

**REQUEST FOR QUALIFICATIONS**  
PINE RIDGE JUSTICE CENTER COMPLEX  
PINE RIDGE, SOUTH DAKOTA

**PROJECT DESCRIPTION:**

The project is located at:     Pine Ridge Offenders Facility  
  1001 Horsethief Prkwy  
  Pine Ridge, SD

The Oglala Sioux Tribe, Department of Public Safety (OST- DPS or the “Client”) has been awarded a Indian Self Determination and Education Assistance Act of 1975,(Public Law 93-638 as amended), contract by the Bureau of Indian Affairs (BIA) Office of Facilities Management and Construction (OFMC) to construct a new (approximately 140,000 sq. ft.) Justice Center plus staff housing and a communications tower complete with infrastructure at Pine Ridge, South Dakota. The project funding is currently available for the design and construction of the housing and the communications tower, the design and the beginning of the construction of the Justice Center Complex. Additional funding will be allocated for the completion of the construction in FY2010 and FY2011.

The project will consist of construction of the following new buildings complete with infrastructure:

- Pine Ridge Justice Center- the square foot of the building shall be determined at the completion of design. The base square footage of building space will be determined by the 40% design, which is currently being completed by an A/E firm under contract with the Bureau of Indian Affairs’ Office of Facility Management. When the BIA’s contractor has completed its work, the OST-DPS will then issue an RFP for a design build contract to complete the design and construct the building, or two RFP’s: one for the completion of the design, and another for the construction of the building. Changes in the initial design work will be made as needed and agreed upon by the OST-DPS and the OFMC during the completion of the last 60% of the design. Any changes in the building’s size will have to be completed and incorporated into the design prior to the beginning of the build portion of the Design-Build Contract or the start of the construction contract, whichever is applicable. The core areas of the Justice Center building will house tribal: detention, court, public safety and court administration, and storage spaces. Other optional and program areas will be identified during the completion of the design.
- Staff quarters will be constructed in several of the Tribe’s on-reservation districts. The specific locations have yet to be determined. These housing units will be approximately 1,450 to 1,650 sq. ft and they must be constructed in compliance with the requirements stated in OMB Circular A-45. The OST-DPS is currently considering the possible construction of duplexes as opposed to single family units, but a final decision has not yet been made. The number of housing units to be constructed will be determined after the OST-DPS determines how much of the available funding is needed for infrastructure construction. After the

infrastructure costs are determined, all of the remaining monies will be used to pay for the costs of constructing as many units as possible.

- The communications tower and its equipment building, which are to be constructed under this contract will be located on a yet to be determined on-reservation site. The BIA is currently conducting a transmission coverage survey to determine the best location for the tower.

The design and construction costs estimate for this work is expected to be between 60 and 80 million dollars. The Planning and Design Documents will be prepared to the 40% design point by the Bureau of Indian Affairs, Albuquerque, New Mexico and submitted to OST-DPS. The OST-DPS will then provide these documents to the design A/E hired to complete the design for the OST-DPS. The OST-DPS is currently considering a Design Build RFP and contract, but may use another process for the design and construction of the project.

## **CONTRACTOR REQUIREMENTS:**

### **1. Contract Administration**

The CA Firm shall provide the Construction Contract Administration Services listed below:

- Provide technical assistance in the procurement of a Design A/E Firm and a Prime Construction Contractor.
- Provide technical assistance in the scheduling and conducting of pre-bid and pre-construction conferences.
- Review and recommend approval of shop drawings, samples, layouts, schematics, descriptive literature, illustrations, schedules, performance and test results/data and similar materials furnished by the construction contractor
- Coordinate Sustainability requirements and complete all the required credit templates and other documentation for the Justice Center Complex to be awarded LEED certification at the Silver level. Submit completed final sustainability checklist.
- At the completion of construction, complete and submit to the Green Buildings Certification Institute (GBCI) all required LEED documentation including completed credit templates and follow-up information for the LEED certification.
- Provide site visits as determined by the OST-DPS.
- Prepare as-constructed documents.
- Provide one-year warranty inspection services
- Provide software and training for the owner that will enable the project stakeholders to access a comprehensive online system for exchanging, reviewing, and archiving construction drawings, specifications, submittals, RFIs, RFQ, and other construction communications. (i.e., Submittal Exchange)

## **2. Construction Management**

The CM Firm shall provide the following Construction Management Services:

