



**REQUEST FOR PROPOSAL  
(RFP)**

**DESIGN BUILD SERVICES**

**Quartz Valley Fueling Station**

**Issued: December 16, 2024**

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## **1.0 GENERAL INFORMATION**

### **1.1. INTRODUCTION AND PROJECT DESCRIPTION**

This Request for Proposal (“RFP”) is issued to provide the selection process for DESIGN BUILD services for the Quartz Valley Indian Reservation Fueling Station Project. Firms submitting a response to the RFP will be asked at a minimum to state their understanding/experience to the project and offer their methodology for meeting the criteria noted in this RFP. The shortlisted finalists will then be requested to participate in an interview.

#### Background

Quartz Valley Indian Reservation (Tribe) conducted a project feasibility study through First American Development (FAD) to determine the size, location, projected revenues, conceptual site plan, and construction cost estimate. This information served as the basis for information provided as a reference in this RFP.

The Tribe intends to move forward with the phases of this project in a timely manner and has already secured funding for completion of the entire project.

#### Project Description:

Design and Construction of the fueling station is in accordance with Siskiyou County building codes. The Conceptual Site Plan (Exhibit A) is included to depict an example of the necessary components:

One (1) 3 + 1 dispenser to supply all vehicle types w/canopy  
One (1) - 20,000 Gallon Storage Tank (Split for 87 & Diesel)  
150 sq. ft cashier building with expansion potential

The Scope of Work shall include but not limited to all fueling equipment, and infrastructure. It is assumed connection to existing utilities in close proximity to the site.

### **1.2 LOCATION**

The Project is located on the eastern side of the intersection of Quartz Valley Road and Sniktaw Ln. on Quartz Valley Indian Reservation.

### **1.3. BUDGET**

The current project budget is not to exceed \$1,000,000.

### **1.4 GENERAL DESIGN BUILD SCOPE OF SERVICES**

The exact scope of services required by the Tribe will be set forth in the agreement between the Tribe and the selected DESIGN BUILDER. The scope of work will consist of assisting Tribe’s staff and consultants in completing the pre-construction phase of the project, in preparation for final approval by the necessary municipalities and agencies. In conjunction with this approval, the DESIGN BUILDER will have also prepared a final Guaranteed Maximum Price (GMP), anticipated at 100% Design Documents. Upon approval by the Tribe’s Board, the contractor will enter into a pre-negotiated contract to perform the construction management / general contracting services and design construction administration necessary to satisfactorily complete the project in compliance with the contract documents.

The DESIGN BUILDER’s services during the Pre-Construction Services phase shall include, but may not be limited to, confirming the program, design and cost estimating of building and site, value

engineering, scheduling, logistical planning, constructability analysis, bid package administration, bidding of trade contracts, and the submittal of a Guaranteed Maximum Price (GMP) Proposal for the Tribe's optional acceptance, reflecting the entire cost, scope of work and quality intent of the Project before any construction funds are committed. The GMP Proposal shall be supplemented with a clearly defined and detailed breakdown of costs for the entire Project. All construction costs must be clearly defined and included in the GMP Proposal. All proposed allowances included shall be approved by the Tribe and shall include estimated quantities and values justified by the DESIGN BUILDER. All clarifications, exclusions, exceptions must be identified within pricing packages and the GMP Proposal.

The DESIGN BUILDER's services during the Construction Services phase shall include, but may not be limited to, construction management, design construction administration, field supervision, coordinating subcontractors, maintaining quality, meeting schedules and providing the general conditions work for the Project.

Generally, all trade contracts shall be competitively bid and assigned to the DESIGN BUILDER's contract; however, when circumstances warrant it, the DESIGN BUILDER will be allowed to self-perform work that it traditionally performs with its own forces. This work shall be competitively bid by the DESIGN BUILDER, with results managed by the Owner's Rep., against other contractors performing the same scope of work.

The DESIGN BUILDER shall implement and maintain a project controls system with full access to the project information by all project stakeholders. The DESIGN BUILD shall allow for "open book" policy and facilitate review of all Project contracts, records, accounting and other documentation and information, in any form, to the Tribe or persons designated by the Tribe for auditing purposes.

