



SOBOBA BAND OF LUISEÑO INDIANS

REQUEST FOR PROPOSAL FOR GENERAL CONTRACTOR

607 DONNA WAY

OFFICE RENOVATIONS

DEADLINE: Thursday, August 1, 2024

at 3:00 PM PST

Deliver Bids to:

Soboba Band of Luiseño Indians

Public Works Department

24099 Soboba Road

San Jacinto, CA 92583

Attn: Kathie Brennan

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

RFP FOR A GENERAL CONTRACTOR

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 located at 607 Donna Way, San Jacinto, CA 92583.

I. REQUEST FOR PROPOSAL

The Soboba Band of Luiseno Indians (SBLI) is soliciting sealed price proposals from a GENERAL CONTRACTOR for the following work:

Interior improvements to 15,412sf. The entire space has been completely demolished with only the atrium, server room, janitor's room and an electrical room remain. The Tribe is relocating five Tribal Departments which include Family Services, TANF, Environmental, Housing, Credit and Elders. Construction will consist of offices, conference rooms, a shared kitchen/breakroom, Multi-Purpose Room, Computer Lab, Activity Room, and common spaces. The construction of the project must comply with State of California and County of Riverside Building codes.

The GENERAL CONTRACTOR will be responsible for the coordination and supervision of all contractors, subcontractors or vendors for the project, including any Tribal contractors.

The location of the work is in the City of San Jacinto at 607 Donna Way and permits will be required at the City. The drawings were prepared by Worth Group, Inc as the Architect and G2 as the MEP engineers. Phase 1 of the project began mid May 2024 with a completion date of September 9, 2024. Phase 2 is scheduled to begin construction on or before August 26, 2024 with substantial construction completion anticipated by February 1, 2025. The GENERAL CONTRACTOR will coordinate Phase 1 work with SBLI's Public Works Department if work is

not completed by the start of Phase 2.

- **Questions on the Request for Proposal (RFP), contact Kathie Brennan, Planning, Development & Operations Director at 951-692-8047 or kbrennan@soboba-nsn.gov.**
- **Each company must register with Kathie Brennan to confirm their interest in the project and to be eligible to submit a proposal.**
- **Proposals may be mailed, emailed or hand delivered to Kathie Brennan with a copy to Mary Recendez at mrecendez@soboba-nsn.gov.**
- **Pre-Bid Site Meeting, July 17, 2024 at 10:00 am pst at the site location 607 Donna Way, San Jacinto, CA 92583**

Proposal Submission Deadline: To be considered, a complete sealed proposal package in the requested format must be received by **Soboba Band of Luiseño Indians no later than August 1, 2024 at 3:00 pm pst at 24099 Soboba Road, San Jacinto, CA 92583.**

PRE-BID SITE MEETING

There will be a Pre-Bid Meeting on Wednesday, July 17th at 10:00 am. Meet at the project site at 607 Donna Way, San Jacinto, CA. It is highly recommended that a representative from your firm attend the meeting. We will meet to view the current conditions of the building, site layout and discuss any challenges, schedule and answer any questions. Should you be unable to attend, please contact Kathie Brennan at 951-692-8047 to schedule an alternate time.

The selection will be made on the basis of qualifications and price. SBLI reserves the right to cancel this procurement effort and will not reimburse Proposers for any costs of preparation or submission of proposals.

II. OVERVIEWS

Project Team Members

Kathie Brennan, Planning, Development & Operations Director
CJ Dunmire, Public Works Operations Manager
Mary Recendez, Public Works Office Manager

SBLI will hold the construction contracts for the project. GENERAL CONTRACTOR to hold building contracts as necessary if these elements of the work are subcontracted.

Bid Notes & Clarifications:

1. Due to the increases in materials, it is imperative the Tribe benefits any advantages for cost savings. Materials ordered for or by the Tribe and shipped to the Reservation are tax exempt. The General Contractor will confirm and prepare the material/equipment orders and accept delivery of said orders within 30 days of executing contract to ensure no further

price increases on materials. The Tribe will provide the General Contractor with the necessary Tax-Exempt documentation that will be required when placing orders.

