



EST. JUNE 19, 1883

**SOBOBA BAND OF LUISEÑO INDIANS**  
**Soboba Tribal Administration**

**REQUEST FOR PROPOSAL (RFP)**  
**MULTI-TENANT OFFICE BUILDING**  
**FIRE SUPPRESSION SYSTEM**

Proposals must be received

**No later than 2:00 p.m.**

**JUNE 4, 2024**

**PROJECT NAME:**  
**607 DONNA WAY**  
**FIRE PROTECTION**  
**Former RSBCIHI Clinic**  
**San Jacinto, California 92583**  
**PH: 951-654-5544 X 4126**  
[kbrennan@soboba-nsn.gov](mailto:kbrennan@soboba-nsn.gov)

**LINK FOR RFP PACKAGE:** direct link to the page. <https://www.soboba-nsn.gov/rfp>



## I. INTRODUCTION

The SBLI with its 8,000+ acre Reservation is located at the base of the western foothills of the San Jacinto Mountain. The Tribal enterprises consists of Soboba Casino Resort & Facilities Maintenance Buildings, Roadrunner Express Gas Station, Soboba Fire Station, Department of Public Safety Surveillance, Administrative Buildings, Information Technology Data Center, Soboba Economic Development Corporation, Public Works & Maintenance Buildings, Soboba RX Pharmacy, First California Credit Union, Arena, Parks & Recreation and Soboba Noli School District.

Today, the Soboba Band of Luiseño Indians is a federally-recognized tribal government that exercises our right to self-governance and self-determination. The results of exercising these rights can be seen in both our tribal government and our business enterprises. Further expansion of government and business enterprises requires additional building space for program and administrative offices.

SBLI recently acquired the former clinic site from Riverside-San Bernardino County Indian Health, Inc. after they vacated the building and relocated to a new building site. The current site was first built in 2011. RSBCIHI purchased the project site and have used the facilities to provide healthcare needs for consortium tribal members.

The former clinic site is approximately 15,412 sf.

## II. REQUEST FOR PROPOSAL

### General Project Information

1. **Project:** Soboba Multi-Tenant Office Building – Fire Suppression System
2. **Project Owner:** SOBOBA BAND OF LUISEÑO INDIANS "SBLI"
3. **Location:** 607 Donna Way, San Jacinto, CA 92583
4. RFP Documents:
  - 4.1. Exhibit A – Insurance Requirements
  - 4.2. Exhibit B – Cost Breakdown \* TO BE SUBMITTED WITH PROPOSAL\*
  - 4.3. Exhibit C - Vendor Application Form \*TO BE SUBMITTED WITH PROPOSAL\*
  - 4.4. Floor plan prepared by Worth Group
  - 4.5. Demolition Plan prepared by Worth Group
  - 4.6. Structural Roof Plan prepared by ERSC
  - 4.7. Approved Underground Fire Main for development on adjacent property

**General Project Description:** The Project consists of designing the fire suppression system for a 15,412 square foot. Building. The existing offices, labs, exam rooms, etc. will be entirely demolished by first of July 2024. The space has been redesigned for Tribal Departments. The Tribe will contract with a fire suppression contractor to provide fire protection throughout the building, including installing the underground fire main piping from EMWD main pipe located on Donna Way into the northwest corner of the building.

The SOBOBA BAND OF LUISEÑO INDIANS ("SBLI") issues this Request for Proposal ("RFP"). The purpose of this RFP is to obtain bids to design and install a fully operational fire



suppression system for a multi-tenant office building located at 607 Donna Way, San Jacinto, CA 92583.

**Contractual Arrangements:**

SBLI expects to enter into a contract with a single company for the engineering services to design and install a fire suppression system including the underground piping. Provider will have sole contractual responsibility for completing the Project and paying all costs for labor, materials, equipment, supplies, and all other expenses required to deliver a complete Project as specified herein. The Contractor 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).

**III. SCOPE OF WORK  
FIRE SUPPRESSION SYSTEM**

They will work with the SOBOBA BAND OF LUISEÑO INDIANS and seek input from various stakeholders to develop the fire suppression plans and install the approved fully operations system servicing 15,412 sf of office building. Among other things, the service needs to:

**A. Anticipated services to be provided by the Contractor:**

1. Coordinate with the County of Riverside Fire Department for their approval of project fire suppression plans.
2. Coordinate with EMWD for their approval for the water service for fire suppression. EMWD has an existing 8” service on Ramona Expressway. The Tribe’s development “Crossroads” located on Ramona Expressway and Lake Park/Main Street extended their underground fire main piping from the 8” service through the property to Donna Way and connected into the 12” ACP service.
3. Negotiate with EMWD for the most cost effective connection to provide the project with the required water pressure to operate the fire suppression system. The property currently has 5 fire hydrants that service the building.
4. Design a fire suppression system, at a reasonable cost, that will protect the building and occupants
5. Obtain all approvals of design documents from both EMWD, the County of Riverside Fire Department, and the Soboba Fire Department.
6. Furnish and install the underground fire main service to the building. Bring piping into the building through the north west corner wall into the Fire Riser Room.
7. Coordinate integration with the fire alarm system provide by Bay Alarm.
8. Furnish and install a fully operational fire suppression system to all areas noted on the Worth Group floor plan by late January 2025.

