REQUEST FOR PROPOSAL

ARCHITECT AND ENGINEER SERVICES RELATING TO:

Community Building at 184 Meetinghouse Road, Mashpee, MA

Contact
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September 15, 2020
Architect and Engineer Services for Community Building

I. INTRODUCTION

The intent of this request is to solicit a written Statement of Qualifications and Proposals, hereafter referred to as “Proposal”, from a qualified provider (company, firm, corporation, partnership, or persons), hereafter referred to as “Architect and Engineer” to provide all services necessary to fully design a community building in Mashpee, MA. To be eligible for consideration, the Architect and Engineer must be capable of supplying the services as noted herein, and must also meet all other criteria outlined in this Request for Proposals.

A. Meet with Mashpee Wampanoag Tribe Housing Department management and Housing Commission to determine recommendations for the community building.
B. Develop clear and concise analysis, producing narratives and graphic depictions of how the projects will be accomplished.
C. Create a feasible implementation strategy, including alignment with the Mashpee Wampanoag Tribe, Mashpee Wampanoag Tribe Housing Department, Mashpee Wampanoag TERO Officer and HUD requirements, as well as all other relevant code compliance.
D. Develop probable opinion of costs and project budget and update at each phase of project design.
E. Produce Contract Documents and assist Mashpee Wampanoag Tribe Housing Department via an integrated Architect and Engineer delivery process.
F. Under separate contract, the Mashpee Wampanoag Tribe Housing Department may elect to have Architect and Engineer Team provide limited or full Construction Administration Services following successful award of bid to contractor.

To be eligible for consideration, the Architect and Engineer Team must be capable of supplying the services as noted herein, and must also meet all other criteria outlined in this Proposal.

II. SCOPE OF WORK

The Mashpee Wampanoag Tribe administers the Mashpee Wampanoag Tribe Housing Department utilizing resources and allocation provided by the Housing and Urban Development (HUD). Its mission is to provide a Native American culturally appropriate community facility for communal use in the center of a 42-unit housing development currently under construction called Mashpee Wampanoag Village (“the Village”) dba First Light Wampanoag Homes. The building is to provide a place to hold a broad range
of social and cultural activities and the MWT Housing Department offices. The community building is to include office space for the Housing Department staff of 6 employees (individual offices or cubicles preferred, with a separate Director’s office, community room, kitchen, basement, and other amenities as deemed appropriate.

DELIVERABLE PHASES ARE AS FOLLOW:

1. Finalize contract. Set up protocols for information sharing, project contacts list, and communications. Gather all known Owner information garnered during the project inception; including discussions with Owner’s representatives regarding program elements, existing plans and documentation of existing conditions. Connect with the Mashpee Wampanoag Tribe TERO (Tribal Employment Rights Office) as well as any authorities having jurisdiction over the Project.

2. Pre-Development Inventory and Analysis

3. On-site documentation of existing conditions, photographs, code compliance and due diligence strategy, review of any background documents, summary of standards for the Mashpee Wampanoag Tribe, Mashpee Wampanoag Tribe Housing Department, as well as applicable HUD standards that may apply, and any relevant Government Program alignment, testimonials, and development of project schedule and management plan. Conduct preliminary programming and develop design concept and concept budget for Owner review and approval.

ARCHITECT AND ENGINEER SERVICES ARE AS FOLLOWS:

Phase 1 - Schematic Design

Architect and Engineer Team will prepare initial plans, images, perspectives, elevations, and other clear visualization tools to convey the intended design to the facility on a schematic level. As required, details and supportive documentation; including preliminary engineering, product data, or key material selection will be provided as part of supporting narrative to visualization tools. Identification of key tasks by Architect and Engineer Team will be identified; including any critical task or milestones that will effect schedule (seeking of special permits, environmental, historical, geotechnical, TERO, tribal, etc.). This submittal will also include schematic level probable opinion of costs or magnitude of costs including any allowances or contingencies as well as an outline of general conditions and technical specifications.