**A. PRE-CONSTRUCTION SERVICES FIXED FEE**

The DESIGN BUILDER shall participate in the continuing of the design process as an integral member of the Project Team and shall perform Pre-Construction Services that, in general, shall include but not be limited to the following:

- 1) Schedule, attend and manage all necessary design work sessions with the Tribe and Design Team to gather and distribute information on the Project as required.
- 2) In conjunction with the Tribe and Design Team, immediately identify the Project requirements and prepare a comprehensive Construction Budget. DESIGN BUILDER to identify all project related construction costs including (but not limited to) building and site construction, infrastructure improvement costs (on-site and off-site), construction within right-of-way, permitting and other such costs that may be of consequence to Tribe.
- 3) Develop and continue to refine a comprehensive Project Schedule. Identify, set decision dates, and make recommendations to the Tribe and the Design Team on procurement of long-lead delivery items. Update and monitor the Project Schedule with the Tribe and the Design Team regularly to identify deviations and changes.
- 4) Provide value engineering and life-cycle costing for all materials, equipment and systems mutually agreed upon to determine the best possible value to the Tribe. Conduct formal value engineering work sessions with the Tribe and the Design Team, and recommend design detail, system and assembly alternatives.

- 5) Prepare and monitor estimates of the construction cost during each of the design phases based on detailed quantity surveys of the Drawings and Specifications. Advise the Tribe and the Design Team if it appears that the construction budget will not be met, and make recommendations for corrective action. Prepare and update with each cost estimate a reconciliation report comparing the previous cost estimate, the current cost estimate, and the approved budget. Provide a narrative of the changes made from the previous versions and accompanied with an updated construction billing and cash flow forecast. Provide this service at each design milestone: Schematic Design Package, Design Development (100% DDs); Permit Drawings (100%CDs). In addition to providing periodic estimates, it is expected that DESIGN BUILDER will work cooperatively with Tribe and the Design Team to provide intra-phase pricing evaluations of building systems, assemblies, and component options to facilitate timely design related decision-making as required by the Tribe and the Design Team.
- 6) Review the drawings and specifications as they are being prepared, and recommend alternate solutions whenever design details affect budget, schedule, constructability, and consistency with local and traditional trade practice.
- 7) Review the proposed design concepts, layouts, dimensions, clearances and advise the Tribe and the Design Team of possible conflicts of the M/E/P building systems with the adjacent structure and finishes. DESIGN BUILDER to confirm accuracy of Civil Engineer's earthmoving, import and export quantity assumptions prior to providing GMP.
- 8) Recommend a strategy for bid packaging the drawings and specifications relative to the Project approach and other pertinent considerations. Administrate the various bid packages for the Project.
- 9) Recommend and prequalify subcontractors and contact suppliers to develop a bidder's list for review and approval by the Tribe and the Design Team. It is the Tribe's policy that only prequalified subcontractors and suppliers shall be invited to bid on various procurement packages on the Project and, further, that awards are then based upon the lowest responsible and conforming bids received. Minimum of two (2) bids per subcontract or sub trade, including work to be self-performed, unless otherwise agreed to by Tribe.
- 10) Prepare a detailed approach to phasing of the work, mobilization, logistics, quality control and safety of the public for review by the Tribe and the Design Team.
- 11) Prepare and submit a final Guaranteed Maximum Price (GMP) Proposal for the Tribe's optional acceptance reflecting the entire cost, scope of work and quality intent of the Project before any construction funds are committed. The GMP Proposal shall be supplemented with a clearly defined and detailed breakdown of costs for the entire Project. All construction costs must be clearly defined and included in the GMP Proposal. All proposed allowances included shall be approved by the Tribe, and shall include estimated quantities and values justified by the DESIGN BUILDER. All clarifications, exclusions, exceptions must be identified within your proposal.
- 12) Identify and submit proposals for long lead items for direct purchase by the Tribe.

**B. CONSTRUCTION SERVICES FEE**

The DESIGN BUILDER shall construct the work according to the construction documents and specifications within the scheduled time frame agreed to with the Tribe.

*\*The DESIGN BUILDER will be required to provide warranty and closeout assistance. Warranty on items will be for a minimum of 2 years.*

C. COST SAVINGS

To the extent the actual cost of the work may be reduced through the course of the design refinement, Procurement and Construction, the reduction in cost shall revert entirely to the benefit of the Tribe. There shall be no “shared savings” compensation to the DESIGN BUILDER.