**B. Anticipated Deliverables.**

- Coordination meetings with County and EMWD in June 2024

- Construction documents submitted to agencies to secure permits in a timely manner
- Installation of fire mains in building prior to General Contractor starts construction of the offices in August 2024
- Installation of all branch lines per the office floor plan prepared by Worth Group
- Fully tested and operational system passing all inspections by all agencies by late January 2025.

#### IV. ANTICIPATED SCHEDULE

Publish RFP	May 10, 2024
Pre-Submittal Meeting	May 17, 2024
Last Day to Submit Questions	May 28, 2024
Proposal Due	June 4, 2024
Award	June 11, 2024
Design Kick off Meeting	June 17, 2024
Substantial Completion	January 2025

#### V. EXISTING SITE FACILITIES





## **VI. PROJECT GOALS**

Specific project goals are as follows:

- Use a cost effective approach to design and construction to deliver an operational fire suppression system;
- Work cooperatively with the SBLI and stakeholders to maintain a cost-effective schedule;
- Use innovation to provide improved quality and performance and generate significant project savings;
- Maintain a strong positive relationship with major stakeholders, cultivate a partnering attitude, promote a creative environment, and be proactive in addressing project needs;
- Provide a safe working environment that minimizes the potential for injuries to the public and construction workers;
- Deliver early work packages to ensure construction is underway as soon as possible.

### **Team Partnering**

All members of the Project Team will attend the Project Kick-Off meeting. Attendance by all parties is mandatory. This will include the drafters, project management, subcontractors of firm and the SBLI staff and other agencies required by the project. The meeting is scheduled for **June 17, 2024**.

### **Design Meetings / Project Progress Meetings**

Contractor will attend project progress meetings. Project progress meetings will be held weekly. These meetings will present general project progress, address design options that arise during the design process, and will help to provide input and direction from SBLI. Project meetings will be conducted throughout pre-construction phase to complement the project schedule and design needs.

### **Project Budget**

Budget control is critical to the success of this Project. The Project team will all actively participate in defining the scope of the project, the design, and means and methods in order to bring the project under the Project Budget.

### **Project Schedule**



**Soboba Band of Luiseño Indians currently anticipates relocation departments by February 1, 2025.**

### **Ownership of Documents**

All ideas and plans proposed, as part of this RFP process will become the property of the SBLI. All tracings, bids, plans, manuscripts, specifications, data, maps, materials, etc. prepared or obtained by the Offeror as a result of working on this Contract, will be become the property of the SBLI.

### **Contractor Requirements**

The successful Contractor furnishes all labor and engineering services required for the following project elements, which include but are not limited to:

Weekly Production Meeting — Contractor partners with the Tribe to develop innovative and streamlined documents in a timely manner to secure required approvals by the multiple agencies.

Weekly Construction Meetings — Contractor attends all weekly construction meetings during the Construction phase.

Design Prep — Review and evaluate all preliminary planning, survey, design and environmental information that the SBLI has developed or obtained.

Design Reviews – Certify to the Tribe that the plans are constructible as designed, in order to guarantee that they can be completed within the schedule. Identify and recommend solutions relating to eliminate all errors, omissions, ambiguities, etc.

Risk — Contractor identifies potential risks (including financial risks) and methods to mitigate/eliminate them.

Value Analysis – Contractor identifies aspects of the design that do not add value or whose value may be enhanced. These changes do not necessarily reduce the cost; they may actually increase constructability, reduce design requirements, and decrease the life-cycle costs.

## **VII. SUBMITTAL FORMAT**

### **Project Innovations with Associated Cost Savings**

Soboba Band of Luiseño Indians seeks the best innovative solutions to accelerate construction and deliver the project significantly under budget while accomplishing the following: enhancing value and quality; building the project within the available funding i.e., stretching the dollars to construct the project within the current available funding, using the cost savings captured to complete the projects. The targeted goal is to complete the project under budget with on-time delivery through innovations proposed by the Project Team.

With this in mind, the Offeror will demonstrate how they can successfully deliver the project.

- ✓ Describe your understanding of the project, how you will use innovation to stretch the funding to complete, and how you will deliver the project on-time.
- ✓ List specific innovations for the project illustrating potential cost reductions, schedule acceleration, risk reductions, and improved quality your team can deliver.

Identify critical project issues and solutions on how your team will mitigate them. Critical project issues that should be considered are conditions that the County Fire Department or EMWD try to incorporate into the project.

### **Personnel Qualifications, Experience, and Capability of both the CONTRACTOR**



Soboba Band of Luiseño Indians seeks a firm that will use its organization, subcontractors, to ensure successful completion of the project.