2. The following work, equipment or materials will be provided by the Tribe:
 - a. Millwork
 - b. Appliances
 - c. HVAC equipment, disconnects, and curbs
 - d. Light fixtures and transformer
 - e. Landscaping
 - f. Epoxy flooring
 - g. Fire Alarm
3. The following Phase 1 work is in progress:
 - a. Roofing
 - b. Painting of metal roof
 - c. Sheet metal
 - d. Wood framing of exterior wall
 - e. Stucco
 - f. Masonry
 - g. Storefront & Windows
 - h. Excavation
 - i. Removal of trees
 - j. Asphalt repairs
 - k. Site Lighting
4. Phase 2 notes:
 - a. A site plan indicating the concrete scope of work will be distributed as an Addendum.
 - b. The permit application is in process and the permit, when approved, will be transferred to the successful bidder. Do not include permit costs in the bid.
 - c. Preliminary discussions with the Fire Marshall have indicated that the building does not need to be retrofitted for fire sprinklers.
 - d. Include in price to meet EMWD specifications on backflow assembly and remove from underground vault and install above ground.
 - e. This is an aggressive schedule. Indicate on the bid form the amount of premium time included in your bid for overtime to meet the schedule.
 - f. Meet with Phase 1 General Contractor and Storefront contractor to go over project phasing to guarantee that window framing will be in place for layout of offices.
 - g. All HVAC equipment has been ordered and will be installed by 9/1/24. The new units, curbs and disconnects are installed. Contractor to make final connections and run condensate lines.
 - h. Include piping the new and existing HVAC units on roof condensate lines plumb internally to closet waste.
 - i. Mini split systems are ordered and will be stored on the reservation. Contractor to install units.
 - j. The electrical transformers and light fixtures have been ordered by the Tribe and

- will be stored on the reservation. Tribe will require 24-hour notice to stock jobsite.
- k. Plans indicate vinyl base. Provide an alternate price for painted 4” wood base.
 - l. The majority of the wood doors and metal frames are existing and stored onsite. Include coordination with Tribe’s onsite technician to label doors per room. Several doors will require a view kit to be installed. Tribe’s millwork department will install view kit.
 - m. Paint all existing stored wood doors and frames per finish schedule.
 - n. A9.01 Windows D & E do not exist
 - o. Wood Doors /HM frames 101A, 112B, 208, 401, 402, are to be included in the bid.
 - p. Aluminum Doors/Frames 200, 211, 213, 214, 300, to be included in the bid. Match new window system.
 - q. Hardware specification to follow in an addendum. Include floor stops, wall bumpers in bid.
 - r. Price project with stated specifications. List on bid form any substitutions offered and indicate the credit.
 - s. Carpeting is to be included in the bid
 - t. CPT-01 for Visitation Room needs to have a thick 1” padding due to children’s play area
 - u. LVT-01 – Use \$3.00/sf as an allowance for the material.
 - v. Walls that show “WG – wall graphic” should receive paint also. Tribe will furnish and install wall graphics at a later date.
 - w. Break out the price for the 2 x 8 grid and decorative wood grain tile shown in Corridor 415, 217 and conference room 207.
 - x. Shared kitchen/breakroom water fountain to be relocated to the wall adjacent to the existing janitor closet.
 - y. Data Requirements: Provide two conduits per data location with the exception of the computer lab. Low Voltage wiring can be hung on “J” hooks to the conduit. More information to follow in an addendum on low voltage requirements. Electrical contractor can price installing the low voltage. Break price out on Bid Form.
 - z. Include furnish and installing a new roof ladder and hatch. Specification to follow in an Addendum.
 - aa. Plans show an existing window to be relocated. Delete note.
 - bb. Civil Plans - extend the roof drains to the curb to be included in bid.

Project and Contract Documents

The following documents are included with the bid package:

1. Exhibit A – Permit Stamped Plans including Architectural, Mechanical, Electrical and Plumbing prepared by Worth Group Inc. dated June 24, 2024.
2. Exhibit B – Permit Stamped Civil Plans prepared by Cozad & Fox dated 5/23/24 and Structural Plans prepared by ERSC and stamped 5/14/24 by City.
3. Exhibit C – Bid Breakdown Form to be submitted with your proposal

4. Exhibit D – Insurance Requirements
5. Exhibit E – Proposal Checklist
6. Exhibit F – Vendor Information

Project Schedule

Construction work to proceed immediately after the Letter of Intent and Notice to Proceed is issued for construction. Construction to be complete by February 1, 2025.

Budget/Funding

SBLI is funding 100% of the project.

No prevailing wages or Davis Bacon wages apply to this project.

