



SPIRIT LAKE NATION

Architecture and Engineering Request for Proposal

REVISED October 7, 2024

I. Background:

The Spirit Lake Nation is soliciting proposals from architectural firms for design, engineering, and construction management services for the following two projects:

1. Spirit Lake Health Clinic
2. Spirit Lake Family Fun Center

The Tribe intends to follow the CMAR procurement and delivery method for general contractor services related to these projects. BABA Act compliance is expected since these projects are expected to be funded by American Rescue Plan Act. Procurement for services and goods completed under this project must be in compliance with Federal regulation and the Tribe's procurement and financial policies.

RFP Release Date: September 26, 2024

REVISED Proposal Due Date: **October 11, 2024 at 4 pm Central**

Decision Announced: October 15, 2024

II. Project Scopes

Spirit Lake Health Clinic:

1. Design an approximately 55,000 to 65,000 square foot clinic and
2. Sited on the Spirit Lake Nation in North Dakota.

This presumption in size and program is based on programming efforts completed by the Tribe in developing a scope of work on this project. If the Tribe needs to reduce the program of spaces and size later, the contractor is expected to do assist with that and work to the project's final budget and size goals.

- Programming
- Civil engineering
- Architectural interior design

- As-designed record drawings
- Food service design
- Signage design

Spirit Lake Family Fun Center:

1. Design an approximately 20,000 square Fun center.
2. Sited on the Spirit Lake Nation in North Dakota, on casino property. Higher elevation.
3. Trampoline park equipment has been purchased by the Tribe.

The architect’s description of each service is provided below.

- Programming
- Civil engineering
- Architectural interior design
- As-designed record drawings
- Furniture, furnishings, and equipment design
- Food service design
- Signage design

III. Project Phases

Phase 1 Programming Scope of Work, Services and Schedule to include:

- One in person design meeting
- Two zoom meetings
- Final package submittal to include:
 - Site plan concept
 - Floor plan concept
 - Exterior elevations / front entry rendering
 - Program of spaces
 - Opinion of Probable Cost using SF from RS Means
 - Schedule: 4-5 weeks
- Once Phase 1 is completed and approved by the Tribal Council, the Tribe can then authorize architect to proceed with Phase 2.

Phase 2 Design Scope of Work, Services and Schedule to include

- Architectural design
- Interior design
- Civil engineering
- Landscape design

- Signage design (Interior room, Interior wayfinding, Site monument and site wayfinding)
- Structural engineering
- Mechanical engineering
- Sprinkler design
- Electrical engineering
- Kitchen Design
- Net Zero Design
- Three 3rd party cost estimates. One at SD. One at DD. One at 75% CD's.
- 11-monthth Post Occupancy Warranty Walk Through

Programming and Schematic Design

- Evaluate the project schedule, budget, site, and construction delivery method and reach an understanding with the Tribe on the project requirements.
- Gather information and develop space requirements and relationships, and prepare a final program document.
- Develop schematic design documents consisting of a site plan, floor plans, elevations, and building sections noting preliminary systems and materials.
- Prepare an estimate of the cost of work.
- Up to (2) review meetings are included in this phase. One in person.

Design Development

- Continue development of the project design based on the approval of the schematic design documents.
- Prepare design development documents including plans, sections, elevations, typical construction details, and system layouts.
- Prepare outline specifications identifying major materials, systems, and quality levels.
- Update the estimated cost of work.
- Up to (4) review meetings are included in this phase. Two in person.

Construction Documents

- Prepare construction documents to illustrate and describe the scope of work. Documents shall consist of drawings and specifications setting forth in detail the quality levels of materials and systems for the construction of the project.
- Update the estimated cost of work.
- Assist the Tribe in developing and preparing bidding procedures, Contractor agreement requirements, and the conditions of the construction contract.

- Up to (6) review meetings are included in this phase. Three in person.

Bidding or Negotiation

- Assist the Tribe in establishing a list of prospective contractors.
- Distribute bidding documents and organize and conduct a pre-bid meeting. Assist in obtaining competitive bids or negotiated proposals and award/contracting for construction.
- Respond to bidding questions, substitution requests, and provide clarifications via addenda. Organize and conduct the opening and review of bid results.
- Up to (1) review meetings are included in this phase

Construction Administration

- Provide coordination and administrative services during construction to keep the Tribe informed about the progress and quality of work completed.
- Review and certify Contractor payments applications. Review Contractor submittals/shop drawings during construction.
- Monthly site visits during construction are included.

IV. Timeline

The Tribe seeks to complete a preliminary GMP and CMAR contracting before December 10, 2024 and construction before December 12, 2025.

V. Qualifications and Selection Criteria

The proposal must address the following and will be scored accordingly:

- Previous experience with similar project types in the region (10 points)
- Previous experience on Tribal and IHS compliant projects (30 points)
- Previous experience with energy efficient design (5 points)
- Sub-contracting and Purchasing Strategy (10 points)
 - Procurement Plan
 - Cost Effectiveness and Value Engineering Strategies
 - Compliance with BABA
- Project budget and timeline (25 points)
- Proof of Indian Preference (15 points)
- Proof of Bonding and Insurance (5 points)

Total Possible Points: 100 points

VI. Submissions

Proposals should be submitted by the deadline in Section I above by e-mail to Darwin Brown, Procurement and Contracts at Darwin.Brown@spiritlakenation.com.

Questions should be submitted in writing to Darwin.Brown@spiritlakenation.com.