefully review this section and its relationship to the selection criteria prior to commencing proposal preparation. When Offerors list personnel, the Offeror is agreeing to make the personnel available to complete work on the contract at whatever level the project requires. Personnel changes will be reviewed by SBLI to assure the replacement is equally qualified and has adequate experience. The Tribe will only allow changes in key personnel including subcontractors when caused by circumstances outside the control of the Offeror (i.e., employee leaves employment with the Design Consultant (DC) GC and subcontracting company). Changes in key personnel for the convenience or benefit of the Offeror and/or subcontractor will not be allowed. Key personnel including subcontractors listed in this proposal shall have binding decision-making authority for the company that they represent. Key decision makers (with this binding authority) are required to attend all regularly scheduled, as well as all critical, project, scheduling, design, and milestone meetings.

Offerors shall base their Proposals on performing all work in accordance with this RFP. The proposals shall provide appropriate exhibits, graphics, drawings, schedules, cost models, and text to reflect consideration of the evaluation factors and RFP requirements. Discussion information should be concise and specific to this project. Excessive detail will not be considered positively in the evaluation.

- Section 1 – Project Innovations and Associated Cost Savings,
- Section 2 – Engineering Management Plan (Preconstruction Phase)
- Section 3 – Personnel Qualifications, Experience, and Capability
- Section 4 - Past Performance & Experience
- Section 5 - Design Consultant Interviews

VIII. TECHNICAL SELECTION CRITERIA

Project Innovations with Associated Cost Savings (10 points)

Soboba Band of Luiseño Indians seeks the best innovative solutions to accelerate construction and deliver the project significantly under budget while accomplishing the following: enhancing value and quality; building the project within the available funding i.e., stretching the dollars to construct the project within the current available funding, using the cost savings captured to complete the projects. The targeted goal is to complete the project under budget with on-time delivery through innovations proposed by the Project Team.

With this in mind, the Offeror will demonstrate how they can successfully deliver the project.

- ✓ Describe your understanding of the project, how you will use innovation to stretch the Multi-Tenant Office Building
DESIGN SERVICES



funding to complete , and how you will deliver the project for on-time delivery.

- ✓ List specific innovations for the project illustrating potential cost reductions, schedule acceleration, risk reductions, and improved quality your team can deliver.
- ✓ Identify critical project issues and solutions on how your team will mitigate them.
Critical project issues that should be considered are constructability concerns, risk areas affecting the delivery, environmental mitigation, design concerns, material availability, project costs, and 3rd Party Stakeholders for the suite of projects.
- ✓ Describe how you will design numerous options/alternatives throughout the entire preconstruction phase while staying within design budget and ahead of the Tribe's overall project schedule.
- ✓ Describe how you will successfully include the Tribe in your design process to ensure risk reductions, critical analysis of means and methods, and constructability issues are innovatively addressed.

Engineering Management Plan (Pre-construction) (10 points)

Soboba Band of Luiseño Indians seeks a DC that can deliver the project. A proactive approach to design, NEPA documentation, environmental mitigation, and risk mitigation is required.

- ✓ Outline in detail how you will effectively manage this project with SBLI and have the construction documents prepared in phases to allow for an accelerated Phase 1 documents available for construction within the first 30-45 days of the Notice to Proceed.
- ✓ Provide a preliminary production based CPM schedule to demonstrate your construction approach to the project. Your approach should identify any critical decision points for meeting the schedule and budget.

Personnel Qualifications, Experience, and Capability of both the DC and its' Key Sub-consultants (30 points)

Soboba Band of Luiseño Indians seeks a firm that will use its organization, subcontractors, to ensure successful completion of the project.

- ✓ Provide a graphic organizational structure chart of the Offerors firm. Ensure individuals assigned to this project are clearly identified.
- ✓ Provide a graphic organizational structure chart for each of your key Sub-consultants. Ensure individuals assigned to this project are clearly identified.

