

**REQUEST FOR PROPOSAL
For
Elder Service/Apartment Improvements**

Project Number: 05-013

January 25, 2018



See Section 5 for required submittal and deadline.

**ONEIDA NATION
Engineering Department
P.O. Box 365
Oneida, Wisconsin 54155**

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1. INTRODUCTION

- 1.1. The ONEIDA NATION, Architect Selection Committee hereby requests proposals from qualified firms to provide design services for the proposed Elder Service/Apartment Improvements, Project # 05-013. Upon receipt of proposals the Selection Committee will review proposals and select a firm based upon the selection procedure identified in section six of this RFP.
- 1.2. The Selection Committee consists of the following individuals: Senior Tribal Architect, the Project Manager, the Project Planner, DPW representatives and representatives of the Elder Services Department.
- 1.3. Questions regarding this RFP should be directed to the appropriate individual listed below, prior to the submittal date.
 - 1.3.1. Questions related to Section 2 - Background Information and Section 3 - Description of Project should be directed to: Dan W. Skenandore, Project Manager at 920-869-4550; dskenan1@oneidanation.org.
 - 1.3.2. Questions related to any other section shall be directed to: Paul J. Witek, AIA - Senior Tribal Architect at 920-869-4543; pwitek@oneidanation.org.

2. BACKGROUND INFORMATION

- 2.1. PROJECT HISTORY: The Oneida Elder Services Department and Elder Apartments were first opened and occupied during 1997. Both Projects were constructed based on a revised layout originally designed and intended for a different type of usage. A revised budget and design were incorporated into the present building layouts and functions as they are today. The revised Project only called for outside surface parking for the tenants of the Elder Apartments. Likewise, the identified space requirements for the Elder Home Chores Program and Loan Closet Program, both functions of the Elder Services Department, were removed from the Project's scope as well.
- 2.2. TENANT DESCRIPTION:
 - 2.2.1. The Comprehensive Housing Division will oversee the management of the new Elder Apartment Garages. End users for the garages will be Tribal Elders residing at the Elder Apartments.
 - 2.2.2. Elder Services Program staff will continue providing Home Chore and Loan Closet Services to the Tribal Elders and will be overseen by the Elder Service Program Manager.
- 2.3. PROBLEM STATEMENT:

- 2.3.1. Presently the Oneida Apartment Elder residents must surface park their vehicles outside in the adjoining parking lots. A partial list of situations that this causes is as follows: no shelter or protection from the seasonal elements as they go to and from their vehicles, removal of snow and frozen ice prior to departure, extremely strong winds, heavy rain showers, potential slips and falls, vandalism and or theft of the vehicle itself.
- 2.3.2. The current Home Chores Garage is located off site, filled to capacity, is considered unrepairable and will be condemned soon. The extra equipment is stored outside and is susceptible to vandalism, theft and the elements. Presently the Home Chores crew has to commute back and forth and travel time reduces the efficiency of the workers.
- 2.3.3. The current Loan Closet Program storage capacity does not meet the need of the Tribal Elder population, as quality of life items such as wheel chairs, shower chairs, portable ramps and walkers etc. simply are not purchased due to a lack of space. Elder Services is currently renting space off site.
- 2.3.4. There is sparse landscaping on the North & South perimeter and between the Apartment courtyards which deprives the resident's access to nature, birds, wind protection and an improved quality of life.

3. DESCRIPTION OF PROJECT

3.1. GENERAL DESCRIPTION: The overall proposed Project scope is to provide attached garages and enclosed walkways for the (29) residents of the Elder Apartments while also addressing the storage and space needs of the Home Chores and Loan Closet Programs. (See Design Concept in Appendix.)

3.2. PROJECT IMAGE & GOALS:

- 3.2.1. The new proposed additions to the Elder Apartments and Elder Services must complement the existing buildings layout while maintaining function to the Tribal Elder environment.
- 3.2.2. The construction of the building addition must meet and accommodate the storage needs of the Home Chore and Loan Closet Programs.