III. SCOPE OF SERVICES

The services requested of the GENERAL CONTRACTOR will include the following:

1. Performance of the construction work under a Guaranteed Maximum Price contract.
2. Participate as an advisor to the design team to provide construction and constructability advice and recommendations.
3. Advise the team on how alternative design solutions affect constructability and the construction schedule.
4. Provide input regarding current construction industry practices, labor market, and material availability.
5. Review design documents and provide advice with respect to completeness, clarity, construction feasibility.
6. Monitor the project schedule and recommend adjustments to ensure completion of the project within the approved construction schedule.
7. Provide the tribe with a Long Lead Item List that will include all materials known that are experiencing price increases and shortages. List needs to be submitted to the Tribe in the first 30 days so the Tribe can take pro-active steps to secure desired pricing.
8. SBLI is aggressively managing the project costs. If the bids exceed the construction budget target, the GENERAL CONTRACTOR will make recommendations to reduce the estimated costs to bring the project within the budget.
9. Project Supervision by General Contractor is required whenever workman or subcontractors are onsite for proper coordination.
- 10. GENERAL CONTRACTOR, subcontractors, and vendors must check in and sign in daily. A log of all personnel onsite is a requirement of the grant.**
- 11. GENERAL CONTRACTOR to submit a copy of daily report along with photos to the Tribe by noon the following day.**
- 12. GENERAL CONTRACTOR must conduct weekly PM Status meetings and a Subcontractor Coordination meeting. Meeting minutes are to be distributed.**
- 13. GENERAL CONTRACTOR must submit a monthly report with photos updating the**

project to Tribal Council. Report due on the 25th of the month.

14. Due to the expedited schedule, General Contractor may submit Payment Applications bi-weekly.

Schedule Management:

Prepare a detailed Construction Overall Project Schedule for the construction of 15,412 sf of office space for monitoring progress and managing the work. Indicate when Owner/Tribe purchased materials are needed onsite.

Project Controls:

1. Help establish procedures for expediting and processing all shop drawings, Submittals, Requests for Information (RFI's) and other project control documents.
2. Submit safety and quality control procedures, including means of implementing.

Construction Services:

The negotiated GMP shall not be exceeded without written approval of SBLI. Approval of the GMP will require that budget and schedule constraints are satisfied. If SBLI and the GENERAL CONTRACTOR cannot agree on a price, SBLI reserves the right to terminate the GENERAL CONTRACTOR services and procure the construction of the project with another GENERAL CONTRACTOR or take other action as they deem appropriate.

Proposers must identify any unacceptable provisions of this contract during the RFP process. The GMP contract will be sent as an Addendum. General Contractor to review and approve or submit any items of concern prior to bid due date or included with bid. This will expedite the issuance of the contract and not delay the project start.

IV. PROPOSAL FORMAT AND CONTENT

Proposals must address the selection criteria listed below and adhere to the following requirements. Each submittal must have a cover letter signed by a company official authorized to represent the proposer. The entire proposal should not exceed 15 pages, not including cover letter, resumes of key staff and the price proposal.

The proposal must be signed by a person who is authorized to bind the Proposer. The price-proposal component must be signed and dated by the person who prepares it. If that person is not authorized to bind Proposer, the price-proposal component must also be signed by a person who is authorized to bind the Proposer.

Proposals should address the following selection criteria:

A. Similar Project Experience

Relevant Project Experience

Provide a summary of Tenant Improvements or other similar in size or scope that your firm has built in the last 10 years. For each project, list the project name, project scope, construction budget, construction period, delivery method, the role your firm played in the project, the owner's name, owner contact and current phone number, A/E firm, A/E contact and current phone number.

Describe work your firm has performed during the past 10 years working under contract with Tribal Governments. Explain your familiarity working with Tribal Governments and Federal Funded projects including the documentation requirement to stay in compliance of the grant.

Describe your firm's policies for hiring, including apprenticeships and development opportunities.

B. Project Team and Key Personnel Experience

Provide an organizational chart describing the proposed project team and lines of communication and management. Include key personnel, subcontractors, position responsibilities and experience on similar projects.

Provide resumes for all key personnel that will be assigned to this project. List name, title, intended role and responsibilities for the duration of the contract, educational background, and specific qualifications related to role and responsibilities, past relevant experience, number of years of relevant experience, supervisory responsibilities if relevant, and a description of similar projects the individual was associated with during the last five (5) years including type of project and project cost. Include references with contact information for the three (3) most recent relevant projects for each key individual.

Each team member's resume shall not exceed two pages in length.

At a minimum, include resumes for the following positions:

Construction Phase:

- Project Manager
- Superintendent

C. Management Plan

Summarize how your firm will staff and organize this project. Include information on your anticipated level of effort during the estimating process and construction quality control procedures. Outline what work will likely be accomplished via subcontract vs. your own resources during the construction phase. Discuss how key sub-contractors will be selected. Discuss how you envision staffing the required craft positions and any unique solutions your firm will be able to provide that will minimize the General Conditions costs and travel costs. Address how you will maximize local and native hire as well as use of local subcontractors. Discuss how you will mitigate any elements you consider to be key risks. Discuss your firm's capacity to support SBLI's operation and maintenance during the two (2) year warranty period. Describe your project staffing plan for construction phase services.