The organization charts above must identify position titles, names, and the Offeror's proposed percentage of time that each of the key personnel will be dedicated to the Project.

- ✓ Identify the individuals on the charts above that have binding decision-making authority for their organization on this project (authority for the DC and separately for each individual Sub-consultants).
- ✓ Identify members of your team by name that you commit to have consistently attend the weekly project progress meetings. (Note: Decision-makers with full authority to bind their



company to a course of action or work without further approval is considered essential at the weekly meetings for both the DC and key Sub-consultants).

- ✓ Provide supporting resumes and two references for each position listed below. References must have been directly involved, as a representative of the owner, in work performed by the key personnel in the last ten years.

Principal of the Company – The Offeror **must** show a significant commitment of the Principal to the Project. The Principal will actively participate in all critical project meetings and any executive team progress meetings (held between top leadership of the Owner, GC, Subcontractors, Construction Inspectors, and Designer).

Project Manager - The Senior PM **must** have experience in leading the delivery of projects using methods other than low bid (design-bid-build) and will have experience in the delivery of projects.

Project Lead Designer - The Project LD **must** be an experienced designer including experience ranging from building design to roadway reconstruction.

Project Structural Engineer – The Project SE **must** have relevant experience on office building projects that include work of similar scope, nature and complexity as the Project.

Project Civil Engineer – The CE **must** have relevant experience on projects that include work of a similar scope, nature, and complexity as the Project. Must have knowledge of the San Jacinto area.

Key Sub-consultants – The Sub-consultants **must** have relevant experience on their specialty work of similar scope, nature, and complexity.

Resumes should specifically address the following:

Experience working in a collaborative environment in both the pre-construction and construction.
Experience with alternatives evaluation and risk management; and
Experience in decision-making for the firm.

Quality of Sub-consultant(s)

Sub-consultants shall be selected based on qualifications. Only sub-consultants with a proven record of consistently delivering projects innovatively, on time, and within budget shall be considered. Sub-consultants must demonstrate previous innovations and success in partnering with Owners. The Tribe has final approval authority for all sub-consultants. The Tribe may also recommend sub-consultants for the DC's consideration. The Owner has the right to remove any sub-consultant, at will, and with no cause. The Tribe must approve all replacements.

Firms Past Performance & Team's Experience with Similar Work (20 Points)

Soboba Band of Luiseño Indians is seeking firms with demonstrated performance using alternative delivery methods.

Include any past experience (a) working with owners on collaborative problem solving and (b) mitigating project risks, including schedule risk.



- Provide up to three examples of your most relevant projects of similar size and scope completed in the last 5 to 7 years where one or more of your proposed team members were involved. The project narrative confirms your breadth and depth of experience for work similar or larger than this Project.

Design Consultant Interview (25 Points)

Soboba Band of Luiseño Indians will include interviews as part of the selection process for a short list of most qualified Offerors. The interview will include a 30-minute oral presentation by the DC addressing their plan and approach to the project followed by a 40-minute question and answer session.

Soboba Band of Luiseño shall coordinate the interviews with each shortlisted Offeror. The order of the interviews for the consultant shall be random and will be determined prior to the interview date. The notification will include information about location; set limits on the number of people attending (based on room size, occupancy comfort, and safety); state the amount of time for each interview; and include any other scheduling or room constraints.

The interview will not be used to fill in missing or incomplete information that was required in the written proposal. The interview will not be used as an opportunity by the Offerors to improve or supplement their proposals.

Indian Preference Policy (5 Points)

The Indian Preference Policy of the Soboba Band of Luiseño Indians entitles qualified applicants who are enrolled tribal members of federally recognized Indian tribes, or qualified businesses owned by enrolled tribal members of federally recognized Indian tribes, to first consideration for contracts. Bidders for contracts who are not entitled to claim such preference or who fail to claim it shall be considered without regard to ethnic/national origin, gender, marital status, sexual orientation, religion, age, or disability status.

