

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR**

Managing Project, Construction Teams and Controls Services

“Tribal Government Owners Representative”

REQUESTED BY:

Soboba Band of Luiseño Indians

Attn: Steven Estrada, Tribal Executive Officer
23906 Soboba Road
San Jacinto, California 92583
Phone: 951.654.5544

100. REQUEST FOR QUALIFICATIONS

Soboba Band of Luiseño Indians (SBLI) Tribal Administration Department (TAD) is requesting qualifications packets from a group of professionals with the skills and ability to represent the interest of SBLI as an Owners Representative (O/R) for the Soboba Crossroads project.

The project requires the O/R Team to be familiar with industry knowledge, focused on the Tribes best interest, as they manage the project and deliver the Tribes vision for the project. The O/R Team should have past experiences with construction projects while representing the owners' interest. The O/R Team will be required to work closely with the SBLI-TAD to interface with the tribal leadership to refine expectation during the construction-life process.

200. BASIC PROJECT INFORMATION

201. Project Description

At the start of 2017, SBLI-TAD was tasked by the SBLI Tribal Council to develop this critical project.

The SBLI is currently developing approximately 9 acres of off reservation land, which will eventually house a third-party gas station and car wash, alongside a Tribal owned Retail building. The site requires on-site and off-site infrastructure improvements as conditions of approval to move forward stated by the city of San Jacinto.

201. Project Team

It is the intention of the SBLI-TAD to work with a qualified and capable team of professionals to develop and execute this important project for the future of the Soboba Indian Reservation. The O/R Firm will oversee the Site Analysis, Engineering Cost Estimate and Preliminary Project Schedule of the property.

300. TRIBAL GENERAL INFORMATION

301. The Soboba Community

Established in 1883, the Soboba Band is a sovereign government recognized by the United States of America. The Soboba Band of Luiseño Indians occupies a 7,000-acre reservation which lies in the lower reaches of the San Jacinto Mountains, across the San Jacinto River from the city of San Jacinto, CA. and 400-acres are devoted to residential use. The Soboba Band has a current enrollment of approximately 1,200 Tribal Members who are governed by an elected Tribal Council that consists of 5 Tribal Members. The General Membership democratically elect by majority vote, the Soboba Tribal Council which has the executive, legislative, and legal authority to protect and promote the welfare of the Tribal Members and jurisdiction over the reservation land.

302. Government Services

Tribal Administration manages the general operations of the community and reservation that function 24 hours a day, seven days a week, as well as the planned improvements for the community and reservation. The Tribal Administration office directly manages the activities and operations of all Tribal matters and entities that are not associated with the gaming enterprise. Tribal Administration is responsible for managing the following government departments: (Finance, Human Resources, Cultural Resources / Museum, General Services, Information Technology, Recreation/Education, Public Safety, Fire, and Environmental).

303. Tribal Council

The Soboba Tribal Government consists of five Tribal Members who are elected by the General Membership to Tribal Council for a staggered two-year term. The Chairman is elected by a majority vote of the general membership but the positions for Vice-Chair, Tribal Secretary, Tribal Treasurer and Sergeant at Arms are decided by the elected council. Most tribal members vote in person on Election Day but to ensure representation of the complete general membership absentee ballots are available upon request.

400. SCOPE OF WORK AND SERVICES

401. Manage Project, Cost and Control

The O/R Firm will advise the Owner on matters related to the progress of the project. The O/R Firm will, among other tasks, review and evaluate plans, specifications, and other design and development materials produced by firms retained by the Owner for this project.

The O/R Firm will also be expected to assist the Owner in developing and implementing oversight processes that will help ensure the quality and timeliness of the Design and Engineering of the Project.

The O/R Firms should also be prepared to assist the Owner in processes that will help ensure that realistic budgets and schedules are established. Experience in value engineering is essential.

The O/R Firms will further assist in the review and facilitation of contract documents for selected vendors. This assistance includes review for technical merit and correspondence with Owner and its legal counsel.

The O/R Firms must be able to work closely with the various Owner's and the Nation's agencies and authorities.

402. Additional Services

The O/R Firms may be requested to advise/assist in the procurement, coordination, and in the implementation of Owner-supplied and Owner installed scopes of the work i.e. fixtures, and equipment (FF&E), specialty systems and other independent consultants.

