



# **REQUEST FOR PROPOSALS**

FOR

(PROJECT ID# DESIGN2025)

FOR

**THE ABSENTEE SHAWNEE TRIBE OF OKLAHOMA AND  
ITS AFFILIATES AND SUBSIDIARIES**

**RESPONSE SUBMISSION DEADLINE:**

Friday, January 3, 2025

Absentee Shawnee Tribe of Oklahoma  
2025 S. Gordon Cooper Drive  
Shawnee, Oklahoma 74801



**NOTICE** is hereby given that THE ABSENTEE SHAWNEE TRIBE OF OKLAHOMA is seeking responses from qualified firms for the following:

**PROJECT ID #:** DESIGN2025

**NAICS:** 541300

**DESCRIPTION:** The Absentee Shawnee Tribe of Oklahoma is requesting proposals from experienced and qualified Architectural & Engineering (A&E) firms to provide full A&E services and the consultation through construction of a new office building. The firm should be prepared to provide a design to accommodate a variety of departments involved in public service and employee services. A&E services should include architectural, design, structural engineering, mechanical engineering, electrical engineering, and furnishings, fixtures & equipment design specifications.

**ADDRESSES:** Absentee Shawnee Tribe of Oklahoma  
Building #3  
2025 South Gordon Cooper Drive  
Shawnee, Oklahoma 74801

You are invited to submit a Proposal for the project specified above. The Request for Proposal (RFP) may be obtained by visiting <https://www.astribe.com/procurement>.

Submissions in response to this request must be received no later than 3:00 p.m. on Friday, January 3, 2025. Submissions may be emailed to [proposals@astribe.com](mailto:proposals@astribe.com) titled DESIGN2025, delivered by mail, or delivered in person to:

Absentee Shawnee Tribe of Oklahoma  
Procurement – Building #18C DESIGN2025  
2025 South Gordon Cooper Drive  
Shawnee, Oklahoma 74801

*Office hours to turn in Proposals are Monday through Friday 8:00 a.m. to 5:00 p.m. CST*



**1. ORGANIZATIONAL PROFILE**

The Absentee Shawnee Tribe of Oklahoma (“AST”) is a federally recognized Indian Tribe headquartered in Shawnee, Oklahoma. The Tribe is a sovereign nation and is governed by its own constitution that is administered by the Executive Committee (“EC”). The committee is comprised of five officials, the Governor, Lieutenant Governor, Secretary, Treasurer, and Representative, elected by tribal membership in a referendum election.

The Absentee Shawnee persistently adhere to their tribal customs and ceremonies. Their cultural heritage continues to thrive through their ceremonies and dances, tribal rites, and continuous rejuvenation of the Shawnee language. There are four primary components of the cultural identity of the Shawnee Tribe, including language, clothing, agriculture, and ceremonies.

There are several affiliates and subsidiaries of AST including those in Indian Health Care, Housing, Gaming, and various enterprises.

The Absentee Shawnee Tribe of Oklahoma reserves the right to reject any and all proposals. The Absentee Shawnee Tribe complies with the Code of Federal Regulations, AST Administrative Manual, Finance Policy, and Procurement Policy.

**2. PURPOSE**

The Absentee Shawnee Tribe requests proposals from qualified firms to provide architectural and engineering services for a new two to three story office building capable of housing a variety of departments that serve employees and clients. The building will be constructed in place of a recently demolished building that occupied 11,200 square feet.

**3. SCHEDULE**

The dates outlined in this schedule are tentative and subject to change.

<b>Tentative Schedule</b>	
<b>Date</b>	<b>Activity/Event</b>
Sunday, December 15, 2024	Invitation for Proposal Issued
Friday, January 3, 2025	Proposals are Due by 3:00 p.m.
Monday, January 6, 2025	Notice of Award

**4. POINT OF CONTACT**

If you have any questions or need additional information, please contact Rebecca Kennedy, the Procurement Director of the Absentee Shawnee Tribe of Oklahoma at [proposals@astribe.com](mailto:proposals@astribe.com).



## 5. NOTICE OF INTENT

A Notice of Intent to submit a proposal is requested. Email the Point of Contact (listed above in item 4) with notice of your intent to submit a proposal and include “DESIGN2025” in the subject line of your email. You will receive an email response verifying that your notice of intent to submit a proposal was received.

## 6. DECLINE TO OFFER

A notice of Decline to Offer is not required; however, the Tribe would appreciate a declination notification from any firm that does not intend to submit a proposal in response to this request.

## 7. STATEMENT OF WORK

The Tribe is searching for a firm that will complete the A/E design and construction-related services through the completion of the project construction. In summation, the following services may be required for this project and firms should be qualified to achieve any and all requirements:

- Architectural Services
- Design Services
- Structural Engineering
- Mechanical Engineering (Plumbing/fire protection/ HVAC)
- Electrical Engineering
- Furnishings, Fixtures & Equipment (FF&E) design and specifications
- Construction Administration

The firm will work closely with the Executive Committee for the project during the Design, Preconstruction, and Construction phases of the project. The A/E Firm will report to the Executive Committee and attend meetings as requested or desired by the Executive Committee and regularly scheduled coordination meetings during the design and construction phases. As requested, the Contractor shall provide progress reports at regularly scheduled meetings.

