



Cahuilla Band of Indians Planning Department

REQUEST FOR PROPOSAL (RFP):

Cahuilla Band of Indians Resilience and Education Center

SEALED PROPOSALS MUST BE RECEIVED ON OR BEFORE:

May 29th, 2026 by 5:00PM

SEND SEALED PROPOSALS TO THE ATTENTION OF:

CAHUILLA BAND OF INDIANS

ATTN: TRIBAL COUNCIL

52701 HWY 371

ANZA, CALIFORNIA 92539

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PURPOSE

The Planning Department of the Cahuilla Band of Indians is seeking proposals from qualified professionals to provide comprehensive, conceptual, architectural design and engineering services. These services are required for the preparation of construction-ready documents for the Cahuilla Band of Indians Resilience and Education Center (CREC).

Cahuilla's Planning Department engaged deeply with the Cahuilla Tribal Community at Cahuilla's Annual Gathering, a Night Market and an online survey to gather their input and insights on the project. From the information collected during these community engagement opportunities, it was concluded the aim for this project is to develop detailed, construction-ready documents. These documents must be sufficiently conceptualized and complete to allow for immediate contractor bidding and the commencement of construction.

The envisioned CREC is more than an athletic facility; it is a communal hub designed to foster health, wellness, and unity within the Cahuilla Tribal Community. In addition to offering a variety of activities that promote healthy lifestyles, the CREC will serve as a center for education—providing programs on environmental stewardship, cultural preservation, emergency preparedness, and other vital topics.

While the CREC will primarily focus on wellness and education, it will also be designed with resilience in mind. In times of natural disasters or community emergencies, the facility can transition into a resilience center, offering shelter, safety, and essential resources. Ultimately, the CREC will be a vital gathering place—strengthening community bonds in daily life while standing ready to protect and support the Cahuilla Tribal Community in times of need.

Our commitment in this project is to increase transparency and inclusiveness, ensuring that the final design reflects the collective vision and needs of the Cahuilla Tribal Community.

BACKGROUND

Established by executive order in 1875, the Cahuilla Band of Indians is a federally recognized Indian Tribe, exercising the inherent sovereign right to self-governance.

The Cahuilla Tribal Government is organized democratically and operates in accordance with the customs and traditions of the Cahuilla people. The Cahuilla Tribal Government is comprised of the General Council, Tribal Council, and various Boards, Commissions, Corporations, and Committees. The Tribal Government's primary decision-making authority is the General Council which is comprised of recognized tribal members 21 years of age and older.

The five-member elected Tribal Council serves four-year staggered terms that embrace the legal authority and responsibility to protect and promote the welfare of Tribal Members and exercise jurisdiction of reservation lands. Cahuilla's various Boards, Commissions, Corporations, and Committees' role is to carry out specific governmental, economic, and community functions of the Tribe. The Tribal Government works collaboratively to promote the sovereignty and well-being of the Cahuilla Band of Indians.

Situated in Riverside County near Anza, the Cahuilla Reservation spans 18,884 acres. Of this,

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16,884 acres are individually owned by tribal members, while 2,000 acres are held in common by the Tribe, underlining a deep connection to the land and a commitment to collective stewardship.

This rich heritage and organizational structure underscore the Tribe's dedication to promoting health and healing, diversifying our economy, emphasizing sustainable practices, and perpetuating our culture through strong governance, setting the foundation for the proposed Sports Complex project.

PROJECT SCOPE

The purpose of this Request for Proposals (RFP) is to secure the services of a qualified architectural and engineering firm to lead the design, community engagement, and preparation of detailed construction documents for the Cahuilla Band of Indians Resilience and Education Center (CREC). The envisioned facility will be a multifunctional complex designed to support the education of early childhood development, health, wellness, cultural, and social needs of the Tribal Community.

Key program elements include:

- Placeholder space for a 16,000 Sq. Ft. building as part of Cahuilla's proposed Sports Complex.
- A large education and meeting area that can be divided into smaller rooms with partitions.
- A gymnasium featuring a full-size basketball court with two (2) cross-courts.
- An industrial kitchen to support community events and emergency needs.
- Men's and Women's locker rooms with lockers, restrooms and showers.
- A welcoming reception area.

Beyond meeting the community's physical activity needs, the CREC will serve as a cultural and social hub that reflects the Tribe's heritage while advancing its aspirations for future generations.

