

BAY MILLS HEALTH CENTER MASTER PLANNING PROJECT  
REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQ/P)  
ARCHITECTURAL SERVICES

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## OVERVIEW AND SUBMISSION GUIDELINES

The Bay Mills Indian Community ("Tribe") is seeking qualified persons, firms, partnerships, corporations, associations, or professional organizations, to provide full architectural planning and design services for a new construction project ("Project"), now known as the Bay Mills Health Center Master Planning Project.

Respondents interested in being considered for this Request for Qualifications and Proposals ("RFQ/P") should mail or deliver Seven (7) bound copies, One (1) unbound copy, and One (1) electronic copy on a flash drive of their Statement of Qualifications ("SOQ"), as further described herein, to:

Bay Mills Indian Community  
Attn: Bryan Newland - Executive Council President  
12140 W. Lakeshore Drive  
Brimley, MI 49715

ALL RESPONSES ARE DUE BY 2:00 P.M. (Eastern), On Tuesday September 18, 2018 FAX OR EMAIL RESPONSES WILL NOT BE ACCEPTED.

Questions must be submitted in writing to Brian Willoughby, Technical Representative at [brian.willoughby@ihs.gov](mailto:brian.willoughby@ihs.gov) on or before 4:00 PM (Eastern) September 11, 2018.

Answers will be responded to by Brian Willoughby or a designated representative on or before 4:00 PM (Eastern). September 13, 2018.

Each submittal must conform and be responsive to the requirements set forth in this RFQ/P.

The Tribe reserves the right to waive any informalities or irregularities in received submittals. Further, the Tribe reserves the right to reject any and all submittals, and to negotiate contract terms with one or more respondent firms for one or more of the work items.

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## I. INTRODUCTION

### A. EXECUTIVE SUMMARY

The Bay Mills Indian Community is located in Brimley, Michigan. Known in Ojibwe, as Gnoozhekaaning (Place of the Pike) the Tribe has a land base in Chippewa County with portions in both Bay Mills and Superior township. The Tribe has an existing health clinic known as the Ellen Marshall Health Center located at 12124 W Lakeshore Drive in Brimley, Michigan.

The Tribe intends to complete master planning to identify additional space needs and as part of the planning develop a business plan. The Tribe intends to complete design for construction of a new clinic. The current facility was constructed in 1997 and is approximately 36,000 square feet total of which approximately 26,000 square feet is healthcare related while the remaining houses other Tribal programs. The current healthcare space is undersized, inefficient layout, and lacks capacity to offer the appropriate range of health care services to adequately serve its service area user population. It also lacks adequate space for maintenance and storage.

This proposed construction of a new facility will increase access to health care for the communities served while fostering efficient and highly utilized services. Authorized health care programs and services include General Medicine/Family Practice, Geriatrics, Health Information Management, Immunizations, Dental, Laboratory, Nutritional Counseling, Pediatrics, Pharmacy, Physical/Occupational Therapy, Chiropractic, Podiatry, Prenatal Care, and Radiology. Tribal Health Services also provide mental and behavioral health along with preventive care services on-site on a limited basis.

The existing facility has not had any major renovation since construction was completed in 1997. The estimated size of the new facility is around 28,000-32,000 square feet. However, it is subject to change based on the outcome of the master planning.

The Tribe has 3 potential locations identified for construction of a new clinic, which shall be evaluated for geotechnical and existing utility capacity and connections as part of the master planning.

The Tribe is seeking Statements of Qualifications ("SOQ") in response to this Request for Qualifications and Proposals ("RFQ/P") from experienced entities, to provide full architectural planning, programming, and design services for the new construction project and/or renovation ("Project"), now known as the Bay Mills Health Center Master Planning Project.

This RFQ/P defines the architectural services sought from the eventual Project Architects, and generally outlines the Projects' requirements. Briefly stated, the Tribe is seeking experienced proven design professionals to provide planning, programming and design services that will enhance the operational objectives of the Tribe, and this project. The Tribe intends to select and interview, at its' option, qualified architect(s) for the defined scope of services outlined in this RFQ/P.

## B. LIMITATIONS

The Tribe reserves the right to contract with any entity responding to this RFQ/P. The Tribe makes no representation that participation in the RFQ/P process will lead to an award of a contract or any consideration whatsoever. The Tribe shall in no event be responsible for the cost of preparing a response to this RFQ/P. The awarding of the Architect contracts as a result of responding to this RFQ/P, if at all, is at **the sole discretion of the Tribe.**

The Tribe reserves the right to accept or reject any or all Statements of Qualifications (SOQ), to waive any irregularities or informalities not affected by law, to evaluate each SOQ submitted, and to award contracts, if any, according to the SOQ which best serves the interest of the Tribe at a reasonable cost to the Tribe.

## C. NATIVE AMERICAN PREFERENCE

Architect acknowledges and agrees the work to be performed is subject to Bay Mills Indian Community Indian Preference, and Section 7(b) of the Indian Self-Determination and Education Assistance Act (25U.S.C. 450e(b)). Section 7(b) of the Indian Self-Determination and Education Assistance Act required that to the greatest extent feasible: (1) preference and opportunities for training and employment shall be given to Native Americans, and (2) preference in the award of contracts and subcontracts shall be given to Native American organization or Native American-owned economic enterprises as defined in Section 3 of the Indian Financing Act of 1974 (25 U.S.C 1452). If claiming Native American Preference in contracting under this proposal, please indicate whether or not the firm can provide documentation that will qualify the firm as an "Economic Enterprise," (Native American ownership constituting not less than 51 percent of the enterprise), of a "Tribal Organization," (the recognized governing body of any Native American Tribe).

## D. FULL EEO OPPORTUNITY

The Tribe will not discriminate against anyone on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national origin, medical condition or disability in any consideration leading to the award of the contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award of contract.

