

SOBOBA BAND OF LUISEÑO INDIANS
Soboba Tribal Administration

REQUEST FOR PROPOSAL (RFP)
Old Casino Property Masterplan & Redesign

PROJECT NAME: Old Casino Property Masterplan & Redesign
SOBOBA BAND OF LUISEÑO INDIANS (SBLI)
23906 Soboba Road
San Jacinto, California 92583
PH: 951-654-5544
kvaldez@soboba-nsn.gov
July 7, 2023

Introduction

The SOBOBA BAND OF LUISEÑO INDIANS "SBLI" issues this Request for Proposal (RFP). The purpose of this RFP is to develop an Industrial Area Master Plan, which will serve as a roadmap for facilities development and other amenities that supports the goals and objectives of the old Soboba Casino property.

Upon receiving and reviewing the proposals, the Owner *may* elect to interview selected consultants. Interview dates and times are to be determined. *The Owner reserves the right to accept or reject any proposal at its sole discretion and is under no obligation to interview all candidates.*

Written proposals *must* be submitted to the SBLI by any of the following methods:

FedEx/UPS/In Person Delivery:

**Soboba Band of Luiseño Indians
Soboba Tribal Administration
Attn: Karla Valdez
23906 Soboba Rd.
San Jacinto, CA 92583**

USPS Mail Process:

**Soboba Band of Luiseño Indians
Attn: Karla Valdez
P.O. Box 487
San Jacinto, CA 92581**

All proposals must consist of two separate sealed components, Qualifications and a Bid, clearly marked as follows:

- Qualification Proposal for Master Plan and Redesign for Old Casino Property, and
- Bid Proposal for Master Plan and Redesign.

Submissions should include three (3) copies of the written proposals and one digital copy (USB) in PDF format. It is strongly encouraged that proposals be **hand-delivered** or sent **via FedEx/UPS** to the above address first address listed above. Note that USPS mail is not received at the physical address. Proposals must be received by **August 3, 2023, at 4:00 PM local time**. Late proposals will be rejected. Submitall of proposals is at the individual's or company's sole cost and expense, and unless otherwise agreed in writing by SBLI, such proposals shall become the sole property of SBLI and shall not be returned to the proposer.

Written questions (e-mail preferred) must be received no later than **July 21, 2023, at 6:00 PM local time**. They should be directed to **Karla Valdez** via e-mail at kvaldez@soboba-nsn.gov. Phone calls will not be accepted. Answers to all questions of general applicability will be posted via addendum. Site visits can be arranged prior to submission of the RFP.

General Project Information

1. **Project:** Old Soboba Casino Masterplan and Redesign

2. **Project Owner:** SOBOBA BAND OF LUISEÑO INDIANS "SBLI"
3. **Location:** 23333 Soboba Rd. San Jacinto, CA 92583
4. **General Project Description:** The Project consists of master planning and redesigning an existing development of approximately 30 acre site. There are multiple businesses still functioning at the site. SBLI is seeking to have the existing buildings that house IT, Department of Public Safety (DPS), Casino Facilities, Arena, Soboba RX, First Californian, Soboba Economic Development Corporation (SEDC), master planned and redesigned within the areas indicated on the aerial image below. Other businesses that will need to be incorporated into the design are Public Works and Transportation.

Contractual Arrangements: SBLI expects to enter into a contract to complete a Master Planning and Redesign "Old Soboba Casino" Project (the "Contract") with a single company ("Provider"). The Provider will have sole contractual responsibility for completing the Master planning/redesign and paying all costs for labor, materials, equipment, supplies, and all other expenses required to deliver a complete Masterplan\redesign written plan as specified herein. The Provider may contract with firms acceptable to SBLI to fulfill its obligations under the Contract; however, SBLI will not be a party to any such contracts. Notwithstanding anything to the contrary in this RFP, nothing shall require SBLI to enter into any contract relating to or arising from this RFP or to pursue otherwise the Project (in whole or in part).