TASK 1: KICKOFF MEETING

Within two (2) weeks of the Notice to Proceed, the Consultant shall initiate, make the necessary arrangements, and assist the Cahuilla Planning Director (CPD), Cahuilla Finance Director (CFD) and Cahuilla Public Works Department (CPWD) in leading a project kick-off meeting. This foundational meeting is pivotal for setting the trajectory of the CREC project, aiming to align project stakeholders, including CPD, CFD, CPWD and other vital staff, along with the Consultant's project team, on key project parameters. The essence of this meeting lies in establishing clear and effective communication protocols, discussing the Consultant's proposed project approach to ensure it aligns with CPD, CFD and CPWD objectives, reviewing the budget and invoicing procedures for financial transparency, detailing the project schedule to confirm feasibility of key milestones, addressing statutory requirements, understanding essential data needs, and proactively identifying potential project barriers and opportunities. Furthermore, this session will highlight the Consultant's strategy for public outreach, ensuring community engagement is woven into the fabric of the project planning and execution phases.

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The Consultant bears the responsibility for the preparation of comprehensive meeting materials, including a draft agenda, PowerPoint presentations, and handouts, which are to be submitted to CPD for review at least three business days prior to the meeting. This preparation ensures all discussions are grounded in mutual understanding and agreement. During the meeting, the Consultant Project Manager and their leads will spearhead presentations on the project approach, budget, and schedule, facilitating a collaborative environment where Cahuilla Band of Indians Staff can voice expectations, concerns, and insights. Additionally, the Consultant will unveil a robust plan for establishing and maintaining ongoing communication with CPD, critical for the project's success.

A significant outcome of this meeting includes the Consultant maintaining a detailed list of all project participants, facilitating efficient and effective communication channels amongst all stakeholders. Moreover, the Consultant is tasked with recording and subsequently disseminating the minutes of the meeting, including a summary of discussions and action items, to CPD within five days following the meeting. These deliverables—comprising the kickoff meeting agenda, presentation materials, handouts, project participant contact list, and meeting minutes—are instrumental in ensuring that all parties involved have a clear understanding of the project scope, expectations, and the collaborative path forward.

This kickoff meeting is not merely a procedural formality but a crucial step in fostering a strong, cohesive team dedicated to the successful realization of the CREC project, setting a solid foundation for mutual respect, clear communication, and shared commitment among all project stakeholders.

Kickoff Meeting Agenda and Responsibilities

1. Welcome and Introductions

- Responsible: Cahuilla Planning Director (CPD) or Cahuilla Finance Director (CFD)
- Purpose: Set a positive tone and facilitate introductions.

2. Project Overview and Objectives

- Responsible: CPD
- Purpose: Provide a high-level overview of the project, emphasizing its significance and expected impact on the community.

3. Roles and Responsibilities

- Responsible: Consultant Project Manager (C) and CPD
- Purpose: Clarify the roles and expectations for both the consulting team and Cahuilla Band of Indians staff.

4. Review of Proposal and Scope of Work

- Responsible: Consultant Project Manager (C)

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- Purpose: Discuss the Consultant’s proposed approach, any clarifications, or adjustments, and confirm the final scope of work.
5. Communication Plan
- Responsible: Consultant Project Manager (C), with input from CPD and CPW
 - Purpose: Establish agreed-upon communication protocols, channels, and key contacts.
6. Project Timeline and Milestones
- Responsible: Consultant Project Manager (C)
 - Purpose: Present the detailed project schedule, highlighting key milestones, deadlines, and dependencies.
7. Budget and Invoicing
- Responsible: Consultant's Financial Manager or Project Manager (C), with CFD and CPD review
 - Purpose: Outline the project budget, invoicing schedule, and any financial protocols.
8. Risk Management
- Responsible: Jointly by the Consultant's Lead (C) and CPD
 - Purpose: Identify potential risks and discuss mitigation strategies, encouraging input from all participants.
9. Data Needs and Collection Plan
- Responsible: Consultant’s Technical Lead (C)
 - Purpose: Review requirements for data collection and management, outlining the approach and tools to be used.
10. Conclusion and Next Steps
- Responsible: CPW Project Manager and Consultant Project Manager (C)
 - Purpose: Summarize key decisions, confirm action items and responsibilities, and outline immediate next steps.

In conducting the kickoff meeting, the Consultant is entrusted with ensuring that all discussed items, as outlined above, are comprehensively covered. This responsibility extends to the development of project templates for each category of project deliverables, guaranteeing uniformity in format, layout, and overall design across various documentation types, such as reports, presentations, and Geographic Information Systems (GIS) layouts, displays, tables, and figures.