## E. RESTRICTIONS ON LOBBYING AND CONTACTS

From the period beginning on the date of the issuance of this RFQ/P and ending on the date of the award of the contract, no person, or entity responding to this RFQ/P, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means, or engage in any discussion regarding this RFQ/P, the evaluation or selection process/or the award of the contract(s) with any member of Bay Mills Indian Community, Indian Health Service (IHS), selection committee members, or any member of the Project's Oversight Committee, or with any employee of the Tribe except for clarifications and questions as described herein. Any such contact shall be grounds for the disqualification of the architectural services entity submitting a SOQ.

## F. IDEMNIFICATION

Architect shall indemnify, defend, and hold harmless the Tribe and Health Clinic and their respective officers, officials, employees, agents and volunteers, from and against any and all claims, demands, expenses, losses, liabilities, cause of action, and the like, which are or may be asserted in any action by anyone, based upon any alleged personal injury, death or property damage that may occur, or may be alleged to have occurred as a result of, relating to, arising out of, or in any way associated with, any act or omission of the Architect, or any failure of the same to comply with any obligation set forth in the contract. The Architect shall, at its own cost and expense, pay all costs incurred by the Health Center and/or the Tribe in connection therewith. If any judgment shall be rendered against the Tribe and/or Health Clinic in any such action, the Architect shall satisfy and discharge the same without cost or expense to the Tribe or Health Clinic. However, this indemnity shall not apply to loss of damages which were caused by the sole negligence or willful misconduct of the Health Clinic.

## G. GOVERNING LAW AND VENUE

The successful Architect shall consent and agree that any and all questions arising in connection with this RFP/Q and/or contract arising therefrom, shall be governed first by the laws and ordinance of the Bay Mills Indian Community and second by Federal and State of Michigan laws, if applicable. The successful Architect shall further consent and agree to the jurisdiction of the Bay Mills Indian Community Court and that the venue for any legal proceeding relating to this RFP/Q and/or contract by and between the successful Architect and Tribe shall be the Bay Mills Indian Community Tribal Court.

## H. SOVEREIGN IMMUNITY

The Bay Mills Indian Community does not waive its Sovereign Immunity.

## I. DEBARMENT AND SUSPENSION

No contract shall be made to parties listed on the General Services List of Parties Excluded from Federal Procurement or Non-procurement Programs in accordance with E.O.'s 12549 and 12689, "Debarment and Suspension." A list of excluded parties can be found at [www.sam.gov](http://www.sam.gov). 2 CFR 180, OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement), governs debarment and suspension of federal grantees and sub-grantees from receiving federal grant awards. Debarment and suspension can occur if federal grantees use federal funds wastefully or fraudulently. In order to ensure federal funds do not flow to excluded parties, federal agencies and grantees are required to check for excluded parties prior to opening bids or awarding.

## II. SCOPE OF SERVICES

### A. SUMMARY OF SCOPE OF SERVICES.

The Scope of Services includes master planning and full architectural design services through the design and construction phases of the relevant Project. The Scope of Services shall also include preparation of a business plan and evaluation of 3 potential locations for the new facility. The Project Architect will meet, as necessary, with the Tribe, IHS, Tribal Facilities staff, neighborhood organizations, and upper level Tribal administrators for programming guidance. The Tribe intends to utilize the Indian Health Service Architect & Engineer Design

Guide (AED) 2016 Best Practices standards. The Scope of Services provided by the Project Architect shall incorporate the AED criteria and Best Practices, to the extent feasible. The 2016 Architect/Engineer Design Guide is available through the following link:

[https://www.ihs.gov/des/includes/themes/newihstheme/display\\_objects/documents/AEDesignGuide2016.pdf](https://www.ihs.gov/des/includes/themes/newihstheme/display_objects/documents/AEDesignGuide2016.pdf)

The building will be designed and built in Imperial non Metric units. Available drawings currently include PDF versions of the original building design. If added file structures (including AutoCAD) become available this information will be updated through the Q&A response section of this RFP (Q).

The building shall be commissioned with "Fundamental Commissioning" procedures as defined by US Green Building Council. The Commissioning Authority may be on the A/E staff and a member of the design team (see A/E Guide page 37).

Evaluation of 3 locations for construction of a new facility will be included. Locations shall be evaluated for connection to existing utilities and include review of capacity of existing water and wastewater infrastructure. Site evaluations shall also include geotechnical work as deemed necessary for design of a new facility.

Design shall shadow LEED Silver (certification will NOT be required).

## B. ARCHITECT QUALIFICATIONS

The ideal Architect team will have the following characteristics:

- Have successful experience completing modernization, new construction, expansion, and renovation projects for Rural Health Clinic, Tribal Health Clinics, and/or Indian Health Service Clinics on time within a tight timeline.
- Provide adequate staffing and resources to Project(s). Maintain key staff through the duration of Project(s).
- Have reasonable proximity to Brimley, MI in order to provide: (1) team working/review sessions during design; (2) ease of team coordination meetings; (3) minimal cost to attend Tribal meetings; and (4) quick response to field issues.
- Have an established Quality Assurance/Quality Control program.
- Work collaboratively with the Tribe, IHS, and Tribal Authorized Representatives.
- Be flexible in nature, with positive, can-do attitudes. Be solution-oriented.
- Be organized, effective and efficient. Exercise professional prioritizing skills. Work easily with modern amenities like scanners and email.
- Be proactive. Be prepared, working in advance of deadlines; consistently start Tribal coordination early.
- Have successful experience with I.H.S. Architect/Engineer Design Guide ("AED") and be comfortable working within the Tribal processes, maintaining communication with the project team including copying the project team (via e-mail) on important events and/or delivery of documentation required by the Tribe.
- Be comfortable making in-field decisions, problem solving with engineers or experts via phone during critical times of construction.

- Be mindful and tenacious about maintaining project budgets and schedules, especially during construction. Make decisions that support Tribal goals and objectives, relative to scope creep and especially contractor-initiated change orders.
- Articulate potential issues early. Provide thoughtful recommendations where applicable.