3.3. BUILDING DESIGN REQUIREMENTS:

- 3.3.1. The Garage structure(s) will provide an enclosed parking space and storage for each apartment tenant, with enclosed connection to each independent Elder Apartment wing.
- 3.3.2. The addition that will house the Home Chore and Loan Closet Programs will be located on the East side of the Elder Services building in order to provide proximity to other Elder Service programs. The addition is proposed to be approximately 4,000 square feet.

- 3.3.3. The facility shall be functional.
- 3.3.4. The facility shall have sustainable design features and while we do not intend to pursue a LEED Certification Rating, LEED will be used as a benchmark for evaluating sustainable design features. It is a goal of the Oneida Nation to minimize the environmental impact of its building projects consistent with our cultural beliefs to respect nature and conserve natural resources. The sustainable design features include, but are not limited to:
 - 3.3.4.1. Ecological site design; erosion control, storm water management, light pollution reduction.
 - 3.3.4.2. Optimize energy performance; utilizing renewable energy sources, maximizing energy conservation.
 - 3.3.4.3. Waste reduction; job site recycling, efficient use of materials.
 - 3.3.4.4. Materials and resources; durable building envelopes, recycled-content materials, non-toxic materials.
 - 3.3.4.5. Indoor environmental quality; pollution reduction, air cleaning, humidity control, daylighting.
 - 3.3.4.6. Operations and maintenance; monitoring of energy, water, air quality use.
- 3.3.5. The facility will be energy efficient in order to minimize operating costs.
- 3.3.6. The design and construction of the project shall conform, or exceed, all codes and restrictions specified by the Oneida Building Code, Oneida Zoning Ordinance and other codes pertinent to the facility.

3.4. FACILITY COMPONENTS: This Project will address the current facility deficiencies identified by:

- 3.4.1. The construction of (4) multi-stall garages with storage located at the West end of each of the independent living apartment wings (see site plan in appendix). The garages will include secured interior access to and from the (4) Elder Apartments and will have one stall for each apartment.
- 3.4.2. The construction of a building addition of approximately 4,000 sq. ft. to accommodate the storage needs of the Loan Closet (quality of life items e.g. walkers) and Home Chore Program (plows, lawnmowers and shovels, etc). The building addition is proposed for the area east of apartment wings C and D (see site plan in appendix). The following listed spaces and square footage follow:
 - 3.4.2.1. Home Chores Workshop/Storage.....1,225 sq./ft.
 - 3.4.2.2. Home Chores Garage.....1,225 sq./ft.
 - 3.4.2.3. Loan Storage.....450 sq./ft.
 - 3.4.2.4. Lawn Equipment Storage..... 950 sq./ft.
 - 3.4.2.5. Toilet.....150 sq./ft.

- 3.4.3. Site work associated with the garages, enclosed walkways and that of the Loan Closet and Home Chores Program building addition and related landscaping is included as part of the Project scope.

3.5. SITE LOCATION:

- 3.5.1. Lee McLester Elder Complex, Apartments and Services located at 2907 S. Overland Drive, Oneida Wisconsin 54155.

3.6. SITE DESIGN REQUIREMENTS:

- 3.6.1. Driveways and entries into garages must be simple maneuvering for Elder drivers.
- 3.6.2. Revise storm water management features as required by new construction.
- 3.6.3. Repair landscape impacted by new construction.
- 3.6.4. Enhance landscape plantings between apartment wings to improve Elder resident's quality of life.

4. SCOPE OF SERVICES

4.1. Basic Architectural services

- 4.1.1. Design Phase Services
- 4.1.2. Construction Document Phase Services
- 4.1.3. Bidding Negotiation
- 4.1.4. Construction Administration
- 4.1.5. Cost Estimates
- 4.1.6. Project Schedule
- 4.1.7. Record Drawings

4.2. Sustainable Design services

- 4.2.1. As Denoted in Contract Modification.

