

**United Auburn Indian Community**

***Request for Proposals***

**Owner Representation/  
Project Management Services**

**For**

**Tribal Office Renovation Project**

**Responses to this request for proposals should be submitted to:**

**United Auburn Indian Community  
Attn: Tammy Kirchof  
10720 Indian Hill Road  
Auburn, CA 95603**

**Posted on: August 5, 2021**

**Written Proposals Due:  
September 3, 2021**

## **1. Project Description**

The United Auburn Indian Community (UAIC) is seeking the services of a firm specializing in owner representation and project management. UAIC owns an office complex in Auburn, California that consists of four two-story buildings. Each floor includes 5,000 square feet of interior space. The lower level of each building is partially subterranean with the upper floor slightly offset above and accessible from the parking lot level.

The buildings are primarily used for office space, but the Tribe previously operated a school out of portions of two of the buildings. UAIC plans a phased interior remodel project to modify some existing office spaces and to convert former school spaces into office use. Although some spaces are vacant, the other portions of the office buildings will remain occupied during construction. UAIC has hired a project architect and has completed a schematic design for the project.

No site work is anticipated at this point, nor any exterior or envelope modifications. However, as design and planning efforts proceed, there is a chance that some exterior work may be involved.

The general approach to this planned remodel is to leave most of the restrooms and other core infrastructure spaces and systems intact. No unit replacements to the buildings' mechanical systems are anticipated other than where increased occupant load or space use dictates them. However, equipment will be assessed once the engineering team is engaged to confirm no replacements are required.

## **2. Background & Purpose**

The United Auburn Indian Community is a federally recognized Indian Tribe whose primary government offices are located in Auburn, California. UAIC operates programs and offers services to tribal members, and interacts with outside parties through these government offices. UAIC is undertaking this office remodel to better use available space in the provision of services to tribal members.

## **3. Scope of Services Requested**

- 3.1 Advise UAIC on different design and construction delivery methods and assist UAIC in selecting one most appropriate for the project;
- 3.2 Assist UAIC in developing a project budget once a project delivery method is selected;
- 3.3 Prepare and issue an RFP for a general contractor, review and evaluate proposals received, coordinate candidate interviews, and make recommendations to UAIC to assist in selection;

- 3.4 Assist UAIC in selecting, retaining, and coordinating additional professional services as required by the scope of the project (e.g., civil engineer, etc.);
- 3.5 Assist UAIC in negotiating and preparing contracts for all retained contractors and consultants and ensure that all contractors and consultants have appropriate insurance coverage;
- 3.6 Attend all project meetings as required and be responsible for assuring meeting minutes are produced and distributed;
- 3.7 Develop and maintain an overall project milestone schedule and review and verify the integration of the design team's services and deliverables, UAIC's responsibilities, permitting requirements, and anticipated construction schedules (including any long-lead items);
- 3.8 Once a project budget is approved, manage project costs to ensure they are consistent with the approved budget (e.g., soft costs, construction costs, FF&E, etc.), and provide periodic reports to UAIC regarding the status of the budget;
- 3.9 Establish and manage a document storage system for all project-related documents;
- 3.10 Ensure all required permits and regulatory approvals are obtained for the project;
- 3.11 During construction, advise UAIC regarding the status of the budget, schedule, and construction quality control by providing periodic written and verbal reports on each;
- 3.12 Ensure that work is completed within the approved project schedule and budget;
- 3.13 Schedule and conduct on-site weekly progress meetings involving UAIC, the architect, the general contractor, and other key project consultants to review and resolve any issues that arise during construction, making sure that meeting minutes are prepared and distributed, including an outstanding action item log, detailing the status of key decisions, responsibility, and required timing;
- 3.14 Review all requests for change and submit written recommendations to UAIC on each;
- 3.15 Negotiate all requests for change and associated change orders on behalf of UAIC to ensure that all approved requests are fair, necessary, and justified;

- 3.16 Review applications from all consultants, contractors, etc. for progress and final payments related to the project and submit written recommendations to UAIC on each;
- 3.17 Obtain and manage lien waivers in conjunction with pay requests;
- 3.18 Review the master project schedule and advise UAIC on any issues that may impact timely completion of the project;
- 3.19 Facilitate effective communication between consultants, contractors, and UAIC;
- 3.20 Ensure that all required permits and inspections are maintained for the project and maintain an electronic record copy of all contracts, drawings, specifications, addenda, change orders, and other modifications, making such records available to UAIC upon request;
- 3.21 Observe final testing and start-up of utilities, operational systems, and equipment in coordination with UAIC's Facilities & Maintenance personnel;
- 3.22 Coordinate all inspections to determine whether the Work is substantially complete, including review and feedback regarding the design team's punch list;
- 3.23 Collect and review for completeness all manuals, warranty information, and similar documentation; and
- 3.24 Oversee successful opening of the project after completion of construction.

