Request for Proposal - Architecture & Engineering Services

Yurok Tribe North Area Childcare Center

Release Date: May 13, 2022
Closing Date: June 3, 2022
Contact Person: Cynthia Bones, Planner III

**Introduction:** The Yurok Tribe is soliciting proposals from qualified firms to provide Architecture and Engineering services on the Yurok property located at 1585 S. Railroad Ave. Crescent City CA. The two-story Office building and property is to be converted in accordance with California State requirements for a State licensed childcare facility and office space for department staff.

**Project Scope:** The North Area Childcare building was previously a medical office with an unfinished upstairs. Remodel will need to include space and specifications listed below:

**Childcare area:**
- Accommodation for three (3) teachers
- Accommodation for four (4) teacher aides
- Office inside childcare center for one (1) Child Care Lead
- Classrooms: 2 (will need two walls opened) *
- Student enrollment: eight (8) 0-2 year old, twelve (12) 3-5 year old, for a total of twenty (20) students
- Indoor classroom space requirement is 35 square feet per child
- Outdoor play area requires 75 square feet per child
- One (1) preschool scaled bathroom for 3-5 year classroom: 2 each: toilet/sink
- One (1) infant/toddler bathroom installed in 0-2 year classroom, large enough to include: two (2) diaper changing stations; one (1) tiny toilet; one (1) tiny hand wash sink
- Sleeping area for cribs partitioned off but fully visible inside the 0-2 classroom (will need one wall opened to extend classroom) *
- Hand washing station installed inside each classroom, separate from bathroom (scaled to appropriate size for each age group)
- Outdoor hand washing station installed for each classroom outdoor play area/entrance
- Emergency supply boxes installed for each outdoor play area (first aid, etc.)
- Outdoor toy storage
- Flooring should not be carpeted for cleaning/sanitary reasons
- Break area for staff should be set aside *

**Office Area:**
- Staircase access needs to be extended *
- Office space
  - Restroom
  - Two (2) points of entry to outside (no access to childcare center)

**Kitchen:**
- Stove
- Refrigerator
- Sink

**Other Needs:**
- Fire exit for second floor
- Finish second floor staff restroom

*Current building layout and location Attachment Number 1*

**Submittal Requirements:**
Proposals must be submitted to the Yurok Tribe Klamath Administration Office by 2:00 PM (P.D.S.T.) on June 3, 2022. All proposals must be clearly labeled:

Yurok Tribe Planning & Community Development Department  
Attention: Cynthia Bones  
Architectural & Engineering Proposal - Yurok Tribe North Area Child Care Center

Proposals can be sent by U.S. mail, overnight delivery service, hand delivered, or by email to cbones@yuroktribe.nsn.us. Late proposals will not be considered.

**Each Proposal Must Contain the Following Elements:**
- Project Description, including a detailed narrative of the services to be provided. Include descriptions of all proposed conversions including construction methods and materials. Include a description of the methodology that will be used to develop the overall renovation plan.
- Preliminary floor plan with components listed in the Project Scope.
- Qualification statement for design and engineering team; including staff resumes, areas of expertise and work experience.
- Project references and descriptions of three most recent comparable projects; include project owner and contact information, project location, project size, project budget and project photographs. Please include all experience working on tribal facilities.
- Project Cost Proposal Form

**Proposal Evaluation and Award**
Proposals will be read and evaluated by a team of Tribal Staff and/or consultants engaged by the Tribe for this purpose using the following criteria:
- **Preliminary Design and Proposal Narrative (35 Points):** The designer’s narrative description of services will be reviewed and evaluated under this item. The preliminary site layout will also be evaluated under this category.
- **Qualifications (25 Points):** The designer’s qualifications will be reviewed to determine their ability to provide the services as required for this project.
- **Cost (20 points)** The designer’s cost proposal will be evaluated under this item.
- **Relevant Experience (10):** The designer’s most recent and relevant experience and letters of reference will be used to score this item.
- **Indian Preference (10 points)** if claiming Indian preference, designers must complete the Yurok Tribe Tribal Employment Rights Office (TERO) Contractors Business Application (CBA). To obtain a copy of the TERO ordinance and CBA please go to https://www.yuroktribe.org/tero.

Yurok Tribe North Area Childcare Facility & Office Space
Terms and Conditions:

1. This RFP does not commit the Yurok Tribe to award a contract, issue a purchase order, or to pay any costs incurred in the preparation of a qualification in response to the RFP.

2. Organizations responding to this proposal shall not offer any gratuities, favors, or anything of monetary value to any officer, agent, contractor or employee of the Yurok Tribe for the purpose of influencing consideration of a qualification.

3. Organizations responding to this proposal shall not collude in any manner, or engage in any practices that may restrict or eliminate competition or otherwise restrain trade. This does not preclude subcontracts and joining ventures for the purpose of responding to this RFP and/or establishing a project team with the required experience and capability to provide the services specified herein.

4. Organizations responding to this RFP, their authorized representatives, and their agents are responsible for obtaining, and will be deemed to have, full knowledge of the conditions, requirements, and specifications of this RFP.

5. The Yurok Tribe reserves the right to cancel this RFP or to reject any or all proposals received prior to contract award.

6. The Yurok Tribe reserves the right to request clarification of any proposal after all proposals have been received. The request can be in the form of oral presentation, written documentation, or meetings.

7. The Yurok Tribe reserves the right to discontinue its evaluation of submittals from any respondents who submit false, misleading, or incorrect information.

8. The Yurok Tribe retains ownership all work products created in association with this project.
## PROJECT COST PROPOSAL FORM

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ATTACHMENT NUMBER 1

Building Layout
CRESCE NT CITY
CHILD CARE

1585 S. RAILROAD AVE
CRESCE NT CTY, CALIF. 95531

CONTRACTOR

AP #

PLOT PLAN

WEST VIEW

NORTH VIEW

GOOGLE VIEW

FIRST FLOOR

SECOND FLOOR

NOT TO SCALE

COVERED DRIVEWAY

COVERED PATIO

OFFICE

OFFICE

OFFICE

CONFERENCE ROOM

HALLWAY

STAIRWELL UP

STAIRWELL DOWN

RESTROOM

WORK AREA

WORK AREA

HALLWAY