D. CONSTRUCTION CHANGE ORDER MARK-UP

For Tribe approved changes to the scope of work, the DESIGN BUILD shall propose a Percentage Fee for additive and deductive change orders to the Guaranteed Maximum Price (GMP) Contract amount. Deductive change orders will be credited only for the cost of the work.

E. SCHEDULE

The final Project Schedule is not finalized, however, please refer to the Schedule of Events in section 1.6 for details.

F. BIDDING & CONSTRUCTION CONTINGENCY

The DESIGN BUILDER’S contingency shall be used to cover costs of unforeseen job conditions, omissions of the estimate (except for subcontracted work), and discrepancies between subcontractor and supplier scopes of work, which are properly reimbursable as Cost of the Work but are not the basis for a change order. The DESIGN BUILDER’S contingency shall be used with the Tribe’s and the Design Team’s concurrence ONLY, which shall not be unreasonably withheld. Requests for the use of the contingency shall be submitted by the DESIGN BUILDER within ten (10) calendar days of the event that caused such Cost of Work to be incurred, or as soon as the need is apparent, whichever is earlier. The DESIGN BUILDER’s contingency shall not be used for repairing or replacement of the Work due to the DESIGN BUILDER’s negligence or error. The contingency may be refunded via change order to the owner in stages as agreed upon by the team and the balance of the DESIGN BUILDER’S contingency which has not been expended for the Project according to the procedures set forth herein shall be refunded entirely to the benefit of the Tribe, upon final invoicing. The DESIGN BUILDER shall also provide the Tribe and the Design Team documented status of the contingency amount on a monthly basis with each payment application. The OWNER will carry a separate contingency for changes to the work.

1.5 CONTACTS

Copies of this RFP are available from the Tribe’s Owner Representative.

**Owner’s Representative:**

First American Development  
Project Manager: Jed Davis  
Phone: 559.287.7168  
Email: [jedD@firstamericanpetroleum.com](mailto:jedD@firstamericanpetroleum.com)

**Owner-**  
**Quartz Valley Indian Reservation**  
**Mary Benedict, Tribal Administrator**  
**13601 Quartz Valley Road**  
**Fort Jones, CA 96032**  
**Phone: (530) 468-5907**  
**Mobile: (530) 643-3767**  
**Fax: (530) 468-5908**  
**Email: mary.benedict@qvir-nsn.gov**

***Notice: Direct or indirect contact with the Tribal Leadership, or other related parties, may cause this candidate's removal from the RFP process.***

**1.6 SCHEDULE OF EVENTS**

The anticipated schedule below outlines milestones for the project:

DATE	TIME	EVENT
December 13, 2024		DESIGN BUILD RFP Issued
December 19, 2024	12:00PM	Site visit
December 20, 2024	5:00 PM	Deadline for receipt of questions and inquiries
December 23, 2024		Final responses to questions
<b>December 27, 2024</b>	<b>5:00 PM</b>	<b>Deadline for submission of proposals from DESIGN BUILD Teams</b>
December 30, 2024		Preferred DESIGN BUILDER announced (anticipated)
December 31, 2024		Finalize contract negotiations
January, 2025		Commence DESIGN BUILDER services kick off (Anticipated)
January, 2026		Complete Construction (Anticipated Opening)

**1.7 PROPOSAL INSTRUCTIONS**

The Tribe is looking to base their decision on qualifications of the proposing firms and is requesting that items related to Fee not be submitted for this phase of the selection process.

- A. Pages in the proposal shall be typed with the maximum number of pages of proposal information (excepting cover sheet, index sheet, blank pages, table of contents, AIA 305, similar project profile sheets, and other supplemental proposal forms required or requested) to be limited to thirty 30 pages numbered in sequential order.

B. **Submit a signed and sealed bid to:**

**Quartz Valley Indian Reservation  
Mary Benedict, Tribal Administrator  
13601 Quartz Valley Road  
Fort Jones, CA 96032**

**Submit a single electronic PDF file of your proposal by the submittal date/time  
aforementioned;** email to the Owner and Owners Representative contact listed in Section  
1.5 above. It is advised to request a read receipt when submitting.



Oral, telephonic, or faxed proposals are invalid and will be considered as non-responsive.

- C. No Proposing Firm may submit more than one proposal. Multiple submissions under different names will not be accepted from one firm, Joint Venture, or association.
- D. Each respondent must comply with the submission requirements as outlined. Submittals that fail to comply with the requirements as specified may be deemed non-responsive and such determination will result in no further consideration of that respondent or the respondent's submittals by the Tribe. At any stage, the Tribe reserves the right to terminate, suspend or modify this selection process; reject any or all submittals at any time; and waive any informalities, irregularities or omissions in submittals, as the best interests of the Tribe may require.

## **1.8 PROPOSAL REQUIREMENTS**

Proposals must include, but are not limited to, the following items:

Brief cover letter expressing interest.

### **Part 1 – Organization Information**

- A. If your firm has multiple offices, please provide this information for all offices. Indicate which office is going to perform the bulk of the services for this project.
- B. Completed AIA A305.

### **Part 2 – Project Experience**

- A. Present at least three DESIGN BUILD projects completed in the last five years similar in size and complexity. Include:
  - 1) Project location
  - 2) Project size (square feet) of the project
  - 3) Project completed construction value.
  - 4) Project construction start and completion date.
  - 5) Method of construction
  - 6) Other relevant project information
  - 7) General Contractor Staff directly involved with the project. Identify teams Preconstruction Manager, Project Manager, Estimator and Superintendent at a minimum.
  - 8) Tribe/Owner contact with telephone number
  - 9) Owner's Representative contact with telephone number
  - 10) Architect contact with telephone number

### **Part 3 – Project Team & Staff**

- A. Resumes for:
  - 1) Architect
  - 2) Engineers
  - 3) Estimator
  - 4) Project Manager
  - 5) Project Superintendent
- B. Owner and other references (including telephone numbers and email), clearly identify which project and who the reference is in relation too. Please include relevant projects team members have worked on together.
- C. Describe current workload of proposed staff and overlapping project responsibilities.
- D. Provide an organization chart graphically indicating how your firm would staff and structure the proposed team (both in the field and in the office) during the Pre-Construction and Construction phases.

- E. Provide a matrix showing what projects you have worked on with the team designers.

#### Part 4 – Organization & Management of the Project

- A. What makes your team's Design Build service unique and successful?
- B. What makes your firm's design and preconstruction services unique? What tools do you use to enhance the process? Describe your approach.
- C. Describe how your cost estimating process is organized and provide specific examples of your cost estimating documents where you feel such information will provide clarity. Provide historical cost comparisons between schematic design cost estimates and the final GMP on projects of similar size and/or scope to that of the project.
- D. Describe your approach to safety on the project site, specifically as it relates to work taking place adjacent to a functioning Tribe facility. Cite specific examples where your team has dealt with this, and how the safety plan was communicated and managed.
- E. Describe a recent project that was completed as Design Build. What lessons did you learn and what would you do differently on this project?

#### Part 5 – Fee Proposal

- A. Refer to 1. Project Description for Scope of Work and project details. Additional information will be provided at the mandatory site visit meeting.

#### **1.9 QUESTIONS, INQUIRIES, AND AMENDMENTS REGARDING THIS RFP**

Questions and inquiries regarding the RFP should be directed to the Owner's Representative, First American Development (FAD), above by the date aforementioned. FAD will issue a response to all questions by email. Questions should not be submitted to the Tribal Leadership or other parties, doing so will cause this candidate's removal from the RFP process.

#### **1.10 PROPOSING FIRMS TO FULLY INFORM THEMSELVES**

Proposers are required to fully inform themselves of all project conditions which may impact their proposal and the Tribe's requirements prior to submitting a proposal. Proposers should become acquainted with the nature and extent of the services to be undertaken and make all necessary examinations, investigations and inspections prior to submitting a proposal. Firms proposing are responsible for examining and determining for themselves the location and nature of the proposed work, the amount and character of the labor and materials required, and the difficulties which may be encountered. If requested in advance the Tribe will provide the Firm proposing access to the site to conduct such examinations as each Proposing Firm deems necessary for submission of a proposal.

The Proposing Firm is to consider federal, state and local Laws and Regulations that may affect cost, progress, performance or furnishing of the Work.

The Tribe will not consider any claims arising from failure to take such actions.

#### 1.11 EVALUATION & SELECTION CRITERIA

The Tribe reserves the right to reject any or all responses to this RFP. Final selection of the short-listed DESIGN BUILD candidates will be based on their apparent ability to best meet the overall expectations of the Tribe, as determined solely by the Tribe.

