

## REQUEST FOR PROPOSAL (RFP) FOR ARCHITECT/ENGINEERING (A/E) SERVICES FOR DESIGN

Project Name: Cocopah Broadband Network, Network Operation Centers (N.O.C.)

Project Number: PLN-2024-1

Contract Number: N/A

Submittal Deadline: January 24, 2025 3:00 PM

Submittal Location: Cocopah Tribal Office, 14515 S. Veterans Drive, Somerton, AZ 85350

Staff Contact: Arturo Durazo, Tribal Planner; [durazoa@cocopah.gov](mailto:durazoa@cocopah.gov), 928-627-2102 Ext. 7422

RFP available at:

### **1.0 Request for Proposal**

The Cocopah Indian Tribe (Cocopah) invites qualified Architect/Engineering (“A/E”) Construction firms to submit a Bid for Proposal (Bids) for the above referenced project (the “Cocopah Tribal Connectivity Program”)

### **2.0 General Description of the Project**

This project entails the design and construction of two (2) free standing structures, with attached covered vehicular drive-throughs. Each structure shall be a minimum of 2,000 square feet and house a 200 square foot area separated from the interior space for a network interface/data room. Each structure shall be designed to the 2018 International Building Code as amended and adopted by the City of Somerton. Structures shall be situated on two (2) separate lots, one on the North Cocopah Reservation at the corner of Chappay Street and Chappay Lane, and other structure on the East Cocopah Reservation at approximately 100 feet south from the Cottonwood Drive and Cottonwood Loop intersection. Both sites shall be design with a circular, horseshoe type driveway and pass under a covered parking /shade structure attached to the main building. Each structure shall be equipped with one, ADA accessible toilet and sink and one separate emergency shower with eyewash station. The interior of the space shall be an open floor space to house one office desk with bookcase with the rest of the open space for storage of emergency response equipment. Both structures will require fire suppression, two (2) separate mini-split air conditioning unites, a 60 amp/220-volt electrical connection on the building exterior, and a 220-volt electrical switchgear for a backup generator. These structures shall have one, security exterior door and one security window. The network interface/data room shall be designed to allow for the installation of two separate data towers on opposing sides, overhead network cabling runs and a sealed security door to the building exterior. This space shall be equipped with its own separate mini-split air conditioning unit and condenser.

Proposals shall call out for plan sets to be drawn to scale, on 24” X 36” plan sheets, with a cover sheet, a legend/contents page, an architectural section, an engineering section, a civil section, and separate electrical, mechanical, plumbing, and fire suppression sections.

Proposals shall include one architectural rendering of the site and the proposed structure.

Design phase services may include:

- Project planning and scheduling
- Identification of any potential conflicts with site locations
- Coordinate project schedule with the Cocopah Tribe and other agencies
- Submission of sealed construction plans

Construction phase services may include:

- Complete construction of two (2) NOC structures with adequate facilities to support the needs of the Office of Emergency Management and Fiberoptic network and communication devices
- Coordinate with Cocopah Tribe and stakeholders throughout the construction period
- Arrange for procurement of material and equipment
- Schedule and manage site operations
- Provide quality control
- Bond and insure construction
- Meet all federal, state, and local requirements
- Maintain a safe work site
- Operate in a timely and efficient manner

**3.0 Instructions**

Sealed bids from qualified A/E & Construction firms will be received at the location listed above by 3:00 PM, AZ Time on 1/24/2025. Bids must be submitted in accordance with the requirements of this Request for Proposals (RFP).

The Bids shall include a one-page cover letter plus a maximum of 10 pages to address the Bids criteria specified (including rendering drawing of the site and structure). The Authorization for Release of Performance Information and Waiver and the Certification of Insurability attachments shall be included as an appendix to the Bids and do not count against the 10-page limitation. Supplemental resumes in the appendix are not allowable, and will be cause for disqualification.

Adherence to the maximum page criteria is critical; each page side (maximum 8-1/2" x 11") with criteria information will be counted. Pages and tabs that have photos, charts, graphs, or criteria information will be counted towards the maximum number of pages. The minimum allowable font size shall be 11.

Please include the following as attachments:

1. Certification of Insurability
2. Bondability Letter
3. Capability Statement
4. Past Performance (Recent relevant projects)
5. Letter from bank stating financial security

**Proposed Schedule**

The proposed schedule for the submittal reviews, notification and interviews is as follows:

Activity	Date
Advertise RFP	12/23/24-1/24/25

Site Visit by Appointment	1/3/25-1/9/25
Deadline for Submission	1/24/25
Interview if Required	1/27/25-1/31/25
Council Approval	2/14/25

Please be advised that failure to comply with the requirements of this RFP may result in disqualification:

A pre-proposal meeting will be scheduled with interested firms at the Cocopah Administration Building at 14515 S. Veterans Drive, Somerton, AZ 85350. Attendance at this meeting is mandatory as vital information necessary to the understanding of the project, scope of work, and the selection process will be discussed. Interested firms must reach out to the staff contact by phone or email for the meeting invitation. Cocopah reserves the right to reschedule this meeting as needed.

#### 4.0 RFP FORMAT AND SCORING

The selection criteria and relative weights for determining the order of firms on the final list are as follows:

Criteria	Maximum Score
Project Rendering Drawings	25
A/E Firm Experience & Capability to Perform Work	25
Schedule, Cost, and Quality Control Ability	25
Completed Proposal Submission	25
<b>Total Maximum Points</b>	<b>100</b>

Date and Location for Submittal: Sealed Request for Proposals (RFP's) from qualified Architecture/Engineering (A/E) firms will be received at the location listed above by 3:00 PM AZ Time on 1/24/2025. RFP's must be submitted in accordance with the requirements of the Request for Proposal (RFP). The RFP must include all information items listed in the RFP in the order listed.