EXISTING SITE FACILITIES & DEPARTMENT SERVICES



EXISTING BUILDINGS:

- OLD CASINO Main Building with two Sprung Structures
- Department of Public Safety Surveillance and Administrative Buildings
- Information Technology Data Center
- Soboba Economic Development Corp.
- Soboba RX Pharmacy
- First Californian Credit Union

- Soboba Casino Resort Facilities Maintenance Buildings
- Arena

FUTURE BUILDINGS:

- Soboba Transportation "Fleet Management"
- Public Works

A comprehensive master planning and redesign process will assist the SBLI in determining the size and scope of each of the facilities.

Reference link below for updated maps regarding this parcel of land. Please note, the imagery on the Google Earth website is not current.

https://earth.google.com/web/search/23333+Soboba+Road,+San+Jacinto,+CA/@33.78088105,-116.9179267,505.4147686a,856.96364508d,35y,-124.19445009h,44.9999782t,0r/data=CowBGmISXAokMHg4MGRiNjkzNzdkZmE4ZTU1OjB4ZGZiM2IwYmQ0ZmlwMzE4G87Q4Lz40BAIZhapaq_Ol3AKiIyMzMzMyBTb2JvYmEgUm9hZCwgU2FulEphY2ludG8siENBGAIgASImCiQJ3j2NE54QQkARqyquRfoOQkAZSEGcW_vJXMAhjdgGdt7KXMA

Scope of Work:

Facility Master Plan

The consultant will work with the SOBOBA BAND OF LUISEÑO INDIANS and seek input from various stakeholders to develop a master plan to serve as a basis for future facilities planning and to provide the rationale to the tribal community and public at large for facility initiatives. The master plan will include a general overview of the Old Casino property and include specific components: support program plans and facility standards based on existing and future needs, facility condition and suitability assessments of all businesses and ancillary buildings, capacity and utilization analyses, enrollment projections, demographics study, and capital availability analysis. Among other things, the master plan needs to:

1. Identify expansion, remodeling, and new business via site acquisition needed to meet the projected Tribe core service's needs.
2. Be based on assessments of each facility, including condition, business suitability, and technology infrastructure.
3. Identify missing, current, and future facility gaps.
4. Define strategies to improve site circulation, safety, security, and functionality of Old Casino property grounds.
5. Provide a yearly schedule of projected facility needs and associated costs.
6. Include community engagement from the Tribe community, including the Tribal Council board, executive staff, and community members, regarding the facility issues.
7. Provide cost estimates for all recommendations.

Proposal Submittal Requirements, Qualification Portion:

The following items **must be submitted** as a part of the **Qualification** portion of the proposal (see "General" paragraph above):

1. Summary of proposer's qualifications, including experience of key personnel and relevant expertise and customer references. This summary of qualifications must specifically indicate:
 - a. Reference to previous work with Tribal Governments and/or Tribal Corporations.
 - b. Completed projects similar in scope and size completed during the last ten years, indicating the project size, location, completion date, and client. At least one of the projects must be the same size or larger.
 - c. Proposed key personnel to be assigned to the project "Team," including their relevant backgrounds. Indicate the Team organization and responsibilities as well as the primary decision-maker and the designated point-of-contact. The proposed team shall be the team that delivers the completed Project. Any Team changes after the Project award shall be reviewed and approved by SBLI.
 - d. Partnering companies and/or subcontractors and their relationship, responsibilities, and experience.
 - e. Reference names, addresses, e-mails, and phone numbers with a brief description of projects completed for each reference. References should have direct experience with the team and knowledge of the work performed. Include project photos. A minimum of three relevant references for projects of similar scope is required.
 - f. Signed certification that proposer and any identified partnering companies and/or subcontractors have not been declared ineligible to receive federal contracts.

Proposal Submittal Requirements, Bid Portion:

The following items **must be submitted** as a part of the Bid portion of the proposal (see "General" paragraph above):

1. A basic preliminary plan of the proposed Market Feasibility Study
2. Project Schedule showing major milestones.
3. Detailed itemization of costs and expenses included in bid amount.
4. Identification of a single key point of contact representing the proposer.
5. Identification of special certification(s) or designation(s) for the Proposer's company.
6. The apparent winning proposer will be asked to provide a sample of post-project documentation.

