Soboba Band of Luiseño Indians
Soboba Public Works

Request for Proposal (RFP)

Storm Water Drainage
Line J & J-1

PLAN CHECK & INSPECTION SERVICES

Soboba Band of Luiseño Indians (SBLI)
24099 Soboba Road
San Jacinto, California 92583
PH: 951-692-8047
kbrennan@soboba-nsn.gov

Introduction

SOBOBA BAND OF LUISEÑO INDIANS "SBLI" issues this Request for Proposal (RFP) (hereinafter referred to as the "SBLI"). The purpose of this RFP is to secure plan check services and inspection services during the construction of stormwater infrastructure to effectively capture and divert stormwater runoff into a drainage basin.

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 Public Works
Attn: Kathie Brennan
24099 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

Digital Submission Process:

Soboba Band of Luiseño Indians
Attn: kbrennan@soboba-nsn.gov
CC: Mrecendez@soboba-nsn.gov
Subject Line:
RFP Submission "insert your agency name"
All documents must be submitted
as one file in PDF format

All proposals must consist of a sealed Bid, clearly marked as follows:

- Bid Proposal for **SBLI STORM WATER DRAINAGE LINE J & J-1** **Plan Check & Inspection Services**

Submissions should adhere to the above listed directions. Any submissions that fail to meet the above standards will not move past the review stage. Proposals must be received by **April 24, 2025, at 5:00 PM local time**. Late proposals may 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.

The Pre-Bid Walk is April 8, 2025 at 1:00 pm. Meet at the Public Works office located at 24099 Soboba Road. If you are unable to attend and would like to reschedule a site visit, email Kathie Brennan. Written questions (E-mail preferred) must be received no later than **April 16, 2025 at 5:00 PM local time**. They should be directed to **Kathie Brennan** via E-mail at kbrennan@soboba-nsn.gov and **Mary Recendez** via E-mail at Mrecendez@soboba-nsn.gov . Phone calls will not be accepted. Answers to all questions of general applicability will be posted via addendum or responded to prior to the final submission deadline.

General Project Information

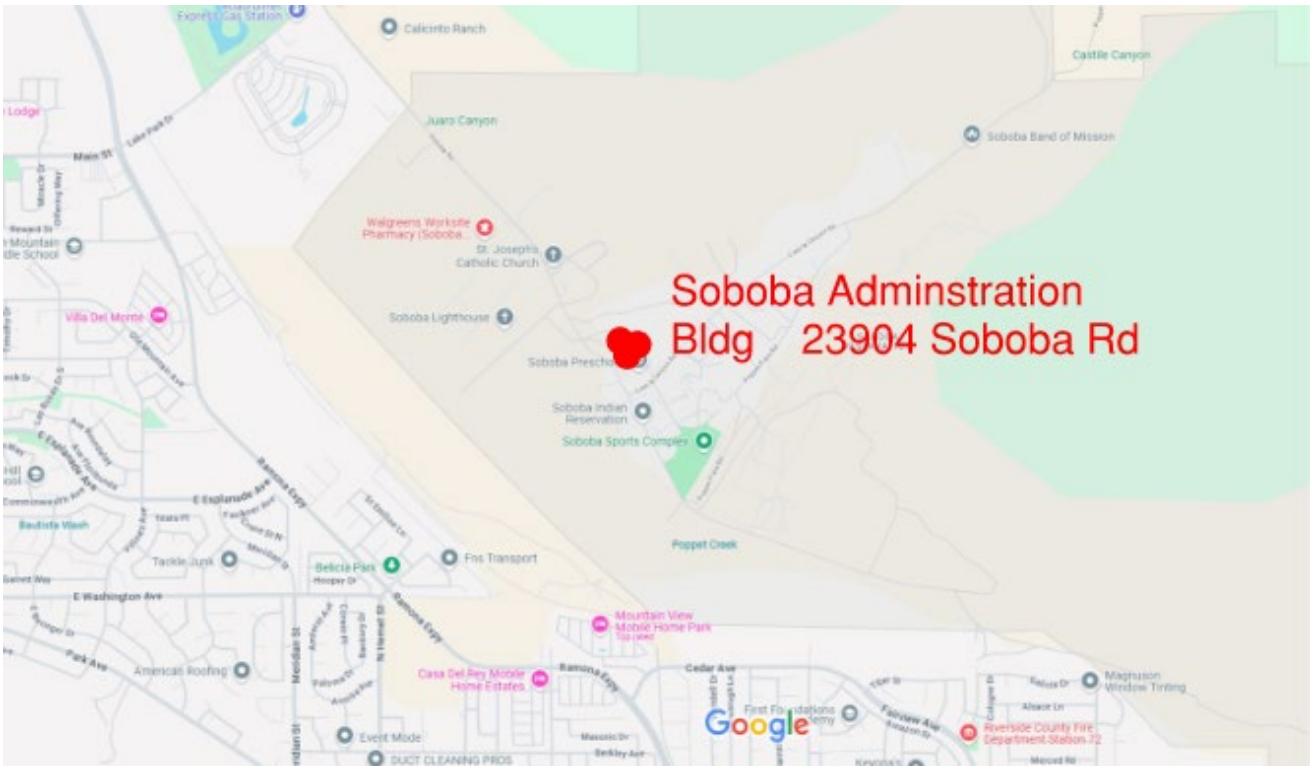
1. **Project**: Soboba Storm Water Drainage Line J & J-1
2. **Project Owner**: SOBOBA BAND OF LUISEÑO INDIANS "SBLI"
3. **Location: Off Castile Canyon Road, San Jacinto, CA**
4. **General Project Description**: The project.

