



**NIMIIPUU COMMUNITY DEVELOPMENT FUND**

**REQUEST FOR PROPOSAL (RFP)  
ARCHITECTURAL DESIGN & STUDY**

**ISSUED BY:**

**JONELLE YEAROUT, EXECUTIVE DIRECTOR**

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**P.O. Box 114 / 95 AGENCY ROAD  
LAPWAI, IDAHO 83540**

**ISSUED: APRIL 8, 2024**

**DUE: BY 4:00 PM, APRIL 26, 2024**

## 1. BACKGROUND

The Nimiipuu Community Development Fund (NCDF) is currently accepting proposals for architectural services for the construction of a new NCDF Business Incubator and NCDF Offices. This RFP is seeking services for concept/preliminary design and final design.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations; conduct a fair and extensive evaluation based on criteria listed herein and select the candidate who best represents the direction the NCDF wishes to go.

NCDF is a Native 501(c)(3) nonprofit Community Development Financial Institution (CDFI). Dedicated to fostering equitable economies in Native community, namely the Nez Perce Reservation and surrounding rural communities. Native CDFIs play a vital role in providing loans, extending credit to thriving businesses, creating employment opportunities, offering culturally competent financial coaching, and broadening access to new prospects.

In 2022 NCDF completed its Business Incubator Feasibility Study. Link to incubator study **SITE LOCATION hyperlinked [HERE](#)**.

Incubator site location for this study is within the City of Lapwai boundaries at Block 3 lots 4,5&6

Carter's Addition Lapwai, Idaho

Each lot is 142' x 49.74' , three lots = 21,189.24 sq'. = 0.486438 acres

**TBD - 205 E Birch Avenue, Lapwai, Idaho 83540**. This lot we consider the development of space for our incubator building and offices that include infrastructure needs, costs, parking, and development.

## 2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 4 pm PST April 26, 2024. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in the proposals must be all-inclusive to include any contracted work. Any proposals which call for contracting work must include the name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be included in a contract agreement subject to review by the NCDF attorney and will include scope, budget, schedule, and other necessary items pertaining to the project.

## 3. PROJECT PURPOSE AND DESCRIPTION

The scope of this project includes design services to determine vision of NCDF Business Incubator and construction cost estimate. Developing a process for suit to build, that includes draft RFP for

contract requests for proposals and bidding, overseeing contractors selected and construction management services, as well as serving as the liaison between the contractors and subcontractors and the Owners. The Owners being the Board of NCDF, and the Business Incubator Project Team being designated by the Board of Directors to steward these projects to successful completion. Project management firms will solicit bids and the NCDF will contract directly with these firms unless otherwise agreed to by both parties.

**Building Goals** The selected firm will be encouraged to provide guidance and recommendations toward designing a Business Incubator Building that will best meet the needs of the community as a completely new construction. NCDF has identified the following goals:

- NCDF Business Incubator should include office space to better accommodate current NCDF staff, future staff, training space, business desks, visitors, and community meetings. Other needs include additional meeting space, larger Board chambers, CDFI lending/loan closing space, restroom facilities, storage, security measures including interior and exterior cameras and a break room. Adequate parking to accommodate the space as well as proposed improvements to accommodate parking and access.
- Business Retail space for tenants based on the incubator study.
- Facilities should be designed to maximize functionality, durability, and account for and allow future growth.
- Facilities should embrace sustainable design practices that emphasize energy efficiency as well as renewable and redundant energy sources.

### **Scope of Services / Development Phases**

Each firm will submit a Scope of Services with their proposal. The Scope of Services listed in this section is intended to give firms direction and understanding as to what the NCDF values. Firms are encouraged to tailor their proposed Scope of Services as they see fit to deliver a process that balances timeliness, cost efficiency, input, exploration of options and best practices for a municipal building.

**General:** The selected architect shall work closely as a part of the project team to develop a design for the facility that meets the needs of NCDF and business incubator. This objective will be accomplished through frequent and routine communication and meetings of the project team, a series of design review workshops, and close coordination with NCDF staff.

**Phase 1: Preliminary/Concept Design and Opinion of Probable Cost – Full Project Complete** a space needs assessment to verify building size and site requirements. The architect shall inspect the existing facilities..

**Conceptual Site Layout:**

- Architects shall develop alternative layouts for the project on the preferred site. The site layout shall be consistent with the Building Goals set forth by the NCDF and Business Incubator Feasibility Study.