Selection Process:

1. All proposals will be reviewed for completeness, clarity, and conformance with submittal requirements identified in the section entitled "**Proposal Submittal Requirements, Qualification Portion.**" The Proposers that satisfy these requirements shall be deemed fully qualified to prepare the master planning and redesign according to the specified criteria based on previous documented project experience of similar scope and design, the proposed team members, and references.

2. All qualified proposals will be reviewed for completeness, clarity, and conformance with submittal requirements identified in the section entitled "**Proposal Submittal Requirements, Bid Portion.**" The selection of the successful bidder shall be at the sole and absolute discretion of the Soboba Tribal Council & Executive Board.

Evaluation Criteria:

The SBLI will use the following criteria in evaluating proposals received in response to this RFQ/P. The successful proposal will be submitted in response to this RFQ/P by the submittal deadline that is the most advantageous to the Tribe. A review and selection committee composed of key government officials will evaluate proposals. The evaluation of proposals and the selection of the successful proposal will be based on the information provided by the proposer in its proposal, including, without limitation, the proposer's qualifications. Consideration may also be given to any additional information helpful to the Tribe. The Tribe is not bound to accept the lowest-priced proposal if that proposal is not the most advantageous to the Tribe as determined by the selection committee. Completeness of Proposal: Any submission that does not contain each element described in this RFQ/P, fully completed, initialed, or executed, as appropriate, may be judged incomplete and may not be considered further.

Scoring Criteria:

- 30% Firm experience and staff
- 10% Technical approach and management plan
- 30% Sample deliverables
- 10% Proposed Schedule
- 15% Proposed fee
- 5% Native Preference

Oral Presentation: At the Tribe's discretion, oral interviews may be scheduled.

Approximate Schedule:

Issue Date for RFP	July 7, 2023
Last Day to Submit Questions	July 21, 2023
Proposals Due	August 3, 2023
Selection Notifications	August 24, 2023

Cooperation by SBLI:

Upon notice of award, SBLI will provide any reasonable and available information and plans regarding the Project to assist with the process and provide reasonable assistance to the Provider during the master planning and redesign process.

Project Points of Contact

Karla Valdez
 Executive Administrative Assistant
kvaldez@soboba-nsn.gov

Please complete this form and attach it with your proposal

Date Submitted: _____

CONTACT INFORMATION

First Name: _____ Last Name: _____

Job Title: _____

E-mail Address: _____

Phone: _____

COMPANY INFORMATION

Company Name: _____

Street Address: _____

City: _____

State: _____

Zip code: _____

Company Web Address: _____

Number of employees: _____

What is your primary business? _____

Length of time in business: _____

Form Questions

Please answer the following questions:

1. Provide a brief description of your company history.
2. Describe the services your company offers.
3. Describe any previous services you have provided to the Soboba Band of Luiseno Indians; Include project names and dates.

REFERENCES

Reference #1: Name: _____

Phone: _____

E-mail Address: _____

Reference #2: Name: _____

Phone: _____

E-mail Address: _____

Reference #3: Name: _____

Phone: _____

E-mail Address: _____

General Requirements for Old Casino Property Masterplan & Redesign

General Requirements

- Commercial general liability insurance covering claims for injuries to members of the public or damage to property of others arising out of any covered act or omission of consultant or any of its officers, employees, agents, or subcontractors, in an amount not less than \$2,000,000 per occurrence or in the aggregate;
- Comprehensive automobile and vehicle liability insurance covering claims for injuries to members of the public or damage to property of others arising out of the use of motor vehicles, whether owned, non-owned, or hired, in an amount not less than \$1,000,000 combined single limits;
- Workers' compensation insurance in the statutory amount and employer's liability insurance in an amount not less than \$500,000 for all employees;
- Professional liability insurance in an amount not less than \$1,000,000; and any other insurance required by law.
 - a. Insurance coverage in subparagraphs above shall name the SOBOBA BAND OF LUISEÑO INDIANS "Soboba Tribal Administration" as an additional insured.

Consultant shall furnish the SOBOBA BAND OF LUISEÑO INDIANS "Soboba Tribal Administration" with certificates of insurance verifying coverages and additional insureds within 30 days of an approved