

**Request for Proposal (RFP)**  
**For**  
**Architectural Services**  
**And**  
**Construction Administration Management Services**

Issued by:

**K'ima:w Medical Center (KMC)**

Proposals must be submitted  
No later than  
5 PM May 19, 2023

to:

E-mail: [harley.smith@kimaw.org](mailto:harley.smith@kimaw.org)

or

K'ima:w Medical Center  
535 Airport Road  
P.O. Box 1288  
Hoopa, CA 95546

**LATE PROPOSALS WILL BE REJECTED**  
There will not be a public opening for this Proposal

For further information regarding this RFP  
contact Harley Smith  
At (530) 625-4261 ext. 0223  
Email: [harley.smith@kimaw.org](mailto:harley.smith@kimaw.org)

Issued: 1

## **Objective**

The K'ima:w Medical Center, a legal entity of the Hoopa Valley Tribe, Hoopa, California, is soliciting proposals from qualified firms for architectural services for the construction of a Professional Housing Project for clinical staff. This RFP is seeking services for concept/preliminary design, final design, bidding, and construction administration management services.

## **Background**

The K'ima:w Medical Center (KMC) is the primary health care provider for the Hoopa Valley Tribe (population 3,200) and provides additional services to the surrounding rural population. KMC is located in northeastern Humboldt County, California and is in a remote location a little over an hour from the Arcata/Eureka coastline. The KMC Campus operates out of 13 different buildings that encompass over 41,000 square feet located on approximately 16 acres of land.

## **Project Details Site Location**

The proposed location is on four contiguous lots adjacent and to the north of the existing K'ima:w Dental Clinic (west side of Airport Road), Hoopa, CA. The undeveloped area allocated is approximately 250 feet wide and 700 feet in length or roughly 4 acres. The Project is on Tribal Trust Land that the Hoopa Valley Tribe has committed to the Project and is located within the boundaries of the Hoopa Valley Indian Reservation.

## **Building Goals**

The selected firm will be encouraged to provide guidance and recommendations toward designing a Professional Housing Project that will best meet the needs of K'ima:w Medical Center in order to attract and retain medical service providers and support staff. At present, the K'ima:w Medical Center has identified the following goals:

- The proposed development will consist of a cul-de-sac design with the total build out to be for 17 residential units.
- There will be a common area that could include a modest meeting room and kitchen area, restrooms, laundry room, and swimming pool.
- The exterior of the property would be fenced and gated. The exterior portion of the project would incorporate a nature garden and short walking paths.
- The overall design should maximize functionality, durability, and a relaxed living area for the residents. This can include solar and back-up power generation that may or may not be integrated at the time of the project.
- The Facilities should embrace sustainable design practices that emphasize energy efficiency as well as renewable and redundant energy sources.

## **Project Description**

1. Concept Design and Opinion of Probable Cost for the Professional Housing Project: The selected firm will work with the K'ima:w Medical Center's Project Manager to develop a design that is agreeable to the KMC Board of Directors and staff whose long-term goal is to provide safe, effective, and pleasing residential living quarters for personnel that are part of the K'ima:w Medical Center. The selected firm will evaluate and recommend variables in the design to address needs while adhering to an allocated budget. It is anticipated that the Concept Design phase will take place June through August of 2023.
2. Schematic Design, Design Development and Final Design Phase – KMC anticipates this phase to take place from June through November, 2023.
3. Bidding and Contract Award Phase
4. Construction and Project Close-out Phase

## **Project Development**

The K'ima:w Medical Center Professional Housing Project will be developed over two stages.

### **Stage 1: Will consist of:**

- Infrastructure development to include: grubbing, grading, curbs, gutters, sidewalks, all utilities including wastewater, fencing, gating and roadway for a cul-de-sac design of about 500 feet in length.
- 3-bedroom house of approximately 1765 sq. ft. with garage space of 571 sq.ft.
- Tri-plex: 2-bedroom units of approximately 3757 sq.ft. with garage space of 1711 sq.ft.
- 4-plex transitional: Studio type units of approximately 2809 sq. ft. with garage/carport.

### **Stage 2: Will consist of:**

- 4-bedroom house of approximately 2088 sq. ft. with garage space of 571 sq. ft.
- 3-bedroom house (HC) of approximately 1948 sq. ft. with garage space of 571 sq. ft.
- 2 each: 2-bedroom houses of approximately 1249 sq. ft. each, with garage of 571 sq. ft. each
- Tri-plex: 2-bedroom units of approximately 3757 sq. ft. with garage space of 1711 sq. ft.
- Duplex: 1-bedroom units of approximately 2024 sq. ft. and with garage/carport.
- Common Area Building/Recreation: to include meeting room, restrooms, laundry, and swimming pool area.

## **Responsibility of Conditions**

The selected firm will be responsible for compliance by their firm, the general contractor's firm and their sub-contractors for the total scope of the project including, but not limited to:

- That all design contracts and full data ownership will reside with the Hoopa Valley Tribe (HVT) and K'ima:w Medical Center (KMC) for the Project. This will include, final construction documents and supporting documents and record drawings.
- That the project design will utilize Indian Health Service A/E Design Guide (2022 edition) or applicable federal, tribal, state, and local statutes and construction approvals or operating permits will be obtained as necessary to ensure compliance of the completed project. Design and development will be designed and/or overseen by an architect/engineer licensed in the State of California.

- That the project will conform to the Indian Health Service environmental review procedures.
- That the project will utilize as best as possible the National Renewable Energy Laboratory (NREL) Residential Energy Efficiency Design Guide for Tribal Lands.
- That the Hoopa Valley Tribe and the K'ima:w Medical Center Procurement and Contracting Policies and Procedures will be used for solicitations and contracts issued by the Hoopa Valley Tribe to perform the work.
- That all contractors and subcontractors will comply with the Davis-Bacon Act. Direct employees of the Tribe or its entities are excluded from this provision.
- That all contractors and subcontractors will comply with the Hoopa Valley Tribal Employment Rights Ordinance (TERO).

## **Scope of Services**

Each firm will submit a Scope of Services with their proposal. The Scope of Services listed in this section is intended to give firms direction and understanding as to what KMC values. Firms are encouraged to tailor their proposed Scope of Services as they see fit to deliver a process that balances timeliness, cost efficiency, input, exploration of options and best practices for the project development.

### General:

The selected architect shall work closely as a part of the project team to develop a design for the facility that meets the needs of the K'ima:w Medical Center. This objective will be accomplished through frequent and routine communication and meetings with the KMC Project Manager and others.

Phase 1: Preliminary/Concept Design and an Opinion of Probable Cost for the Full Project: Complete a space needs assessment to verify building size and site requirements. The architect shall inspect the site location and the KMC facilities to develop a plan that is consistent with an improved medical campus design.

### Conceptual Site Layout:

- Architect shall develop alternative layouts for the project on the preferred site. The site layout shall be consistent with the Building Goals set forth by KMC in this document.
- The layout of the site needs to account for the parking needs of the residential development and its supportive services. This can include but is not limited to: a maintenance garage for storing of equipment and supplies to service the development.
- Surveying – map the site to 100 feet outside the limits of disturbance in sufficient detail for all planning design purposes. Map shall include all surface features, utilities – both buried and overhead, and any other relevant information necessary for the work including appropriate set-backs from the adjoining Hoopa Airport. Mapping shall include staking and lines of the allocated space.
- Geotechnical Investigation - provide geotechnical and foundation evaluation investigations as a part of the site development.
- Building location and configuration will be evaluated in conjunction with the site plan to use available space and allow opportunity for future growth efficiently and effectively.
- Environmental issues: The site design shall be sensitive to and shall protect the surrounding environment.

- Grading and Storm Water Management – Grade the site and design adequate storm water management facilities to minimize the risk of flooding or excessive ponding.
- Utilities - Provide for all required utilities and where feasible, install all utilities underground. Site utilities shall include but not be limited to: water, sanitary sewer, storm sewer, telephone, electric, cable TV, fiber optics, site lighting, site communications and potential back up power. Coordinate with relevant contractors. It is believed that electric and water services are available in close proximity. Septic waste will need to be developed as part of the site design. It is anticipated that propane would be utilized for heating and the tank locations would need to be placed in discrete locations.
- Landscape Design: Provide a landscape design for the facility that will be attractive, low maintenance, and consistent with landscaping standards for a residential development in a rural Native American setting. Landscaping should consider best practices in contributing to effective storm water management. The design should incorporate a walking path from the development to the Health Clinic for employee convenience.
- Drawings: Develop drawings that illustrate the design concepts being proposed to allow the KMC Project Manager, the Board of Directors and officers, and staff to review and approve the plan. Drawings shall include but not be limited to site plan, floor plan(s), elevations, and colored renderings.
- ADA Compliance: Take special care to accommodate for accessibility needs paying particular attention to the Americans with Disabilities Act. Designing only to the minimum requirements of State Code or ADA standards may not be sufficient.
- Energy Conservation: Designs shall emphasize energy conservation and consider LED concepts. Develop a report analyzing initial cost versus operating cost to demonstrate energy efficiency and life cycle costing. The report should include a brief description of applicable 3rd party funding program or incentive (ex. Focus on Energy). Consideration of solar power should also be considered, and options provided. Also, our area is subject to power outages. The design should include a back-up generation system or at a minimum, a design that would accommodate a back-up generation system installation at a future date that includes functionality in a discreet location. The design could include solar with battery stand-by as well as propane or a combination thereof. The National Renewable Energy Laboratory (NREL) Residential Energy Efficiency Design Guide for Tribal Lands should be consulted and serve as a guideline for the project.

Constructability issues: The Architect shall be fully responsible for the constructability of the proposed site and shall coordinate the preliminary design of all the mechanical, electrical, and plumbing (MEP) work to avoid conflicts between the respective MEP systems and confirm they will all fit into the allotted space. Notwithstanding any recommendations or approvals by K’ima:w Medical Center, the Architect shall not be relieved from responsibility for the workability and suitability of the design and all details.

Schedule: The K’ima:w Medical Center is targeting that “Stage 1” to be furnished and operational by June, 2025. If additional funding is secured for “Stage 2”, we anticipate this to be furnished and operational by June, 2026.

- Develop and regularly maintain a project schedule that includes all phases of the project through completion of construction and startup/occupancy of the new facility.
- Present the schedule in a Gantt chart format and provide sufficient detail to allow tracking of the progress of the work through each phase.

- Promptly notify the KMC Project Manager of any delays that will impact the successful completion of the work.

Construction Cost Control: The K'ima:w Medical Center is anticipating a total project cost in the range of \$5,000,000 for "Stage 1" of the Building project. "Stage 2" project costs is projected to be around \$7,500,000. Controlling the total project cost is critical to project success.

- The Architect shall work within and adhere to this project budget. The Architect agrees to work closely with the KMC Project Manager to control costs. The Architect will be keenly aware of project costs throughout all phases of the project.
- If an adjustment in the project budget is required to meet the overall objectives, the Architect shall promptly notify the KMC Project Manager and provide the necessary supporting documentation to allow the KMC Board of Directors to make a decision. The Architect shall not proceed with completion of the project without the prior written authorization of the Board and an adjustment to the project budget.
- If adjustment of the project budget is not feasible, the Architect shall work with KMC to modify the project to reduce the scope or phasing of construction to fit within the approved budget.
- The Architect shall remain responsible to maintain the project within the budget. If project costs exceed the budget due to the actions, inactions, and/or errors or omissions of the Architect, the Board may direct the Architect to redesign the facility at no additional cost to bring the work within budget.

Other issues as required to complete the work: The Architect shall outline and detail in the Proposal any other tasks required to complete the work. Failure to account for items that would be considered usual and customary to this project shall not be justification for additional compensation or an extension of contract time.

#### **Architect's Minimum Responsibilities for Phase 1 - Preliminary Design**

- Provide all necessary personnel, resources, and sub-consultants to complete the specified design work to the satisfaction of the KMC Project Manager and Board.
- Develop a space layout analysis to accommodate the 17-unit development and common areas within the land allocated for the project.
- Retain a Geotechnical Engineer licensed in the State of California to analyze site conditions and recommend foundation configuration and loadings.
- Retain a surveyor licensed in the State of California to survey the property and develop any required site topographic maps, utility maps, and any other base mapping information necessary to complete the work.
- Gather and compile all necessary data required from Tribal and County records, from field reconnaissance, and from other sources as is necessary to complete the work.
- Schedule and coordinate quality control reviews during the completion of Phase 1 – Preliminary Design. Quality control will include but will not be limited to interim submittals and review meetings with the KMC Project Manager or their designated members.

- Provide preliminary conceptual designs for review and comment to assist the KMC Board and staff in determining the preferred site layout and building configuration.
- Provide an Opinion of Probable Cost for all alternatives and preferred site layouts and building configurations.
- Provide regular reports to the KMC Project Manager about the progress of the work.
- Regularly update the project schedule.
- Control project costs to keep the project within budget. Assist the KMC Project Manager and the K'ima:w Medical Center Board in finalizing and adjusting the project budget as needed.
- Any other work considered normal for a project of this type and scope as required to meet the needs of the Board.
- Provide project meeting minutes.

The Architect shall provide the KMC Project Manager with any and all necessary drawings, renderings, and exhibits to convey the intent of the conceptual design to the KMC Board. The Architect shall not proceed with Final Design until receipt of written approval of the conceptual design from the K'ima:w Medical Center.

## **Phase 2: Final Design – Full Project**

Upon approval of the Preliminary Design, the Architect shall proceed to Final Design and development of bidding documents. The final design shall incorporate the approved conceptual design into Drawings and Specifications suitable for public bidding. Based on the concept developed in Phase 2, the Architect shall prepare final design documents for the work to include but not limited to:

- a. Site Plan
- b. Site Utilities
- c. Site Grading
- d. Storm Water/Erosion Control Plan
- e. Landscaping
- f. Administration/office design
- g. Architectural requirements
- h. Interior space layout
- i. Telephone system and audio/visual low voltage systems
- j. Fiber Optic Communications

- k. Building material schedules
- l. Window and door schedules
- m. Room Finish Schedules
- n. Plumbing
- o. Sprinkler
- p. Electrical
- q. HVAC
- r. ADA Compliance
- s. Any other component and schedule necessary to complete the work Develop final drawings, which shall include but shall not necessarily be limited to:
  - a. Site Survey
  - b. Site Plan and Details.
  - c. Site Grading Plan and Details.
  - d. Storm Water/Erosion Control Plan
  - e. Floor Plans
  - f. Exterior Building Elevations
  - g. Roof Plan
  - h. Wall Sections and Details
  - i. Renderings
  - j. Interior elevations
  - k. Room Finish Schedules
  - l. Door and Window Schedules
  - m. Reflective ceiling plans
  - n. Structural Plans and Details
  - o. Sprinkler Plans (if needed)
  - p. HVAC Plans and Details
  - q. Plumbing Plans and Details
  - r. Electrical Plans and Details
  - s. Security System Plans and Details
  - t. other drawings needed to define work and allow competitive bidding



**Constructability:** The Architect shall be responsible for the constructability of the final design. The Architect shall coordinate the design of all mechanical, electrical, and plumbing work to avoid conflicts between the respective systems and confirm they will all fit into the allotted space. Notwithstanding any recommendations or approvals by the K'ima:w Medical Center, the Architect shall not be relieved from responsibility for the workability and suitability of the design and all associated details.

**Geotechnical Investigation and Foundation Design:** Architect shall retain the services of a Geotechnical Engineer to perform an investigation of the site soils and determine required design criteria. The Geotechnical Engineer shall be a Professional Engineer licensed in the State of California. Based on these soils' investigations, the Geotechnical Engineer shall make recommendations on type and size of foundations for the complex.

**Site Surveying and Grading:** Architect shall retain the services of a Registered Land Surveyor licensed in the State of California to prepare a topographic and utility map of the property to serve as the base for design drawings. Survey shall extend a minimum of 100 feet beyond limits of disturbance. Using the topographic information, a storm water management plan shall be developed to control runoff and minimize impact to neighboring properties.

**Permit Requirements:** The Architect shall be responsible to provide information necessary to obtain required approvals and permits for the work. In the event that the design is not accepted, and a building permit or other required approvals cannot be obtained, the Architect shall redesign components of the project at no additional cost to the K'ima:w Medical Center to conform with the requirements and obtain the necessary permits. Presentations are required for permitting and other approvals to the Hoopa Valley Tribe Land Management Department, the KMC Project Manager and its Board. The Architect will adopt Standards equivalent or in excess of the California State Building Codes and the Humboldt County Building Requirements even if they are not subject to regulatory inspection. The Architect will comply with the requirements of any Grant funding agency for the project that could be but is not limited to Architect/Engineer Design Guides and Residential Energy Efficiency Design Guide for Tribal Lands. The project is subject to prevailing wage and the Architect will prepare contracting manuals and compliance accordingly. The Architect shall address and incorporate any comments received from review agencies into the final document. Architect shall complete any other tasks as needed to meet the project objectives of the Board and Project Manager. Anticipated tasks shall be noted in the Proposal.

**Architect Responsibilities for Phase 3 - Final Design:**

- Provide all necessary personnel, resources, and sub-consultants to complete the specified design work to the satisfaction of the K'ima:w Medical Center (KMC).
- Regularly meet with the KMC Project Manager to review project status and design details.
- Schedule and coordinate quality control reviews during the Final Design. Quality control will include but will not necessarily be limited to interim submittals and regular review meetings with the KMC Project Manager or their designated staff.
- Provide regular written reports and communication with the KMC Project Manager about the progress of the work.
- Regularly update the project schedule with the KMC Project Manager and Board.
- Regularly update the project estimated costs with KMC Project Manager and Board.
- At the completion of the work, provide a final opinion of probable costs for the project.
- Control project costs to keep the project within budget. Notify the KMC Project Manager if estimated cost of construction exceeds the project budget, including any contingency.

- Any other work as normally required for a project of this size and scope.
- Provide project meeting minutes.

The Final Design shall be reviewed and approved by the KMC Project Manager and KMC Board. If the Final Design is not approved, the Architect shall revise the design until such time it gains their approval, and any such work shall be completed at no additional cost to the K'ima:w Medical Center. The project shall not proceed to the Bidding Phase without the prior written approval of the KMC Project Manager.

### **Bidding Services**

Objective: The project developed during Phase 3 – Final Design shall be competitively bid through the Hoopa Valley Tribe's and K'ima:w Medical Center's Procurement Policy, to contract with a qualified contractor at an equitable price with minimal change orders.

#### Architect's Responsibilities for Bidding:

- Provide all necessary personnel, resources, and sub-consultants to assist the K'ima:w Medical Center in competitively bidding the work.
- Gather and compile all necessary data required from Tribal and County records and other sources as deemed necessary to bid the project successfully and competitively.
- Prepare bidding forms, conditions of the Contract, and the form of Agreement between the Contractor and the Board/Tribe. Architect shall use the AIA standard forms and contract, which may include modifications by the Hoopa Valley Tribe/K'ima:w Medical Center's legal counsel.
- Provide a PDF of the complete Plans and Specifications suitable for posting.
- Assist the K'ima:w Medical Center in answering questions from prospective bidders.
- Participate in a pre-bid meeting with prospective contractors explaining the project concepts and goals and answering questions.
- Prepare Contract Addendums as required to clarify or modify the design.
- Assist the K'ima:w Medical Center in opening and evaluating the bids and recommending an award.
- Prepare bidding forms and conditions to indicate and comply with the Indian preference requirements as established by the Hoopa Valley Tribe.
- To ensure that all bids of contractors, inclusive of this architectural/engineering RFP include 3% TERO tax in their contractual bids and that a valid TERO Agreement is executed and approved.

Cost Limitation on Construction Costs: If the bid price is higher than the project budget, work with KMC to determine ways to cut costs.

- Assist in value engineering the project to reduce costs. Evaluate alternatives, provide cost information, and advise KMC as to the value of all revisions.
- Work with vendors/contractors in developing and evaluating cost reduction alternatives.
- Assist the K'ima:w Medical Center in re-designing and re-bidding the project if required. Justification of additional compensation to the Architect shall be considered based on the reasons and sources of the cost overruns.

- Provide any other work and assistance during the bidding process that would be usual and customary for a project of this size and scope.
- Prepare construction contracts.

### **Construction Administration Services**

Objective: Assist K'ima:w Medical Center in monitoring, recording, and administering construction activities.  
Architect's Responsibilities for Construction Administration Services:

- Provide all necessary personnel, resources, and sub-consultants to assist the K'ima:w Medical Center in administering construction of the project.
- Construction administration and documentation to include but not limited to:
- Shop drawings
- Schedule compliance
- Contract compliance
- Regular construction meetings
- Request for information
- Request for change
- Change Orders
- Monthly pay requests
- Operation and maintenance manuals
- Test results
- Final inspection and punch list
- Contract Closeout
- Training
- Startup and Commissioning
- Final As Built plans and documents
- Other tasks normal to facility construction administration
- Construction Quality Assurance Testing and Inspection to ensure compliance.

#### SUMMARY OF SCOPE OF SERVICES:

- 1) Construction Plans: complete construction plans for building improvements and site development.
- 2) Bidding and Contracting Manual: Complete construction contracting and technical specifications manual.
- 3) Bidding and Contracting Assistance: technical assistance for bidding and contract management during construction.
- 4) Construction Staking: stakeout plan and construction staking for site improvements.
- 5) Construction Quality Assurance Testing and Inspection: code compliance testing and inspection during construction. Architect shall ensure that all structures are constructed in compliance with applicable state and federal building codes.
- 6) Reports: construction inspection and grant assistance reports including complete project construction manual following completion of the project.

### Monthly Progress Reports and Quality Control:

Project progress reports shall be submitted by the first of every month. No payments will be released to the Architect without an acceptable monthly report. Each report shall detail progress made during the previous month, planned work for the coming month and any issues to be resolved. All monthly reports shall include an undated project schedule and cost update. Monthly reports shall not exceed one type-written page, excluding updated schedules, charts, or tables. Quality control reviews will be held with the KMC Project Manager after each site visit where quality assurance testing and inspection has occurred and at each phase of the project.

Deliverables for both Phase 1 and Phase 2:

- Electronic copies of all submittals.
- 30 Percent: 1 paper copies of project documents to the Board for review.
- 70 Percent: 1 paper copies of project documents to the Board for review.
- Submittal Draft: 3 paper copies to KMC for review.
- Hoopa Land Development: Copies as required.
- Final Approved Documents: 3 complete paper copies of the documents to K'ima:w Medical Center.
- Bidding Documents (complete plans and specifications) shall be submitted electronically on a thumb drive. All of the Bidding Documents shall also be combined into a single PDF suitable for posting. Submittal format shall be coordinated with the KMC Project Manager.

### Project Team

The project team will include the selected firm, the KMC Project Manager, KMC Board and Staff as designated. All significant project decisions shall be made in consultation and agreement with the KMC Project Manager and the KMC Chief Executive officer (CEO) as approved by the K'ima:w Medical Center Board of Directors.

### Timing

The following is an anticipated schedule for the general construction project, including the RFP process. The K'ima:w Medical Center reserves the right to modify any part of this schedule.

### Tax Exempt

The K'ima:w Medical Center, as a wholly-owned separate legal entity of the Hoopa Valley Tribe, a federally-recognized Tribe, is exempt from the payment of federal excise taxes and State of California.

