



CHEROKEE ELDER CARE

keeping PACE with today's healthcare needs
eldercare.cherokee.org
eldercare@cherokee.org
TTY: 800-453-0353

1387 W 4th Street
Tahlequah, OK 74464
Phone: 918-453-5554
Fax: 918-431-4112

Procurement #CEC005_20231101

TITLE: Solicitation: Bids accepted for Architect fee and retention for analysis of current structure and expansion of 1387 W. 4th Street; Tahlequah, OK 74464.

STATUS: Active

OPEN DATE: April 3, 2023

CLOSE DATE: April 28, 2023

ARCHITECTURAL & ENGINEERING DESIGN SERVICES REQUEST FOR PROPOSALS (RFP)

DESCRIPTION: Project best utilization of available campus area to expand current ADHC and Clinics, with a written report of findings.

DETAIL: Cherokee Nation Comprehensive Care Agency, d.b.a. Cherokee Elder Care, (CEC) is seeking bids from the Architectural Community preferably a TERO vendor; to analyze the current Adult Day Health Center (ADHC) and attached Clinic for expansion.

CEC is requiring a descriptive narrative from the firm that is awarded. The narrative should include, but not be limited to, suggested expansion square footage needed to coincide with requests outlined by CEC and their designee.

The vendor awarded must follow Tribal rules and regulations and submit a bid summary including any travel, or miscellaneous expenses for this Procurement.

BUYER CONTACT

INFORMATION: Thelma Pittman, MBA
CFO/Treasurer
Thelma-pittman@cherokee.org

ENTITY: Cherokee Nation Comprehensive Care Agency, d.b.a. Cherokee Elder Care

AWARDS: Notified by Cherokee Elder Care Administration



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**CHEROKEE NATION COMPREHENSIVE CARE AGENCY
D.B.A. CHEROKEE ELDER CARE, (CEC)
ARCHITECTURAL & ENGINEERING DESIGN SERVICES RFP**

The Cherokee Elderly Care (CEC) located in Tahlequah Oklahoma is accepting written proposals from qualified firms to provide architectural and engineering services.

RFP proposals shall be submitted no later than 2:00 PM on April 28, 2023. Include One (1) copy of your proposal and one (1) electronic copy in PDF format on a USB drive.

Thelma Pittman, MBA
CFO/Treasurer
Thelma-pittman@cherokee.org

Proposals shall be clearly marked on the as:

**“CHEROKEE NATION COMPREHENSIVE CARE AGENCY, D.B.A. CHEROKEE ELDER CARE, (CEC)
ARCHITECTURAL & ENGINEERING DESIGN SERVICES RFP”.**

All proposals will be reviewed and vetted by the CEC Selection Committee. The CEC Selection Committee reserves the right to select a successful firm after a review and analysis of the written proposals received. The Selection Committee also reserves the right to consult with third-party representatives and employee representatives to advise the Selection Committee during the review and analysis process.

A “Short List” of respondents may be created by the Selection Committee. Any respondent may be requested to meet with the Selection Committee, Tribal Executives, or third-party representatives of the CEC for a presentation. Presentations are intended to further explain the qualifications, experience, and approach to the RFP. The selected firms will be notified of the time and date of the presentations.

The Cherokee Elderly Care shall to the greatest extent feasible provide Native preference to Native American enterprises and Native American-owned businesses per the TERO requirements. Native preference will be given to firms that provide proof of Native American ownership constituting not less than 51% of the enterprise. Native American preference will be given only to RFP respondents who provide proof of a Certificate of Degree of Indian Blood (CDIB) or official proof of enrollment in a Federally recognized Tribe.



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*****Intent to Submit Proposal*****

All interested Respondents shall submit a “Letter of Intent” or expression of interest via email to CEC (Thelma Pittman at Thelma-pittman@cherokee.org) no later than 2:00 PM CT on April 12, 2023. The letter of intent shall inform the Owner of their intent to submit a proposal. Only respondents that submit a letter of intent or expression of interest will be considered responsive.

I. Purpose and Objective

The Cherokee Elderly Care located in Tahlequah Oklahoma (herein referred to as “CEC”) is seeking proposals from a qualified firm (herein referred to as “Respondent”) to provide architectural services related to but not limited to the programming and preliminary budgeting phases of the project deemed to be in the best interest of the CEC.

The CEC has identified the following objectives:

- Identify the necessary expansion capabilities of the current CEC site.
- Identify any potential infrastructure impacts that may require upgrades or improvements to existing utilities or equipment.
- To ensure any future facilities expansion will comply with CEC’s operational requirements.
- To maximize efficiency in facilities utilization for the CEC.
- To address identified facility/departmental needs in the CEC in an efficient cost-effective manner.
- To provide healthcare facilities that support the CEC’s vision for healthcare participant services.



