



**REQUEST FOR PROPOSALS
PROFESSIONAL ARCHITECTURAL SERVICES**

for

**Preliminary Engineering and Architectural Services for the Kewa Child Care and
Development Center**



Tribal Council Resolution No.#05-2021-15

Santo Domingo Pueblo

Kewa Child Care and Development

PO BOX 238

Santo Domingo Pueblo, NM 87052

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GENERAL INFORMATION

Santo Domingo Pueblo is federally recognized Indian tribe that is centrally located between two of New Mexico's larger cities with a minimum commute of 35 minutes to access any child care centers. At present there are no child care facilities within the Pueblo. Center-based child care services are carried out in a small community building where CCDF subsidies are used to cover rent to occupy space. These services are extremely limited because at a maximum we can only serve 20 children, ages 2-5 years old, whereas the age range we could serve is from birth to 13 years old. The Santo Domingo Pueblo lacks a child care facility, therefore, has faced challenges year after year in offering adequate child care services. The Kewa Child Care and Development Program has leaned on other tribal programs, also funded by federal subsidy, to help carry out center-based services and activities. The Pueblo has recently secured funding that will allow for new construction of a child care facility that supports developmentally appropriate and culturally appropriate child care services.

PURPOSE

The Santo Domingo Pueblo is requesting proposals from Registered Architects, licensed within the State of New Mexico, to perform architectural services for construction of a Child Care Center within the boundaries of Santo Domingo Pueblo, at two (2) possible locations.

1. First location is in the village where the previous Head Start building used to be located, also known as the "old head start." (See attached map).
2. Second location is West of current Head Start building on Highway 22. (See attached map).

SCOPE OF WORK

The scope of work for this Project shall include:

1. Preliminary Engineering Phase:
 - a. Perform environmental, cultural, and archaeological survey compliant with:
 - i. National Environmental Policy Act of 1969, as amended (NEPA)
 - ii. The Endangered Species Act, as amended
 - iii. National Historic Preservation Act, as amended (NHPA)
 - b. Generate an Environmental Assessment Document acceptable to the Pueblo.
2. Programming Phase:
 - a. Provide floor plan design for the childcare center.
 1. Santo Domingo Pueblo will facilitate meetings for review of criteria for floor plan designs (Design Criteria).
 2. Floor plan design shall conform to the acceptable standards of safety and habitability, such standards to be equal to or more stringent than: (a) those established under the Building and Construction Codes as codified in Title 14 of the New Mexico Administrative Code as may be amended from time to time and as applicable to the Pueblo, and (b) the International Building Code 2015 as may be amended from time to time.
 3. Floor plan designs shall include mechanical, electrical, and plumbing, and structural, and contour topography.
 - b. Obtain from Santo Domingo Pueblo the geotechnical report for the proposed facility site which will help determine appropriate building foundation for the center; review report and alert Santo Domingo Pueblo to any issues discovered.
 - c. Obtain from Santo Domingo Pueblo the boundary and survey plat for the proposed property on which the facility will be constructed; review the boundary and survey plat and alert the Pueblo of any issues discovered.
3. Schematic Design Phase:
 - a. Facilitate meetings with Santo Domingo Pueblo staff to review square footage of the Child Care Center and required utilities to develop Schematic Design Documents and other related issues.
 - b. Obtain and review Design Criteria and provide Santo Domingo Pueblo staff with designs for the Center.
 - c. Prepare three (3) sets of Schematic Design Documents and preliminary specifications and submit to Santo Domingo Pueblo Tribal Project Administrator for review and approval. Components of Schematic Design to include:
 1. Floor plan:
 2. Exterior elevations, rendering and color palette; and

3. Critical building sections and details, as determined by the Pueblo.

- d. Respond in writing to all Project Director's comments on Schematic Design Documents.
- e. Confirm in writing, the approval of Schematic Design Documents by Project Director.

