

REQUEST FOR PROPOSALS
ARCHITECTURAL & ENGINEERING SERVICES FOR
THE BOYS AND GIRLS CLUB – PEACEFUL SPIRIT RENOVATION

FOR THE SOUTHERN UTE INDIAN TRIBE
IGNACIO, CO 81137



Requested by:
Southern Ute Indian Tribe Construction & Project Management Team

***** ALL INTERESTED PARTIES: *****

Issued: October 17, 2025
Proposals due via email no later than 3:00 pm MST on November 7, 2025
Email to: Derrell Lindsey, Construction Project Manager
dlindsey@southernute-nsn.gov
and Kerri Stewart kestewart@southernute-nsns.gov
Deadline for Questions: October 29, 2025, 12:00pm MST

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I. PROJECT INFORMATION:

- A. The Southern Ute Indian Tribe (SUIT) requests a written response to the Request for Proposal (RFP) for Architectural & Engineering services for the renovation of the old Peaceful Spirit Building for the Boys and Girls Club (BGB) program located in Ignacio, CO.
- B. Project Address:
296 Mouache Circle
Ignacio, CO 81137
- C. The Boys & Girls Club is an evidence based positive youth development program that provides After School and Summer Club for all youth in the Ignacio area. The program provides high yield activities that focus on Health & Well-Being, Character & Leadership, Academic Success and Life & Workforce Readiness. Currently, The Boys & Girls Club does not have its own facility but shares the SunUte recreation facility. The goal is to renovate the approx. 8,680 sf, 1987 built Peaceful Spirit building which is currently vacant for the BGC to permanently be housed.
- D. All existing building drawings are provided in Exhibit 1.1, there are no .dwg or BIM files for the building.
- E. Planned Scope of Work:
- Re-roof
 - New windows and exterior finishes
 - New fire sprinkler system and fire alarm system
 - ADA restrooms upgrades
 - All new interior finishes, major space reconfiguration/remodel
 - Other repairs as needed & deferred maintenance
 - Building Mechanical and lighting upgrades/replacements
 - Potential Elevator
- F. SUIT is requesting A/E services for the following disciplines:
1. Architectural
 2. Landscaping
 3. Structural (if applicable)
 4. Mechanical & Plumbing
 5. Electrical
 6. Technology (Telecommunications/Data)
 7. FFE separate bid package
- G. Project Budget: ***\$5,281,500 Total Project Budget (to include soft costs & \$375,000 for FFE)***

H. There will be a mandatory pre-bid walk October 27, 2025, at 2:00pm MST at the building. Please meet at the building main entrance and we will tour the building together.

I. Preliminary Project Schedule:

A/E & CMAR RFP Issuance	10/17/2025
Mandatory Pre-Bid Walk @ 2:00pm MST	10/27/2025
Deadline for Questions	10/29/2025
A/E & CMAR Proposals Due	11/7/2025
A/E & CMAR Selection/Intent to Award	Week of 11/24/2025
A/E & CMAR Contracting	11/2025-1/2026
Design	1/5/2026-6/5/2026
Construction Start	9/2026
Construction Completion/Move-in	10/2027

J. For the purposes of this RFP, the term SUIT, Tribe, and Owner are synonymous.

II. SCOPE OF SERVICES:

The project delivery method is expected to be Construction Manager at Risk (CMAR). The A/E consultant shall collaboratively work with the CMAR throughout design and construction.

PROGRAM:

A study on the Peaceful Spirit Building was completed in 2023 (Exhibit 1.2) and an initial BGC program was developed at that time. It will be required of the A/E team to review the 2023 program with the Owner and the BGC user group to determine its relevancy and adjust, if needed, to the current needs for the BGC program before commencing with SD.

SCHEMATIC DESIGN (SD):

The A/E Consultant will be required to submit the SD documents to the project team for CMAR to provide pricing. SUIT will give any feedback on the SD documents and will need to give a notice to proceed. The Project must be within the Tribe's budget. The A/E Consultant shall assist the CMAR in reviewing and verifying the construction cost estimate and provide feedback/revisions to the design if any value engineering needs to be addressed for DD issuance.

DESIGN DEVELOPMENT (DD):

Consisting of DD drawings, outline specifications, and other documents to fix and describe the size and character of the entire Project as to site, architectural, structural, mechanical/plumbing, and electrical/technology systems, materials and such other elements as may be appropriate.