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II. Project Overview

The Cherokee Elderly Care (CEC) is committed to helping elders be as healthy as possible for as long as possible. Our goal is to help participants remain safely in their homes and the community for as long as it is medically and socially feasible. Cherokee Elder Care (CEC) is a Program of All-Inclusive Care for the Elderly (PACE). This Model of care is based on the successful On Lok program in San Francisco. CEC PACE is a different kind of health care program in that it offers a more personal way of receiving health care. By focusing on each participant's unique medical needs, we arrange for doctors, nurses, and other special medical personnel to provide care to our elders, as well as a place in which this care can be provided.

The CEC currently operates out of an approximately 27,000 sq. ft. facility. CEC operates primary care clinics, physical therapy, occupational therapy, speech and audiology, dietary, social services, wound care, patient and family education, preparation, administration and dispensing of medications.

CEC prepares and provides onsite meals to participants, hosts activities and special events that commonly include family members. Additionally, CEC provides transportation services for our participants.

CEC is currently on a 10-acre site in Tahlequah, OK.



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III. **Scope of Services**

- a) The scope of preliminary programming and design services, includes structural, mechanical, electrical, plumbing, and site/civil engineering services including hydrology studies for existing and future water service demands that may include a water tower, landscaping, energy modeling/analysis, food service, low voltage (LV) technology, and security integration and management, shall be provided by the A/E.
 - b) Participate in and follow directives conveyed in the programming work sessions in collaboration with CEC's designated representative.
 - c) Provide all necessary personnel, resources, and sub-consultants to complete the specified design work to the satisfaction of CEC. The A/E will refine the program, establish departmental needs, and define the project scope. This phase will include attendance of meetings with CEC, and stakeholders for program development/refinement.
 - d) The CEC is requesting the A/E firm to recommend feasible options for the program to utilize energy-efficient design standards.
 - e) The A/E shall provide a preliminary floor plan for the proposed expansion of the existing CEC building.
 - f) The A/E shall also provide a budgetary cost estimate based on the preliminary floor plan and related infrastructure upgrades for CEC's review and consideration.
- **Coordination with CEC's 3rd Party Consultants and Local AHJs**
The A/E's scope of services shall include coordination with any 3rd party consultants and local AHJ including but not limited to the following:
- a) Geotechnical Engineering
 - b) Site Survey
 - c) Commissioning
 - d) IT/LV
 - e) City of Tahlequah (Code Enforcement and Utility Departments)
 - f) Local/State Fire Marshal
 - g) Local utility providers



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IV. RFP Timeline

RFP issued for Cherokee Elderly Care A/E Services	April 3, 2023
Letter of Intent due to CEC (Date and Time)	April 12, 2023 – 5 PM
Information Meeting and Tour – Cherokee Elderly Care, 1387 W. 4 th Street; Tahlequah, OK 74464	April 17, 2023 – 10 AM
Last date/time to submit questions regarding RFP	April 19, 2023 – 2 PM
Proposals due to CEC	April 28, 2023 – 2 PM

- V. **Proposal Criteria & Requirements:** The following mandatory information is to be included in the respondent's proposal:
- a. **Tab 1 – Firm Qualifications:** Describe the general qualifications of A/E firm as they relate to this project including, but not limited to, energy-efficient building design, healthcare, Program of All-Inclusive Care for the Elderly (PACE) program/facility, and previous work with a tribal nation.
 - b. **Tab 2 – Staff Qualifications:** Submit resumes showing the relevant experience of key personnel assigned to this project. Specify the role of each key staff member in the project. Respondent shall include a project-specific Organizational Chart with the proposed staff. The Org Chart shall include:
 - a. All proposed team members
 - b. Titles for each team member
 - c. Hourly rates for each team member
 - c. **Tab 3 – Previous Experience:** Provide a list of clients, including name, address, contact person, and telephone number for whom similar or related design services have been provided within the last five (5) years. Include a brief description of the project(s), the name of the project manager(s), and other staff members that were assigned and their role(s) in the project.



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- d. **Tab 4 – Sub-Consultants:** Provide a list of all 3rd Party and Sub-Consultants to be utilized for the project. Provide a list of individuals or firm names, specific disciplines, addresses, contact persons, and telephone numbers for whom similar or related design services have been provided within the last three (3) years. Include a brief description of the project(s), the name of the project manager(s), and other staff members that were assigned and their role(s) in the project.
- e. **Tab 5 – Project Understanding:** Provide a brief narrative regarding the location of the individual or firm, proximity to the CEC, and your familiarity with the area.
- f. **Tab 6 – Project Approach:** The A/E shall demonstrate the firm's understanding of the scope of work and shall summarize the planned approach to completing the scope of work.
- g. **Tab 7 – Schedule:** Provide a proposed conceptual schedule with activity durations and milestone deliverables.
- h. **Tab 8 – Native Preference:** Provide proof of ownership constituting not less than 51% of the enterprise.
- i. **Tab 9 – Required Documents:**
 - a. Qualifications Affidavit (included in this RFP)
 - b. IRS Form W-9
 - c. Certificate of Insurance
 - i. Respondents shall provide a standard Acord certificate indicating their standard policies and coverage limits. CEC may request specific policies and coverage limits later.