4.3. Landscape Architecture

- 4.3.1. Landscaping design

4.4. Structural Engineering services

4.5. Electrical Engineering services

4.6. Mechanical Engineering services

- 4.6.1. Fire Protection
- 4.6.2. Plumbing
- 4.6.3. HVAC

4.7. Civil Engineering services

4.7.1. Site design (site utilities, paving, topography, etc.)

4.7.2. Erosion Control Plan

4.7.3. Storm Water Management Plan

4.8. Interior Design - Limited to color and finish material selections. Furniture selection by Owner.

4.9. Additional services as denoted in Appendix **9.1**

4.9.1. Other services:

4.9.2. Presentation documents

4.9.3. Presentations to Project Team

4.9.4. Colored rendering of proposed design.

5. SUBMITTAL REQUIREMENTS

5.1. Complete the Proposal Form included in the Appendix.

5.2. Your electronic submittal (PDF format) shall be e-mailed no later than (3:30 pm, CDT) on Thursday, February 22, 2018. Submittals shall be e-mailed to:

Fawn Cottrell, Contract Processor
fcottrel@oneidanation.org

And

Dan W. Skenandore, Project Manager
Dskenan1@oneidanation.org

6. SELECTION PROCEDURE

6.1. The completed Proposal Forms will be reviewed for completeness to determine if all submission requirements were met. Failure to submit complete documents may result in the Proposal being rejected. In the event that all Proposals are judged incomplete, the ONEIDA NATION reserves the right to select the Proposal(s) which in its opinion most nearly meets all the requirements of this Request for Proposals.

6.2. The completed Proposal Forms will be reviewed and scored by each Selection Committee member. The criteria for scoring are based upon the Proposal requirements identified in paragraph 6.3. The highest scoring firm will be invited to begin the Contract Award process.

6.2.1. In the event the Selection Committee does not have consensus that the high scoring firm is the appropriate choice, then the Oneida Nation reserves the right to invite the two or three highest scoring firms to be interviewed by the Selection Committee.

6.3. The criteria for scoring are based upon the submittal requirements identified on the Proposal Form with the following relative importance of the criteria:

Criteria	Weighted Score
Proposal Form properly completed	15
Related experience of firm (Arch., Civil, Struct.)	25
Related experience of firm (MEP)	25
LEED experience of firm (Arch., Civil, Struct.)	20
LEED experience of firm (MEP)	20
Related experience of Personnel (Arch., Civil, Struct.)	25
Related experience of Personnel (MEP)	25
LEED experience of Personnel (all)	20
Indian Preference	
- Percentage of employees who are enrolled members	22
- Percentage of work by certified Indian-Owned companies	
- Lead Firm certified Indian-Owned	
Proposed Fee	25
Total Possible Score:	222

6.4. All firms submitting proposals will receive a summary of the scoring results.

7. CONTRACT REQUIREMENTS

7.1. The selected firm will execute a modified AIA Document B104, STANDARD FORM OF AGREEMENT BETWEEN OWNER AND ARCHITECT (2007 Edition). Any concerns with the modifications shall be identified in the proposal, if not identified in the proposal modifications become non-negotiable. The modifications to the standard document are included in the Appendix.

7.2. The firm selected for this contract will be required to obtain an Oneida Vendor's License, prior to being given notice to proceed with the work. The annual fee for the license is due upon application, contact the Oneida Licensing Department at 920-496-5311.

7.2.1. An Oneida Vendor's License is not required for submission.

7.3. Oneida Indian Preference Law; basically this law requires contracts entered into by the Oneida Nation must apply Indian Preference for goods and services. Preference is intended to give an advantage to Indian-owned companies and Native American employees in contracting. It is our practice to include Indian Preference as one of the scored selection criteria. Firms utilizing Indian-owned consultants, employing tribal members, and/or Indian-owned firms will receive scores in the Indian Preference category.

8. SCHEDULE

8.1. The following schedule shall be used for this solicitation (subject to change due to required approvals):

January 25, 2018	Request for Proposals (RFP) issued.
February 22, 2018	Proposals due at Oneida Engineering Department.
March 01, 2018	Selection Committee scores Proposals received.
March 02, 2018	Notification to firms of selection.
March 30, 2018	Selected firm to receive signed contract and can begin work.

