

**IOWA TRIBE OF OKLAHOMA
REQUEST FOR PROPOSAL
OWNER REPRESENTATIVE**

The Iowa Tribe of Oklahoma (ITO) is soliciting proposals from qualified individuals to provide Project Owner Representative Services for planning, consultation, construction management of Perkins Family Clinic (PFC) and Iowa Tribe of Oklahoma Childcare (ITO-C) After-School Program Project through a stipulated lump sum for the ITO PFC ITO-C Project.

PROJECT DESCRIPTION

The PFC ITO-C Project is a new construction of full-service healthcare and after-school childcare facilities located in Perkins, Oklahoma. The address to the main facility where work will be performed is located Perkins, Oklahoma.

SCOPE OF SERVICE

The scope of work encompasses planning, consulting, and administering the new construction of PFC ITO-C project in collaboration with ITO, PFC, and ITO-C representatives. Tribal Services will provide a bid package for your use with the stipulated sum.

The bridging documents are a representative of discussions had to date as well as a conceptual design to give each bidder a clear understanding of our expectations.

Interested Parties should provide an RFP response for the associated bid package.

It is the intent of the scope for the Owner's Representative to include a detailed list of all expected costs or expenses related to the proposed contract. A schedule of values for sub consultants with more than \$5,000 worth of scope will be required with all bids.

The Major Tasks for the project include, but will not be limited to, the following:

By August 9 th , 2022	Request for Proposal issued/published
By September 9 th , 2022	Proposal Due
By September 22 th , 2022	Owner's Representative Selected
By September 26 th , 2022	Issuance of Notice to Proceed

A non-mandatory public bid opening will be held on September 22th, 2022 at the Tribal Administration Office located on the Tribal Complex.

SELECTION & EVALUATION CRITERIA

Submissions will be evaluated by the selection committee based on the following criteria:

1. Experience / Qualifications (0-25 points)
2. Project Team (0-20 points)
3. Project Understanding, Approach, and Schedule (0-15 points)
4. Understanding the needs of the Iowa Tribe of Oklahoma, surroundings, and the responsiveness to the RFP (0-15 points)
5. References (0-5 points)
6. Proposed Cost (0-15 points)
7. Native preference (5 points)

Submission of proposals indicate bidder’s acceptance of the evaluation techniques and recognition that subjective judgements must be made by the Owner during the evaluation process.

The Owner makes no guarantee that an award will be made as a result of this RFP and reserves the right to accept or reject any or all submittals, waive any informalities, irregularities, or minor technical inconsistencies, or delete any item/requirement from this RFP or contract when deemed to be in the Owner’s best interest. Representations made within the qualification submittal will be binding on responding individual/firms.

INSTRUCTIONS FOR PROPOSALS SUBMISSION

All individuals/firms must submit one (1) written, 8.5x11 sealed proposal in an envelope and one (1) electronic copy.

Electronic copies shall be submitted to ascott@iowanation.org. Deadline for submission of bound written and electronic copies must be received by no later than 3:00pm on September 9th, 2022 and should be addressed to:

Hand Delivery	Via Carrier
Iowa Tribe of Oklahoma Attn: Amy Roe ITO Administration Building 335588 E 750 Rd Perkins, OK 74059	Iowa Tribe of Oklahoma Attn: Amy Roe ITO Administration Building 335588 E 750 Rd Perkins, OK 74059

Bidding packets may be obtained by calling the ITO Administration Services at 405-547-2402 between 8:00 a.m. and 5:00 p.m. (M-F) or by emailing Amy Roe at ascott@iowanation.org. Questions concerning the project may be addressed to Angela Daugherty, Project Manager, (405) 547-2473