- ✓ Provide a graphic organizational structure chart of the Offerors firm. Ensure individuals assigned to this project are clearly identified.

### **Firms Past Performance & Team's Experience with Similar Work**

Soboba Band of Luiseño Indians is seeking firms with demonstrated performance and negotiating with governmental agencies for the client.

Include any past experience (a) working with owners on collaborative problem solving and (b) mitigating project risks, including schedule risk.

- Provide up to three examples of your most relevant projects of similar size and scope completed in the last 5 to 7 years where one or more of your proposed team members were involved. Include any work for Tribal Governments along with successful negotiations in minimizing the conditions that governmental agencies would like a project to include.

### **Indian Preference Policy**

The Indian Preference Policy of the Soboba Band of Luiseño Indians entitles qualified applicants who are enrolled tribal members of federally recognized Indian tribes, or qualified businesses owned by enrolled tribal members of federally recognized Indian tribes, to first consideration for contracts. Bidders for contracts who are not entitled to claim such preference or who fail to claim it shall be considered without regard to ethnic/national origin, gender, marital status, sexual orientation, religion, age, or disability status.

### **Proposal Submittal Requirements:**

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

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

### **Selection Process:**

1. All qualified proposals will be reviewed for completeness, clarity, and conformance with submittal requirements identified in the section entitled "**Proposal Submittal Requirements**". 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 RFP. The successful proposal will be submitted in response to this RFP 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 RFP, fully completed, initialed, or executed, as appropriate, may be judged incomplete and may not be considered further.

### Scoring Criteria:

- 20% Firm experience and staff
- 20% Innovative solutions to deliver project
- 25% Proposed Schedule
- 30% Proposed fee
- 5% Native Preference

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

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

## **VIII. DELIVERY INSTRUCTIONS**

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: Kathie Brennan  
23906 Soboba Rd.  
San Jacinto, CA 92583**

### USPS Mail Process:

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

### Email:

607 Donn Way San Jacinto  
FIRE SUPPRESSION SYSTEM





## Soboba Band of Luiseño Indians

[kbrennan@soboba-nsn.gov](mailto:kbrennan@soboba-nsn.gov)

[mrecendez@soboba-nsn.gov](mailto:mrecendez@soboba-nsn.gov)

All RFP submissions must contain the following elements:

- Cover Letter
- Proposal
- Team Experience/Qualifications
- Plan Approach and Schedule
- References
- Other Relevant Information

Submissions should include three (3) copies of the written proposal package and one digital copy (USB) **in PDF format**. It is strongly encouraged that proposals be **hand-delivered** or sent **via FedEx/UPS** to first address listed above. Note that USPS mail is not received at the physical address. Proposals must be received by **June 4, 2024, at 2:00 PM local time**. Late proposals will be rejected. Submittal 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 **May 28, 2024, at 5:00 PM local time**. They should be directed to **Kathie Brennan** via E-mail at [kbrennan@soboba-nsn.gov](mailto:kbrennan@soboba-nsn.gov). Phone calls will not be accepted. Answers to all questions of general applicability will be posted via addendum.

#### **XIV. 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.

#### **XV. CONFIDENTIALITY**

The Contractor will not disclose or use, either during or after the term of this Agreement, any proprietary or confidential information of the Tribe's without the Tribe's prior written permission except to the extent necessary to perform services on the Tribe's behalf.

Proprietary or confidential information includes, but is not limited to:

- The written, printed, graphic or electronically recorded materials furnished by the Tribe for the Contractor to use;
- Business plans, customer lists, operating procedures, trade secrets, design formulas, know-how and processes, computer programs and inventories, discoveries and improvements of any kind; and
- Information belonging to customers and suppliers of Tribe about whom the Contractor gained knowledge as a result of the Contractor's services to the Tribe.

The Contractor shall not be restricted in using any material which is publicly available, already



in the Contractor's possession or known to the Contractor without restriction, or which is rightfully obtained by the Contractor from sources other than the Tribe.

Upon termination of the Contractor's services to the Tribe, or at the Tribe's request, the Contractor shall immediately deliver to Tribe all materials in Contractor's possession relating to the Tribe's business.

#### **XVI. PROJECT POINT OF CONTACT**

Kathie Brennan  
Planning, Development & Operations Director  
[kbrennan@Soboba-nsn.gov](mailto:kbrennan@Soboba-nsn.gov)  
951-692-8047 mobile

#### **XVII. TRIBAL SOVEREIGNTY**

Nothing herein shall be deemed to waive the sovereign immunity of the Tribe, or the enterprises, agents, or employees of any of them.

Please include the following tribally required clause in the proposal:

***“SOVEREIGN IMMUNITY: Nothing herein is intended to convey any rights to individuals or entities that are not parties to this Agreement. Further, nothing herein shall be construed to waive the Tribe's sovereign immunity from unconsented suit against any claims by third parties.”***

#### **XIX. REJECTION**

The Tribe reserves the right to reject any, or all, submittals if it is deemed to be in the best interest of the Tribe.