

**REQUEST FOR PROPOSAL
For
Elder Village Cottages – Phase III**

Project Number: 19-001

February 19, 2020



See Section 5 for required submittal and deadline.

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

TABLE OF CONTENTS

| | |
|---------------------------------------|----------|
| 1. INTRODUCTION..... | 3 |
| 2. BACKGROUND INFORMATION..... | 3 |
| 3. DESCRIPTION OF PROJECT..... | 3 |
| 4. SCOPE OF SERVICES..... | 5 |
| 5. SUBMITTAL REQUIREMENTS..... | 6 |
| 6. SELECTION PROCEDURE..... | 6 |
| 7. CONTRACT REQUIREMENTS..... | 7 |
| 8. SCHEDULE..... | 8 |
| 9. APPENDIX..... | 9 |
| 9.1 House Floor Plans | |
| 9.2 Site Plan | |
| 9.3 Proposal Form | |
| 9.4 Fee Proposal Form | |

1. INTRODUCTION

- 1.1. The ONEIDA NATION, Architect Selection Committee hereby requests proposals from qualified firms to provide design services for the proposed Elder Village Cottages – Phase III. 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: Engineering Director/Senior Architect, Project Manager, Planner, Comprehensive Housing Division Director, and other representatives from the Oneida Nation.
- 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: Kevin House – Project Manager at 920-869-4545; khouse6@oneidanation.org.
 - 1.3.2. Questions related to any other section shall be directed to: Paul J. Witek, AIA – Engineering Director/Senior Architect at 920-869-4543; pwitek@oneidanation.org.

2. BACKGROUND INFORMATION

- 2.1. PROJECT HISTORY: The Oneida Nation has developed a subdivision known as Elder Village Neighborhood near central Oneida and has constructed individual elder houses on some of the lots within the neighborhood. We are continuing to design and construct houses on the existing developed lots.

Comprehensive Housing Division (CHD) has funding available from an Indian Housing Block Grant from the United States Department of Housing and Urban Development under the Native American Housing Assistance and Self Determination Act (NAHASDA) to build housing for low to moderate income tribal members.

- 2.2. TENANT DESCRIPTION: The residents of the Elder Village neighborhood will be tribal member elders only.

3. DESCRIPTION OF PROJECT

- 3.1. GENERAL DESCRIPTION: The scope of this project is to modify 3 existing designs for the remaining lots within the Elder Village Neighborhood.
 - 3.1.1. The house style will be a cottage style. The Oneida Nation has created three designs that were used on previous phases of the neighborhood development. The designs will need to be revised to incorporate items

modified and/or improved during the previous phase. These plans are included in the Appendix.

3.2. PROJECT IMAGE & GOALS:

- 3.2.1. Project Image: The desired image of this particular sub-division should portray a pleasant, inviting place to live while maintaining the rural character of the area and representing subtle aspects of the rich Oneida culture, heritage and traditions.
- 3.2.2. Project Goal: To provide beautiful, comfortable and efficient one level cottage type homes for the elders of the Oneida Nation.
 - 3.2.2.1. Promote “cottage” feel through exterior design complementary to completed homes.
 - 3.2.2.2. Promote comfortable living for the elders by “designing the homes from the inside out” which will allow for efficient use of space for elder’s physical needs and capabilities and exposure to natural light.
 - 3.2.2.3. Encourage outdoor activity through orientating the homes to the existing trail network at the rear side of the lots.
 - 3.2.2.4. Promote energy efficiency through environmentally sound technological practices.