9. APPENDIX

Oneida Nation – Modifications to:

AIA Document B104 – 2007

Standard Form of Agreement Between Owner and Architect for a Project of Limited Scope

Revised: Oct. 3, 2016

- A.1. In the event of any inconsistency between this Exhibit and any other provision of this Agreement, this Exhibit shall control.
- A.2. Retyping the entire standard document will not be allowed. The standard form may be modified by striking out language and adding underlined new language directly on the pre-printed form or in an exhibit.
- A.3. Add Clause 3.1.3.1 which states: “The Architect shall schedule, complete application for Owner’s signature, and submit required documents to the State of Wisconsin for plan approval. Cost of plan review fee shall be a Reimbursable Expense.”
- A.4. Add Clause 3.3.5.1 which states: “Architect shall draft contract for construction utilizing appropriate AIA document and incorporate the Owner’s modifications to the standard document.”
- A.5. Add Clause 3.4.1.3.1 which states: “The Architect’s services shall be substantially completed upon completion and documentation of the walk-thru done eleven months after Substantial Completion.”
- A.6. Add Clause 3.4.3.2.1 which states: “The Owner will require the Contractor to submit lien waivers with payment applications; Architect will confirm lien waivers are included in payment application prior to submitting to Owner for payment.”
- A.7. Add Clause 4.1.1 which states: “Civil Engineering: The Architect shall provide civil engineering services. The civil design documents shall illustrate and describe the site utilities, site paving, topography, erosion control plan, and storm water management plan. Architect shall also prepare storm water Operations and Maintenance Plan as described in SPS 382.36(13).”
- A.8. Add Clause 4.1.2 which states: “Landscape Design: The Architect shall provide landscape design services.”
- A.9. Add Clause 4.1.3 which states: “Interior Design: The Architect shall provide interior architectural design services. Interior design services shall be limited to finish material and color selection. Furniture, Fixtures and Equipment (FF&E) selections are by Owner.”
- A.10. Add Clause 4.1.4 which states: “Record Drawings: The Architect shall prepare Record Drawings which incorporate all changes to the Work after issuance of the Construction Documents, including, but not limited to: addendum, change orders, field orders, sketches and clarifications. Incorporation of these changes shall be made part of Record Drawings and not by referencing other documents. The Record Drawings shall be recorded on electronic media in the format of AutoCAD to be delivered to the Owner as part of the project closeout. Delivery shall be within sixty (60) days of the date of Substantial Completion. Deliverables shall be: two sets of Record Drawings (paper) and one set of

electronic media. The file names of the electronic media Record Drawings shall match the sheet number of the Construction Documents. The Owner will own all copyright and other intellectual property rights of the Record Documents and electronic media. The fee for this service will be billed on an hourly basis for which the fee will not exceed: \$_____.”

- A.11. Add Clause 4.1.5 which states: “Sustainable Design Services: The Architect throughout each design phase shall make recommendations for and/or incorporate the use of sustainable products and practices throughout the project. Construction waste management will be incorporated into the project specifications.”
- A.12. Add Clause 4.1.6 which states: “Sustainable Design Report: The Architect will complete a report based upon the LEED Project Checklist, to include a narrative of each rating category for all prerequisites and credits, describing how/if the project design would/does comply with the requirements of the credit. The report’s table of contents shall match the LEED Project Checklist for content. The report will include an estimated LEED Certification Rating based upon the opinion of the Project Team. The report shall be updated and submitted to the Owner with the documents at the end of the following phases: Design, Construction Documents, and Substantial Completion. A formal LEED Certification Rating from the USGBC will not be pursued for this project.”
- A.13. Add Clause 4.1.7 which states: “GSA Pricing: The Architect will investigate if selected materials and products are available under the U.S. General Services Administration (GSA) Schedules. Materials and products available with this pricing structure will be identified in the Construction Documents.”
- A.14. Add Clause 4.1.8 which states: “Facility Operation Services: The Architect shall complete a walk-thru of the project at eleven months after Substantial Completion to identify items requiring correction prior to the warranty expiration. Items identified shall be denoted in a punch list document to be delivered to the Owner. The fee for this service will be billed on an hourly basis for which the fee will not exceed: \$_____.”
- A.15. Delete Sections 7.2, 7.3, 7.3.1, and 7.4 in their entirety and replace with the following:
- A.15.1. It is agreed that Drawings, specifications, and other documents created pursuant to this Agreement by the Architect and the Architect’s consultants, including all copyright and other intellectual property, in original form and on electronic media, will be prepared for a specific project and are the property of the Owner on completion and acceptance of the project, or upon termination.
- A.15.2. These documents must be delivered to the Owner as follows: upon completion of services, 30 days; upon termination, 14 days from the date of the notice of termination.
- A.15.3. The Architect shall be permitted to retain original sketches and copies, including reproducible copies of Drawings and Specifications and electronic media for: information, reference, and submittal for design awards programs, publication in books and architectural journals and archiving in museum collections.
- A.15.4. The Owner grants Architect a non-expiring license to use standard details and designs that are incorporated in the documents that the Architect normally uses in its course of business, designing and constructing non-related projects. However, said license does

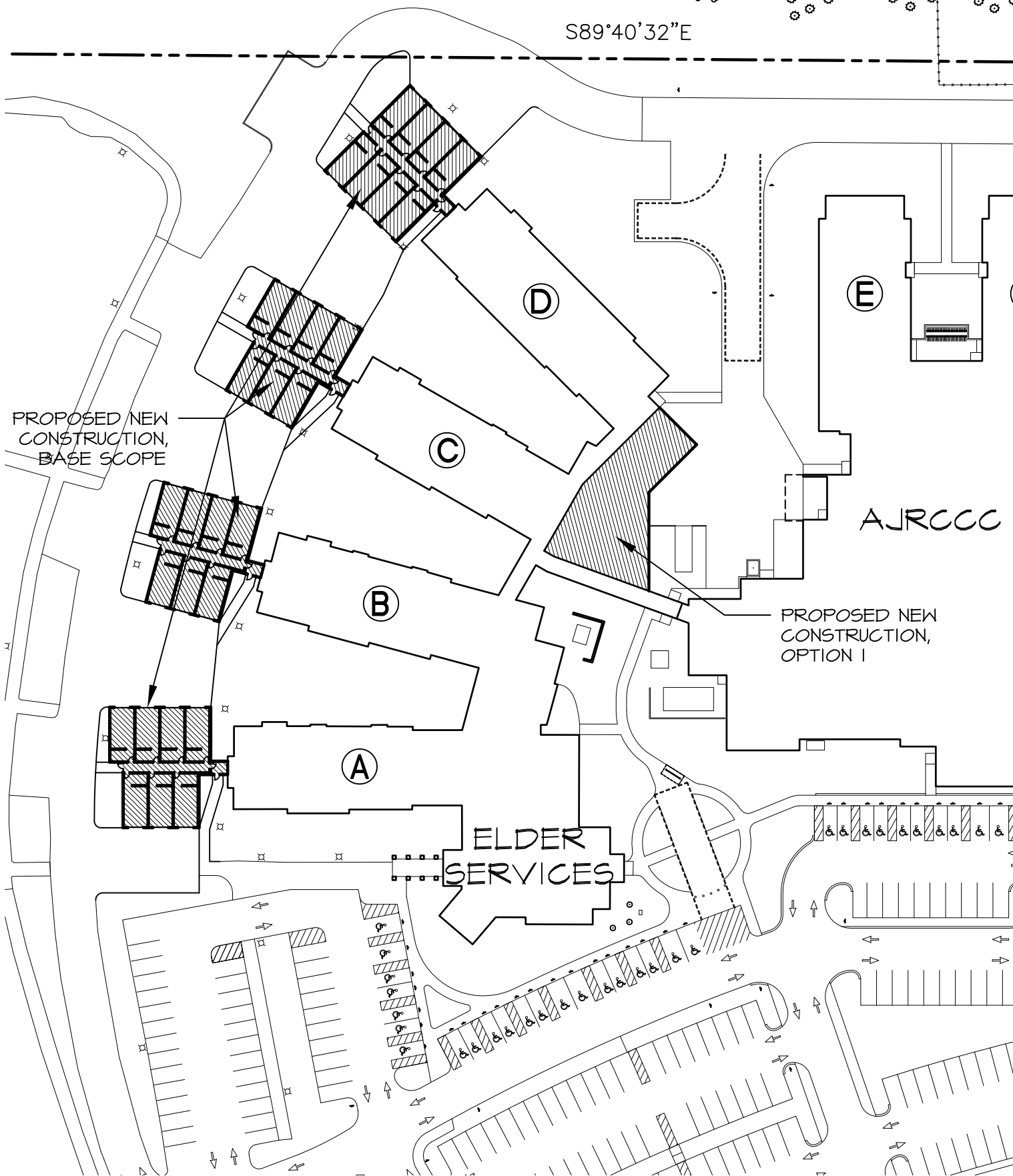
not include use of Oneida cultural iconography or symbols on other projects, without the express written permission of the Owner.