## C. PROJECT UNDERSTANDING AND SCOPE OF WORK

### **Existing Health Care Facility Location**

The existing health facility is located within the Bay Mills Indian Reservation, in the Eastern Upper Peninsula near Brimley, Michigan. A nearby large city is Sault Ste. Marie, Michigan, which is approximately 20 miles east of the clinic. The nearest airport is Chippewa County International Airport located approximately 20 miles southeast of the clinic. The existing clinic has easy access at a centralized location within the reservation.

### **Existing Health Care Facility Description**

The existing health care facility is one building, constructed in 1997. The building has been actively maintained, but experiences functional limitations from the current layout and outgrowing its capacity to serve the user population efficiently. Electrical and mechanical equipment within the facility is approaching the end of useful life. A facility condition assessment was completed in 2014 with a report finalized in 2015 and is available upon request.

### **Existing Health Care Facility Deficiencies**

Staff and patients require additional space to improve added services, patient flow, and patient privacy for increased user population, and program changes. The existing facility does not have the space or capabilities to support the level of services needed by the service area. Addressing these shortcomings will improve the delivery of healthcare to the mission population.

### **Proposed Project**

The proposed 28,000-32,000+ square foot has been initially planned based on a current user population of 3,060. The current user population is comprised of both Tribal and non-tribal users. The service planned, shall be based on a projected user population increase projected out to 2028.

The construction of a new facility will create a modern, technologically advanced facility with the required staff to provide an expanded level of primary health care services sized to meet the health care needs of the Bay Mill Indian Community and service area. The facility will continue to provide the current health care programs and increase services to include alternative pain management (massage, acupuncture, chiropractic), optometry services, additional radiology including Mammograms, Ultrasound, Mobile CT/MRI, and Administration and Support Services.

## III. SUMMARY OF RESPONSIBILITY OF ARCHITECT

The selected Architect team shall provide full architectural services through all phases of the relevant Project, which meet the Project budget and schedule. The Architect team shall carry out the responsibilities briefly delineated in the scope of services set forth below and on the form of

Agreement. Such services shall be performed consistent with the highest standard of care for professionals performing similar scopes of services.

#### A. DESIGN PHASING

A/E services will be separated into two Phases.

Phase 1 - Master Planning, Programming, Conceptual and Schematic Design

1. Update of the Master Plan for the Bay Mills Indian Community (current plan is from 2005.)
2. HSP based Project Justification Document
3. HSP based Program of Requirements
4. 3 Concept drawings of new and or remodel space(s)
5. Schematic Design using Rivet/BIM or other modeling as defined by AED.
6. Phased approach to construction for reduction impact to patient care (expansion).
7. Budget level cost estimates for each phase identified.
8. Completion of a business plan including evaluating difference for expansion versus new construction.

**This RFP(Q) is requiring 4 conceptual designs for this project with cost estimates for each concept (includes 2 conceptual for new facility and 2 conceptual for expansion/renovation). Schematic design of one concept as chosen by the Tribe.**

Phase 2 - Includes Design Development, Construction Documents, Bidding Services, Contract Administration, and Project Closeout. Descriptions of the requirements for these services can be found in the A/E design guide.

#### B. PROJECT SEQUENCE

Phase I - Planning, Conceptual and Schematic design, is anticipated to take approximately three months to complete.

Phase II - Design Development and Construction Documents is estimated to take approximately three months to complete. Phase II will commence upon issuance of a Notice to Proceed (NTP) from the Tribe. The construction phase is estimated at 12 months. **There shall be no guarantee by the Tribe that Phase II will be initiated.** If project approval is delayed or cancelled, or funding is not available, the Tribe reserves the right to delay or cancel Phase II of the Design Services.

#### C. BASIC SERVICES FEE BREAKDOWN

The following is a guide for splitting the A/E fee into approximate percentages for each phase of work. Although it is not intended to be absolute, significant deviations should be closely reviewed. The intent of the guidelines is to ensure that design requirements progress in an orderly manner and that essential planning and system development occur when most beneficial to the project. Essential elements of the work should be completed and approved prior to initiating succeeding design phases. For a more detailed explanation of activities normally included in each phase, see the A/E Basic Services section. Separate A/E fee breakdown shall be provided for Phase 2 based on renovation/expansion versus construction of a new facility.

The basic fee categories are described below:

BASIC SERVICES FEE BREAKDOWN	
BASIC SERVICE DESCRIPTION	FEE PERCENTAGE BREAKDOWN
Phase 1 – Conceptual / Schematic	
<b>Update Master Planning and development of Business Plan</b>	<b>3%</b>
<b>Pre-Design</b>	<b>6%</b>
<b>Conceptual Design</b>	<b>6%</b>
<b>Schematic Design</b>	<b>6%</b>
Phase 2 – Design Development	
<b>Design Development</b>	<b>20%</b>
<b>Construction Documents</b>	<b>29%</b>
<b>Bidding</b>	<b>2%</b>
<b>Construction Administration</b>	<b>26%</b>
<b>Project Closeout</b>	<b>2%</b>
<b>TOTAL</b>	<b>100%</b>

D. A/E BASIC SERVICES DETAIL

This section is intended to define basic services, and delineate the major phases of the project fees as they relate to the fee proposal.

A/E Basic Design Services consist of the services described in the following pages and are included in the Project Cost Estimate. These design services include normal architectural, structural, civil, mechanical, and electrical engineering services.

**It is the intention of the Tribe to solicit proposals, and to sign a contract for all phases of the design work. However, the Tribe shall provide a written Notice to Proceed (NTP) prior to authorizing work to continue from Phase I – Conceptual / Schematic Design to Phase II – Design Development, at its sole discretion. The Tribe shall issue the appropriate notices to proceed with the remaining design work.**

PHASE I –

Pre-Design, Conceptual, and Schematic Design (21 %)

In the Concepts and Schematic Design phase, the A/E provides those services necessary to develop 4 concepts and prepare Schematic Design documents consisting of drawings and other documents illustrating the general scope, scale, and relationship of project components for approval by the Tribe and Tribal representatives. Design should be conceptual in character, based on the requirements developed during the predesign phase, approved by the Tribe, and program requirements provided by the Tribe and reviewed and agreed upon by the A/E. It also includes geotechnical and utility capacity review for proposed 3 sites and development of a business plan for both new construction and expansion/renovation of the existing facility.