The Tribe reserves the absolute right to conduct investigations as it deems necessary for the evaluation of any proposal and to establish the experience, responsibility, reliability, references, reputation, business ethics, history, qualifications and financial ability of the firm responding. The purpose of such investigation is to determine that the DESIGN BUILD has the ability, experience, resources, and reputation necessary to perform the work and to support all warranties in accordance with the contract documents.

The following items will be reviewed to provide a basis for selection, (not in order of priority):

A. Qualifications Proposal Phase of Selection (total points available = 100):

- 1) Qualifications and experience of the teams, as indicated by prior successful completion of similar projects. 30 points
- 2) Qualifications and experience of the key individuals, who will be assigned to this project, as indicated by prior involvement in similar projects. 30 points
- 3) Proposed approach to completion of the scope of work and understanding of the project and project issues. 20 points
- 4) References 15 points
- 5) Native American Preference (firm ownership of 51% or more). 5 points

B. Interview & Fee Proposal Phase of Selection:

- 1) Those respondents deemed best qualified will be invited to participate in an interview with the Selection Committee. An interview invitation will be sent out to approx. three (3) Candidates with the highest RFP submittal scores (from the above Qualifications Proposal Phase) on the date noted in the schedule of events. The invitation will explain the interview requirements and provide the time and location. The purpose of the interview is to ensure a full understanding of the RFP responses, and to introduce key members of the DESIGN BUILD Team.
- 2) Each shortlisted firm will be required to complete and submit a DESIGN BUILD Fee and Schedule Proposal Form (including fees) on the date noted in the schedule of events. This information will be evaluated and rated in terms of responsiveness and value.

- ❖ Note – Although the project cost will be a major component of the selection process, other factors will also be considered. Contract may not be awarded to the firm providing the lowest proposed fee.

#### 1.12 SELECTION PROCESS

- A. The Tribe will review all responses to this RFP that meet requirements and are received prior to the designated closing date and time.
- B. Upon review of the qualified firms, the Tribe will select the proposal which best reflects the Tribe's needs and requirements.
- C. The top firm's proposal, based on qualifications, will be reviewed and, if necessary, negotiations

will commence.

- D. If a satisfactory agreement with the proposer cannot be reached, at a price that is determined to be fair and reasonable, negotiations with that firm shall be formally terminated. Negotiations with the second ranked proposer may then be initiated. Failing according to the second ranked proposer, the Tribe shall formally terminate negotiations and may then undertake negotiations with the third ranked proposer or re-issue the RFP at their discretion.
- E. The Tribe will have sole determination of which proposal is in the Tribe's best interest.

**1.13 RIGHT OF REJECTION**

The Tribe reserves the right to accept or reject any or all responses to this RFP and to enter into discussions and/or negotiations with one or more qualified Proposing Firms, if such action is in the best interest of the Tribe. The Tribe has the right, in its sole and absolute discretion, to select the proposal or proposals that the Tribe determines best meets its needs.

**1.14 MODIFICATION AND WITHDRAWAL OF PROPOSAL**

- A. Withdrawn proposals may be resubmitted up to the time designated for the receipt of proposals due date/time provided that they are then fully in conformance with the RFP.
- B. If, within twenty-four hours after proposals are opened, any company that provides written notice to the Tribe and promptly thereafter demonstrates to the reasonable satisfaction of Tribe that there was a material and substantial mistake in the preparation of its proposal, that company may withdraw its proposal. Thereafter, that company will be disqualified from further bidding on the Work.

**1.15 PROPOSALS TO REMAIN OPEN SUBJECT TO ACCEPTANCE**

All proposals shall remain open for forty five (45) days after the day of the proposal opening, but the Tribe may, in its sole discretion, release any proposal prior to that date.

**1.16 COST OF PROPOSALS**

Expenses incurred in the preparation of proposals in response to this RFP are the Proposing Firm's sole responsibility. The Tribe assumes no responsibility for payment of any expenses incurred by any Proposing Firm as part of the RFP process.

- 1.17 Suspension and Debarment.** Contracts shall not be awarded to debarred, suspended or ineligible contractors. Contractors may be debarred, suspended or determined ineligible by the Federal (or state) government when necessary to protect the government in its business dealings. The Quartz Valley Indian Reservation may suspend or debar a contractor under Tribal laws as applicable.

## 2.0 ATTACHMENTS

### 2.1 EXHIBIT A: PRELIMINARY SITE PLAN