- The layout of the site needs to account for the parking needs of the building and any existing public parking that may be displaced by the project.
- Surveying – map the site to 100 feet outside the limits of disturbance in sufficient detail for all planning and design purposes. Map shall include all surface features, utilities – both buried and overhead, and any other relevant information necessary for the work.
- Geotechnical Investigation - provide geotechnical and foundation evaluation investigations as a part of the site development.
- Building location and configuration will be evaluated in conjunction with the site plan to use available space and allow opportunity for future growth efficiently and effectively.
- Environmental issues: The site design shall be sensitive to and shall protect the surrounding environment.
- Grading and StormWater Management – Grade the site and design adequate stormwater management facilities to minimize the risk of flooding or excessive ponding.
- Utilities - Provide for all required utilities and where feasible, install all utilities underground. Site utilities shall include but not be limited to: water, sanitary sewer, storm sewer, telephone, electric, cable TV, fiber optics, site lighting, site communications and potential backup power. Coordinate with relevant contractors.
- Landscape Design: Provide a landscape design for the facility that will be attractive, low maintenance, and consistent with conventional landscaping standards for a downtown office building. Landscaping should consider best practices in contributing to effective stormwater management.
- Drawings: Develop drawings that illustrate the design concepts being proposed to allow the NCDF Board to review and approve the plan. Drawings shall include but not be limited to site plan, floor plan(s), elevations, and colored renderings.
- ADA Compliance: Take special care to accommodate for accessibility needs paying particular attention to the Americans with Disabilities Act. Designing only to the minimum requirements of State Code or ADA standards may not be sufficient.
- Energy Conservation: Designs shall emphasize energy conservation and consider LED concepts. Develop a report analyzing initial cost versus operating cost to demonstrate energy efficiency and life cycle costing. The report should include a brief description of applicable 3rd party funding programs or incentives (ex. Focus on Energy). Consideration of solar power should also be considered, and options provided.

Constructibility issues: The Architect shall be fully responsible for the constructibility of the proposed site features and structures. The Architect shall coordinate the preliminary design of all the mechanical, electrical, and plumbing (MEP) work to avoid conflicts between the respective MEP systems and confirm they will all fit into the allotted space. Notwithstanding any recommendations or approvals by the NCDF Board of Directors, the Architect shall not be relieved from responsibility for the workability and suitability of the design and all details. Note that TERO and other tribal laws may apply.

The following criteria will be followed during any construction projects:

**Pre- Development Phase**

- **Assist with selection of contractors to conduct feasibility studies and needs assessment, and business plans as necessary.**
- **Assist with selection of contractors to undertake predevelopment exploratory research as needed on subject properties such as NEPA, cultural resources, geotechnical, and surveys.**
- **Please note if you are Native American owned or managed and experience working for tribal entities or in Indian Country.**

**Design Phase**

- Assist with the RFP and selection of the Architect/engineering firm for infrastructure & housing development.
- Coordinate selection process for all contractors and vendors including contract negotiations.
- Make design recommendations relating to constructibility, cost effectiveness and suitability and develop cost estimates.
- Coordinate project permitting process and ensure all permits are submitted as required.
- Coordinate with the contractor and TERO office to develop and implement a plan to maximize Tribal hiring.
- Coordinate with other governmental agencies for appropriate planning and requirements.

**Construction Phase**

- Act as Owner's Representative and liaison between the contractor and design consultants as appropriate.
- Conduct project meetings and ensure that accurate meeting records are produced.
- Review and make recommendations to the Owner related to contractor's Requests for Information (RFI) and Change Order Requests (COR).
- Monitor project schedule and take appropriate action to ensure compliance with agreed milestones and completion dates.
- Monitor construction costs and take appropriate action to ensure compliance with the agreed construction budget.
- Monitor project quality and take appropriate action to ensure compliance with contract documents.

- Review and make recommendations to Owner for approval of progress billings.
- Coordinate other project consultants such as Commissioning Agent, Building Envelope Consultant, Testing/Inspection Firm and FF & E consultants.

**Warranty and project closeout phase**

- Manage project closeout process to insure timely and acceptable completion of punch-lists, as-built drawings, O & M manuals, occupancy permits and final payment releases.
- Maintain files of all pertinent correspondence and documentation.
- Facilitate timely response to issues throughout the 12-month warranty phase.