**Pre-Design, Conceptual, and Schematic Design work includes the following:**

<b>Project Administration</b>	Services related to schematic design administrative functions including consultation, meetings and correspondence, and progress design review conferences.
<b>Disciplines Coordination</b>	Coordination between the architectural work and engineering work and other involved consultants for the project. When specialty consultants are used, additional coordination beyond basic services <b>may</b> be required and negotiated for appropriate phases of the work.
<b>Document Checking</b>	Review and coordination of project documents.
<b>Consulting &amp; Permitting Authority</b>	Consultations, research of critical applicable regulations, preparation of written and graphic explanatory materials. The services apply to applicable laws, statutes, regulations, and codes.
<b>Data Coordination</b>	Review and coordination of data furnished for the project by the Tribe.
<b>Architectural Design</b>	Services responding to scope of work (program/predesign) requirements and consisting of preparation of conceptual site and building plans, schematic sections and elevations, preliminary selection of building systems and materials, development of approximate dimensions, areas and volumes.
<b>Structural Design</b>	Services consisting of recommendations regarding basic structural material and systems, analysis, and development of conceptual design solutions.

<p><b>Mechanical Design</b></p>	<p>Services consisting of consideration of alternate materials, systems and equipment, and development of conceptual design solutions for energy sources/conservation, heating, ventilating and air conditioning (HVAC), plumbing, fire protection, and general space</p>
<p><b>Electrical Design</b></p>	<p>Services consisting of consideration of alternate systems, recommendations regarding basic electrical materials, systems and equipment, analysis, and development of conceptual design solutions for power service and distribution, lighting, communication raceways, fire detection and alarms, and general space requirements.</p>
<p><b>Civil/Site Design</b></p>	<p>Services consisting of site planning, including layout of site features, building position, preliminary grading, location of paving for walkways, driveways and parking, and fencing locations. Also included are the normal connections required to service the building such as water, drainage, and sanitary systems, if applicable.</p>
<p><b>Specifications</b></p>	<p>Services consisting of preparation for Tribal approval of proposed development of architectural outline specifications, and coordination of outline specifications of other disciplines.</p>
<p><b>Materials Research</b></p>	<p>Services consisting of identification of potential of architectural materials, systems, and equipment.</p>
<p><b>Scheduling</b></p>	<p>Services consisting of reviewing and updating previously established project schedules or initial development of schedules for decision-making, design, and documentation.</p>
<p><b>Cost Estimating</b></p>	<p>Services consisting of development of a probable construction cost from quantity surveys and unit costs of building elements for the project. Parametric costs shall reflect the level of design elements presented in the schematic design documents, plus appropriate design contingencies to encompass unidentified scope ultimately included in the program. Assist the Tribe with analyzing scope, schedule, and budget options to stay within the Cost Estimates.</p>

<b>Presentations</b>	Services consisting of appropriate presentation(s) of schematic design documents by the A/E to the Tribe and Tribal representatives.
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PHASE II –

Design Development Phase

**NOTICE to PROCEED (NTP) required for Phase II work. NTP will include decision as to expansion/renovation versus construction of a new facility. Firm shall provide separate fee breakdown for renovation/expansion versus construction of new facility.**

**The Tribe shall, at its sole discretion, provide a written Notice to Proceed (NTP) prior to authorizing work to continue from Phase I – Conceptual / Schematic Design to Phase II – Design Development.** ARCHITECT shall commence the Phase II Services upon delivery to ARCHITECT the written Notice to Proceed. Notice to Proceed shall be in the form of a written communication from the Tribe. Notice to Proceed may be in the form of e-mail, fax or letter authorizing commencement of the Services. For purposes of this Agreement, Emerson Coy shall be the designated Tribal contact person. Notice to Proceed shall be deemed to have been delivered upon actual receipt by ARCHITECT.

Design Development Services (20%)

In the Design Development Phase, the A/E shall provide those services necessary to prepare from the approved Schematic Design documents, the Design Development documents consisting of drawings and other documents to fix and describe the size and character of the entire project for approval by the Tribe. Consideration shall be given to availability of materials, equipment and labor, construction sequencing and scheduling, economic analysis of construction and operations, user safety and maintenance requirements, and energy conservation.

**Design Development includes the following:**

<b>Project Administration</b>	Services consisting of design development administrative functions including consultation, meetings and correspondence, and progress design review conferences with the Tribe.
<b>Disciplines Coordination</b>	Coordination of the architectural work and the work of engineering with other involved consultants for the project.
<b>Document Checking</b>	Review and coordination of documents prepared for the project.

<p><b>Permitting Authority Consulting</b></p>	<p>Consultations, research of critical applicable regulations, preparation of written and graphic explanatory materials. The services apply to applicable laws, statutes, regulations, and codes. Assist in obtaining approval from approving agencies as required.</p>
<p><b>Tribal Data Coordination</b></p>	<p>Review and coordination of data furnished for the project by the Tribe.</p>
<p><b>Architectural Design</b></p>	<p>Services consisting of continued development and expansion of architectural schematic design documents to establish the final scope, relationships, forms, size, and appearance of the project through plans, sections and elevations, typical construction details, three-dimensional sketches, materials selections, and equipment layouts.</p>
<p><b>Structural Design</b></p>	<p>Services consisting of continued development of the specific structural system(s) and schematic design documents in sufficient detail to establish basic structural system and dimensions, structural design criteria, foundation design criteria, preliminary sizing of major structural components, critical coordination clearances, and outline specifications.</p>
<p><b>Mechanical Design</b></p>	<p>Services consisting of continued development and expansion of mechanical schematic design documents and development of outline specifications or materials lists to establish approximate equipment sizes and capacities, preliminary equipment layouts, required space for equipment, chases and clearances, acoustical and vibration control, visual impacts, and energy conservation.</p>
<p><b>Electrical Design</b></p>	<p>Services consisting of continued development and expansion of electrical schematic design documents and development of outline specifications or materials lists to establish criteria for lighting, electrical and communication raceways, approximate sizes and capacities of major components, preliminary equipment layouts, required space for equipment, chases, and clearances.</p>
<p><b>Civil/Site Design</b></p>	<p>Services consisting of continued development of civil/site schematic design documents and development of outline specifications required for the project that are normally prepared by the architect. See the Extra Services section for detailed civil design services beyond basic services.</p>

