

**Request for Proposal
Clinic Behavioral Health Expansion Project**

**Anav Tribal Health Clinic
Quartz Valley Indian Reservation
Fort Jones, CA**

August 29, 2025

Table of Contents

	Page
1. Summary of Background	3
2. Proposed Guidelines	3
3. Scope of Services	4
4. Project Purpose and Description	4
5. Project Timeline	4
6. Selection Procedures	4
7. Method of Review	4
8. Statement of Legal Authority	5
9. Evaluation Factors	6
10. Standards and Guidelines	7
11. Provisions	7

1. SUMMARY AND BACKGROUND

The Quartz Valley Indian Reservation (QVIR) is soliciting for architectural, engineering, and related professional services (design firm) specializing in complete building design, construction documents, and technical specifications for a 3000-4000 square foot expansion to and renovation of the 7,000+ square foot Anav Tribal Health Clinic; a stick-built building with a metal roof. The Anav Tribal Health Clinic is a fully functional, state of the art, medical and dental clinic. The existing clinic was opened in 2007 on the Quartz Valley Indian Reservation. All plans must conform to California Code of Regulations (CCR), Title 24. Building Standards are with special consideration of the Office of Statewide Health Planning Department codes and regulations, and all firms must clear the Office of Inspector General's Exclusions List and the federal System for Award Management. Appropriate California State licenses/registrations must be current.

The QVIR is a sovereign, self-governing federally recognized Tribe. It is a priority of the QVIR to enhance and maintain an effective and efficient health care system, which ensures services are available, accessible, and acceptable. This project is intended to improve the health, safety and well-being of patients by allowing additional space for increased number of behavioral health visits.

This project is funded through the California Department of Health Care Services Bond Behavioral Health Continuum Infrastructure Program (BHCIP) and Tribal Funds.

2. PROPOSED GUIDELINES

This RFP is presented under the process of full and open competition. **Submittals are to be received no later than 12:00 pm on September 30, 2025**, and shall be clearly marked QVIR "Clinic Expansion" on the outer envelope. Proposals received after the deadline will be returned to the sender. All proposals must be signed by an official agent or officer of the company submitting the proposal. Firms must submit 5 copies of their proposal. Proposals can be sent by postal mail or hand delivered to:

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

The Contact Person for this project is Mary Benedict, Tribal Administrator. Questions about this RFP will only be accepted via email. Send questions by email to both ta@qvir-nsn.gov and clinic.director@qvir-nsn.gov. The final date for question

submittals will be 5pm, September 10, 2025. All questions will be responded to in a group addendum format to all bidders.

A pre-proposal conference shall be held at the QVIR/Anav Tribal Health Clinic, 9024 Sniktaw Lane, Fort Jones, CA, at 9:00am on September 25, 2025. All interested parties are encouraged to attend the pre-proposal conference to examine the site and have any questions answered with regard to proposal submittal.

3. SCOPE OF SERVICES

The firm selected will provide all labor, material, equipment, and services necessary for:

1. Design meetings with QVIR staff and QVIR Tribal Oversight Committee (tbd)
2. Complete building plans for a fully functional facility expansion
3. Complete engineering, design, construction documents and technical specifications
4. Complete the construction contractor RFP documents
5. Meetings and plan approval with QVIR, Indian Health Services, and related agencies.
6. Contract administration and quality control during construction
7. Periodic inspections as needed
8. Final punch-list
9. Contract close-out procedures

Services to be provided under this offering include **program development, construction documents, and construction bidding review**. Each of these Basic Services is further described as follows:

- A. Program Development Phase: Includes the preparation of detailed drawings and other data relating to the buildings appearance and structure, mechanical and electrical systems, construction materials and finishes, and other essentials; the design firm also submits a further Statement of Probable Construction Cost. When the QVIR Tribal Oversight Committee approves these documents, this phase is complete.
- B. Construction Documents Phase: Includes the preparation of working drawings and specifications describing in technical detail the construction contract work to be done and related utility connections and special equipment. The design firm also assists the QVIR Tribal Oversight Committee in preparation of information for bidders, bidding and proposed contract forms, and conditions of the contract covering responsibilities during construction. All regulatory and statutory considerations required by the U.S. Department of Housing and Urban Development are to be included in the construction documents, a copy of which shall be provided by QVIR Tribal Oversight Committee during the pre-proposal site meeting. During this phase, any changes from the approved design development documents are to be made only with the QVIR Tribal Oversight Committee's written approval, and changes in the estimated construction cost must be mutually understood. When the design firm has prepared the working drawings and specifications consistent with

the project's construction budget and has assembled bidding documents, this phase is complete.

- C. Bidding Phase: Includes advising the QVIR Tribal Oversight Committee about the qualifications of prospective contractors and advising the Tribe in obtaining bids or negotiated proposals and in awarding construction contracts. Attendance at a pre-bid conference is anticipated in this phase.

4. PROJECT PURPOSE AND DESCRIPTION

The QVIR Clinic Expansion will consist of an addition to the existing health clinic located at 9024 Sniktaw Lane, Fort Jones, CA 96032. The addition exterior design will match the existing clinic and connect to the existing clinic. The addition may contain all or part of the following departments:

Behavioral Health
Administration

The addition will be comprised of the following: four-six offices, two small counseling rooms and one larger group room, restrooms, reception office, and waiting area. The services of the existing Clinic must continue throughout the project.