3.3. BUILDING DESIGN REQUIREMENTS:

- 3.3.1. The units shall be functional.
- 3.3.2. The units shall be of one story slab on grade construction.
- 3.3.3. The units shall incorporate a storm shelter.
- 3.3.4. All units shall include Accessible elements, utilizing universal design, including but not limited to:
 - 3.3.4.1. No step main entry
 - 3.3.4.2. Lever handle door hardware
 - 3.3.4.3. Large offset lever style deadbolts
 - 3.3.4.4. Easy grip handles on cabinetry
 - 3.3.4.5. Thirty-six inch wide doors
 - 3.3.4.6. Forty-four inch wide corridors
- 3.3.5. Accessible units shall also include:
 - 3.3.5.1. ADA compliant bathrooms with grab bars
 - 3.3.5.2. Smoke/heat detection with audible & visual annunciation
 - 3.3.5.3. Doorbell with audible & visual annunciation
 - 3.3.5.4. Forty-eight inch wide corridors

- 3.3.6. The project 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.
- 3.3.7. Use low maintenance, durable materials on exterior and interior.
- 3.3.8. Use radiant in-floor heating and be air conditioned.
- 3.3.9. Energy efficient in order to minimize utility costs.
- 3.3.10. Code compliant, the design and construction of the houses shall conform, or exceed, all codes and restrictions specified by the Oneida Building Code, Oneida Zoning Ordinance and other codes pertinent to the development.

3.4. SITE SELECTION: See Site Plans in Appendix.

- 3.4.1. The Elder Village Neighborhood is southwest of the intersection of Hwy 172 and South Overland Road. It is at the west end of Minoka Hill Drive.

4. SCOPE OF SERVICES

4.1. Review of Owner's existing project documentation.

4.2. Design Phase Services

- 4.2.1. Modify existing designs as required to meet the project image, goals, and address items revised during previous phase.
- 4.2.2. Construction Documents (including drawings and specifications)
 - 4.2.2.1. Drawings shall be in a format for residential construction (floor plans, foundation plan, elevations, roof, brace, and typical wall sections).
 - 4.2.2.2. Site layout (site utilities connections, paving, building placement on lot, floor elevation, etc.)
 - 4.2.2.3. Electrical Floor Plan – delineating locations of receptacles, light fixtures, and light switches.
 - 4.2.2.4. Specifications shall be in a simplified format for residential construction.

4.2.3. Meetings with project stakeholders as required to finalize designs

4.2.4. Cost Estimates

4.3. Construction Phase Services

- 4.3.1. No bidding assistance is required. Will be by Owner.
- 4.3.2. No Construction Administration is required. Will be by Owner.
- 4.3.3. Prepare Record Drawings from mark-ups provided by Owner.

4.4. Other services:

- 4.4.1. Colored renderings of each proposed home design.
- 4.4.2. Provide AutoCAD and PDF files of prepared documents.

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 (1:30 pm, CDT) on March 6, 2020. Submittals shall be e-mailed to.

Fawn Cottrell, Contract Processor
fcottrel@oneidanation.org

And

Kevin House, Project Manager
khouse6@oneidanation.org

- 5.3. The design fee shall be submitted as a separate document complying with the submission requirements noted above.

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.

6.3. 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 | |
| Appropriateness of Design Team | 20 | |
| Related experience of firm/personnel | 25 | |
| Other representative experience of firm/personnel | 15 | |
| Indian Preference | 22 | |
| - Percentage of employees who are enrolled members | | |
| - Percentage of work by certified Indian-Owned companies | | |
| - Lead Firm certified Indian-Owned | | |
| Total Possible Score: | | 97 |

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

7. CONTRACT REQUIREMENTS

7.1. The selected firm will execute an Oneida Nation Standard Services Agreement.

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.