#### 5.0 SELECTION PROCESS

**5.1 Selection Committee:** A Selection Committee will review the sealed Proposals and develop a final list with a minimum of three (3) and maximum of five (5) firms based on the included "Evaluation Criteria." If fewer than three (3) firms respond to the RFP, or if one or more firms drops out of the procurement or is disqualified so that there are fewer than three (3) firms participating in the RFQ, Cocopah may elect to proceed with the RFQ with responsive and responsible firms. The criteria to be used to determine the order of firms on the final list are set forth in Section 5.0. Interviews may be conducted with the firms on the final list. Final selection will be based upon total point scores and from the interviews.

**5.2 Contract Negotiation:** Upon completion of the final rankings, Cocopah will promptly enter into contract negotiations with the highest ranked firm. If a contract cannot be successfully negotiated with the highest ranked firm within a reasonable timeframe, then negotiations will be terminated with that firm and Cocopah will enter into negotiations with the next highest ranked firm until an agreement is reached or an impasse is declared.

**5.3 Key Personnel:** The Firm shall ensure that Key Personnel identified in its RFP shall be the Key Personnel assigned to the Project. Such Key Personnel shall not be replaced without prior

written acceptance of Cocopah. Unauthorized replacements will result in disqualification of the proposal or breach of the A/E Contract.

## **6.0 CONTENTS OF RFP**

Bid proposal shall be scored in accordance with Section 4.0 and contain the following information:

- 6.1 Project Rendering Drawings:** Drawings shall include a proposed site plan and proposed structure front elevation or floor plan view.
- a. The proposed site plan shall include road names, location of proposed structure relative to site conditions.
  - b. Proposed driveway locations
  - c. Utilities locations, if known
  - d. Proposed elevations for structure
  - e. Proposed floor plan with identified rooms and dimensions
- 6.2 Firm Experience and Capability for Work:** Bids shall list a minimum of three (3) similar projects awarded to your firm for A/E services during the last five (5) years (Arizona projects are preferred). For each project provide the project description, client name and contact, award date (note if pending), construction cost, status of completion, and estimated completion date. As part of the selection process Cocopah will consider the size and complexity of the project under consideration, the resource investment of the firm in other current projects, and the amount of previous work recently performed.
- 6.3 Schedule, Cost, and Quality Control Ability:** Response demonstrate firm's ability to manage the construction schedule and budget throughout all phases of the Project. Describe the method(s) your proposed team will employ for this project. Describe firm's ability to work within the desired timeline presented by the Cocopah Tribe.
- 6.4 Completed Proposal Submission:** The completion of the submitted proposal with the inclusion of all requested material.

In addition, response must demonstrate firm's ability to provide quality control oversight of construction activities and product through all phases of the Project.

## **7.0 COCOPAH INDIAN TRIBE CONTACT**

All communications concerning this solicitation must be directed to the Staff Contact named at the top of this RFP. All questions must be submitted in writing. No other official or employee is empowered to speak for Cocopah with respect to this RFP. Any firm seeking to obtain information, clarification, or interpretations from any official or employee other than submittal of a written question to the Staff Contact named is advised that such material is used at the firm's own risk. Cocopah will not be bound by any such information, clarification, or interpretation. Because any questions submitted require adequate time for response preparation, firms are asked to submit all questions by the date and time indicated below.

Questions must be received by 11:00 AM AZ time on 1/13/2025 so that a response may be issued as an addendum to the RFP.

## **8.0 TERMS AND CONDITIONS**

This RFP does not commit Cocopah to award a contract, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services.

- 8.1** Cocopah reserves the right to extend the date by which the submittals are due.
- 8.2** Cocopah reserves the right to cancel, in part or in its entirety, this RFP including but not limited to: selection schedule, submittal date, and submittal requirements. If Cocopah cancels or revises the RFP all known potential respondents of record will be notified.
- 8.3** All submittals become the property of Cocopah. Except for the name of firms on the final list, no information contained in a Request for Proposals shall be made public until after award and execution of a contract with an A/E Construction firm.
- 8.4** Cocopah reserves the right to request additional information and/or clarifications from any or all respondents to this RFP.

## **9.0 EQUAL OPPORTUNITY**

Cocopah is an equal opportunity employer. Minority and women's business enterprises are encouraged to submit Statements of Qualifications for the Project.

## **10.0 PROTEST POLICY**

- 10.1** Respondents may file a protest regarding the selection process and/or award of the associated contract to the Tribal Administrator. The protest shall be submitted in writing to the Tribal Administrator within ten days after the proposer knows or should have known of the facts giving rise to the protest. The Administrator shall place the protest on the next Tribal Council agenda if not resolved prior to that time.
- 10.2** The Tribal Council shall have the authority, prior to the commencement of an action in court concerning the controversy, to settle and resolve a protest of an aggrieved proposer, offeror, contractor, actual or prospective, concerning the solicitations or award of a contract.
- 10.3** If the protest is not resolved by mutual agreement, the Staff Contact shall issue notice in writing of the Council's decision. The notice shall:
  - A. State the reasons for the action taken; and
  - B. Inform the protestant of right to judicial review
- 10.4** A copy of the decision under this section shall be mailed or otherwise furnished immediately to the protestor and any other party intervening.
- 10.5** A decision under this section shall be final and conclusive unless fraudulent, or unless any person adversely affected by the decision commences an action in court.