500. PROPOSAL SUBMISSION REQUIREMENTS AND PREPARATION

501. RFQ Informational Requests:

Questions regarding this RFQ/P are to be directed by email to Lenell Carter at: lcarter@soboba-nsn.gov. Questions will be accepted until February 23, 2021. Copies of all questions and responses will be sent to all Proposers.

502. Submittal Requirements:

- A. Cover Letter with Overview of Firm
 - Name of the firm making the proposal
 - Mailing and overnight delivery address

502. Submittal Requirements (Cont.)

- Contact information (E-mail, Telephone and facsimile numbers) of Proposer

- Statement that individual signing the proposal has the authority to commit the firm to the terms proposed

B. Team Overview

- The submittal must identify the principals of the Proposer who will be actively involved on site, as needed, throughout the project
 - The Proposal should list all team members and describe their respective qualifications and experience that would benefit the Owner
 - The selected O/R Firms will be required to have presence onsite when and where required for the duration of the project
- A summary of the basic scope of work and services to be provided by the Owner

C. Project Experience

- The proposer must be able to demonstrate the following minimum qualifications
 - Track record of providing value engineering options on projects.
 - *Preference:* O/R Firms Services for a Native American projects within the last 10 years.

D. References:

- At least three (3) letters of recommendation for O/R Firms Services on projects of the described nature and scope. These must include scope and size of the project and current contact information.

E. Licensing: O/R License

F. Proof of Insurance: General Liability / Property Damage / Errors and Omissions / Automobile Liability / Worker's Compensation

G. Litigation Statement

- List and describe any litigation; arbitration; claims filed by your company against any project as a result of a contract dispute; any claim filed against your company; or termination from a project; and resolution of same.

H. Fee Proposal

- The Proposal must include a description of how the Proposer would propose to be compensated, including a proposed fee schedule.
- The fees for service must be included and specifically set forth for each phase of the development of the project.
- Basis of compensation of Additional services.
- Description of items deemed as reimbursable expenses.

I. Other Services as needed:

- Project may require professional services procurement and oversight for, including but not limited to; anthropologist/archaeologist, biologist, environmentalist and geologist as necessary.
- Coordination with all utility infrastructure to deliver utility "will serves" letters as needed.

503. Proposal Preparation:

Proposals should be prepared simply and economically, providing a straightforward, concise description of the capabilities to satisfy the requirements of the RFQ. Emphasis should be on completeness and clarity of content.

Send a PDF copy (via email) of the O/R Team Qualifications Packet by **5pm Pacific Time on February 23, 2021** as follows:

Send emails of the electronic PDF to:

Lcarter@soboba-nsn.gov

Attention: Lenell Carter

Tel 951.654.5544 x4195

600. TIMELINE, EVALUATION AND AWARD CRITERIA

601. TIMELINE FOR PROCUREMENT

The following overall schedule for this work is anticipated:

February 02, 2021	Request for Proposals issued
February 09, 2021	Site Visit (RSVP Required)
February 16, 2021	Site Visit (RSVP Required)
February 18, 2021	Last Day to Submit Questions
February 23, 2021	Qualifications Packets Due
February 24, 2021	Final or Shortlisted Firms Announced
March 01-04, 2021	Shortlisted Firms Interviewed
March 10, 2021	Successful Firm Notified

602. EVALUATION AND AWARD CRITERIA

ONLY THOSE RESPONSES RECEIVED IN THE OWNER'S OFFICES BY THE PROPOSAL DEADLINE WILL BE CONSIDERED. Proposals received after the deadline, will not be considered and will be returned to the Proposer unopened. Proposals may be hand delivered to the designated location. FAXED PROPOSALS WILL NOT BE ACCEPTED.

Qualifications received from this request will first be reviewed by SBLI-TAD for completeness and compliance with all submittal requirements. Selection will be based on review of the qualification's packets submitted, and scoring based on selection criteria. A shortlist of the most qualified firms may be established for interviews, but the SBLI-TAD reserves the right to "make a selection" based on scoring alone. This will depend on the number of submittals received. All qualifications packets should be clear and concise, and shall not contain unnecessary or unrelated content that would otherwise confuse reviewers. The Teams submitting packets will be ranked according to their total cumulative points based on the Selection Criteria. The intention of scoring and selection process is to enter into contract negotiations.