Upon receiving and reviewing the proposals, SBLI *may* elect to interview selected consultants. Interview dates and times are to be determined. *The SBLI reserves the right to accept or reject any proposal at its sole discretion and is under no obligation to interview all candidates.*

IX. DELIVERY INSTRUCTIONS

Written proposals *must* be submitted to the SBLI by any of the following methods:

FedEx/UPS/In Person Delivery:

**Soboba Band of Luiseño Indians
Soboba Tribal Administration
Attn: Kathie Brennan
23906 Soboba Rd.
San Jacinto, CA 92583**



USPS Mail Process:

**Soboba Band of Luiseño Indians
Attn: Kathie Brennan
P.O. Box 487
San Jacinto, CA 92581**

All RFP submissions must contain the following elements:

- Cover Letter
- Proposal
- Team Experience/Qualifications
- Plan Approach and Schedule
- References
- Other Relevant Information

Submissions should include three (3) copies of the written proposal package and one digital copy (USB) **in PDF format**. It is strongly encouraged that proposals be **hand-delivered** or sent **via FedEx/UPS** to first address listed above. Note that USPS mail is not received at the physical address. Proposals must be received by **November 28, 2023, at 2:00 PM local time**. Late proposals will be rejected. Submittal of proposals is at the individual's or company's sole cost and expense, and unless otherwise agreed in writing by SBLI, such proposals shall become the sole property of SBLI and shall not be returned to the proposer.

Written questions (E-mail preferred) must be received no later than **November 17, 2023, at 5:00 PM local time**. They should be directed to **Kathie Brennan** via E-mail at kbrennan@sobobansn.gov. Phone calls will not be accepted. Answers to all questions of general applicability will be posted via addendum.

X. CONTRACTURAL ARRANGEMENTS

SBLI expects to enter into a contract to complete a Design Build of the Project ("Contract") with a single company ("Provider"). The Provider will have sole contractual responsibility for completing the RFP and paying all costs for labor, materials, equipment, supplies, and all other expenses required to deliver a complete RFP package as specified herein. The Provider may contract with firms acceptable to SBLI to fulfill its obligations under the Contract; however, SBLI will not be a party to any such contracts. Notwithstanding anything to the contrary in this RFP, nothing shall require SBLI to enter into any contract relating to or arising from this RFP or to pursue otherwise the Project (in whole or in part).

XI. SELECTION PROCESS

1. All proposals will be reviewed for completeness, clarity, and conformance with submittal requirements identified in the section entitled "**Proposal Submittal Requirements, Qualification Portion.**" The Proposers that satisfy these requirements shall be deemed fully qualified to prepare the master planning and redesign according to the specified criteria based on previous documented project experience of similar scope and design, the proposed team members, and references.



2. All qualified proposals will be reviewed for completeness, clarity, and conformance with submittal requirements identified in the section entitled "**Proposal Submittal Requirements, Bid Portion.**" The selection of the successful bidder shall be at the sole and absolute discretion of the Soboba Tribal Council & Executive Board.

XII. EVALUATION CRITERIA

The SBLI will use the following criteria in evaluating proposals received in response to this RFP. The successful proposal will be submitted in response to this RFP by the submittal deadline that is the most advantageous to the SBLI. A review and selection committee composed of key government officials will evaluate proposals. The evaluation of proposals and the selection of the successful proposal will be based on the information provided by the proposer in its proposal, including, without limitation, the proposer's qualifications. Consideration may also be given to any additional information helpful to the SBLI. The SBLI is not bound to accept the lowest-priced proposal if that proposal is not the most advantageous to the SBLI as determined by the selection committee. Completeness of Proposal: Any submission that does not contain each element described in this RFP, fully completed, initialed, or executed, as appropriate, may be judged incomplete and may not be considered further.