- A.15.5. In the event the Architect's services are terminated prior to completion of services, the Owner shall indemnify and hold the Architect and Architect's consultants harmless from any costs or claims for damages arising out of use of incomplete documents, any interpretation, revision, alteration or omission to the documents which are not made by the Architect and his consultants. Further, should the Owner reuse the Drawings, Specifications, or other documents, or any part thereof, the seals and certifications of the Architect and Architect's consultants shall be invalid, shall not be used and shall be deleted.
- A.15.6. The Architect shall incorporate the requirements of this Section A.15 in all agreements with its consultants.
- A.16. Modify Subparagraph 8.1.1 by deleting the word "binding".
- A.17. Delete Paragraph 8.2 in its entirety and replace with the following:
- A.17.1. Any claim, disputes or controversies arising out of, or in relation to the interpretation, application or enforcement of this Agreement shall be initially negotiated between the designated project representatives of both parties.
- A.17.2. If negotiation between designated project representatives does not result in a settlement of the matter, it shall be referred to the principal of the architectural firm and the Development Division Director for the Owner, for joint discussion and attempted resolution of the matter.
- A.17.3. Both parties agree that if the matter cannot be resolved by mutual agreement of the principals, the matter will be referred to an alternate dispute resolution process which shall be mediation. Both parties agree that any claim, dispute or other matter in question arising out of or related to this agreement shall not be subject to arbitration. The parties shall endeavor to settle disputes by mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect. Demand for mediation shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. A demand for mediation shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations.
- A.17.4. Mediator shall be selected by and mutually agreed to by both parties. The parties shall share the mediator's fee and any filing fees equally.
- A.17.5. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Mediator shall hear the matter and provide an informal opinion and advice, none of which shall be binding on the parties, but is expected by the parties to help resolve the dispute. Said informal opinion and advice shall be submitted to the parties within twenty (20) days following written demand for mediation.