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j. Tab 10 – Litigation and Claims:

- a. List any litigation you are/were the plaintiff or defendant for the past five (5) years.
- b. List any litigation you are/were involved in related to a tribal nation or tribal-owned entity.
- c. Are you or were you involved in any criminal investigation concerning embezzlement, fraud, dishonesty, or other financial crimes in the past seven (7) years?

k. Tab 11 – Fee Proposal & Reimbursables: Respondents shall submit their proposal on the Fee Proposal Form (included in this RFP)

- a. Fees shall include ALL meetings required to facilitate the architectural services to complete this project.
- b. Respondent shall describe any additional cost (not included in the base fee) as a reimbursable cost for the CEC's consideration. Reimbursable costs shall be presented as a line-item breakdown identifying hard costs and estimated costs i.e. trip charges, FFE planning, renderings etc.

IX. Proposal Evaluation/Selection Process/Agreement and Award

The Selection Committee consists of individuals selected by CEC who will review the responses. Responding A/E(s) will bear all costs of this RFP and interviews if any. The proposal evaluation will follow these guidelines:

- Proposals will be reviewed using the following criteria /elements:
- Conciseness, responsiveness, and completeness of the proposal to the information
- requested, objectives, and deliverables outlined in the RFP
- Consultant/Supplier Diversity inclusion
- Fee Proposal/Cost: Overall fee/billing rates
- Prior experience, Qualifications, References, Past Performance of A/E
- Experience/Expertise in Adult Care and Healthcare Projects



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Evaluation of the Respondent's submittal will be conducted based on the following:

- Qualifications & Experience (30 points)
- Design Team (25 points)
- Project Understanding & Approach (25 points)
- Completeness of Submittal (15 points)
- Native Preference (5 points)

At the CEC's discretion, to further assist in evaluation, some, one, or all the responding A/E(s) and/or individuals may be requested to participate in an interview process.

A/E(s) shall submit a fee proposal using the Fee Proposal Form provided with this RFP. At the CEC's discretion, it may directly negotiate with the best-qualified A/E on the final scope and fee.

The CEC may investigate the qualification of any individual or A/E under consideration, require confirmation of information furnished, and require additional evidence of qualifications to perform the services described in this RFP. The CEC also reserves certain rights, including, but not limited to, the following:

- a. Reject any or all the proposals
- b. Issue subsequent Requests for Proposals
- c. Cancel the entire Request for Proposal
- d. Remedy technical errors in the Request for Proposal process
- e. Appoint evaluation committees to review qualifications and proposals
- f. Seek the assistance of outside technical experts in evaluation
- g. Approve or disapprove the use of consultants.
- h. Establish a short list of A/E(s) eligible for discussions after reviewing the RFP.
- i. Negotiate with any, all, or none of the A/E(s)
- j. Solicit best and final offers from all, some, or one of the A/E(s)
- k. Award a contract to one or more A/E(s)
- l. Waive informalities and irregularities in RFP
- m. Award without discussion

Selection will be based upon a determination as to which proposal is in the best interest of the CEC.



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This RFP shall not, in any manner, be construed to be an obligation on the CEC to execute a contract or result in any claim for reimbursement of cost for any efforts expended in responding to the RFP or in anticipation of any contract.

Award of Agreement. Upon the completion of the selection process, the CEC shall notify all A/E(s) of the selection and the successful A/E shall execute the AIA Document B101 - 2017 Standard Form of Agreement Between Owner and Architect, as mutually agreed and included in these RFP Documents (the "Agreement"). A/E's Proposal and Fee shall be based on the terms of the Agreement as contained herein.

X. Submittal Requirements

Any questions concerning this RFP must be submitted via e-mail on or before April 19, 2023, at 2:00 PM to:

Thelma Pittman, MBA
CFO/Treasurer
Thelma-pittman@cherokee.org

Proposals to this RFP shall be received by Thelma Pittman at the CEC no later than 2:00 PM on April 28, 2023. Include One (1) copy of your proposal and one (1) electronic copy in PDF format on a USB drive. Please address:

ATTN. Thelma Pittman
Cherokee Elderly Care
1387 W. 4th Street; Tahlequah, OK 74464

Please list all partners of the firm if the Respondent is submitting as a Joint Venture or Partnership. Proposals received after the date and time specified will be returned unopened. All proposals will become the property of the CEC.



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FEE PROPOSAL FORM

CHEROKEE ELDERLY CARE TAHLEQUAH ARCHITECTURAL & ENGINEERING SERVICES RFP

A/E: _____
Address: _____
Contact: _____
Telephone: _____
E-mail: _____

Please state the fee for this project below:

FEE FOR ALL PHASES OF THE PROJECT – Programming and preliminary budgeting phases. The Fee shall be expressed as a LUMP SUM FEE.

Proposed Fee: \$ _____

REIMBURSABLE COST BREAKDOWN FOR ALL PHASES OF THE PROJECT – **Respondents shall include a line-item breakdown per phase as an attachment to this Fee Proposal Form.**

The undersigned attests that the information contained within the proposal is accurate to the best of his/her knowledge and that the A/E he/she represents. If selected, agrees to incorporate the requirement of this RFP in the final contract with the CEC.

Authorized Signature and Date:

Printed Name: