

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 November 30, 2023

to:

E-mail: 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

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 an addition and remodel to our Ambulatory Clinic. 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.

Current Ambulatory Medical Clinic Building

The K'ima:w Medical Center main Clinic is currently located in a single-story building at 535 Airport Rd, Hoopa, CA. The Clinic was built around 1983 and had some significant updates around 1997. It is approximately 13,155 square feet.

It is our desire to build a two-story addition to the northern side of our existing clinic. On the lower level we would like to expand our existing Pharmacy and provide a drive-up window, expand our laboratory service area, create a physical therapy, diabetes area, and to add some additional examination rooms. On the upper level, we would like to have a large meeting/training area, kitchen and break area as well as additional supportive services.

Project Details Site Location

The Project site location is on BIA-Trust Land that is dedicated for the exclusive use of the K'ima:w Medical Center. The north side expansion dimensions would be for the total length of the existing clinic which is approximately 144 feet. The width would be 35 feet. The total square footage of development would be about 10,080 square feet (5040 sq.ft. each floor).

Building Goals

The selected firm will be encouraged to provide guidance and recommendations toward designing a Medical Center Clinic expansion with a partial remodel of the existing Clinic Building that will best meet the needs of the Tribal community. At present, the K'ima:w Medical Center has identified the following goals:

- On the ground floor level of the expansion: To build a new Pharmacy area in the front with a side drive-up dispensing window. Behind the Pharmacy area would be a Diabetes, Physical Therapy and Wellness area, along with some additional medical examination rooms and an expanded laboratory area and storage in the rear. The design should incorporate the need for privacy and confidentiality which could include but is not limited to: soundproofing and a functional layout that prevents unauthorized access to files.

- On the upper level of the expansion: To create an employee break area with covered deck in the front, a kitchen area, a large meeting/training room(s) with additional supportive services and storage in the rear. The design should make use of the natural light on the south side of the upper floor above the existing clinic roof line. Plans should incorporate a design that could allow for a future solar expansion.
- The exterior of the project will need to incorporate a roadway realignment and expansion to facilitate traffic flow of ingress and egress to the Pharmacy drive-up window.
- It is anticipated that approximately 1500 square feet of the existing clinic will need to be redesigned and remodeled. This will include converting the existing Pharmacy area to an exit corridor with check-out area offices.
- The existing wood siding of the clinic is starting to fail in areas. It is the desire to create a more modern, fire resistant exterior that incorporates both the new expansion and existing clinic.
- The Facilities should embrace sustainable design practices that emphasize energy efficiency as well as renewable and redundant energy sources. This should include taking advantage of natural lighting and using lighter more “cheerful” coloring to promote a healing environment. Overall design should maximize functionality, durability, and account for future growth and expansion.

Project Description

1. The selected firm will develop a Concept Design and Opinion of Probable Cost for the Clinic Expansion and Remodel preferably using Native American theme(s) in the design conception. 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 that evaluates current needs, reviews input, and analyzes the available options for this facility. It is anticipated that the Concept Design phase will take place December 2023 through January of 2024.
2. Schematic Design, Design Development and Final Design Phase – KMC anticipates this phase to take place from January through April of 2024.
3. Bidding and Contract Award Phase
4. Construction and Project Close-out Phase

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 development of this Native American themed Medical Building Expansion Project.

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 any increased parking needs of the building and its supportive services.
- Surveying – map the area of construction showing all utilities needed with appropriate tie-in and expansion of services required. Mapping should include both buried and overhead as well as any relevant set-backs.
- 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. Electric and water services are available in close proximity. The existing electric power is on the opposite side of the Clinic. Allowances will need to be made to relocate and expand the service(s). Septic waste will probably at a minimum require a lateral waste line to man hole leading to septic. There is a diesel back-up system for the electrical that will need to be assessed and possibly upgraded to handle load capacity. Special attention must be rendered to the heating/cooling system(s) for both the expansion and current existing clinic to adhere to OSHPD3 standards.
- Landscape Design: Provide a landscape design for the roadway alignment that will be attractive, low maintenance, and consistent with the existing facility.
- Drawings: Develop drawings that illustrate the design concepts being proposed to allow the KMC Project Manager, the Board of Directors and officers, and the medical health 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 diesel, propane or a combination thereof.

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 the building to be furnished and operational by Fall of 2025.

- 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 around \$7,500,000 for the Building project, including all soft and hard project costs. 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 of the Board, the Architect shall promptly notify the KMC Project Manager and provide the necessary supporting documentation to allow the Board 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 the 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 needs analysis for the Clinic Medical Department.
- 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 medical building standards should be fully compliance with OSPHD 3. 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 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.

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 and 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 October 2023. RFP Proposals Due November 30, 2023 by 5:00 pm

Review of Proposals:

Presentations by final candidates December 14, 2023 (if needed).

Final Candidate Selection December 20, 2023.

Phase 1: Concept Design and Probable Cost: Full Project February 1, 2024.

Phase 2: Schematic Design, Design Development and Final Design April 15, 2024.

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 120 days from this RFP deadline date. The K'ima:w Medical Center is not responsible for any costs incurred by the firm in preparing or submitting the Proposal.

The Proposal should provide a not to exceed bid price for the outlined scope of work. **The bid amount should be inclusive of the three percent (3%) TERO tax that is charged by the Hoopa Valley Tribe for work done within the boundaries of the reservation.**

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.

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 November 30, 2023, 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 second 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 RFP due date. 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