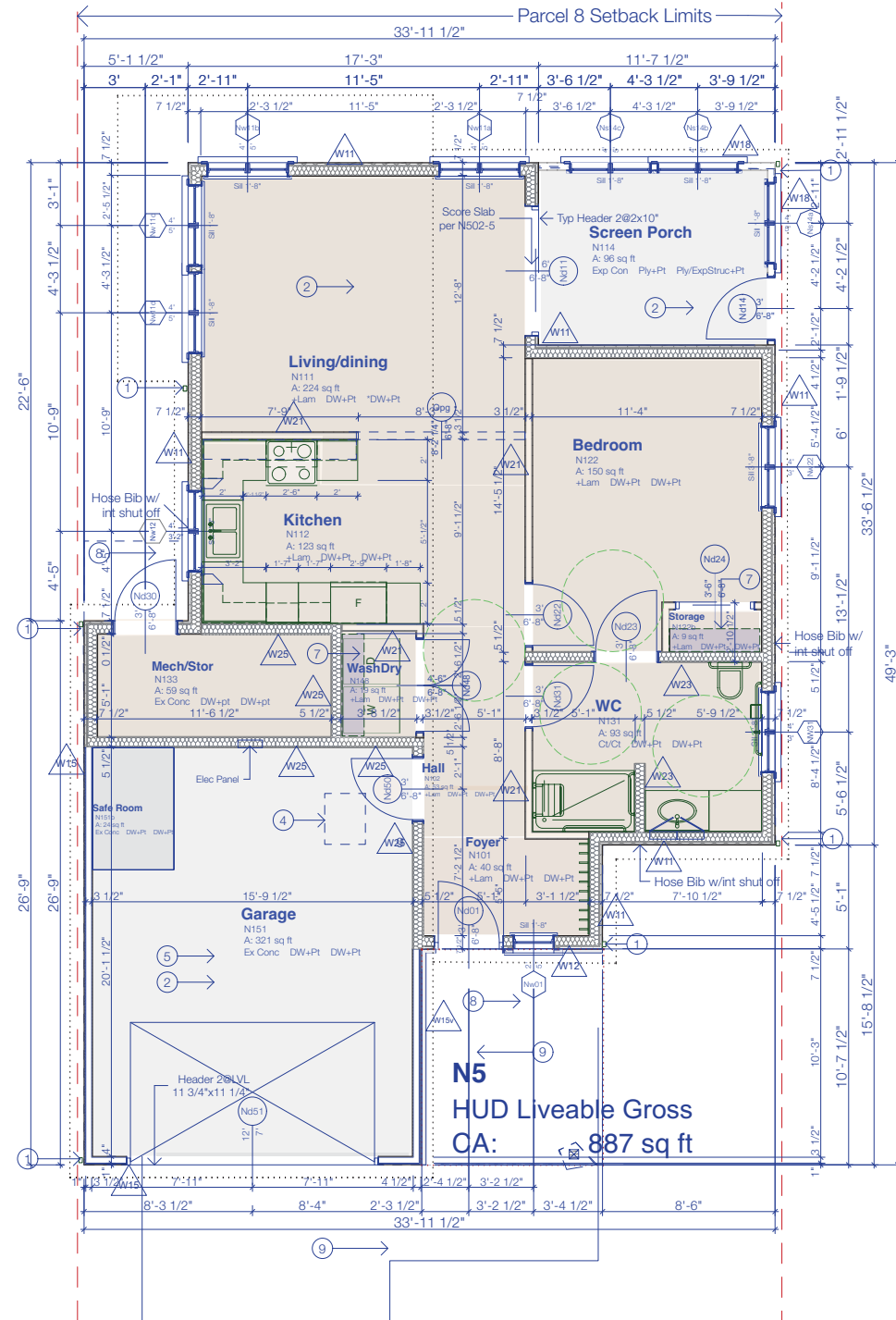
7.3. Oneida Indian Preference Law; basically this law requires contracts entered into by the Oneida Nation must apply Indian Preference for goods and services. Preference is intended to give an advantage to Indian-owned companies and Native American employees in contracting. It is our practice to include 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