- A.17.6. Nothing in this contract will be interpreted as a waiver of Owner's sovereign immunity.
- A.18. Delete Paragraph 8.3 in its entirety.
- A.19. Delete Paragraph 9.7 and replace with the following: "Termination Expenses are in addition to compensation for services of the Agreement and shall be computed as ten (10) percent of the compensation earned to the time of termination."
- A.20. Modify Paragraph 10.1 by deleting all the words after "located".
- A.21. Delete Second sentence of Paragraph 11.7 and replace with: "The rates and multiples for services of the Architect and the Architect's consultants as set forth in this Agreement shall be fixed for the duration of the Agreement."
- A.22. Add Subparagraph "11.8.3 Total Reimbursable Expenses for this project are not to exceed \$_____."
- A.23. Modify Subparagraph 11.10.3 by deleting the words "in a binding dispute resolution proceeding."
- A.24. Add Subparagraph "11.10.5 Architect shall not be entitled to receive final payment hereunder until Architect has provided such lien waivers, including lien waivers from Architect's consultants, as Owner may reasonably require in connection with Architect's request for payment."
- A.25. The Owner reserves the right to access and audit the architect's accounting records and time sheets relative to the work under and in compliance with, this Agreement. These records shall be preserved by the Architect for a period of three years after final payment.
- A.25.1. The Owner's right to audit shall extend to any consultants hired by the Architect.
Architect shall include Owner's audit rights within Architect Consultant agreement.
- A.26. The parties agree that payment will be made on a monthly basis for work completed per phase as per Article 11 and shall not exceed the percentages established for each phase. No payment will be made or work begun regarding succeeding project phases until approval is given in writing for the current phase of the Project.
- A.27. No payment will be made to the Architect, nor may the Architect begin work on the Construction Document Phase until approval is given for the Design Phase by the appropriate body under tribal law. Further, that no breach of contract occurs if approval is not granted, and no damages occur as a result of denial of approval by the Owner.
- A.28. The Drawings and Specifications shall be prepared using reasonable professional care and competence in complying with applicable laws, statutes, ordinances, codes, rules and regulations in force as of the date of the agreement, consistent with Wisconsin Rules of Professional Conduct, chapter A-E 8, reference A-E 8.09(1).
- A.29. Contract Administration will be conducted by the Architect in accordance with SPS 361.40 Supervision, and as defined in S.443.01 (8), Wisconsin Statutes.

- A.30. The Construction Documents must not contain proprietary specifications, unless otherwise approved by Owner. There must be a minimum of three (3) acceptable manufacturers listed for each specification section or a purely performance specification where no specific product is listed.
- A.31. Architect is required to obtain an Oneida Vendors License from the Owner's Licensing Department. Failure to obtain and maintain said license for the duration of this Agreement shall prohibit Architect from receiving payment for services rendered, until such time as the license is obtained.
- A.32. Architect, Architect's consultants and subcontractors shall indemnify and hold harmless the Owner, its affiliates, officers, directors, employees, and agents of each, from and against any and all losses, payments, claims, damages, liabilities, obligations, penalties, judgments, awards, costs, expenses, interest or damages (including settlement), including court costs and reasonable attorney's fees, of whatever nature, for injuries, losses, or damages arising out of Architect or Architect's consultants, subcontractors, officers, directors, employees, or agents performance of services under this Agreement.
- A.33. The Owner's requirements for insurance coverage are identified on Exhibit B.
- A.34. The failure of one party to insist upon or enforce, in any instance, strict performance by the other party of any of the terms of this Agreement, shall not be construed as a waiver or relinquishment to any extent of the right to assert or rely upon such terms or right on any future occasion.
- A.35. The Architect and Architect's consultants will comply with the requirements of *Design Standards & Criteria for Sovereign Oneida Nation Of Wisconsin, Engineering Department* as supplied by the Owner.
- A.36. The Architect has read the copy of the Oneida Indian Preference Law, understands its provisions and their bearing on the Architect's rights and responsibilities, and agrees that such provisions shall govern the Architect's performance of the contract.

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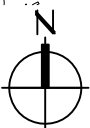
PROPOSED NEW CONSTRUCTION, BASE SCOPE

PROPOSED NEW CONSTRUCTION, OPTION I

AJRCCC

ELDER SERVICES

PARTIAL SITE PLAN
NOT TO SCALE



PRELIMINARY
NOT FOR CONSTRUCTION



PROPOSED IMPROVEMENTS AT:
ELDER SERVICES BUILDING
ONEIDA, WISCONSIN

DEVELOPMENT DIVISION
ENGINEERING DEPT.
ONEIDA, WISCONSIN

DATE
5/06/16
PROJECT NO.
05-013

SHEET
1
OF 1

Oneida Nation - Engineering Department
Proposal Form

Elder Services/Apartment Improvements, CIP # 05-013

Proposal Submission Date: **Before 3:30 PM on February 22, 2018**

Email the completed Proposal Form (as a PDF File) to:

To: Daniel W, Skenandore, Project Manager
dskenan1@oneidanation.org

Fawn Cottrell, Contract Processor
fcottrel@oneidanation.org

Submitted by:

Company Name:

Full Address:

Telephone:

E-Mail Address:

Oneida Nation - Engineering Department Proposal Form

Elder Services/Apartment Improvements, CIP # 05-013

1.	Identify the makeup of the firms on the design team that will be utilized on this project, including any consultants or subcontractors that will be included as part of the design team. If all services will be performed by the submitting firm, check box below. Attach brief resumes of noted staff. (<i>attach additional sheets if necessary</i>).	
Firm Name:	Name and title of person(s) assigned to project:	Description of services provided:
		Architectural Design
		Civil Engineering
		Structural Design
		Fire Protection Design
		Plumbing Design
		HVAC Design
		Electrical Design
If all services will be provided by submitting firm check box to right:		<input type="checkbox"/>

Oneida Nation - Engineering Department
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Elder Services/Apartment Improvements, CIP # 05-013

2.	Denote examples of past commissions of the type and scale similar to the present project. (<i>attach additional sheets if necessary</i>).
a.	Completed by the Architectural, Civil and Structural Design Team only.

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b.	Completed by the Mechanical, Electrical, Plumbing (MEP) Design Team only.

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Proposal Form

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3.	- Denote examples of LEED certified projects completed by the firms. - Denote LEED Certification level of each project. <i>(attach additional sheets if necessary).</i>
a.	Completed by the Architectural, Civil and Structural Design Team only.
b.	Completed by the Mechanical, Electrical, Plumbing (MEP) Design Team only.

Oneida Nation - Engineering Department
Proposal Form

Elder Services/Apartment Improvements, CIP # 05-013

4.	Identify the staff person(s) and their qualifications. Identify which staff is LEED accredited. <i>(attach additional sheets if necessary):</i>
a.	For the Architectural, Civil and Structural Design Team only.
b.	For the Mechanical, Electrical, Plumbing (MEP) Design Team only.

Oneida Nation - Engineering Department Proposal Form

Elder Services/Apartment Improvements, CIP # 05-013

5.	Identify the following relative to the Oneida Indian Preference Law (<i>attach additional sheets if necessary</i>):	
	a. Denote the total numbers of employees that will be assigned to this project under the contract (including consultant employees) and identify their title. Under Tribal affiliation indicate employees proposed to be assigned to the contract that are: enrolled members of the Oneida Nation, First generation descendants of an enrolled member of the Oneida Nation, or enrolled members of other federally-recognized Indian tribes.	
Number of Positions assigned:	Firm Name & Position Title:	Tribal Affiliation (include person name if tribal):
<i>Examples:</i> 1 2 1	<i>Examples:</i> ABC Architects - Project Architect ABC Architects - Architectural Drafter DEF Engineers – Structural Engineer	<i>Examples:</i> Joe Native – Oneida Non-tribal Sue American - Menominee
	In the box to the left, fill-in the total number of employees assigned under this contract.	

Oneida Nation - Engineering Department Proposal Form

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	<p>b. All firms proposed to be utilized on the contract that is: certified as an Indian-owned Business by the Oneida Indian Preference Department. Fill in the table below to include: all firms included in your proposal, general title of their scope of work, and what percentage of the total scope that firm will be responsible for completing.</p>		
Firm Name:	Certified Indian-Owned (yes or no):	Scope of Work	Percentage of Work
<i>Examples:</i> ABC Architects DEF Engineers	<i>Examples:</i> No Yes	<i>Examples:</i> Architectural Design Structural Design	<i>Examples:</i> 90% 10%
6.	Identify professional references (name, address, phone number).		

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7.	Identify the firms proposed fees for the identified services (fill-in column on right) and attach standard hourly billing rates:		
	Service(s)	Cost Basis	Price (\$)
	Design Phase	Fixed Fee	
	Construction Document Phase	Fixed Fee	
	Construction Phase	Fixed Fee	
	Record Drawings	Hourly Not To Exceed	
	Facility Operation Services	Hourly Not To Exceed	
	Reimbursable Expenses	Not to Exceed	
	TOTAL:		

(Signature - Authorized signing officer)

Date

(Printed Name and Title)