<b>Specifications</b>	Services consisting of preparation for the Tribe's approval of proposed General and Supplementary Conditions of the Contract for construction, development of architectural outline specifications, coordination of outline specifications of other disciplines, and production of design manual including design criteria, and outline specifications of materials lists
<b>Scheduling</b>	Services consisting of reviewing and updating previously established schedules for the project.
<b>Cost Estimating</b>	Services consisting of development of a probable construction cost from quantity surveys and unit costs of building elements for the project. Parametric costs reflect the level of design elements presented in the design development documents, plus appropriate design contingencies to encompass unidentified scope ultimately included in the program. Assist the Tribe with analyzing scope, schedule and budget options.
<b>Presentations</b>	Services consisting of appropriate presentation(s) of design development documents by the A/E to the Tribe, and Tribal representatives.

**Construction Document Services (29%)**

In the construction documents phase, the A/E shall provide the services necessary to prepare for approval by the Tribe – from the approved design development documents; construction documents consisting of drawings, specifications, and other documents describing the requirements for construction of the project; and bidding and contracting for the construction of the project.

**Construction Document Services includes the following:**

<b>Project Administration</b>	Services consisting of construction documents, administrative functions (including consultation, meetings and correspondence), and progress design review conferences.
<b>Disciplines Coordination</b>	Coordination of the architectural work, with the work of engineering, and with other involved consultants for the project.

<b>Document Checking</b>	Review and coordination of documents prepared for the project.
<b>Permitting Authority Consulting</b>	Consultations, research of critical applicable regulations, preparation of written and graphic explanatory materials. The services apply to applicable laws, statutes, regulations, and codes. Assist in obtaining approval from approving agencies as required.
<b>Tribal Data Coordination</b>	Review and coordination of data furnished for the project by the Tribe.
<b>Architectural Design</b>	Services consisting of preparation of drawings based on approved design development documents setting forth in detail the architectural construction requirements for the project.
<b>Structural Design</b>	Services consisting of preparation of final structural engineering calculations, drawings, and specifications based on approved design development documentation, which details structural construction requirements for project.
<b>Mechanical Design</b>	Services consisting of preparation of final mechanical engineering calculation, drawings and specifications based on approved design development documentation, setting forth in detail the mechanical construction requirements for the project.
<b>Electrical Design</b>	Services consisting of preparation of final electrical engineering calculation, drawing and specifications based on approved design development documentation, setting forth in detail the electrical construction requirements for the project.
<b>Civil/Site Design</b>	Services consisting of preparation of final civil/site design drawings and specifications based on approved design development documentation required for the project, which are normally prepared by the architect. See the Extra Services section for detailed civil design services beyond basic services.

<b>Specifications</b>	Services consisting of activities of development and preparation of bidding documents, Conditions of the Contract, architectural specifications, coordination of specifications prepared by other disciplines, and compilation of the project manual.
<b>Cost Estimating</b>	Services consisting of development of a probable construction cost from quantity surveys and unit costs of building elements for the project. Parametric costs shall reflect the level of design elements presented in the Construction documents plus appropriate design contingencies to encompass unidentified scope ultimately included in the program. Assist the Tribe with analyzing scope, schedule, and budget options to stay within the Project Estimates.
<b>Scheduling</b>	Services consisting of reviewing and updating previously established schedules for the project.
<b>Tribal Assistance</b>	Provide necessary information to the Tribe for the preparation requirements for release of funding including preparation of cost statistics if necessary.

**Bidding Phase (2%)**

In the Bidding Phase, the A/E, following the Tribe's approval of the Construction Documents and the most recent statement of probable construction cost, shall provide those services necessary for the A/E to assist the Tribe in obtaining bids and in awarding and preparing contracts for construction. In the case of phased construction, the Tribe may authorize bidding of portions of the work.

**Bidding Phase Services includes the following:**

<b>Project Administration</b>	Services consisting of bidding administrative functions.
<b>Disciplines Coordination</b>	Coordination between the architectural work and the work of engineering and other involved consultants for the project.

<b>Bidding Materials</b>	Services consisting of organizing, coordinating, and handling Bidding documents for reproduction, distribution and retrieval, receipt, and return of document deposits.
<b>Addenda</b>	Services consisting of preparation and distribution of Addenda as may be required during bidding and including supplementary drawings, specifications, instructions, and notice(s) of changes in the bidding schedule and procedure.
<b>Bidding</b>	Services consisting of participation in pre-bid conferences, responses to questions from bidders, and clarification or interpretations of the bidding documents, attendance at bid opening, and documentation and distribution of bidding results.
<b>Analysis of Substitutions</b>	Services consisting of consideration, analysis, comparisons, and recommendations relative to substitutions proposed by bidders prior to receipt of bids.
<b>Bid Evaluation</b>	Services consisting of validation of bids, participation in review of bids and alternates, evaluation of bids, and recommendation on award of contract.
<b>Contract Agreements</b>	Assist the Tribe in notification of contract award, assistance in preparation of construction contract agreements when required, preparation and distribution of sets of contract documents for execution of the contract, receipt, distribution and processing, for Tribal approval, of required certificates of insurance, bonds and similar documents, and preparation and distribution to contractor(s) on behalf of the Tribe, of notice(s) to proceed with the work.