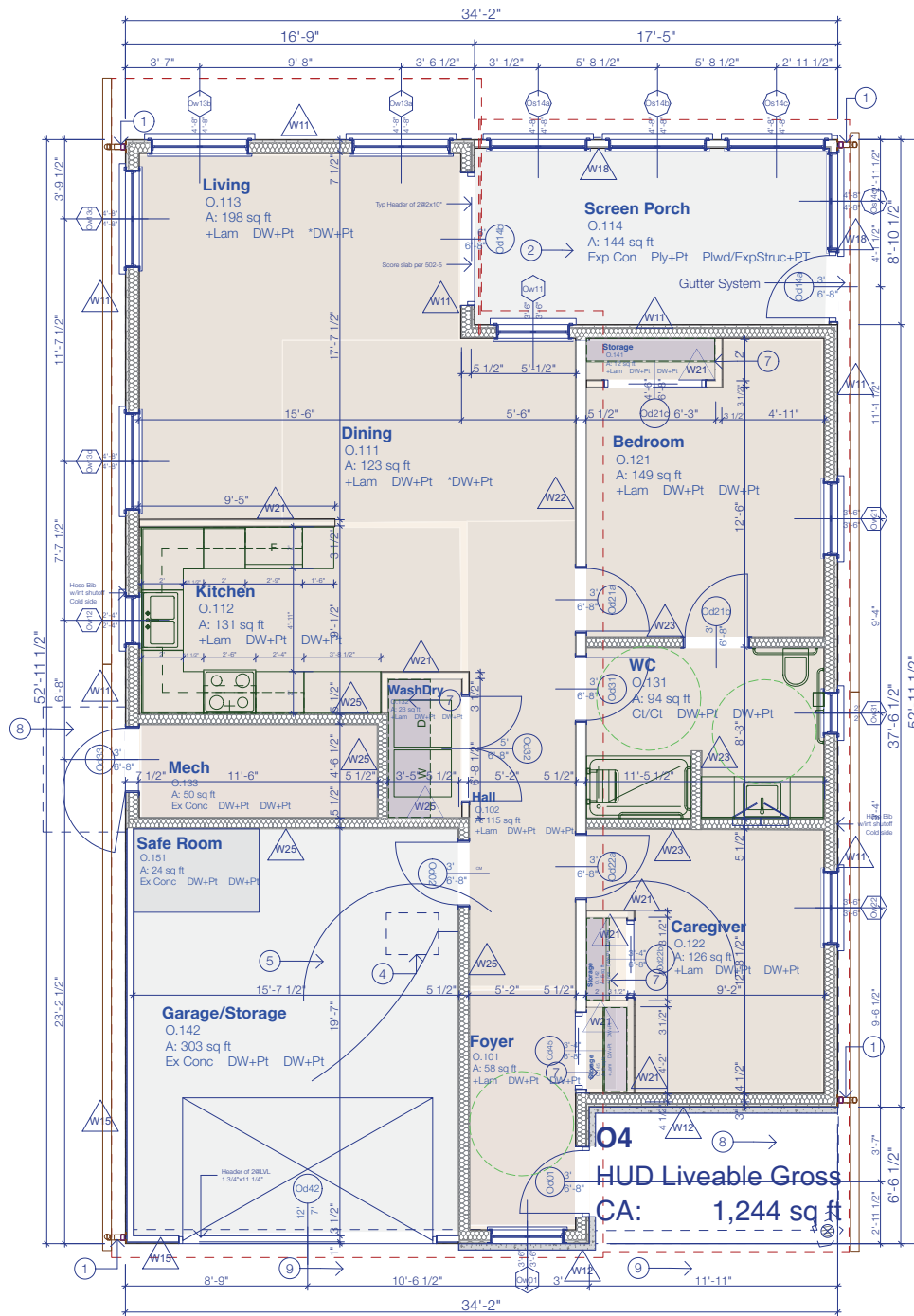
8.1. The following schedule shall be used for this solicitation (subject to change due to required approvals):

| | |
|-------------------|--|
| February 19, 2020 | Request for Proposals (RFP) issued. |
| March 06, 2020 | Proposals due at Oneida Engineering Department. |
| March 13, 2020 | Selection Committee Reviews Proposals. |
| March 16, 2020 | Notification to firms of selection. |
| April 13, 2020 | Selected firm to receive signed contract and can begin work. |
| May 15, 2020 | Completion of Construction Documents. |