Scoring Criteria:

- Project Innovations 10 pts
- Engineering Management Plan 10 pts
- Personnel Qualifications 30 pts
- Firms Past Performance 20 pts
- DC Interviews 25 pts
- Indian Preference 5 pts

Oral Presentation: At the SBLI's discretion, oral interviews may be scheduled.

XIV. COOPERATION BY SBLI

Upon notice of award, SBLI will provide any reasonable and available information and plans regarding the Project to assist with the process and provide reasonable assistance to the Provider during the master planning and redesign process.

XV. CONFIDENTIALITY

The consultant will not disclose or use, either during or after the term of this Agreement, any proprietary or confidential information of the Tribe's without the Tribe's prior written permission except to the extent necessary to perform services on the Tribe's behalf.

Proprietary or confidential information includes, but is not limited to:

- The written, printed, graphic or electronically recorded materials furnished by the Tribe for the Consultant to use;
- Business plans, customer lists, operating procedures, trade secrets, design formulas, know-how and processes, computer programs and inventories, discoveries and improvements of any kind; and
- Information belonging to customers and suppliers of Tribe about whom the



Consultant gained knowledge as a result of the Consultant's services to the Tribe. The Consultant shall not be restricted in using any material which is publicly available, already in the Consultant's possession or known to the Consultant without restriction, or which is rightfully obtained by the Consultant from sources other than the Tribe.

Upon termination of the Consultant's services to the Tribe, or at the Tribe's request, the Consultant shall immediately deliver to Tribe all materials in Consultant's possession relating to the Tribe's business.

XVI. PROJECT POINT OF CONTACT

Kathie Brennan
Planning, Development & Operations Director
kbrennan@Soboba-nsn.gov
951-692-8047 mobile

XVII. TRIBAL SOVEREIGNTY

Nothing herein shall be deemed to waive the sovereign immunity of the Tribe, or the enterprises, agents, or employees of any of them.

Please include the following tribally required clause in the proposal:

“SOVEREIGN IMMUNITY: Nothing herein is intended to convey any rights to individuals or entities that are not parties to this Agreement. Further, nothing herein shall be construed to waive the Tribe's sovereign immunity from unconsented suit against any claims by third parties.”

XVIII. GENERAL PROVISIONS

Professional Licensing Requirements. Professional services shall be performed by or under the direct supervision of, persons who are registered and licensed to practice their respective disciplines, including but not limited to architecture, civil engineering, mechanical engineering, electrical engineering, structural engineering, surveying, etc. and as required in the State of Washington.

Substitutions, Modifications and Withdrawal of Team Members. Failure to notify the Tribe of substitutions, modifications or withdrawal of its Team Members prior to or following selection may render the entire submittal as being considered non-responsive. The Tribe understands extenuating circumstances may occur that are beyond a prospective consultant's control (promotion, termination, etc.). In such circumstances, the consultant responding agrees to notify the Tribe in writing. Such notification shall include: (i) an explanation of the circumstances necessitating the substitution or withdrawal; (ii) a complete resume of any proposed substitute; and (iii) any other information requested by the Tribe to evaluate the substitution request. All requests shall clearly document that each proposed person or entity possesses qualifications that are equal to or better than the qualifications of the person or entity to be replaced. The Tribe is under no obligation to honor any such request, and may approve or disapprove a portion of the request or the entire request at its sole discretion.

XIX. REJECTION

The Tribe reserves the right to reject any, or all, submittals if it is deemed to be in the best interest of the Tribe.



XX. BIDDER RESPONSIBILITIES

All professional services shall be performed by personnel who are careful, skilled, experienced and competent in their respective trades or professions, who are professionally qualified to perform the work, and further, who shall assume professional responsibility for the accuracy and completeness of the services provided and work performed, including all deliverables and work products prepared by them or prepared under their direct supervision.

The Consultant will maintain adequate financial records, in accordance with generally accepted accounting practices, such that the Consultant can clearly and easily identify all claimed costs and expenses and the relatedness of those costs and expenses to this Contract.