4. Design Development Phase after award of Contract:
 - a. Facilitate meetings with Santo Domingo Pueblo staff to prepare design at 30%, 60%, and 90%.
 - b. Prepare three (3) sets of Design Development Documents to include detailed specifications and cost estimate for the floor plan, and submit to Project Director for approval.
Components of Design Development Documents to include:
 1. Floor plan, architectural, doors and window types.
 2. Exterior and interior elevations, casework and millwork elevations.
 3. Framing plan and roof plan.
 4. Critical building sections, wall sections, and wall details
 5. Mechanical, electrical, and plumbing layouts.

5. Final Design Documents Phase-Construction Documents:
 - a. Prepare architectural documents and specifications
 - b. Submit three (3) complete sets of final design documents, specifications and architectural cost estimates to Project Director for general review and approval (at 90%). Note: Provide an estimate of the total cost of the proposed construction. The estimate must provide a break down by major cost category, such as site work; general construction; plumbing; heating, ventilation and air conditioning; electrical; equipment; architectural and engineering fees. Please be aware that there is a 6.375% Pueblo tax in lieu of the State of New Mexico Gross Receipts Tax. The cost estimate must include:
 - i. Estimated one-time costs, including:
 1. Planning costs,
 2. Labor, materials and services necessary for the functioning of the facility, and
 3. Initial equipment for the facility.

*Equipment means items that are tangible, nonexpendable personal property having a useful life of more than five years. Some examples of one-time costs are the down payment, professional fees, moving expenses, and the cost of site preparation.

- c. Prepare three (3) sets of final design documents, specification, construction, and architectural cost estimate for the floor plan, and submit to Project Director for review and approval (100%). These plans and specifications must include the following:
 - i. A plot plan showing the orientation and location of the building in relation to key features (e.g. parking areas, playground, access points):
 - ii. Floor plans showing the overall dimensions of the building and the location, size, and purpose of its components (e.g. rooms, hallways);
 - iii. Drawings showing the size and appearance of all side of the building's exterior:
 - iv. Outlines specifications listing a general description of materials and mechanical systems.
 - v. A description of the facility as it will be after construction is complete, including:
 - 1. Information of the size and type of structure;
 - 2. The number and a description of the rooms;
 - 3. The lot on which the building is located (including the space available for a playground and for parking);
 - 4. The number of children the facility will serve
 - vi. Describe the aspects of the building and physical premises that will ensure children's health and safety (e.g., appropriate diaper changing and hand washing areas; sufficient heating, cooling, and ventilation; secure storage space for any hazardous material; smoke detectors or other fire warning devices; adequate exits in case of emergency; etc.)
 - vii. Explain the elements of the facility that will help create a developmentally appropriate learning space (e.g. child-size plumbing fixtures, low windows for children to look out, sufficient play space, etc.)
 - viii. In addition, describe the culturally significant elements, if any, in the facility's design (e.g. use of certain building materials, landscaping, play space).
 - d. Present Construction Documents to Santo Domingo Pueblo for approval.
6. Design Development:

After approval and acceptance of the end product from Project Director and the Pueblo's Tribal Council, the Architect/Engineer ("A/E") will work to create detailed plans for building elevations, material selections, mechanical, plumbing, electrical/control systems and final design. Several revisions of the plan may be needed as the project is developed during this planning stage. The A/A shall provide energy modeling for mechanical and other building systems under consideration.

The A/E will then prepare a final design plan based on the input received from Project Director and Tribal Council and any applicable governmental agencies responsible for project approvals, if any. After final approval of the architectural drawings and plan documents by Santo Domingo Pueblo, the A/E will create detailed construction and specification documents for bidding purposes.

The final construction documents shall include as a minimum, subject to approval by the Pueblo: Site plan, Landscaping Plan, Storm water Management Plan, Roof Plan, Drainage Plan, Floor Plan (s), Exterior Elevations, Building Sections, Foundation Plan, Framing Plan(s), Details, Plumbing Isometrics, Door/window/Room finish/Header/Plumbing/Electrical schedule, HVAC Plans, Electrical Plans, Submittal Worksheets and the project manual including specifications.

7. Bidding & Contract Award

The A/E will assist Santo Domingo Pueblo Project Director in bidding the project to prospective prime contractors. Services will include assisting the Project Director with the distribution of plans and specifications, assisting with General Contractor meetings, assisting with formulating responses to prospective bidders' questions, issuing addendums (if necessary), attendance at the bid opening, and providing Santo Domingo with a recommendation for prime contract awards.