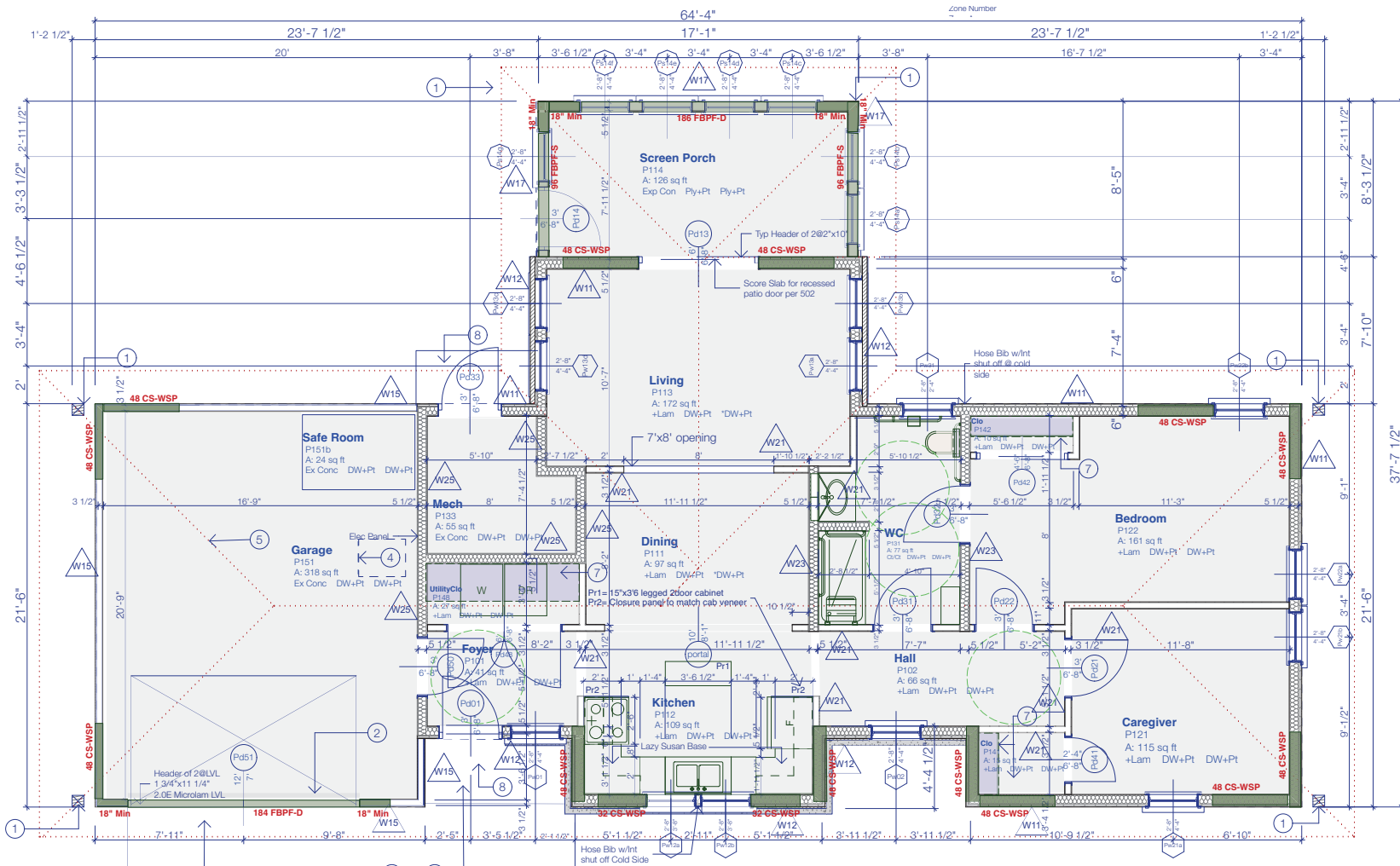
9. APPENDIX



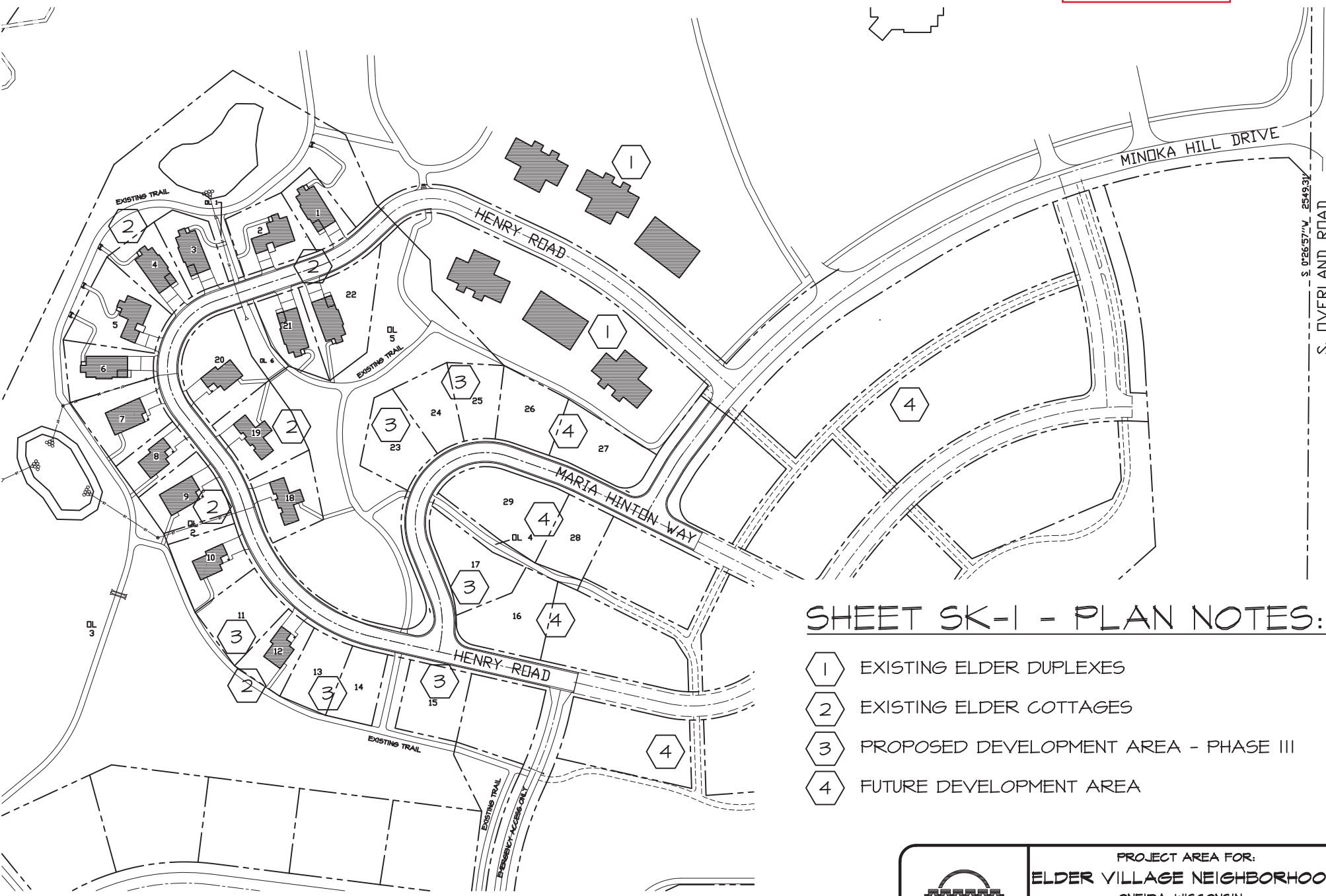
N - Floor Plan



O - Floor Plan



P - Floor Plan




SHEET SK-1 - PLAN NOTES:

- 1 EXISTING ELDER DUPLEXES
- 2 EXISTING ELDER COTTAGES
- 3 PROPOSED DEVELOPMENT AREA - PHASE III
- 4 FUTURE DEVELOPMENT AREA

PRELIMINARY
NOT FOR CONSTRUCTION

SITE PLAN
NOT TO SCALE



| | | | |
|---|---|--|----------------------|
|  | PROJECT AREA FOR: ELDER VILLAGE NEIGHBORHOOD ONEIDA, WISCONSIN | | |
| | DEVELOPMENT DIVISION ENGINEERING DEPT. ONEIDA, WISCONSIN | DATE 1/28/20 PROJECT NO. 19-001 | SHEET SK-1 |

Oneida Nation - Engineering Department
Proposal Form

Elder Village Cottages – Phase III, ENG #19-001

Proposal Submission Date: **Before 1:30 PM on March 6, 2020**

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

To: Kevin House, Project Manager
khouse6@oneidanation.org

Fawn Cottrell, Contract Processor
fcottrel@oneidanation.org

Submitted by:

Company Name:

Full Address:

Telephone:

E-Mail Address:

Instructions:

1. Fill-in requested information in each numbered item.
 - a. Notice requirements for document attachments in specific items.
2. Attach any supplemental documents you feel would be helpful for reviewer to better understand your responses.

Oneida Nation - Engineering Department Proposal Form

Elder Village Cottages – Phase III, ENG #19-001

| | | |
|-------------------|---|---|
| 1. | Identify the makeup of the firms and personnel 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. <i>(attach additional sheets if necessary)</i> . 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 per RFP 4.2 |
| | | Civil Engineering per RFP 4.2.2.2 |
| | | Structural Design per RFP 4.2.2.1 |
| | | Electrical Design per RFP 4.2.2.3 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | If all services will be provided by submitting firm check box to right: |

Oneida Nation - Engineering Department
Proposal Form

Elder Village Cottages – Phase III, ENG #19-001

| | |
|----|--|
| 2. | Denote examples of past commissions of the type and scale similar to the present project. Photographic images are encouraged to be included. (<i>attach additional sheets if necessary</i>). |
| | |

Oneida Nation - Engineering Department
Proposal Form

Elder Village Cottages – Phase III, ENG #19-001

| | |
|----|--|
| 3. | Denote examples of past commissions emphasizing representative examples of other significant work by the firm. Photographic images are encouraged to be included (<i>attach additional sheets if necessary</i>). |
| | |

Oneida Nation - Engineering Department
Fee Proposal Form

Elder Village Cottages – Phase III, ENG #19-001

Proposal Submission Date: **Before 1:30 PM on March 6, 2020**

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

To: Kevin House, Project Manager
khouse6@oneidanation.org

Fawn Cottrell, Contract Processor
fcottrel@oneidanation.org

Submitted by:

Company Name:

Full Address:

Telephone:

E-Mail Address:

Oneida Nation - Engineering Department
Fee Proposal Form

Elder Village Cottages – Phase III, ENG #19-001

| 1. | Identify the firms proposed fees for the identified services (fill-in column on right). Attach standard hourly billing rates: | | |
|----|--|----------------------|------------|
| | Service(s) | Cost Basis | Price (\$) |
| | Design Phase Services (Based upon scope of work of 300 hours) | Hourly Not to Exceed | |
| | Record Drawings (Based upon scope of work of 40 hours) | Hourly Not to Exceed | |
| | Renderings | Each House Design | |
| | | | |
| | Reimbursable Expenses | Not to Exceed | |
| | | | |
| | | | |
| | | | |
| | TOTAL: | | |

(Signature - Authorized signing officer) Date

(Printed Name and Title)