Phase 2 - Design Development

Utilizing feedback provided by Owner to Schematic Design phase, Architect and Engineer
Team will further develop Design Documents to a more robust set of progress documents. A full set of coordinated Architect and Engineer, interdisciplinary plans will be prepared for survey, civil, landscape, structural, mechanical, electrical, security, and specialties (kitchen / cooler layouts) scopes of work. A draft project manual (specifications) will be completed utilizing the “show markup” feature of edits. Supportive narrative and calculations will be completed that align all permitting and schedule requirements. Color selection samples and product information will be included. Initial life cycle analysis will also be completed, as well as overall project opinion of costs and design schedule compliance. Conceptual construction schedules to be forecasted.

Phase 3 - Construction Documents
This submittal will encompass majority of the design and engineering of site and facilities, and will reflect comments and feedback to all phases. At this point, the documents will be the “roadmap” for construction efforts and will be viewed as such by Owner and will serve as the basis for the permitting/bidding documents. Full plans and specifications will essentially make up the submittal, and will be supported by an updated database of comments and responses as well as projected bidding and construction schedule as well as itemized probable opinion of costs. It is expected that this submittal will be comprehensive and require minimal revisions to be ready for public bidding.

Phase 4 - Bid Document Issue and Bidding
Final Bid Documents will be sealed by each discipline contributing to project and will reflect owner comments to Construction Documents. Bid Documents will be coordinated with TERO office as needed. The Mashpee Wampanoag Housing Department will choose how the Bid Process may be administered. Architect and Engineer Team will assist in the issue of Bid Documents (Plans and Specifications) and assist with notifying potential Bidders interested in the Project. Architect and Engineer Team will assist the Owner, as may be requested, in the quality control over the public bidding in an effort to objectively complete the process in accordance with legal protocols; this may require bid notifications, advertisement for bid, pre-bid meeting coordination, preparation of bid phase clarifications (establish plan holders list, issue addendums, etc.), assistance with the administering of the bid opening, and recommendations on the award of construction contract.

Phase 5 - Construction Administration and Construction Services
Architect and Engineer Team to provide observation, administrative, as well as full-service General Construction Services during Construction efforts. This effort will include but not be limited to a preconstruction conference, development of shop drawing and submittal logs, periodic review and observation of the work, meetings with Owner, general construction of the project adhering to code and acceptable industry practices for the construction of
buildings, and construction close out (pre-final, final, and warranty period).

III. TIME FRAME

The Owner intends for the Work of this Project to begin within thirty (30) days from the issuance of the Owner’s Notice of Award / Notice to Proceed. The Owner has targeted a Project Completion Date of November 30, 2021. This includes all stated and implied efforts as well as associated tasks which may be required by the Mashpee Wampanoag Tribe and the Mashpee Wampanoag Tribe Housing Department (e.g. TERO, permitting, due diligence, etc.) The final Project Schedule is subject to modification and amendment by the Owner as the Owner sees fit, during contract negotiations.

IV. GENERAL PROVISIONS

The process is subject to applicable provisions of federal, state, local, tribal laws and ordinances.

1. The Mashpee Wampanoag Tribe, the Mashpee Wampanoag Housing Department, and its assigns will not be liable for any costs in preparing, submitting, or presenting Architect and Engineer Teams proposals or any associated travel costs with delivery of Architect and Engineer Team proposals.

2. Although discussions may be conducted with Architect and Engineer Teams submitting acceptable proposals, Architect and Engineer Team selection may be made without any discussion.

3. The Mashpee Wampanoag Tribe, Mashpee Wampanoag Tribe Housing Department and its assigns reserve the right to postpone the opening or review of Architect and Engineer Team submittals for cause or convenience. The Mashpee Wampanoag Tribe, the Mashpee Wampanoag Tribe Housing Department, and its assigns reserve the right to reject any and all proposals, in whole or in part, and to waive any information therein.

4. If only one qualified Architect and Engineer Team responds by the due date, the Mashpee Wampanoag Tribe may enter into contract negotiations with that Architect and Engineer Team.

5. It is the intent of the Mashpee Wampanoag Tribe to enter into a contract for a firm fixed price with provisions for reimbursable expenses to be negotiated.

6. Total costs for the project not to exceed $1.2M.
V. CONTENT AND FORMAT OF PROPOSALS

Each Architect and Engineer Team must include in their submission the following documents so that each Architect and Engineer Team can be effectively evaluated in a similar manner. Each submission is limited to no more than 50 single sided or 25 double sided letter sized sheets.

1. A Letter of Interest is required and should display a clear understanding of the projects, familiarity with the culture of the Mashpee Wampanoag Tribe people, a positive commitment to complete the work within Owner-specified timeframes, and explain why the Architect and Engineer Team should be selected in no more than three pages. Address, contact information, and Massachusetts licensure for primary point(s) of contact for Architect and Engineer Team to be included.

2. Structure and Qualifications: Provide structure of the Architect and Engineer Team proposed (organizational chart and roles/responsibilities of the Prime and Sub-consulting entities proposed). Architect and Engineer Team submittals must include a statement of qualifications and certifications that apply to the Project (e.g. professional licensure, TERO, proof of insurance, etc.) or better highlight the Architect and Engineer Team’s qualifications. Information must be included summarizing and documenting qualifications of the Architect and Engineer Team in relation to the contractual services stated and/or anticipated.

3. Experience and Project Example(s): Information must be included summarizing and documenting the experience and competency of the Architect and Engineer Team in relation to contractual services stated and/or anticipated as well as past or present projects with the Mashpee Wampanoag Tribe, or other Native American tribes. Architect and Engineer Team shall include, at a minimum, at least three (3) projects/clients with project name and description for which the Architect and Engineer Team has been contracted for similar work, and/or work with the Mashpee Wampanoag Tribe, or other Native American tribes. Indicate level of Architect and Engineer Team and/or Sub-Architect and Engineer Teams involvement. Include name and contact information for a project reference for each Project as well as the project area, cost, and start/end dates for the projects/clients listed.

4. Personnel Qualifications and Capacity of the Architect and Engineer Team: Architect and Engineer Team must identify and summarize the relevant experience, education, affiliations, and certifications of any individual personnel that would actually coordinate with the Project and provide any design, engineering, and/or technical assistance. The qualifications of these individuals will be considered.
Include tribal and/or minority affiliations or heritage where applicable. Indicate any prior experience with the Mashpee Wampanoag Tribe, or other Native American tribes, if applicable.

5. Project Proposal: Architect and Engineer Team must provide a project proposal, which is in accordance with the information provided in this RFQ. Architect and Engineer Team proposals must include the following elements:

   a. Project Startup Services
      a. Finalize contract
      b. Set approach to information sharing and communications
      c. Collect existing Owner information
      d. Coordinate with TERO prior to Project launch

   b. Pre-Development Inventory and Analysis
      a. Design Concept / Programming / Concept Budget
      b. Site Topographic Survey
      c. Phase I Environmental Assessment

   c. Design Services
      a. Schematic Design
      b. Design Development
      c. Bidding Phase
      d. Architect and Engineer Administration

   d. A list of all fees / costs for each phase of the project, through its completion, including stipulations for startup payments, compensation, additional services, etc. May include an overall Approach to budget and costs with regards to TERO, Mashpee Wampanoag taxation, reimbursables, or other items.

   e. Any other information deemed necessary by proposing Architect and Engineer team.

6. Indian Preference: If the primary Architect and Engineer Team is an American Indian / Native American owned business enterprise, submit evidence showing the following:

   a. Tribal membership card and/or CDIB showing tribal enrollment
   b. Evidence such as stock ownership, structure, management, control, etc. of the American Indian / Native American owned business enterprise
   c. Any other evidence sufficient to demonstrate to the satisfaction of the Mashpee Wampanoag Tribe that may be requested.
7. Proof of Insurance (not worth any scoring points on the evaluation criteria used by the Selection Committee, but must be submitted with the proposal): Architect and Engineer Team to provide a Certificate of Liability Insurance from a reputable insurance carrier in the following minimum amounts for a period extending two years past the date of Project Completion:

   - General Liability - $1M Limit Each Occurrence / $2M General Aggregate
   - Automobile Liability - $1M Combined Single Limit
   - Professional Liability - $1M Limit Each Claim / $1M General Aggregate

VI. SELECTION PROCEDURE
The objective is to select the most qualified Architect and Engineer Team with sensitivity towards Mashpee Wampanoag Tribe Native American community needs for the professional Architect and Engineer services to be rendered, at a compensation determined as fair and reasonable to the Mashpee Wampanoag Tribe.

Preference points will immediately be awarded to Architect and Engineer Teams who are qualified /certified American Indian / Native American owned (maximum total of 10 points). Firms that wish to qualify for Indian Preference will be required to provide proof of Indian Ownership or submit an Indian Enterprise Qualification Statement.