The scope of services shall include and be broken out into the following phases:

### A. Conceptual Planning and Cost Estimating

- The firm will meet with key stakeholders such as the Executive Committee and departments that will occupy the building to understand the needs and requirements for the space.
- The firm will provide an estimate for the anticipated cost of the project.

### B. Schematic Design

- The firm must prepare a schematic design developed to the extent of understanding the basic functioning and programming of the Project.
- Provide Building Layouts and Drawings



C. Design Development

- The firm must make adjustments as requested to modify the proposed layouts in the previous phase.
- Provide updated cost estimate
- Provide Plans and Drawings
  - Architectural Drawings
  - Mechanical Drawings
  - Electrical Drawings
- Provide a 3D-rendered view and presentation for final approval.

D. Final Design and Construction Documents - The construction documents must include construction drawings, technical specifications, and all necessary information to enable a proper and accurate construction proposal and the construction of the work.

- Provide a complete set of construction documents (plans, specifications, bidding, contracting documents, etc.)
- Technical Specifications

E. Involvement in the Bidding Process

- Be present at all meetings to answer all questions and explain the project and bidding package.
- Provide clarification for bidders
- Provide written addenda if required

F. Construction Administration

- Adjust plans and specifications if needed, and provide supplementary drawings if necessary.
- Assist with review of samples, product data, substitutions
- Be present and involved with construction at each phase
- Assist with the development of the punch list
- Final acceptance of the contracted work

G. Post Construction

- Provide record drawings and warranty observations.

H. Consultants (if applicable)

- The firm must provide the name and information of all the Consultants, including but not limited to:
- Mechanical Engineer Consultant
- Electrical Engineer Consultant



## 8. POST AWARD SCHEDULE

The proposed design schedule is as follows:

<b>Phase</b>	<b>Duration</b>
Conceptual Planning and Estimating	1 week
Schematic Design	2 weeks
Design Development	2.5 weeks
Final Design	1 week
Construction Documents	4 weeks
<b>Total</b>	<b>10.5 weeks</b>

The proposed project schedule:

<b>Phase</b>	<b>Duration</b>
Design Contract and Design	2.5 months
Bidding	1 month
Construction	6 months
Move In	2 weeks
<b>Total</b>	<b>10 months</b>

## 9. PROPOSAL SUBMITTAL REQUIREMENTS

The proposal should demonstrate that the proposer understands the intent and scope of the project, the character of deliverables, the services required, and the specific tasks that must be performed in the course of supplying these services. In addition, the qualifications of the proposer to supply the required services must be demonstrated. Please, provide the requested information and documents within the proposal. The proposal should be submitted and labeled as outlined below:

- A. Company Information
  - i. Location
  - ii. Primary contact
  - iii. Organization Chart of the Proposed Team for this project including contact information and their role and responsibilities in the project.
  - iv. Team Resume detailing relevant experience
- B. References that may be contacted for similar proposals
  - i. Contact Information and Organization Name
- C. Provide documentation if your business is 51% or more Indian Owned, Minority, Woman or Veteran Owned.
- D. Project Understanding and Approach: demonstrate understanding of the goals and the statement of work for this project and outline the actions the firm will take to fulfill requirements.



- E. W-9 on a 2024 form
- F. Schedule of deliverables
- G. Current certificates of insurance

## **10. EVALUATION CRITERIA**

Proposals will be evaluated by an Evaluation Team using the following criteria: Company Experience, Understanding of Work to be Performed, Client References, and Ability to Work within a Specified Timeframe. All qualified proposals will be evaluated and an award made to the firm whose combination of experience and technical offers is determined to be the best overall response. The Tribe may use other evaluation criteria, which in its sole judgment, are necessary for selecting the best firm. Failure to submit required submission documents or submit a proposal before the deadline will result in disqualification.

## **11. CONTRACT TERMS**

The following terms shall be incorporated into any contract resulting from acceptance of any proposal.

- A. The contract will be fulfilled upon project completion. The contract period may be changed only with an express written agreement between both parties.
- B. An agreement may be terminated by the Tribe at any time.
- C. The firm will protect the confidentiality of files, data, and other materials provided by the Tribe and restrict use to purposes of performing this contract only. This includes safeguarding data from loss, theft, or destruction. Any expenses incurred to replace the loss of data shall be borne by the firm.

## **12. NOTICE OF AWARD**

A Notice of Award will be sent to the selected firm following the submission deadline and evaluation of proposals. The notice of award serves as a notification that the firm has been selected as the best respondent and the Tribe intends to enter into a contractual agreement for the project. The notice is NOT a legally binding agreement between the Tribe and the firm.

## **13. CONDITIONS**

- A. Any expenses incurred to prepare and submit a response to this request are the responsibility of the proposer and the proposer alone.
- B. The Tribe may withdraw this Request for Proposals at any time before entry of a contractual agreement.
- C. The Tribe reserves the right to reject any proposals.

## **14. CONCLUSION**

Thank you for your interest in this project and interest in doing business with The Absentee Shawnee Tribe of Oklahoma.