**Other Duties**

- Consultant will perform other duties related to the planning and construction of the various housing projects as assigned by the Owner and agreed to by the Consultants.

**4. REQUEST FOR PROPOSAL AND PROJECT TIMELINE**

**Request for Proposal Timeline:**

All proposals in response to this RFP are due no later than 4 pm PST April 26, 2024.

Evaluation of proposals will be conducted from April 29, 2024, until May 6, 2024. If additional information or discussions are needed with any bidders during this 10-day window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than May 10, 2024.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by May 17, 2024.

Notifications to bidders who were not selected will be completed by May 13, 2024.

**Project Timeline:**

Project initiation must be started by May 20, 2024.

Project completion must be completed by November 1, 2024.

**5. BUDGET**

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC) or monthly recurring costs (MRC). Pricing should be listed for each of the following items in accordance with the format below:

NCDF Business Incubator/Office space	NRC	MRC
Other Duties not listed above	NRC	MRC

NOTE: All costs and fees must be clearly described in each proposal. All NRC should be detailed including proposed subcontract work. Please include the cost for any possible change orders.

**Total budget for this project is \$55,000.**

## **6. BIDDER QUALIFICATIONS**

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in planning, building, and successful completion of past projects.
- List of how many full time, part time, and contractor staff in your organization.
- Testimonials from past clients on your company's work.
- Anticipated resources you will assign to this project (total number, role, title, experience).
- Project management methodology.
- Local involvement and history of working with Tribal Communities.

## **7. PROPOSAL EVALUATION CRITERIA**

NCDF will evaluate all proposals based on the following criteria. Your proposal should follow the format below and should be less than 20 pages, single sided, minimum 11-point font. Divider sheets are required and will not be included in the page count. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria in:

- Firm Background (10 points): Describe your firm including ownership structure, service area, volume of project management services, length of time in the industry and financial stability.
- Local Knowledge (10 points): Describe your understanding of the locality of the project site and the unique considerations of working on the Nez Perce Reservation. Describe your firm's plan to help maximize the economic impact on the Tribal community. Provide specific examples of your track record.
- Previous experience and work (10 points): Provide recent experience on similar facilities, clearly noting work performed. Provide reference contact person and telephone number for these projects.
- Staffing plan (25 points): Provide a detailed and specific discussion of your firm's proposed staffing plan. Include an organizational chart, description of staff roles, resume and other relevant information. Describe your plan to effectively provide services on several concurrent projects.
- Approach (15 points): Provide a general discussion of your management philosophy. Include a description of your firm's involvement from the planning phase through the completion of the project. Provide examples of your methods to ensure quality, budget, and schedule control.
- Value and cost (25 points): Provide a detailed breakdown of your proposed fee, clearly stating any items not covered by your fee. State whether your proposed fee is a lump sum or not-to-exceed amount.
- Indian Preference and TERO Certification (5 points): Provide documentation to confirm your firm is at least 51% Native-owned and that your firm is certified as Native-owned by the Nez Perce TERO program.

- Total points possible: 100

**Confidentiality:**

All proposals shall become the property of the NCDF once submitted. If any of the material you provide is confidential or is a proprietary trade secret, mark that material with a “Confidential” stamp. NCDF will attempt to keep such information confidential.

**Conflicts of Interest:**

Firms submitting a proposal in response to this RFP must disclose any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm or other persons relative to the services to be provided under the agreement for architectural and construction management services to be awarded pursuant to this RFP. If a firm has no conflicts of interests, a statement to that effect shall be included in the proposal.

**Signature and Costs:**

The proposal shall be signed by an official authorized to act on behalf of the firm and shall expressly state the proposal is valid for a period of 90 days from the date. NCDF is not responsible for any costs incurred by the firm in preparing or submitting the proposal. This includes certifying the pricing will remain in effect and unchanged for this time period.

Each bidder must submit 2 copies of their proposal to the address below by April 26, 2024, at 4 pm PST:

**Rejection of Proposals:**

NCDF reserves the right to reject any and all of the responses submitted as result of this RFP. NCDF does not intend to award a contract solely based on responses received to this RFP.

**Point of Contact**

All communications and questions regarding this project should be directed to:

Jonelle Yearout, Executive Director  
Nimiipuu Community Development Fund  
PO Box 114 / 95 Agency Road  
Lapwai, ID 83540