D. Value Engineering/Project Estimating

Describe your firm's value engineering process and how your firm will work with the design team to help reduce project construction costs and schedule. Explain your firm's methods for estimating costs for project elements where design drawings and specifications are not available.

E. Quality Control

Provide a description of your firm's approach to quality control during construction. Include a description of your firm's quality control personnel that will be used on this job and their level of authority.

F. Native American Indian (AN/AI) Preference

The Tribe will provide a preference to Indian applicants who are genuinely Indian owned and controlled. Five points of the available rating points are set aside for Indian firms. Firms or individuals seeking such preference must submit evidence of more than 50% Indian ownership and control on or before the submission deadline. A preference application may be obtained from the Tribe.

Regulations require the Tribe to comply with Section 7(b) of the Indian Self-Determination and Education Assistance Act (U.S.C. 450e(b)) and to the greatest extent feasible, give preference in the award of contracts for projects Federally funded to Indian organizations and Indian-owned economic enterprises. The law requires Indian preference in training and employment and in the award of contracts and subcontracts.

The work to be performed under this contract is on a project subject to Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e(b)).

The awarded General Contractor shall comply with the provisions of Section 7(b) of the Indian Self-Determination and Education Assistance Act and give preference in the award of any subcontracts to Indian organizations and Indian owned economic enterprises and preference in training and employment to Indians.

Ownership/Participation

The following points figure into the point grading scheme under below Section J.

- 5 points; Prime contractor or 2 or more Major Subs/Suppliers have majority AN/AI ownership
- 2 Points; one major subcontractor has majority AN/AI ownership,
- 1 Point; only minor sub-contractors/suppliers have majority AN/AI ownership.
- 0 points; no firms on the proposed team have AN/AI ownership.

G. Capacity/Proximity to Site

Provide a summary of your firm's annual construction volume (in dollars) for the past five (5) years. Detail your firm's current and anticipated workload from September 2024 – March 2025 (to the extent possible). Include a description of projects, dollar values of construction for which your firm is responsible either as a prime or subcontractor, and bonding capacity available for the referenced period. Comment on any significant issues based on your review of the provided timeline as it relates to your capacity. Indicate distance from home office to construction site. If required, explain how your firm will mitigate distance issues with management of a remote project.

H. Price Proposal

The responsive proposer with the lowest total price proposal will receive 100% of the available pricing points (20 points). Other responsive proposers will receive a portion of the maximum points based on their relation to the lowest responsive proposer.

Selection Criterion Points

The selection criteria will be scored in accordance to the below point distribution.

Selection Criterion	Maximum Points
Similar Project Experience	20
Project Team and Key Personnel Experience	20
Management Plan	10
Tribal Government experience	5
Value Engineering/Project Estimating	10
Quality Control	5
AN/Al Ownership Preference	5
Capacity	5
Price Proposal	<u>20</u>
Total Possible Points	100

I. Insurance Requirements:

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

During the entire period of the project or work, the GENERAL CONTRACTOR 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 FOR and their respective related persons or entities. **See Exhibit E for Insurance**

Requirements.

J. Drug-Free Workplace Statement

The Drug-Free Workplace Act of 1988 applies to federal grant recipients and contractors with a contract for more than \$100,000.00. The Act requires:

- Adopt a drug free workplace policy.
- Establish a drug free awareness program.

General Contractor must supply a statement that prohibits the lawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on the premises of SBLI, including all properties, premises, and work sites of SBLI. It must specify the actions that will be taken against employees who violate the policy. The policy must also inform employees engaged in the performance of the grant or contract that they must:

- Abide by the above prohibitions.
- Notify the employer within 5 days after the employee is convicted of violating a criminal drug statute for conduct occurring at the workplace.

K. Anticipated Contractual Arrangements

The construction phase services will be based upon a Guaranteed Maximum Price (GMP).

L. Disputes

In the event any dispute arises from this solicitation, such dispute shall be resolved in accordance with the adopted policies & procedures of the Soboba Band of Luiseño. A contract resulting from this solicitation shall define the dispute resolution process for that activity.

M. Wage Rate Requirements:

Prevailing Wage Rates and/or Davis Bacon Rate do not apply to this project.