5. PROJECT TIMELINE

All proposals shall present a preliminary project timeline in graphical format, such as Microsoft Project that will include:

Proposals Submitted to QVIR
Proposal Evaluation
Selection of Project Team
Acceptance of Contract
Schematic Design
Design Development
Construction Documents
QVIR Tribal Oversight Committee Approval
Submittal to Planning Department
Agency Approval

- 6. SELECTION PROCEDURES: This Request for Proposals is being used by the QVIR Tribal Oversight Committee to evaluate prospective bidders of the services described. A rating system as described below will be utilized to rate and rank all proposals received by the stated deadline. The firms submitting the three top rated proposals will be invited to an interview session. The interviews will be used to supplement the information required to make the final decision. The QVIR Tribal

Oversight Committee reserves the right to reject any and all proposals considered to be non-responsive.

7. **METHOD OF REVIEW:** The QVIR Tribal Oversight Committee and its authorized representatives will review all proposals received, and may contact bidders to request clarification, either in written form or in the form of a presentation to the QVIR Tribal Oversight Committee. The QVIR Tribal Oversight Committee may accept any given proposal as submitted or may negotiate with a bidder to establish terms most advantageous to the QVIR Tribe. The decision of the QVIR Tribe shall be final and not subject to appeal.
8. **STATEMENT OF LEGAL AUTHORITY:** In accordance with 24 CFR Part 1003.519, Indian preference is given to Indian-owned enterprises. The proposal is subject to the following provisions:
 - a. Preference and opportunities for training and employment in connection with the administration of these activities shall be given to American Indians and Alaska Natives.
 - b. Any bidders claiming Indian Preference must give evidence to support its claim. An Indian-owned economic enterprise is defined as any Indian-owned commercial, industrial, or business activity established or organized for the purpose of project provided such Indian ownership and control shall constitute not less than 51 percent of the enterprise.
 - c. The HUD approved Indian preference plan includes a five percent price differential responsive and responsible Indian-owned companies.

9. **EVALUATION FACTORS**

Design firms responding to this RFP will be evaluated using the factors identified below. Submitted information should be specific and clearly delineated. Failure to address evaluation factors may result in disqualification. The QVIR Tribal Oversight Committee will review the RFP packages and will notify applicants for presentations and interviews related to this project.

- a. **Past Experience of Firm (30%):** D e m o n s t r a t e d experience on five major projects completed in the past ten years of similar size and complexity in design review and construction. Emphasis will be given to specialized experience in healthcare facility design.
- b. **Past Performance (30%):** D e m o n s t r a t e tangible evidence such as certificates, awards, and letters of recommendation on key personnel

who completed five major projects of similar size and complexity in the past fifteen years in design, review, and construction management. At least one project example should represent the firm's ability to design and plan a project of similar type. The narrative should describe the relevance of submitted projects to this project.

- c. Professional Qualifications and Experience of Individual Team Members (10%): Education, experience and background, qualification, professional licenses and affiliations of principal team members, and the team's demonstrated ability to work together to provide similar relevant services to public, Tribal, and private sector clients.
- d. Management Strategies (10%): Visual and narrative presentation of your management approach to a project of this size and complexity including anticipated milestone methods employed for cost and schedule control claims avoidance, and communication and reporting procedures. Show strategies of drawing review for constructability; identify Value Engineering (VE) items. Identify critical areas of concern specifically for this project and potential problems and your proposed methods of resolving them and achieving successful project. Show how your firm ensures applicable codes & standards and owner's requirements are met in the design and construction. Provide a thorough breakdown of proposed cost for the complete development.
- e. Evidence of Indian Ownership of the proposing firm and/or inclusion of Indian preference in hiring (10%).
- f. Location of Firm (5%): Location of firm convenient to the project site in Fort Jones, Siskiyou County, as well as familiarity with the locality of the project. QVIR will not consider extra compensation due to the firm's location.
- g. Analysis of Firm's Current and Projected Workload (5%): Demonstrated capability to accomplish the work in the required time. This project has a specific planning and design period. Firm will specify a proposed timeline to complete design phase and completion of final plans; however, complete plans will need to be delivered no less than 3 months following the Tribe's announced selection of Firm. Demonstrates ability and maintains a total project team to complete the project on schedule, with consideration given to the firm's other projects.

10. STANDARDS AND GUIDELINES: The following standards and Guidelines must be met for proposed work executed under this contract:

- a. State of California Code of Regulations, Title 24 including OSHPD 3 as applicable.

11. PROVISIONS:

- a. Termination. Request for Proposals may be terminated by the QVIR Tribal Oversight Committee at any time for cause.
- b. Non-Collusive Understanding. Each person and firm submitting a proposal is certifying that he/she has not colluded with any other person, firm, or corporation in regard to securing the services being solicited.
- c. Communications. Any notice regarding this solicitation shall be directed to the QVIR Tribal Oversight Committee.
- d. Access to Records. Quartz Valley Indian Reservation, HUD, the Comptroller General of the United States, or their authorized representative, shall have access to all books, records, and papers of the design firm and subcontractors pertinent to their contract for a period of not less than 3 years after completion of the project.
- e. Disclosure of Interest. No commissioner, officer, or member of the QVIR Tribal Oversight Committee, no member of the governing body of the Tribe who exercises any functions or responsibilities with respect to the project, shall, during his tenure or for 1 year thereafter, have any interest, direct or indirect, in the project or in any property included or planned to be included in the project, or in this contract or any other contract or proposed contract relating to the project.
- f. Provisions not addressed by this solicitation will be negotiated with the design firm once a selection is made.
- g. Agreement. The selected design firm will enter into an enforceable agreement that fully conforms to the contracting provisions pursuant to OMB Circular A-102 and 24 CFR 1003. Copies of these requirements are available for review at the grantee's offices.