DD documents shall be provided to allow for the CMAR to provide a *preliminary* Guaranteed Maximum Price (GMP). The A/E consultant shall assist the CMAR firm in reviewing and verifying the construction cost estimate and provide feedback/revisions to the design if any value engineering needs to be addressed before CD issuance. The project must be within the budget for the project to move into Construction Documents.

CONSTRUCTION DOCUMENTS (CD):

Consisting of CD drawings and specifications detailing the requirements for the construction of the Project and for the CMAR to bid and establish the Guaranteed Maximum Price (GMP) for construction. These shall include a complete drawing and project manual set of *Architectural, Landscape, Structural, MEP, and Technology*(*Telecommunications/Data*).

The A/E Consultant will assist the CMAR in preparation of a written report summarizing the construction cost estimate through the completion of this phase of work. The A/E shall submit final deliverables to the Tribe's Project Manager.

BIDDING & CONSTRUCTION ADMINISTRATION (CA):

The A/E Consultant will assist the contractor in obtaining bids by rendering interpretations and clarifications of the drawings and specifications in appropriate written form. The A/E Consultant shall assist the CMAR in conducting mandatory pre-bidding conferences with all principal bidders.

The A/E Consultant must attend construction meetings either weekly, bi-monthly, as needed based on the stage of construction and will assist the contractor in administration of the project by reviewing submittal and shop drawings, providing observation during construction, and providing project documentation in the form of supplemental instructions, responses to requests for information, change orders, etc.

PROJECT CLOSEOUT:

The A/E Consultant will assist the CMAR with project close out by inspecting the project, on behalf of the Owner, to verify that everything is acceptable to be considered complete. Punch lists should be developed, reviewed, and completed.

Close out documents required of the A/E shall include electronic bound .dwg as-built drawings of every sheet capturing all construction changes, for each discipline. In addition, if a Revit model is used for drawing production, provide a "record" model, capturing all construction changes, of each major building system/discipline (*Architectural, Structural, MEP, and Technology*) to Owner for their records.

FFE BID PACKAGE:

The Architect will be required to provide a separate bid package for FFE. The Architect will work with the Owner to develop and provide a FFE layout, assist in product recommendations, and finish selection

recommendations. The bid package shall include, but not limited to, layout and basis of design specification to be submitted to bidding vendors.

III. SOUTHERN UTE INDIAN TRIBE PROJECT TEAM:

A. Tribe's Project Team:

- Derrell Lindsey – Project Manager | Construction and Project Management
- Kerri Stewart – Team Member | Construction and Project Management
- Gavin Martinez – Director | Tribal Housing
- Tyson Thompson – Director | Properties & Facilities

B. Please direct all questions, by email only, regarding this RFP to Derrell Lindsey at dlindsey@southernute-nsn.gov and Kerri Stewart at kestewart@southernute-nsn.gov by October 29, 2025 by 12:00pm MST.

IV. SUBMITTAL REQUIREMENTS:

A. The proposal must provide the following:

1. Description of the proposing organization's qualifications. The proposal should provide materials documenting the organization's experience with similar projects. Project photographs, locations, sizes, costs, dates, team members, and other relevant data are sought.
2. Information about proposed personnel. The proposal shall provide materials documenting the proposed personnel, their experience relevant to this Project, at least three professional references and proposed project roles. A project team organization chart and estimates of each individual's time involvement are encouraged.
3. A work plan to fulfill the design services and deliverables described herein. Narrative descriptions of specific personnel, skills, processes, techniques, and anticipated on-site presence are expected. A statement about the availability of the proposer's staff to accomplish the required services is expected.
4. Narrative and schedule confirming Owner's schedule indicated herein can be met.
5. Project Fee, broken out by the following categories:
 - Each Design Phase (SD/DD/CD)
 - Bidding/Code Review & Comments
 - Construction Administration
 - FFE Bid Package

o Closeout which includes:

Operation & Maintenance Manual review, Punchlist, As-builts drawings

- Statement of Work
- Any Exclusions with Explanations
- Proposed Additional Services, include rate sheet.
- Total estimated TERO fee (see section VI for more information)
- Copy of Insurance or ability to be insured for this project per Exhibit 1.6.