N. Licenses and Registration:

The successful Proposer must have a current California Business License and a current California Contractor's License. Prior to the contract award, the successful firm, subcontractors and key team members must provide proof of their qualifications for the craft in which they are employed where and as required by applicable statute and regulation.

O. RFP Availability

The RFP is available, electronically, at no cost from SBLI. All firms who plan to submit a proposal

must register by sending an email to kbrennan@soboba-nsn.gov including the company name, address, telephone number, and email address.

P. Submittal Requirements

Proposal Submission Deadline

To be considered, a complete proposal package (all requested information and costs) in the format requested must be received by SBLI at the address shown below by 3:00 pm PST, August 1, 2024. Proposals received after this deadline will not be accepted and will be returned unopened to the responding individual or firm. Faxed copies will not be accepted.

Required Number of Submittal Copies: **Eight (8) copies.**

Address and hand deliver or overnight sealed proposals to:

Kathie Brennan
Planning, Development & Operations
Director
Soboba Band of Luiseno Indians
24099 Soboba Road
San Jacinto, CA 92583
kbrennan@soboba-nsn.gov
mrecendez@soboba-nsn.gov

Deadline for Questions

Questions regarding the project or this RFP should be submitted in writing to the above email by 4:00 pm, July 22, 2024. Substantive issues will be addressed in a written addendum to the RFP and will be sent to all registered proposers.

Q. Selection Process/Schedule

Proposals will be reviewed by the Committee established for this project. Interviews maybe required at the discretion of SBLI. SBLI intends to negotiate a contract with the firm which in the Selection Committee's sole judgment will provide the best overall value and expertise on this project. Following the contract negotiation, SBLI will issue a "Letter of Intent". SBLI will seek Council approval of the contract.

The following is the anticipated schedule for the GENERAL CONTRACTOR selection process. All dates are approximate and contingent upon the completion of previous activities.

Request for Proposals Issued – July 9, 2024

Mandatory Site Visit	July 17, 2024 at 10 am
Deadline for Questions –	July 22, 2024 by 4:00 pm
Proposals due -	August 1, 2024 by 3:00 pm, PST
Selection Committee Review –	August 1 & 2, 2024
Interviews (if held) -	August 5, 2024
Notice of Intent to Award -	August 8, 2024
Notice to Proceed	August 19, 2024
Start of Construction -	August 26, 2024 or sooner
Project Completion	February 1, 2025

R. Other

- Any costs incurred in responding to this request are at the proposer's sole risk and will not be reimbursed by SBLI. This RFP does not in any way commit SBLI to reimburse recipients of this RFP for any of the costs of preparing and submitting a proposal for these services.
- Furthermore, this RFP does not obligate SBLI to accept or contract for any services expressed or implied.
- Clarification, modification, rejection of RFP: SBLI reserves the right to: (1) Modify or otherwise alter any or all the requirements herein. In the event of any modifications, all selected Proposers will be given an equal opportunity to modify their proposals in the specific areas that are requested. (2) Reject any proposal not adhering to any and all requirements set forth in this RFP. (3) Reject any or all responses received. SBLI reserves the right to terminate this RFP at any time.
- SBLI reserves the right to waive informalities, and to select as deemed in its' own best interest. SBLI reserves the right to reject any and/or all proposals which they deem to be not in the best interests of SBLI and to proceed with the next proposer or toutilize an entirely different process.
- All proposals and other materials become the property of SBLI and may be returned only at the option of SBLI. Detailed costs and price information provided will be held in confidence until the contract is signed.
- In the event it becomes necessary to revise any part of this RFP, addendums will be provided to any entity that was provided the basic RFP package. SBLI reserves the right to post pone the date and time for receipt of proposals at any time prior to the time announced. Responses to questions prior to submittal of proposals must be in writing.
- Written answers will be provided to all proposers.

S. Proposal Checklist

This Proposal Checklist is a summary of the materials required as part of your proposal. You are

urged to thoroughly read the entire RFP.

Procedural Qualifications

- ✓ Proposers must be registered (company name, address, telephone number and faxnumber) with SBLI as indicated in Section I of the RFP.
- ✓ Proposals must be received by SBLI no later than the date and time indicated in Section I.

Form and Content of Proposals

- ✓ Proposals must be in a sealed envelope or box clearly marked "Soboba Band of Luiseño Indians – Donna Way Project - GENERAL CONTRACTOR RFP" on the outside of the envelope or box.
- ✓ Proposals must respond directly to this RFP and must include the contents set out in Section IV. Proposals that do not meet that requirement will be nonresponsive. Use Proposal Checklist.