## Tasks Due Date

Distribute RFP for Architectural Services March 2023. RFP Proposals Due May 19, 2023 by 5:00 pm

Review of Proposals, Final Candidate Selection May 26, 2023

Presentations by final candidates June 6, 2023 (if needed) Firm Selected by June 9, 2023.

Phase 1: Concept Design and Probable Cost: Full Project August 2023.

Phase 2: Schematic Design, Design Development and Final Design October 2023.

## Proposal Content and Evaluation

### TECHNICAL PROPOSAL SUBMISSION REQUIREMENTS.

Proposals submitted for this Project are to follow the outline described below and shall address all requested information. Any additional information that the firm wishes to include that is not specifically requested should be included in an appendix to the Proposal. Firms are encouraged to keep the Proposals brief and to the point, but sufficiently detailed to allow evaluation of the Project approach. Please submit the following information in the order and format indicated below.

A Cover Letter: (1 page maximum).

Provide a cover letter introducing your firm and proposal. The cover letter shall include a short narrative description of the Project based on the Scope of Work presented. Include any issues that you believe will require special consideration for this Project. Also identify any unique approaches for design or construction of this Project. Discuss the strengths that your firm may have related to this Project.

B. Company Overview: (2 page maximum).

Provide an overview of the company detailing the total number of professional staff, the history of the company, the ownership structure, and the office responsible for this Project as a minimum.

C. Design Experience: (5 page maximum).

Provide five examples of the types of projects which you feel best represent your firm's experience with design and construction management and an owner as a team during the pre- construction and construction phases. Include project size and description and all other pertinent project facts. Only include those projects where there is significant involvement from individuals who will be part of the proposed Project staff. Include the owner of the project as a reference for each of the referenced projects.

D. Related Project Experience (5 page maximum)

Provide a list of specific project experience with pertinent project information. Provide the name of the project manager for each similar project completed. Present the proposed budget and schedule for each project in comparison to the final cost and completion time. References should be provided for each project.

E. Personnel Assigned to Project (Project Team)

Provide the name of the Architect/Engineer to be assigned this work along with a description of their experience and expertise. This person will be the main point of contact with the KMC Project Manager and directly responsible for the project. List the names of other key members of the project team, along with their experience and expertise. Provide resumes and references for the staff to be assigned to this Project.

If selected, the naming of personnel as listed above will be considered by KMC to be the project team and will be expected to be assigned to the project for its duration. These personnel are also expected to be readily available by e-mail, telephone and in person.

F. Understanding of the Project (2 page maximum)

Provide a brief statement as to the firm's understanding of the project. Discuss the resources needed to achieve the work listed in the scope of services. Specifically, detail the employees, time and approach that will be required for each component of the project. Discuss the proposed planning, organization and management tools to be used to control schedule and costs. Provide an estimated schedule for the project from award of the RFP to project closeout particularly as it adheres to or strays from the schedule given.

G. Management Approach: (4 page maximum).

Provide your approach to the management of the following critical Project parameters

- i. BIM applications;
- ii. Electronic delivery of plans and specifications;
- iii. Schedule;
- iv. Quality Control;
- v. Software;
- vi. Partnering/Teamwork;
- vii. Communications Management; and viii. Construction Phase administration.

H. Insurance: (1 page maximum)

Insurer's must have a Best's Insurance Reports rating of at least "A" and a Financial Size Category of no less than "Class VI" and are authorized as an admitted insurance company in the State of California the K'ima:w Medical Center and the Hoopa Valley Tribe, its elected or appointed officials and employees shall be named as additional insureds on the General Liability and Umbrella policies. The minimum insurance requirement is as follows, subject to modification as a part of the Design/CM Contract:

Commercial General Liability: General aggregate limit  
(other than Products-Completed Operations): \$2,000,000 per project Products-  
Completed Operations \$1,000,000 (aggregate) per project Personal and Advertising  
Injury \$1,000,000  
Each Occurrence Limit \$1,000,000  
Auto liability: Combined single limit per accident \$1,000,000  
Worker's Compensation Statutory limits

Employer's liability Sufficient to meet underlying Umbrella liability insurance requirements  
Umbrella:

Each occurrence \$2,000,000

Aggregate \$4,000,000

Professional Liability:

Each occurrence \$1,000,000

Aggregate \$2,000,000

All major consultants (e.g. structural, civil and mechanical) shall have the same types of insurance coverage and the same limits as the Architect/CM, provided that such limits may be reduced upon prior written agreement of the K'ima:w Medical Center.