#### Construction Contract Administration Phase (26%)

In the Construction Contract Administration phase, the A/E shall provide services necessary for the administration of the construction contract as set forth in the General Conditions of the Contract for Construction.

**Construction Contract Administration Services includes the following:**

<b>Project Administration</b>	Services consisting of construction contract administrative functions including consultation, conferences, communications, and progress reports.
<b>Disciplines Coordination Document Checking</b>	Coordination between the architectural work and the work of engineering and other involved consultants for the project. Reviewing and checking of documents (required submittals) prepared for the project.
<b>Permitting Authority Consulting</b>	Services relating to applicable laws, statutes, regulations and codes of regulating entities relating to the Tribe's interests during construction of the project.
<b>Construction Administration</b>	Services consisting of processing of submittals, including receipt, review of and appropriate action on shop drawings, product data, samples, and other submittals required by the contract documents. Distribution of submittals to the Tribe, contractor, and field representatives as required. Maintenance of master file of submittals and related communications.
<b>Construction Field Observation</b>	Services consisting of visits to the site at intervals appropriate to the stage of construction or as otherwise agreed to become generally familiar with the progress and quality of the work and to determine in general if the work is proceeding in accordance with the contract documents, and preparing related reports and communications. A/E to chair project meetings.
<b>Project Representation</b>	The Tribe will be utilizing a Construction Management Firm for this project.

<p style="text-align: center;"><b>Documents</b></p>	<p>Services consisting of preparation, reproduction, and distribution of clarification documents, and interpretations in response to requests for clarification by contractors or the Tribe. Maintenance of records and coordination of communications relative to Requests for Clarification or Information (RFI). Preparation, reproduction and distribution of drawings and specifications to describe work to be added, deleted or modified, review of proposals, review and recommend changes in time for substantial completion, assisting in the preparation of modifications of the contracts and coordination of communications, approvals, notifications, and record-keeping relative to changes in the work. Additional fees for changes to the scope of a project shall be negotiated.</p>
<p style="text-align: center;"><b>Scheduling</b></p>	<p>Services consisting of monitoring the progress of the contractors relative to established schedules and making status reports to the Tribe.</p>
<p style="text-align: center;"><b>Cost Accounting</b></p>	<p>Services consisting of maintenance of records of payments on account of the contract and all changes thereto, evaluation of applications for payment and certification thereof, and review and evaluation of cost data submitted by the contractors for work performed.</p>

Project Closeout (2%)

**Project Closeout Services include the following:**

<p style="text-align: center;"><b>Project Closeout</b></p>	<p>Services initiated upon notice from the contractor that the work is sufficiently complete, in accordance with the contract documents, to permit occupancy or utilization for the use for which it is intended, and consisting of a detailed inspection for conformity of the work to the contract documents, issuance of certificate of substantial completion, issuance of a list of remaining work required (punch list), final inspections, receipt and transmittal of warranties, affidavits, receipts, releases and waivers of lien or bonds, permits, and issuance of final certificate for payment.</p>
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<b>Record Documents (As-Builts)</b>	Receive and review the contractors marked up field records. Supply the record documents to the Tribe. (Transferring the contractor's record of field changes to the original record drawings may be authorized by the owner as an additional service.)
<b>Operations and Maintenance Manuals</b>	Services consisting of processing, reviewing, commenting on, taking appropriate action, and transmitting Operations and Maintenance Manuals provided by the contractor to the Tribe.
<b>Warranty Period</b>	Continued assistance to investigate contract problems that arise during the warranty period.

#### IV. REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

##### A. FORMAT REQUIREMENTS

Firms submitting SOQs in response to this RFQ/P must follow the format below. Material must be in 8-1/2 x 11 inch format. Each SOQ shall include a Front Cover stating the following: "Statement of Qualifications for [FIRM NAME] in Response to the Tribe's RFQ/P."

Each SOQ shall include a table of contents and divider tabs labeled with the boldface headers below (e.g. the first tab would be entitled "Cover Letter," the second tab would be entitled "Business Information," etc.) **Total submittal length shall not exceed 50 pages.**

**Provide Seven (7) bound copies, One (1) unbound copy, and One (1) electronic copy of the Statement of Qualifications.**

The unbound copy shall be marked "Copy for Reproduction", and shall be formatted as follows:

- No divider sheets or tabs.
- Pages with proprietary information removed.
- A cover sheet listing the firm's name, the total number of pages, and identifying those pages that were removed due to proprietary information.

The electronic copy will only be accepted via flash drive or CD in the following programs: Microsoft Office Word/Excel or PDF.

Each submission package will be reviewed to determine its completeness prior to the actual evaluation. If a respondent does not respond to all categories requested, the respondent may be disqualified from further consideration.

##### B. SOQ CONTENT REQUIREMENTS

1. TAB 1 – Cover Letter (maximum of 1 page)

- Provide a letter of introduction signed by an authorized officer of the architectural services company. If the architectural services company is a joint venture, duplicate the signature block and have a principal or officer also sign on behalf of each party to the joint venture.
- Include a brief description of why your firm is well suited for, and can meet, the Tribe's needs.
- Clearly identify the individual(s) who are authorized to speak for the firm during the evaluation process.
- **Must include the following statement:**  
*"[INSERT ARCHITECTURAL SERVICES COMPANY'S NAME] understands an Architectural Services Agreement ("Agreement") in the format of the AIA B101-2017 and AIA G802-2017 shall be used. The Agreement is to be provided by the selected firm with provisions to be agreed upon by the Owner and Firm prior to execution of the agreement. If given the opportunity to contract with the Band, [INSERT ARCHITECTURAL SERVICES COMPANY'S NAME] has no objections to the use of the Agreement."*
- Respondent shall certify that no official or employee of the Tribe, nor any business entity in which an official of the Tribe has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the Tribe.

