REQUEST FOR PROPOSALS
COMMISSIONING SERVICES FOR
MULTIPLE PROJECTS

FOR THE SOUTHERN UTE INDIAN TRIBE
IGNACIO, CO 81137

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

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

Issued: October 22, 2026
Deadline for Questions: November 4, 2026, 5:00 pm MST
Proposals due via email no later than 2:00 pm MST on November 13, 2026
Email to: Kerri Stewart, Construction Project Manager
at kestewart@southernute-nsn.gov

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I. INFORMATION & SCOPE:

A. The Southern Ute Indian Tribe (SUIT) requests a written response to the Request for Proposal (RFP) for Commissiong services for multiple capital projects located on the Southern Ute Indian reservation in Ignacio, Colorado. The projects are as follows:

1. Animal Control Building Replacement
2. Boys & Girls Club Renovation
3. Elder Services Facility Replacement
4. Meas Building OTP Remodel

B. RFP Schedule:

Cx RFP issuance	-	10/22/2026
Deadline for Questions by 5:00pm MST	-	11/4/2026
Deadline for Submissions by 2:00pm MST	-	11/13/2026
Intent to Award	-	11/30/2026
Cx Contracting	4 weeks	12/1/2026-1/4/2026

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

D. Each project described below, commissioning consultant shall provide a fee proposal for each. The intent of SUIT is to award and contract each project separately from each other. Therefore, a single proposer has the potential to be awarded a single project or up to all four projects.

E. **Animal Control Building Replacement:**

1. The Southern Ute Indian Tribe's primary goal is to design and construct a new replacement Animal Control facility approx. 5,400 SF on the existing site to accommodate the existing program while including upgraded animal welfare standards.
2. Total Construction Budget: between $3,750,000 - $5,000,000.
3. Project delivery is CMGC, refer to Exhibit 1.3 for full design schedule.
4. Systems to be Commissioning:
   a. HVAC
      i. 100% of major equipment (e.g. Air-Handling Units, boilers, cooling towers, chillers, MDF room cooling systems, and similar)
      ii. Minimum 10% of terminal equipment (e.g. VAV boxes, fan-coils, general exhaust fans, cabinet unit heaters, and similar)
   b. Domestic Water Heating
      i. 100% of domestic water heating systems
   c. Automatic Lighting Controls

- Minimum 30% of devices

5. Cx Scope: Full Cx services per Exhibit 1.5 & 1.6.

F. **The Boys & Girls Club Renovation:**

1. Project involves the renovation of the 8,600-sf old Peaceful Spirit Building into the Boys & Girls Club of the Southern Ute Indian Tribe.

2. Renovation includes full HVAC, lighting, plumbing, and life safety systems replacement. Refer to Exhibit 1.4 for the 100% Construction Documents and Specification.

3. Total Construction Budget: $6,800,000

4. Project delivery is CMGC. Construction has begun and is scheduled to be completed Fall 2027. Refer to construction schedule (**Exhibit 1. 2**) for more information

5. Systems to be Commissioning:
   a. HVAC
      i. 100% of major equipment (e.g. Air-Handling Units, boilers, cooling towers, chillers, MDF room cooling systems, and similar)
      ii. Minimum 10% of terminal equipment (e.g. VAV boxes, fan-coils, general exhaust fans, cabinet unit heaters, and similar)
   b. Domestic Water Heating
      iii. 100% of domestic water heating systems
6. Commissioning Scope:
   a. Site Observations x 2: Review the Contractor's installation for conformance with the Design Intent. Also, during these site observations, either lead or participate in construction meetings to coordinate the commissioning activities.
   b. Function Test Scripts: Develop Performance Testing Scripts.
   c. TAB Report: Review final TAB Reports, by Phase, and review report for completeness by reviewing compliance with the design and identify any deficiencies.
   d. Major Equipment Start Up: Review manufacturer's on-site startup documentation of major equipment.
   e. Functional Performance Testing Verification and Retesting: Perform testing to verify that the installation and operation of equipment, systems, and equipment interfacing is in accordance with the contract documents / design documents.
   f. Preliminary Cx Report: Provide the Owner with a preliminary commissioning report and commissioning issues log prior to final mechanical, electrical, and plumbing inspections.
   g. Cx Documentation and Training: Provide systems manual, training, reports, and post occupancy review.
   h. Final Cx Report: Provide final report listing performance testing results along with any recommend remedies regarding any performance issues.