I. Consultants: (1 pages maximum)

Identify the engineering consultant for the geotechnical report and the surveyor for the survey, with a brief introduction to their experience and capabilities

J. Exceptions:

State any exceptions you have to the terms of this RFP, the requirements of the Response, Compensation Proposal and the anticipated Design/CM Contract. If your response varies from the requirements of the RFP, clearly mark those differences. Your Response is a certification that you have thoroughly read the RFP and the anticipated form of Design/CM Contract and agree with their provisions, other than the exceptions noted in the Response.

K. Confidentiality:

All proposals shall become the property of the K'ima:w Medical Center once submitted. If any of the material you provide is confidential or is a proprietary trade secret, mark that material with a "Confidential" stamp. While KMC will attempt to keep such information confidential, as a Tribal Medical entity it cannot guaranty that it will remain confidential. However, KMC fully complies with HIPPA.

Conflicts of Interest:

Firms submitting a Proposal in response to this RFP must disclose any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm or other persons relative to the services to be provided under the agreement for architectural and construction management services to be awarded pursuant to this RFP. If a firm has no conflicts of interests, a statement to that effect shall be included in the Proposal.

L. Signatures and Costs:

The Proposal shall be signed by an official authorized to bind the firm and shall expressly state the Proposal is valid for a minimum of 90 days. The K'ima:w Medical Center is not responsible for any costs incurred by the firm in preparing or submitting the Proposal.

Proposals should be complete but concise. Firms will be evaluated on the following information listed in the order of importance:



## Fee Schedule

Fee quotations are to include the names, title, hourly rates, overhead factors, and any other details by which the project costs have been derived. Provide an estimate of hours needed to complete the tasks outlined in the Scope of Services. A total summary of costs should be provided for Stage 1 of the project and another for Stage 2.

## **Selection Process**

The K'ima:w Medical Center's Project Management Committee will review proposals, attend presentations, and make a recommendation to the KMC Board for final approval.

An electronic copy of all proposals should be emailed to the KMC Project Manager (see contact information below) by May 19, 2022, at 5:00 pm. All proposals and presentations will be reviewed based on the criteria listed.

The selection process may require an in-person presentation to the KMC Project Management Committee and/or its Board of Directors. The anticipated presentations would most likely occur the week following the deadline for the proposals at a time and date that will be designated later. Upon approval by the Board, the selected firm shall provide a standard contract for the K'ima:w Medical Center to review. Subject to approval, this Agreement will be incorporated into the KMC Independent Contractor Agreement that will then be presented for signature by the parties. K'ima:w Medical Center reserves the right to reject any or all proposals and to award a contract to the firm who, in the judgment of KMC, will best serve the requirements of the project.

## Rejection of Proposals

K'ima:w Medical Center reserves the right to reject any and all of the responses received as a result of this RFP. KMC does not intend to award a contract solely based on responses to this RFP.

## Proposal Cost and Duration/Proprietary Information

The architectural and engineering firm must certify that the proposal and pricing will remain in effect and unchanged for a minimum of one hundred twenty (120) days from the date of the proposal opening. All materials submitted in response to the RFP will become the property of the K'ima:w Medical Center and part of their compliance records. All restrictions on the use of data contained with a proposal and all confidential information must be clearly identified as "Confidential and Propriety Information" Confidential and Propriety information submitted in a proposal, or in response to the RFP, will be handled in accordance with the applicable Policies and Procedures of K'ima:w Medical Center.

## **Point of Contact**

All communication and questions regarding the project should be directed to:

Harley Smith, Project Manager  
535 Airport Road/P.O. Box 1288  
Hoopa, CA 95546  
Office: (530) 625-4261, ext. 0223  
E-mail: harley.smith@kimaw.org