B. This RFP does not commit the Tribe to award a contract nor pay any cost incurred in the preparation of the proposals.

C. The Tribe explicitly forbids employees to accept any unsolicited gifts.

D. The Tribe reserves the right:

- To reject any and all proposals due to non-conformance with submittal requirements; and,
- To waive any irregularities and informalities; and,
- To re-advertise when it is in the best interest of the Tribe. Any incomplete proposals will be rejected; and,
- To ask questions of clarification of any or all A/E Consultants as part of its evaluation. If requested by the Tribe, the A/E Consultant as should be prepared to provide an overall presentation regarding the manner in which the contractual obligations will be accomplished.

E. Responses to this RFP are due via email to dlindsey@southernute-nsn.gov and kestewart@southernute-nsn.gov by 3:00pm MST on November 7, 2025.

V. SELECTION CRITERIA:

A. The Tribe will select the A/E Consultant based on the qualifications and proposals presented in response to this RFP. The principal criterion for this selection will be:

1. Qualifications and Experience, including qualifications of and proposed personnel, and providing architectural/engineering services of this nature. (30%)
2. Clearly stated work plan and validation of substantial completion within the Owner's Schedule. (25%)
3. Completed projects relevant to the project type (extensive remodels & renovations, mechanical upgrades, Learning Environments) and region (20%)
4. Competitive pricing for work performed, including TERO fees (20%)

5. Contract Comments: proposed changes to the Tribe's AIA B133 PDF (Exhibit 1.6) shall be provided in writing and must be submitted and reviewed as part of the selection process. (5%)

VI. CONTRACT REQUIREMENTS:

- A. All Design services will be performed in accordance with the *Tribe's AIA B133-2019 Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition (Exhibit 1.6)*.
- B. The following services shall be contracted out by third party by the Tribe:
- Code Plan Review and Inspections Consultant
 - Geotechnical (if applicable)
- C. Copy of Insurance or ability to be insured for this project per Exhibit 1.6.
- D. Completed W-9 form (Exhibit 1.5).
- E. Completed TERO Compliance Plan (Exhibit 2.2).
- F. Architect and it's subconsultants shall abide by the Tribe's Rules of the Road (see Exhibit 5.1).

VII. TERO REQUIREMENTS & NATIVE AMERICAN PREFERENCE: (see Exhibits 2.1, 2.2, 2.3 & 2.4)













- A. The Southern Ute Indian Tribe has adopted a Tribal Employment Rights Ordinance (TERO) Code, which is to be observed by all businesses operating on the Southern Ute Indian Reservation.
- B. This RFP is an unrestricted solicitation; however, Indian preference will be given to qualified Indian Owned economic enterprises and Indian Organizations. Firms desiring Native American preference for selection must be certified through the Southern Ute Indian Tribe's TERO Office as an Indian-Owned Business. For those firms seeking Native American preference, this is a mandatory requirement, regardless of any other registration or certification that may exist with other tribal TERO offices, agencies, or affiliations.
- C. The TERO policy must be applied to your selection of consultants and/or sub-contractors when putting together your bid proposal. This shall be broken out as a separate fee in the project fee. The Contractor will be responsible for paying a 4% TERO fee on labor only, during the duration

of work that will be site specific. This should be included in your Fee proposal. TERO Fees shall be paid to the Tribe following the completion of each task as identified.

D. For more information about TERO contact Hilda Burch:

Southern Ute Indian Tribe TERO Office
PO Box 737
Ignacio, CO 81137
970.563.0117

VIII. EXHIBITS:

-  Exhibit 1.1 Peaceful_Spirit_Complete_Plans
-  Exhibit 1.2 2023 BGC Program
-  Exhibit 1.3 BGC -PS Utility Map & Staging
-  Exhibit 1.4 Peaceful Spirits Assessment Update - 2019
-  Exhibit 1.5 W-9 Blank 03-2024
-  Exhibit 1.6 B133-2019 Standard Form of Agreement Owner-Architect CMC
-  Exhibit 2.1 - 2019-TERO-Code
-  Exhibit 2.2 - 2019-Compliance-Plan-Form-Fillable
-  Exhibit 2.3 - Indian-Owned-Businesses-2024-2-15
-  Exhibit 2.4 - Crossing Permit information
-  Exhibit 3.1 - Tax-exempt certificate
-  Exhibit 5.1 - Tribe's rules of the Road