7. Add Alternates:

   a. Add Alternate #1 - Submittal Review: Review Contractor Submittals for major equipment being commissioned. The review is completed concurrently with the A/E review, and written comments are provided to the Designer of Record for inclusion or coordination with their

comments. The review evaluates the submittals for recommended best practices to help ensure the submitted equipment has information sufficient for completing the commissioning process.

G. **Elder Services Facility Replacement:**

1. The project involves the replacement of the 1500 sf Elders Services modular.
2. Total Construction Budget: $1,150,000
3. Project delivery is Design Build, contracted December 2026. Construction is anticipated May 2027-September 2027.
4. Systems to be Commissioning:
   a. HVAC Systems
      i. 100% of major equipment (e.g. Air-Handling Units, boilers, cooling towers, chillers, Main Distribution Frame (MDF) room cooling systems, and similar)
      ii. Minimum 10% of terminal equipment (e.g. Variable Air Volume (VAV) boxes, fan-coils, general exhaust fans, cabinet unit heaters, and similar)
      iii. 100% of Building Automation System (BAS)
   b. Plumbing Systems
      i. 100% of domestic water heating systems
5. Commissioning Scope:
   a. Site Observations x 2: Review the Contractor's installation for conformance with the Design Intent. Also, during these site observations, either lead or participate in construction meetings to coordinate the commissioning activities.
   b. Function Test Scripts: Develop Performance Testing Scripts.
   c. TAB Report: Review final TAB Reports, by Phase, and review report for completeness by reviewing compliance with the design and identify any deficiencies.
   d. Major Equipment Start Up: Review manufacturer's on-site startup documentation of major equipment.
   e. Functional Performance Testing Verification and Retesting: Perform testing to verify that the installation and operation of equipment, systems, and equipment interfacing is in accordance with the contract documents / design documents.
   f. Preliminary Cx Report: Provide the Owner with a preliminary commissioning report and commissioning issues log prior to final mechanical and plumbing inspections.
   g. Final Cx Report: Provide final report listing performance testing results along with any recommend remedies regarding any performance issues.
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H. **Mesa Building OTP Remodel:**

1. The project involves the remodel of approx. 1,000 sf in the existing Mesa Building to include an Opioid Treatment Program (OTP). The new OTP clinic may require additional HVAC unit to isolate the methadone clinic from the existing spaces. This project is located near at 4101 CR

222 near Durango, CO.

2. Total Construction Budget: $630,000

3. Project delivery is Design Build, contracted December 2026. Construction is anticipated April 2027-July 2027.

4. Systems to be Commissioning:
   a. HVAC Systems
      i. 100% of major equipment (e.g. Air-Handling Units, boilers, cooling towers, chillers, Main Distribution Frame (MDF) room cooling systems, and similar)
      ii. Minimum 10% of terminal equipment (e.g. Variable Air Volume (VAV) boxes, fan-coils, general exhaust fans, cabinet unit heaters, and similar)
5. Commissioning Scope:
   a. Site Observations x 2: Review the Contractor's installation for conformance with the Design Intent. Also, during these site observations, either lead or participate in construction meetings to coordinate the commissioning activities.
   b. Function Test Scripts: Develop Performance Testing Scripts.
   c. TAB Report: Review final TAB Reports, by Phase, and review report for completeness by reviewing compliance with the design and identify any deficiencies.
   d. Major Equipment Start Up: Review manufacturer's on-site startup documentation of major equipment.
   e. Functional Performance Testing Verification and Retesting: Perform testing to verify that the installation and operation of equipment, systems, and equipment interfacing is in accordance with the contract documents / design documents.
   f. Preliminary Cx Report: Provide the Owner with a preliminary commissioning report and commissioning issues log prior to final mechanical and plumbing inspections.
   g. Final Cx Report: Provide final report listing performance testing results along with any recommend remedies regarding any performance issues.