2. TAB 2 — Business Information

Provide the following information:

- Company name
- Physical and Mailing Address
- Telephone
- Fax
- Website
- Name and email of main contact
- Federal Tax I.D. Number
- License or Registration Number
- Type of organization/business structure (ownership, legal form, i.e. corporation, partnership, etc., and senior officials of company). If a joint venture, describe the division of responsibilities between participating companies, offices (location) that would be the primary participants, and percentage interest of each firm.
- A brief description and history of the firm, including number of years the firm has been in business and date firm was established under its given name.
- Number of employees (licensed professionals, technical support.)
- Location of office where the bulk of services solicited will be performed

- Any State of Michigan certification for your firm such as Small Business or Disabled Veteran Business Enterprise status.
- How sub-consultants are generally used by your firm and to what extent work is performed in-house versus by a sub-consultant.
- Provide similar information for proposed sub-consultants.
- How sub-consultants will be utilized on the Project(s) and to what extent work will be performed in-house.

3. TAB 3 — Project Approach and Firm Qualifications

- Provide a statement demonstrating your firm's or team's ability to accomplish the scope of services in a comprehensive and thorough manner with an aggressive schedule in order to meet the Tribe's goal of moving projects into construction within the earliest possible timeframe.
- A brief written summary of the firm's philosophy related to the planning and design of the Project(s).
- Describe your firm's approach to cost estimating, including some history of cost estimates versus actual bid amount, on three (3) Clinic projects, or similar projects, awarded in the last five (5) years.
- Describe your firm's approach to quality control/assurance procedures, including coordination of design disciplines and working with "I.H.S." A/E Design Guidelines.
- Describe the approach to compliance with Program requirements and conformance with Federal/State/Local applicable code requirements.
- Describe your firm's experience with construction cost reduction measures such as, but not limited to, value engineering in design and construction.
- Describe how your firm has incorporated the use of energy savings in design and your experience with sustainable design, LEED and AED in the context of similar facilities.
- Describe your experience with pre-checked designs, giving specific project details.
- Describe your experience with lease/lease-back projects.
- Demonstrate your firm's flexibility in adapting to the changing needs and priorities of a Health Center.
- Describe your experience with Tribal / I.H.S. and working within the I.H.S. and Tribal processes.
- Describe your experience with the Project Commissioning process.
- Identify established methods and approaches utilized by your firm to successfully meet completion deadlines, and provide examples demonstrating effective use of stated methods and approaches.

4. TAB 4 — Relevant Health Clinic Experience and References

Provide information about prior services/designs prepared by your firm in the last ten (10) years on **a minimum** of five (5) HEALTH CENTER PROJECTS (Hospitals, Clinics, Dental, etc).

Include **the last five** (5) HEALTH CLINIC projects your firm has designed that have been completed.

Specific experience with Tribal and/or IHS Health Facilities will be given added value, please include whether projects were closed out with Tribes and/or IHS successfully.

For each project, include the following information:

- Briefly state the significance of each relevant project your firm has worked on that you would like to be considered in this RFQ/P. Briefly explain how you believe the particular project is relevant to the Tribe's needs.
- Specify role of firm or individual if work was not exclusively by the firm (i.e., joint venture, association).
- Provide at least two (2) examples of projects that have been phased during Clinic occupancy while conducting renovation and new construction.
- If applicable please identify Tribal close-out status for the **last** five (5) completed CLINIC projects.
- Provide a list of the following for each project noted above:
  - ✓ Project name, type, program, and location
  - ✓ Beginning and end dates of project (including design and construction)
  - ✓ Square footage
  - ✓ Date of each project Notice of Completion and Tribal final certification
  - ✓ Number of RFI's and Change Orders of each project
  - ✓ Original budget, bid amount & final amount at close-out
  - ✓ Key individuals of the firm involved and their roles in the project
  - ✓ Any sub-consultants that worked with the firm
  - ✓ References: Tribe/Tribe name with name of contact person, title, telephone number, and email address to be contacted for a reference
- Reference all projects adhering to IHS A/E Design Guide criteria your firm has worked on.
- Identify **one** project located within 200 miles of Bay Mills that you would recommend to the selection committee for touring.

#### 5. TAB 5 — Architect Team Summary and Qualifications

The selected architectural services company shall employ, at its expense, professionals properly licensed and skilled in the execution of the functions required for architectural services as described herein.

- Identify and provide resumes for key members within your architectural firm that you would assign to the Architect team and their roles. Include, at a minimum: Principal-in-Charge; Architect(s); Project Engineer(s); and Construction Administrator. List license numbers, dates, and office addresses. Resumes shall

include specific qualifications and recent related experience and shall include a list of references with contact names and phone numbers.

- Identify roles and qualifications of sub-consultants, if any. Note: firm(s) selected for inclusion in the Tribe's pool of architects will be required to demonstrate long term relationships with any sub-consultants and submit resumes and recent project experience where the sub-consultant is utilized as part of any response to any subsequent Request for Qualifications for the Project(s).
- Each SOQ must include evidence that the architectural services company is legally permitted and properly licensed for the scope of work for which the SOQ is submitted and to conduct business in the State of Michigan.
- The Tribe expects that the team shall remain intact through the duration of the Project(s). If a team member must leave, the Tribe reserves the right to approve that team member's replacement.

6. TAB 6 — Litigation History

Provide a comprehensive five (5)-year summary of the firm's litigation, arbitration and negotiated/settled history with previous clients. State the issues in the litigation, the status of the litigation, names of parties, and outcome. A SOQ failing to provide the requested information on lawsuits or litigation, and responses which assert attorney-client privilege and fail to provide the information requested, will be considered non-responsive, disqualified from the selection process, and will not be evaluated.

