

April 19, 2024

To: SOTA/ Online – April 22, 2024- May 3, 2024 run 2 weeks

Attn: Property & Supply

From: Procurement Office

Re: Request For Proposals

**Requesting sealed proposals for:**

The Sisseton Wahpeton Oyate (SWO) Property & Supply is requesting the services of a design build from an Engineer- Design firm to perform services for a new Property & Supply warehouse located in Agency Village, SD.

**Scope of Work:**

SWO intends to enter into a contract with the selected firm to complete the design of the described project.

1. Site Work- Site improvements including but not limited to utilities, pavement, landscaping, dirt work required.
2. Building Construction- Construction of 200 x 80 warehouse which including but not limited to: concrete flooring, spray foam insulation, electrical plan, HVAC, one bathroom, two loading docks, storage space upstairs (60x80) with lift, 5 office spaces, secure shipping and receiving area, and Motor pool area with office (40x60).

**Information to Include in the RFP:**

Consulting firms responding to this RFP are to provide the following in their SOQ:

1. Project Understanding
  - a. Proposed Statement of Work
2. Staff Qualifications
  - a. Team Organization
  - b. Key Personnel Qualifications
3. Firm Qualifications
  - a. Firm History
  - b. Grant Program/Funding Experience
  - c. Relevant Project Experience
  - d. Demonstration of Business Law Services
  - e. Hourly Rates

**Evaluation of RFPs:**

The Tribe reserves the right to evaluate RFPs received in response to this RFP in a way that best suits the interest of the Tribe and the project's schedule. While a de finite schedule for the project has not been determined, the Tribe seeks to proceed with the project expeditiously and may choose to select a Firm for the project on the basis of its SOQ without soliciting proposals from other firms.

1. Price- (20 pts)
2. Qualifications & Experience- (20 pts)
3. Capacity to perform- (20 pts)
4. Capacity to meet delivery dates- (20 pts)

5. Indian Preference (10pts)

**Terms and Conditions:**

The Tribe reserves the right to reject any or all proposals. The selected vendor will be required to sign a contract outlining the terms of the engagement. Items that will be required:

1. SWO Business License
2. W-9 form
3. Liability Insurance
4. Workman's Comp Insurance
5. TERO Certification
6. Performance Bond (100%)
7. 20% Bid Bond

**The deadline for RFP submittals is May 3, 2024 at 4:00 pm CST. Interested firms shall submit 2 copies of their RFP to:**

**Contact the Procurement Office for specifications: [VVallie@SWO-NSN.GOV](mailto:VVallie@SWO-NSN.GOV)**

**Please submit sealed proposals to: SWO Procurement Office**

**Attn: Vern Vallie**

**PO Box 509**

**Agency Village, SD 57262**

**By 4:00 pm on Friday, May 3, 2024**

All interested parties acknowledge that any Agreement executed and performed within the Tribe's exclusive jurisdiction is subject to the exclusive jurisdiction of the Tribal Court of Sisseton-Wahpeton Oyate of the Lake Traverse Reservation. All interested parties acknowledge that they must comply with the Sisseton-Wahpeton Oyate Ordinances: TERO Chapter 59 Requirements, Wage Rates & Compliance Plan; Business License Ordinance Chapter 53 and Tax Ordinance Chapter 67; and Chapter 75 Sex Offender Registration.