Contractual Arrangements:

SBLI expects to enter into a contract with a single company ("Provider") to perform plan check services and inspection services during the construction of the Line J & J1 Storm Water Drainage section ("Project"). This Line J-1 will tie into the Future Line J project that is being designed currently and will be out for bid in July 2025. The 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 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).

Background:

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. Diversification within our many business enterprises have allowed us to support the well-being of our Tribal Members by providing a wide range of services through tribal government programs. This is seen through our Tribal Administration such as the Soboba Fire Department, Public Works, Environmental Programs, Cultural Programs and many others.



Project Map:

Reference link below for updated maps regarding this parcel of land. Please note, the imagery on the Google Earth website may not be reflecting the most recent landscape.

https://earth.google.com/web/@33.7753463,-116.91037133,533.10083234a,195.80340911d,35y,-14.0727034h,5.05938791t,359.9971649r/data=CgRCAggBQgIIAEoNCP_____wEQAA

Project Timeline:

Phase 1 start date will be May 15, 2025 or sooner. Completion date is July 22, 2025 to meet a FEMA grant deadline. Phase 2 tentative start date is September 15, 2025 with a completion date of June 15, 2026.

Inspection Scope of Work:

1. Attend the Pre-Construction meeting and any weekly meetings, if required.
2. Observe site preparation activities
    a. Clearing & grubbing
    b. Laydown area
    c. Material/Equipment delivery
    d. Erosion control
3. Inspection of all installed components

   a. Pipeline
   b. Manholes
   c. Basin grading
   d. Inlet/Outlet structures
   e. Access roads
   f. Backfill/compaction
   g. Rip rap placement
4. Quality Control & Special Inspections
   a. Document geotechnical/materials testing
   b. Rebar/concrete placement
5. Safety
   a. Trenches properly shored
   b. Labor with proper PPE
   c. Equipment
6. Reporting
   a. Inspection reports
   b. Material delivery tickets
   c. Testing Results
7. Punchlist

Construction of Work for reference:

Plans prepared by ERSC- Sheets 1, 2 and 3

Contractor shall construct the flood control improvements shown on the drawings in conformance with the requirements of the Riverside County Flood Control & Water Conservation District's MOU standard specifications dated March 2020 and District standard drawings.

1. Construct concrete 12' W x 8'H PRCB per Caltrans plan D83A.
2. Construct concrete 8'W x 8'H PRCB per Caltrans D83A.
3. Construct 54' RCP 1500-D, L=8' @ 3.0%
4. Construct transmission structure No. 2 per RCFC & WCD standard dwg TS302, A = 60', B = 54" C=11', Elevation "S" = 1787.12, Elevation "R" = 1787.47
5. Construct manhole No. 2 per RCFC & WCD standard drawing MH253.
6. Construct concrete bulkhead for 12'W x 8'H PRCD per RCFC & WCD standard drawing M816.
7. All transition structural rebars sizes and spacing shall be per Caltrans standard drawing D83A for PRCB 12'W x 8'H.
8. Construct headwall/wingwall per Caltrans standard D84.

9. Construct ¾ ton rip rap per detail A-A
10. Construct trash rack per SSPWC standard drawing 361-2
11. Construct chain link fence per RCFC & WCD standard drawing M801.
12. All curbs, gutters, sidewalks, driveways and other existing improvements are to be reconstructed in kind and at the same elevation and location as the existing improvements.

BID NOTES

1. The project PHASE 1 is funded by a FEMA PDM grant.
2. The project PHASE 2 is funded by SCAG REAP 2.0 grant.
3. The Geotechnical Report for the Tribe's Septic to Sewer project can be used as reference since the report covers the same location.
4. The Master Drainage Plan is included for reference.