#### **4. Proposal Format**

The proposal should include information necessary to establish that the firm has the experience, knowledge, personnel, and equipment to successfully complete the services. While there is no maximum length, proposals should be focused on providing essential and responsive information only. Proposals should include:

- 4.1 Cover Letter: Provide a cover letter introducing your firm and the proposal.
- 4.2 Firm Overview: Provide an overview of the firm with a breakdown of key professional staff, their professional credentials (e.g., CCM, PMP, etc.), and a brief history of the firm.
- 4.3 Firm Experience: Describe the firm's experience, including up to five project profiles. Projects should demonstrate experience with projects that are similar in key ways to UAIC's project, as well as any experience working with tribal governments or communities. This section of the proposal should demonstrate that the firm has the experience necessary to successfully complete the required services.

- 4.3.1 For each project, include the client's name, the project name, the project location, a summary of the services performed, and the construction budget. Provide references for three of the projects, including the person's name, title, and phone number.
- 4.4 Key Project Personnel: Identify the project manager and other project leads. Each should have at least five years' experience in the construction industry. Construction Management Association of American (CMAA) Certified Construction Manager (CCM) designation is preferred. Provide a detailed resume for the project manager and supporting professionals who will be performing the services. Resumes should include the person's years of experience, a summary of relevant experience, education, professional registrations and certifications, and any awards or industry recognition.
- 4.5 Project Organization: Provide an organizational chart. Identify the roles and responsibilities and reporting relationships of all key personnel. Identify any sub-consultants or contractors that would be part of the project management team.
- 4.6 Project Approach: Present your understanding of the project and the scope of services required. Include an explanation of how your firm provides project management services in the design, construction, and project close-out phases.
- 4.7 Fee: Provide a proposed fee breakdown to provide services through the pre-design phase, design phase, construction phase, and close-out phase.
- 4.8 Insurance: Provide a list of insurance coverages currently maintained by the firm for projects of similar size and scope.

## **5. Selection Criteria**

UAIC will evaluate the proposals for owner's representative based on the following criteria.

- 5.1 The education, experience, leadership capability, and past performance of your project team;
- 5.2 The experience of the proposed project manager in performing similar services for building projects of similar scope;
- 5.3 The responsiveness of the proposal, including submission of all requested documentation and responsiveness to the detailed specifications of the project; and
- 5.4 The proposer's estimated fee.

## 6. Selection Process

After proposals are received, UAIC's selection committee will review each firm's credentials. UAIC reserves the right to make a selection based solely on the strength of the proposals.

- 6.1 Firms may be shortlisted and selected for an interview. UAIC will evaluate and select the firms deemed best qualified to manage a project of this size and scope, based on the quality of the firm's work as illustrated by its previous experience, its references, and its staff's capabilities. Selected firms will make presentations to, and be interviewed by, UAIC's selection committee.
- 6.2 Key staff members from the prospective firm are expected to participate in the interview.
- 6.3 UAIC will negotiate with the firm selected for professional services and compensation UAIC determines to be fair and reasonable. If negotiations with the selected firm cannot be completed to UAIC's satisfaction, then negotiations will be initiated with another firm recommended by UAIC's selection committee.
- 6.4 UAIC does not obligate itself to accept the lowest proposal or any particular proposal, and reserves the right to waive any informalities in any of the proposals, and to reject or accept any proposal.

## 7. Submittal Requirements

Each responding firm should email UAIC's point of contact, shown below, affirming an intent to submit a proposal. Include your firm's point of contact information.

All questions regarding this RFP should be submitted in writing via email to:

Tammy Kirchhof  
Purchasing and Warehouse Manager  
[tkirchhof@auburnrancheria.com](mailto:tkirchhof@auburnrancheria.com)

Please direct all written questions during the proposal preparation phase to this individual only. UAIC reserves the right to provide a list of submitted questions and answers to all prospective bidders.

Final proposals should also be submitted to UAIC's point of contact, Tammy Kirchhof, via email at the address listed above. All proposals must be received by September 3, 2021, at 5:00 p.m. PST. Proposals received after this date and time may not be considered. All proposals in response to this RFP should be clearly marked "**RFP: Owner's Representative Services.**"