To accomplish this objective, Architect and Engineer Team will be evaluated on the following basis:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Maximum Points</th>
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<tbody>
<tr>
<td>1. Letter of Interest</td>
<td>10</td>
</tr>
<tr>
<td>2. Structure and Qualifications</td>
<td>15</td>
</tr>
<tr>
<td>3. Experience and Project Examples</td>
<td>20</td>
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<tr>
<td>4. Personal Qualifications and</td>
<td></td>
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<tr>
<td>Availability of Work Schedule</td>
<td>20</td>
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<tr>
<td>5. Project Proposal</td>
<td>25</td>
</tr>
<tr>
<td>6. Indian Preference Points</td>
<td>10</td>
</tr>
<tr>
<td>Maximum Total Points</td>
<td>100</td>
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Before assigning final scores the Owner may, at its discretion, schedule face-to-face interviews or telephone/video conferences with each Architect and Engineer Team. The Owner also reserves the right to not schedule face-to-face interviews or telephone/video conferences with each Architect and Engineer Team, and instead assemble a Selection Committee to review and score the proposals submitted. Each member of the Selection Committee will assign up to the maximum points noted above to each criterion based on the Architect and Engineer Team's submittals and any other information obtained. Architect and Engineer Teams will be ranked according to their total cumulative points.
Following the completion of the evaluation, the Mashpee Wampanoag Tribe will enter into contract negotiations with the Architect and Engineer Team selected. If a mutually satisfactory agreement cannot be negotiated with the Architect and Engineer Team selected, said Architect and Engineer Team will be asked to document a final offer in writing before terminating negotiations. Negotiations will then be initiated with the second-ranked Architect and Engineer Team, and so forth, until a contract has been negotiated with a qualified Architect and Engineer Team, or halted at the discretion of the Mashpee Wampanoag Tribe.

The Mashpee Wampanoag Tribe reserves the right to reject any and all applicants if the requirements as set forth herein are not met or if the Mashpee Wampanoag Tribe deems an Architect and Engineer Team unqualified on the basis of the overall analysis of the criteria outlined above.

More Information and Clarifications
Detailed information is available in PDF format, as well as the visits may be scheduled to see the existing project site and buildings. All requests and clarifications shall be coordinated via email to: michelle.tobey@mwtribe-nsn.gov.

VII. RESPONDENT SUBMITTALS

To be considered, the required proposals submitted by the Architect and Engineer Team will need to be at the Mashpee Wampanoag Tribe office not later than 3:00 pm on Monday, November 2, 2020. Submittals must be in a sealed envelope clearly marked “Proposal for Mashpee Wampanoag Tribe Housing Department Community Building”. As soon as possible thereafter, the Tribe shall review the documents in an effort to make a selection.

Please send all hard copies via USPS, UPS, or FEDEX to: Mashpee Wampanoag Housing Department, Attn: Michelle Tobey, Housing Director, 483 Great Neck Road South, Mashpee, MA 02649.

Architect and Engineer Team submissions not in compliance with the instructions contained in this section and/or not containing the information requested may be declared "non-responsive" and disqualified from consideration.

VIII. MISCELLANEOUS PROVISIONS

Proposals received after the due date and time will not be considered. Modifications received after the due date will not be considered. No responsibility will be attached to the Mashpee Wampanoag Tribe for the premature opening of a package not properly addressed and identified, and/or delivered to the wrong office. The Tribe may reject any and all proposals and reserves the right to waive any technicalities, irregularities, or informalities in any proposals or in the proposed procedure.
**Contract Award**

It is anticipated that one proposal is accepted. the Tribe may enter into one or more contracts for said services or may enter into one Contract with a sub-contract for one or more of the specific elements under the Preliminary Scope of Services.

**Owner’s Representative**

It is understood that the Tribe reserves the right to designate an Owner’s Representative and/or Project Management Representative to provide oversight and administration during the performance of the professional services covered by any contract that is awarded.

The Owner also reserves the right to have the Architect and Engineer-of-Record from the primary Architect and Engineer Team entity perform certain Owner’s representation as is customary in the Architect and Engineer Agreement that may be executed as a result of contract negotiations.