Proposal Submittal Requirements, Qualification Portion:

The following items **must be submitted** as a part of the **Qualification** portion of the proposal:

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.
    g. Provide copies of contractor licenses and copies of certificate of insurance

Proposal Submittal Requirements, Bid Portion:

The following items **must be submitted** as a part of the Bid portion of the proposal:

1. Detailed itemization of costs and expenses included in bid amount. The Soboba Bid Estimate form must be filled out and included in your bid.
2. Identification of a single key point of contact representing the proposer
3. Identification of special certification(s) or designation(s) for the Proposer's company
4. 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 perform the specific repairs listed in the Forensic report 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 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:

- 40% Firm experience and staff
- 30% Technical approach and management plan
- 25% Proposed fee
- 5% Native Preference

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

Approximate Schedule:

Issue Date for RFQ/P	03/28/2025
Pre-Bid Walk	04/08/2025
Last Day to Submit Questions	04/16/2025
Proposals	04/24/2025
Award	05/01/2025
Project Start	05/15/2025
Completion	07/22/2025

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

Kathie Brennan
Director of Planning &
Development
kbrennan@soboba-nsn.gov

SCAN ME

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 Insurance Requirements for

ADMINISTRATIVE BLDG REPAIRS

General Requirements

The successful Proposer must meet the following insurance requirements throughout the term of the contract include SBLI as an additional insured and provide SBLI with Certification of Insurance prior to beginning work and must provide a 30-day prior notice of cancellation, non- renewal or material change.

During the entire period of the project or work, the GENERAL CONTRACOTR shall provide the following types and amounts of insurance, as a minimum. SBLI and their respective related persons or entities (to be determined by SBLI) shall be named as an additional insured on all insurance policies except worker's compensation. The GENERAL CONTRACTOR shall endorse all their insurance policies - with a waiver of subrogation - waiving their rights to subrogate against their respective related persons or entities.

Bidder shall have the following insurance coverage throughout term of this contract and shall include SBLI as an additional insured on the insurance policy. Bidder shall provide documentation of coverage and owner shall maintain file of coverage for term of contract. An exception is Item #1, Workman's Compensation. If the contractor does not have any employees or does not intend to have employees for the term of the contract, then this insurance is not required.

a. Workers' Compensation Insurance in statutory amounts as required by California law with a minimum coverage as required by AS 23.30.045; and, where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act Requirements. This policy must waive subrogation against SBLI. Employer's liability coverage at a minimum of $1,000,000. The bidder shall provide and maintain Workers' Compensations Insurance for all employees of the bidder engaged in work under this solicitation and/or subsequent agreements with SBLI. The bidder will be responsible for Workers' Compensation Insurance for any contractor or subcontractor who directly or indirectly provides services under this solicitation and/or subsequent agreements with SBLI.
b. Commercial General Liability Insurance, with personal injury, contractual liability and product/completed coverage- $1,000,000 per occurrence and $3,000,000 in aggregate combined single where generally applicable shall include premises operations, independent contractors, products/completed operations, broad form property damage, blanket contractual and personal injury endorsements. This policy must waive subrogation against SBLI.

    1. $1,000,000 Each Occurrence

2. $2,000,000 General Aggregate
3. $2,000,000 Products/ Completed Operations Aggregate
4. $1,000,000 Personal and Advertising Injury
5. $50,000 SBLI Damage Legal Liability (any one SBLI)
6. $5,000 Medical Expense (any one person)

c. Automobile Liability Insurance including all owned, hired and non-owned, automobiles -coverage limits not less than $1,000,000 combined single limit bodily injury and $50,000 property damage including all owned, non-owned, and hired automobiles. This policy must waive subrogation against SBLI.
d. GENERAL CONTRACTOR shall maintain in effect all insurance coverages required under the Contract at Contractor's sole expense and with insurance companies acceptable to SBLI. All policies shall contain a provision that coverage will not be modified, cancelled or not renewed until at least thirty (30) days prior written notice has been given to SBLI. Certificates of insurance showing required coverage to be in force pursuant to this Section shall be filed with SBLI prior to commencement of the Work. In the event Contactor fails to obtain or maintain insurance coverage required under the Contract, SBLI may purchase such coverage as desired for SBLI's benefit and charge the expense to Contactor, or terminate the Contract for default.
e. CONTIONUATION OF COVERAGE: If any of the required liability insurance is on a claim's made basis, "tail" coverage will be required at the completion of this contract for twelve (12) months, or the maximum time period reasonably available in the marketplace. Contractor shall furnish certification of "tail" coverage as described or continuous "claims made" liability coverage for twelve (12) months following Contract completion. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage provided its retroactive date is on or before the effective date of this Contract. If Continuous "claims made" coverage is used, Contractor shall be required to keep the coverage in effect for not less than twelve (12) months from the end of the Contract. This will be a condition of the final acceptance of work or services.
f. SUBCONTRACTORS: Contractor shall require and verify all subcontractors maintain insurance coverage subject to all of the requirements stated herein.
g. ADDITIONAL INSURED
    1. Soboba Band of Luiseño Indians and Soboba Tribal Administration need to be listed as "Additional Insured"

Failure to provide evidence of adequate coverage is a material breach and grounds for termination of the contract.