Selection shall be made from the Proposers deemed to be fully qualified and best suited among those submitting proposals on the basis of understanding the needs of the Owner, qualifications and soundness of approach. Interviews and negotiations may be conducted at the discretion of the Owner. The Owner shall select the Proposer which, in its opinion, has made the proposal most advantageous to the Owner.

The Owner may cancel this RFQ/P or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. The Owner may waive any provision of this RFQ/P at its sole discretion.

Indian Preference will apply in the selection process in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 47).

603. ELEMENTS TO BE EVALUATED

The following Submittal Elements and Selection Criteria will be reviewed and used by the selection committee assembled by the SBLI-TAD.

Project Team Organization and General Information

Illustrate the O/R Team's organizational structure, including any/all additional consultant team members proposed. If a partnership or a joint venture is being proposed, provide documentation explaining the structure and organization of the entity. Native American owned businesses with higher levels of Native American employees are preferred as project leads and have the opportunity to earn additional points. Provide general information about each business entity proposed as a part of the overall O/R Team. Teams with a track record of working in Native American communities will be welcomed, and those who have a deeper understanding of SBLI are given greater deference.

Key Personnel

For each firm, identify key individuals proposed for the work, describing role(s) and relevant experience. The qualifications of these individuals will be considered. Include tribal and/or minority affiliations or heritage where applicable.

Past Experience

Share examples of planning and/or feasibility study work as well as examples of building projects similar in either program or construction to the proposed projects in this RFQ. Make note of the overall dollar amounts for O/R Fees and/or Project Cost if possible. Also provide important information such as when the project was completed and the main services provided. Indicate which members of the proposed O/R Team participated in the project, and offer an overview of services rendered. Pictures or 3D images of the projects are welcome, but not mandatory. The SBLI-TAD does greatly value past work with the Soboba Tribe and/or other Native American tribes.

Ability to Perform and Meet Deadlines

Provide description of available staffing for the project, ability to perform, and discuss approach to meeting deadlines.

Native American Preference

If submitting for Native American Preference points consideration (see criteria), must provide documentation of affiliation or enrollment with a federally recognized Native American tribe. This can be a tribal identification card or Certificate Degree of Indian Blood. Native American ownership must be at least 51% or higher. Provide evidence such as organizing documents, stock/shareholders certificates, or other proof of Native American owned/controlled business certification as supporting evidence (e.g. TERO) as may be available.

Insurance Requirements

Provide a Certificate of Insurance for the Lead Firm meeting or exceeding the following:

- a. General Liability - \$1M Limit Each Occurrence / \$2M General Aggregate
- b. Automobile Liability - \$1M Combined Single Limit
- c. Professional Liability - \$1M Limit Each Claim / \$1M General Aggregate

Rates

Provide rates for each personnel and expense type for each entity proposed for the O/R Team.

605. Selection Criteria

The objective is to select a qualified and experienced O/R Team to provide professional services in a timely manner, to be compensated by the Soboba Tribe for scope and fees reasonable for the project types described herein. Because the SBLI-TAD is looking for an O/R Team with experience in serving Soboba / Native American communities, preference points will immediately be awarded to firms who are qualified /certified American Indian / Native American owned (total of 10 points)

<u>Scoring Categories:</u>	<u>Points Possible:</u>
Team Organization and General Information	5
Key personnel qualifications and experience. Has a number of members of staff who are either Native American and/or have deep understanding of SBLI and connections to Native American communities.	20
Past experience and successes on projects, especially for Native American tribes. Should reflect demonstrated professional ability. Availability and commitment of the proposed O/R Team to complete proposed projects.	40
Process and approach to completing scope(s) of work using clear procedures and timeframes as well as a demonstrated ability to manage cost controls to provide “best value” in terms of materials and systems.	15
Demonstration of understanding of SBLI of the Scope of Work as well as an awareness and understanding of SBLI of Native American culture and life on Indian Reservations. Overall quality and content of the Qualifications Packet submitted by the O/R Team.	10
Native American Preference (provide proof of at least 51% ownership)	10
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MAXIMUM POINTS POSSIBLE:	100

606. ADDITIONAL INFORMATION

More information and clarifications are available from the following SBLI-RSD point of contact:

Lenell Carter
Mgr. Financial Analysis
Tel 951.654.5544 x4195,
M-F, 9a-5:00p
Lcarter@soboba-nsn.gov