- Provide engineers or architects to perform special inspections for foundation systems, plumbing systems, masonry, cast-in-place concrete, welding or other specialized inspections determined by OST-DPS. Provide trip/inspection reports to OST-DPS.
- Provide office services and support to the CMR
- Make site-visits as determined by the OST-DPS
- Or any other services as required and defined by OST-DPS
- Inspect the work of the Construction Contractor for progress, workmanship, and conformance with the contract documents and existing codes
- Chair on-site meetings with the Construction Contractor, BIA and OST-DPS representatives. Minutes of meetings will be provided to the OST-DPS via email
- Prepare weekly inspection reports via email
- Provide technical assistance and support to the OST-DPS relative to submittals, RFIs, RFPs, RFQs, preparation of cost estimates for construction contract modifications, and assist in the negotiation of cost proposals
- Confirm certified payrolls have been submitted for all workers
- Perform quantity surveys, review and verify the Construction Contractor's monthly progress payment requests
- Receive, log and review submittals/shop drawings for completeness and accuracy. Distribute for evaluation and track submittals through completion of the process.
- Accept or reject Informational Submittals
- Assist in resolution of request for information (RFIs), draft recommended responses, track and follow-up on RFIs
- Review Construction Contractor's Quality Control (QC) daily reports for accuracy and completeness. Send all QC daily's to the OST-DPS. Complete a CMR Daily Diary. Take project photographs documenting project progress and or problems.
- Review and verify that the Construction Contractors' project record drawings are updated
- Assist in resolving disputes that may arise due to the interaction between the Construction Contractor and other project stakeholders
- Review and document Construction Contractor's claims for additional cost and/or time.
- Prepare draft completion report
- Coordinate regular, special and final inspections with the BIA Project Manager.
- Perform other duties as determined by OST-DPS

## **3. Building Commissioning**

The CA/CM Firm will provide the services of a Commissioning (Cx) Authority during the BIA Contractor's planning and 40% design, during the OST-DPS's completion of the Construction Documents, during construction and during the post-construction phase of the project until the end of the warranty period. The CA/CM Firm shall work with the BIA's Project Manager to

coordinate the Cx services during all phases of the project. In turn, the Cx will provide the CM daily inspection, tracking, and monitoring reports and documentation throughout the duration of the construction contract. These will be reviewed by the OST-DPS or their designee.

## **QUALIFICATIONS INFORMATION AND FORMAT:**

1. Provide the following information about your company:
  - a. Name of Firm
  - b. Address of Firm
  - c. Telephone and Fax Numbers
  - d. Email Address
  - e. Website
2. Brief History of Firm
  - a. Size of Firm/Staff
  - b. Years in Business
  - c. Organization Chart of Firm
  - d. Distance from Project Site
  - e. Experience with on-reservation construction (if any).
  - f. Experience with similar projects.
  - g. Bonding capability for a project this size.
3. Management Team Background
  - a. Principal in Charge
  - b. Staff who would be Assigned to this project and any experience they have with detention and court house construction.
  - c. Project Manager
  - d. Resumes of Team Members
    - i. Name
    - ii. Office Location
    - iii. Phone Number
    - iv. Years of Service with Firm
    - v. Education
    - vi. Professional Experience
    - vii. Pertinent Experience
  - e. Consultants on Project
4. Representative Projects – List a minimum of five (5) projects managed by your firm that best represents a similar scope, budget, program and complexity. For each project, please include:

- a. Completion Date
  - b. Name and Location
  - c. Budget
  - d. Graphic Description
  - e. Photographs
  - f. Total Square Footage and square foot cost
  - g. Owner – Contact Information
  - h. Prime Contractor – Contact Information
5. Licensure
- a. Is the Project Leader Licensed in South Dakota
  - b. Has the Project Leader’s License, the company’s license or any of the proposed team members’ licenses been suspended at any time- if so explain.
6. Legal Proceedings
- a. Identify and explain the status or outcome of any past or on-going bond, insurance or legal proceedings (including arbitration, complaint, or court action) filed against your firm for any project in the past ten years.
7. Show how your firm is sensitive to the cultural aspects of working with Native Americans and Tribes in team building for projects of this type.
8. Explain what unique qualifications your firm possesses and why it should be selected for this project.

**RATING SYSTEM:**

Your firm shall be rated in accordance with the following questions and point assignments. The Firms with the top five evaluation scores shall be asked for further information to include a cost proposal and they will be scheduled for an interview. This notification will be sent to each of the five firms with the time and date for your interview noted.

RANKING CRITERIA	WEIGHT
1. Prior successful correctional and court planning/design/management experience on and off Indian Reservations.	20 Points
2. Staff experience and team qualifications with type of construction	20 Points
3. Technical and management competence	20 Points
4. Sensitivity to Native American culture of the area	5 Points
5. Bonding/Insurance Capacity/History	10 Points
6. Availability and Location	5 Points
7. Project teaming approach	10 Points

8. Building Commissioning	10 Points
TOTAL	100

**CONTACT AND SUBMITTAL INFORMATION:**

The information packet must be submitted to the following address by the close of business (4:30 PM MST) December 22, 2009 no late or faxed information will be accepted:

Oglala Sioux Tribe, Department of Public Safety  
Roxanne Two Bulls, Grants and Contracts Manager  
4 Way Stop Club Building  
P. O Box 300  
Pine Ridge, South Dakota 57770

Phone: 605-867-8120

Six copies of the RFQ shall be submitted and shall be bound or in three ring binders in the format listed above.

If you have any questions concerning information to be submitted please contact Ms. Roxanne Two Bulls as shown above.