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I. **Governing Code:**

1. The Southern Ute Indian Tribe is a sovereign nation and, as such, is the Authority Having Jurisdiction for this project. The Tribe dictates governing building codes through the below listed requirements and requires that the consultant notify the Tribe of any instance where there may be a jurisdictional overlap.
   a. Governing building code for this project shall meet or exceed all current La Plata County, Colorado adopted codes and ordinances.
   b. If a permit application is required at any point during the course of the project:
      i. The Southern Ute Indian Tribe does not concede that the land is subject to the permit providing jurisdiction or waive any legal arguments or remedies concerning the legal necessity for obtaining a permit for applicable scopes of work or other similar construction work on Tribal fee or trust land within the boundaries of the Southern Ute

Indian Reservation; and

ii. The language shown in 1.b.i above shall be appended to all permit applications, issued permit documents, and all other similar documents as necessitated by the project, approved by the Project Manager, and as may be required by jurisdictions other than the Tribe.

2. The Consultant is expected to apply all adopted codes and code compliance procedures, per the individual project, as would be typical in the adjacent jurisdiction of La Plata County, prior to commencing construction work.
3. Where governing code references a Building Official, and when action from such is needed, the Consultant shall interpret those responsibilities to be both filled and retained by the Tribe and shall request a response from the Project Manager who will facilitate an applicable response from the Tribe.
4. In lieu of typical permitting processes, the Tribe will ensure appropriate Plan Review and Code Compliance, primarily through contracted third-parties. Plan review and Compliance objectives are to:
    a. Enhance the level of compliance with codes; and
    b. Provide clear direction for the design team throughout the design process; and
    c. Use in answering questions raised during the construction phase; and
    d. Provide adequate information, on file, for future reference during future alterations and renovations.
5. The Southern Ute Indian Tribe's adopted and publicly issued Facility Standards may include references to codes or regulatory requirements that may conflict with above referenced adopted codes or other Federal requirements. In such instances:
    a. The Facility Standards are not intended to supersede local or national codes and standards.
    b. The Consultant is expected to make recommendations to the Project Manager to achieve both code compliance and the intent of the Facility Standards.
6. In the case of renovations, the renovated project area and systems are expected to meet current code and comply with current SUIT Facility Standards unless approved otherwise by the Tribe.

II. SUBMITTAL REQUIREMENTS & SELECTION CRITERIA:

A. ***Responses to this RFP are due via email only to kestewart@southernute-nsn.gov by 2:00pm MST on November 13, 2026. Late responses will not be considered.*** *The deadline for questions is November 4, 2026, at 5:00pm MST.*

B. **The intent of this Request for Proposals (RFP) is to obtain separate fee proposals from the Consultant for each of the four projects described above. SUIT reserves the right to award each project independently. One Consultant may be awarded as many as four projects.**

C. Proposal shall be limited to 10 pages including cover, table of contents, dividers, and insurance certificate validation. Proposing firm shall submit one general overall firm and personnel qualifications and experience for all projects with individual fee proposals per II.B and D.5.

D. The proposal must provide the following:

1. **Firm/Personnel Qualifications & Experience** (worth 55% of scoring criteria)**:** Description of the proposed 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. Provide 5 projects from the last 5 years of similar scope and complexity to the four projects described.

Desired qualifications:

- Acted as the principal commissioning authority for at least three projects of comparable size, type and scope.
- Extensive experience in the operation and troubleshooting of HVAC systems and energy management control systems.
- Extensive field experience. A minimum of five full years in this type of work is required.
- Knowledgeable in building operation and maintenance and O&M training.
- Knowledgeable in national building & fire codes as well as water-based fire extinguishing systems, detection systems and alarms systems.
- Knowledgeable in test and balance of both air and water systems.
- Experienced in energy-efficient equipment design and control strategy optimization.
- Direct experience in monitoring and analyzing system operation using energy management control system trending and stand-alone data logging equipment.

2. **Statement of Project Understanding and Work Plan** (worth 30% of scoring criteria)**:** Describe your proposed approach to managing a single or multiple projects expertly and efficiently, including distribution of tasks, travel, and duration of which staff will be on site during what periods of time, etc. Describe how you intend to determine the appropriate level of commissioning effort for the various systems and equipment per project.

3. **Contract Comments** (worth 5% of scoring criteria)**:** Any proposed changes to the Tribe's AIA Document C103 and C203-2017 The Tribe's Standard Form of Consultant's Services: Commissioning (**Exhibit 1.5 & 1.6**).

4. **Insurance:** Copy of Insurance or ability to be insured for this project **per Exhibit 1.5.**

5. **Project Fee** (worth 10% of scoring criteria)**:** Commissioning "not to exceed" fixed fee for each of the four projects describe in this RFP. Provide a completed Excel spreadsheet, **Exhibit 3.9 Commissioning Fee Table,** each project shall be on the individual tabs. **Submit the Excel document as a separate file from the main proposal PDF.**

    a. In addition to the fee table, the Consultant shall provide a current rate sheet with anticipated rate increases.

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

F. The Tribe explicitly forbids employees from accepting any unsolicited gifts.

G. Whistleblower Reporting Hotline 1-844-598-1869

H. The Tribe reserves the right:

1. To reject any and all proposals due to non-conformance with submittal requirements; and,
2. To waive any irregularities and informalities; and,
3. To re-advertise when it is in the best interest of the Tribe; and,
4. To reject any incomplete proposals; and,
5. To ask questions of clarification of any or all Consultant as part of its evaluation. If requested by the Tribe, the Consultant should be prepared to provide an overall presentation regarding the manner in

which the contractual obligations will be accomplished.

III. CONTRACT REQUIREMENTS:

A. Each project will be under it's own contract. Services for each project will be performed in accordance with the Tribe's AIA Document C103 and C203-2017 The Tribe's Standard Form of Consultant's Services: Commissioning (**Exhibit 1.5 & 1.6**). Please note the C203 shall be revised for each project's scope.

A. The ability to be insured per **Exhibit 1.5**.

B. Completed W-9 form if new vendor **Exhibit 2.6**.

IV. 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 if applicable. **This shall be broken out as a separate estimated fee in the project fee.**

D. Every Covered Employer, per TERO Code, performing a construction, roustabout or maintenance contract in connection with building construction or oil and gas field work, including a contract for services, labor, or materials or any combination thereof, for such work, a majority of which will occur on lands subject to the jurisdiction of the Tribe, shall pay a fee of 4% of the cumulative amount of the contract, which shall be calculated on a per-contract basis and paid before final payment is made to the contractor but after any and all change orders that may affect the contract price have been processed.

E. For more information about TERO contact:
Southern Ute Indian Tribe TERO Office
P.O. Box 737 Ignacio, CO 81137
(970) 563-0117

V. EXHIBITS:

- Exhibit 1.1 BGC 100% Construction Documents
- Exhibit 1.2 BGC 100% CD Specification
- Exhibit 1.3 BGC Construction Schedule
- Exhibit 1.4 SUIT Animal Control Design Schedule
- Exhibit 1.5 AIA C103-2015-Tribe-Consultant
- Exhibit 1.6 AIA C203-2017-Commssioning
- Exhibit 2.1 - 2019-TERO-Code
- Exhibit 2.2 - 2019-Compliance-Plan-Form-Fillable
- Exhibit 2.3 -2026 Indian Own Business List
- Exhibit 2.4 - Crossing Permit information
- Exhibit 2.5 - Crossing Permit Renewal Letter
- Exhibit 2.6 W-9 Blank 03-2024
- Exhibit 3.1 - Tax-exempt certificate
- Exhibit 3.2 - Direct Deposit Form ACH 2023- AP
- Exhibit 3.5 - WAIVER RELEASE ON FINAL PAYMENT
- Exhibit 3.9 Commissioning Fee Table
- Exhibit 5.1 - Tribe's rules of the Road