7. TAB 7 – Fee Proposal

Provide a fee proposal in a **separate, sealed envelope.**

**Fee Proposal shall:**

- Be Fixed Price – Not to Exceed, with price for each Phase of the Project
- Include hourly billing rates by position (proposed)
- Include a staffing plan (proposed)
- Include a reimbursable schedule (proposed). The SOR should identify proposed reimbursable items by category. Travel and related expenses shall be reimbursed in accordance with the federal government Joint Travel Regulation.
- Include a Schedule of Rates ("SOR") by position, by company entity, for each position proposed by your firm, whether you are submitting as a prime with sub-consultant(s), or as joint venture or partnership. The SOR shall consist of a list of proposed project staff with proposed hourly billing rates and the level of effort of each identified position for the project now known as the **Bay Mills Health Center Planning Project.**

The final form of the Agreement will incorporate the final scope of work and not-to-exceed fee negotiated between the Tribe and the selected firm. Any proposed changes to the form of Agreement (use of any document other than the AIA) will have to be identified prior to the interview phase and will be communicated to the Tribe as changes will not be entertained after the selection process is complete.

Please use the following format to summarize your Fees and Reimbursable Expenses

Fee Proposal Breakdown

Phase 1 Fee Proposal – Concept/Schematic Design (21%)	\$ _____	.00
Phase 2 Fee Proposal – Design Develop/Const Doc (79%)	\$ _____	.00
Reimbursable Expenses (Allowance)	\$ _____	.00
Total Agreement Amount	\$ _____	.00

V. SELECTION CRITERIA

A. EVALUATION

The SOQ will be reviewed for responsiveness and evaluated pursuant to the specific criteria set forth in this RFQ/P, including, without limitation:

The architectural services company's experience and performance history with similar projects for Clinic Tribes, including:

- Successful experience with Health Center and specifically Tribal and I.H.S. Health Centers, new construction projects, and completion of projects on time, including demonstrated ability to complete Project(s) in a tight time-frame.
- Project Architect's experience in successful and timely approval of firm's projects through all federal, state and local regulatory agencies.
- Ability to assist with preparing and/or modifying Health Specifications as required by the Federal and State agencies and the Tribe's design committee.
- Experience in planning, design, and administering the construction of Health Center project designed based on I.H.S. AED Design Guide.
- Use of energy savings and value engineering in design.
- Experience Administering Construction Change Orders.
- Knowledge of Federal, State laws and regulations, the American with Disabilities Act, and other governmental requirements for Tribal Health Clinic.
- Experience in data communication systems used in clinics.
- Experience with construction cost reduction measures such as, but not limited to, re-use of design plans and construction design.
- Experience with pre-checked designs.
- Experience with the Building Commissioning Process.
- Experience, results, and professional and technical expertise of proposed personnel.
- Acceptable and verifiable references from clients contacted by the Tribe, to include:

- ✓ Firm's reputation;
  - ✓ Satisfaction of previous clients (client relationships);
  - ✓ Timeliness of work and ability of the firm to meet schedules; and
  - ✓ Accuracy of cost estimates.
- Overall responsiveness of the SOQ.
  - Location of office and accessibility to the Project(s).

Each SOQ must be complete. Incomplete SOQs will be considered nonresponsive and grounds for disqualification. The Tribe retains the sole discretion to determine issues of compliance and to determine whether an architectural services company is responsive, responsible, and qualified. The Respondent's SOQ and any other supporting materials submitted to the Tribe in response to this RFQ/P will not be returned and will become the property of the Tribe unless portions of the materials are designated as proprietary at the time of submittal, and are specifically requested to be returned.

## B. TRIBE INVESTIGATIONS

The Tribe may perform investigations of responding parties that extend beyond contacting the references identified in the SOQ. The Tribe may request an architectural services company to submit additional information pertinent to the review process. The Tribe also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted. At the Selection Committee's discretion, firms may be asked to arrange a tour of a representative facility which they have been responsible for.

## C. INTERVIEWS

The Tribe, at its sole discretion, may elect to interview selected firm(s). The Tribe may elect to interview one or more firms. If a firm is requested to come for an interview, the key proposed Project staff will be expected to attend the interview. The interview will be an opportunity for the Tribe's selection committee to review the firm's proposal and other matters the committee deems relevant to its evaluation. **Any comments or objections to the form of Agreement shall be provided in writing before the interview and may be the subject of inquiry at the interview.**

Following the interviews, it is expected that the selection committee will make recommendations to the Tribal Council regarding selected firms to be part of the Project.

## D. FINAL DETERMINATION AND AWARD

The Tribe reserves the right to contract with any entity responding to this RFQ/P for all or any portion of the work described herein and/or in an Agreement offered to the entity, to reject any SOQ/P as non-responsive, and/or not to contract with any architectural services company for the services described herein. The Tribe makes no representation that participation in the RFQ/P process will lead to an award of contract or any consideration whatsoever. The Tribe reserves the right to contract with any firm not participating in this process. The Tribe shall in no event be responsible for the cost of preparing any SOQ or proposal in response to this RFQ/P, including any supporting materials.

The awarding of a contract(s) is at the sole discretion of the Tribe. The Tribe may, at its option, determine to award contract(s) only for portions of the scope of work identified herein. In such case, the successful firm(s) will be given the option not to agree to enter into the Agreement and the Tribe will retain the right to negotiate with any other proposing firm selected as a finalist.

If no finalist is willing to enter into a contract for the reduced scope of work, the Tribe will retain the right to enter into negotiations with any other firm responding to this RFQ/P.

E. RFQ/P RESPONSE SCHEDULE SUMMARY:

The Tribe reserves the right to change the dates on the schedule without prior notice.

<u>ACTIVITY DESCRIPTION</u>	<u>DATE</u>	<u>TIME</u>
Release of RFQ/P	08/17/2018	
Deadline for submitting written questions	09/11/2018	4:00 PM CT
Deadline for Tribal response to written questions	09/13/2018	4:00 PM CT
Deadline for Submitting RFQ/P's	09/18/2018	2:00 PM CT
Interview Qualified/Short Listed Firms	Week of 10/08/2018	

**WE THANK YOU FOR YOUR INTEREST IN THIS EXCITING PROJECT!**

End of Document