8. Construction Administration & Project Closeout

The A/E shall be a representative of and shall advise and consult with Santo Domingo Pueblo during construction until the final payment to General Contractor is due and during the correction period described in the Contract Documents.

- a. Plan Approvals- The A/E is responsible for the procurement of ALL plan approvals from 3rd Party NM Licensed inspecting Firm for the building(s) including, HVAC, Mechanical, plumbing and/or Fire Protection.
- b. Construction Related Services- The A/E will provide on Santo Domingo Pueblos' behalf, construction administration and inspection services. At a minimum, services to be provided consist of coordinating regular progress meetings, review of shop drawings, assist Santo Domingo Pueblo in floor and finish material selection, undertake construction observation, process certificates for payment to prime contractors, and facilitate preparation of final record drawings, warranty follow-up and project closeout.
- c. 2015 International Building Code (IBC), as amended from time to time- Construction will comply with latest version of IBC Code.

OTHER PROPOSAL REQUIREMENTS

1. Proposer must demonstrate professional errors and omissions insurance in an amount not less than \$1,000,000 for all architects and/or design engineers to be retained/employed on the Project. Workers' compensation, in accordance with State of New Mexico law; Commercial General Liability and Builder's Risk in an amount acceptable to Santo Domingo Pueblo; and Automobile Liability on owned and non-owned motor vehicles used on the Project or in connection therewith in an amount acceptable to Santo Domingo Pueblo.
2. Proposer must possess a valid Architectural license issued by the State of New Mexico.
3. Proposer must assure its work is performed in compliance with the standards established under the most current International Building Codes (IBC) which may be amended from time to time.

EVALUATION CRITERIA

The selection of the successful proposer will be based on the following evaluation criteria with an established point rating for each category:

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| 25 Points | Specialized experience and technical competence. Architect and/or firm Should have had a minimum of five (5) years' experience with projects of this type, as determined by the Pueblo. Interested Architects' or Firms shall provide a list of projects completed in the last five (5) years, including project name, address, telephone number, contact name, original scope, original budget, final scope, and final budget. |
| 25 Points | Conciseness, responsiveness, and completeness of the proposal to the information requested, objectives, and deliverables as outlined in the RFP and as determined by the Pueblo. |
| 20 Points | Overall costs of proposal. Cost should be based on hourly rates, expenses, and overhead over the project period. |
| 15 Points | Successful performance and experience with Indian Tribal entities within the past five (5) years, as determined by the Pueblo. |
| 10 Points | Evidence of Licensing and General Liability Insurance. |
| 5 Points | Indian Preference, as determined by applicable law. |

A contract shall be awarded to the proposer whose proposal is most advantageous to the Pueblo, taking into consideration the evaluation factors set forth in the RFP. The most advantageous proposal may or may not have received the most points.

The Pueblo reserves the right to re-issue the RFP in the event no proposal is awarded.

SUBMISSION OF PROPOSALS

Inquiries related to the submittal of proposals may be addressed to Dominic Torrez, Project Director, Santo Domingo Pueblo, at 505-218-1772 or dominic.torrez@kewa-nsn.us. All proposals must be received by Santo Domingo Pueblo's Tribal Office Building located at 10 Tesuque Street, Santo Domingo Pueblo NM, 87052. **Deadline for submissions: TBD.** Please address with the following **Attention: Tiffany Calabaza, Child Care Center Director.** Proposals shall be submitted in triplicate in a sealed envelope clearly marked "Proposal for Architectural Services." Proposals not received by deadline time and date will be rejected. Santo Domingo reserves the right to reject all proposals and to waive all deficiencies.

SITE LOCATION MAPS

Location 1: Old Head Start, Latitude: 35°30'58.98"N, Longitude: 106°21'21.00"W



Location 2: Next to Current Santo Domingo Early Childhood Learning Center (SDECLC) Building
Latitude: 35°28'58.65"N, Longitude: 106°18'59.71"W