The essence of the kickoff meeting is to spotlight the Consultant's strategic approach to project management, administration, and technical execution. This forum provides an invaluable opportunity for CPD, CFD and CPW staff to gain insights into the proposed methodologies, articulate client expectations, and engage in constructive dialogue about the project's challenges, priorities, and anticipated outcomes. It is a foundational step towards cultivating a shared vision for the CCRC project, solidifying partnership roles, and delineating the project's scope and parameters.

A key component of this meeting includes establishing protocols for future project communications and budget management discussions. The Consultant is charged with the ongoing task of convening and steering meetings with the CPD and relevant stakeholders. Responsibilities encompass the preparation of meeting agendas, the generation of project status reports highlighting forthcoming activities, milestones, and deliverables, and the meticulous documentation of meeting discussions, including any concerns, action items, and specific corrective measures to address identified issues. Utilization of conference calls or video conferencing tools is at the discretion of the CPD to facilitate these engagements.

Critical to the project's forward momentum, the Consultant will articulate a detailed budget that is harmonious with the established project schedule. Regular updates to the schedule will be conducted at a minimum of bi-weekly intervals throughout the project duration, subject to the review and endorsement of the CPD. This includes a comprehensive listing of all tasks, subtasks, meetings, major milestones, and deliverables. Should adjustments to the project timeline become necessary, the Consultant is obligated to propose these amendments to CPD for timely consideration and response.

Within one business day following the kickoff meeting, the Consultant is to compile and forward meeting minutes, encapsulating the discourse and delineated action items. These minutes are to be submitted to the CPD for review and feedback.

Deliverables to be provided by the Consultant include:

- Kick-off meeting announcements.
- Kick-off meeting agenda.
- Kick-off meeting presentation materials.
- A comprehensive data collection plan.
- A contact list of project participants.
- An updated project schedule.
- A detailed budget and invoicing spreadsheet.
- This kickoff meeting, as outlined, is the cornerstone for what promises to be a collaborative, transparent, and effectively managed project, setting the stage for the successful realization of the Cahuilla Band of Indians Resilience and Education Center (CREC), aligned with the community's expectations and CPD and CPW's strategic objectives.
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TASK 2: DOCUMENTATION GATHERING AND SUMMARY PREPARATION

Task 2 is dedicated to the comprehensive gathering of existing documentation and reports pertinent to the CREC project and its surrounding area. This task aims to consolidate all relevant information that will inform the planning, design, and development phases of the project, ensuring that decisions are made with a full understanding of the site's characteristics, constraints, and potential.

Scope of Work:

Collection of Existing Documentation: The Consultant is required to collect all existing documentation related to the project site and any planned developments within its vicinity. This includes, but is not limited to, plans for additional recreational facilities, a government center located north of the center field, hydrology reports, and environmental assessments of the 2,000-acre area. The aim is to ensure a holistic understanding of the site and its environmental and developmental context.

Engagement with the Economic Development Corporation (EDC): Direct engagement with the EDC, Planning Department, Environmental Department, and the Cultural Department, to gather any plans or studies that have been conducted which might impact or enhance the project. This engagement is crucial for capturing a comprehensive view of future developments and potential synergies.

Review and Analysis: Conduct a thorough review and analysis of the collected documents to identify key findings, constraints, opportunities, and any critical environmental considerations that could impact the project. This analysis will form the basis for informed decision-making in subsequent project phases.

Summary Report Preparation: Prepare a detailed summary report of the gathered documents, highlighting essential insights, findings, and recommendations derived from the review and analysis. The summary report should be structured to provide clear, actionable information to CPD and project stakeholders, facilitating strategic planning and project development.

Deliverables:

- A comprehensive collection of all relevant existing documentation pertaining to the project area and adjacent developments.
- A detailed summary report of the documents, including analysis of key findings, opportunities, constraints, and recommendations for the project's consideration.

Responsibilities:

- The Consultant is responsible for initiating contact and coordinating the collection of documents from the EDC, governmental bodies, and other relevant entities.
- The Consultant will analyze the collected documentation to extract pertinent information that directly influences the project planning and execution.

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- The preparation and submission of a summary report to CPD, outlining the implications of the findings on the project, are within the Consultant's duties.

Outcome:

Completion of Task 2 will provide a solid foundation of existing conditions and planned developments that directly influence the CREC project. This task ensures all project planning and design efforts are informed by a comprehensive understanding of the site's environmental, hydrological, and developmental context, facilitating a strategic approach to project implementation.

TASK 3: DESIGN AND DOCUMENTATION

Task 3.1 Conceptual Design Phase

Objective:

Integration of Community Feedback:

Synthesis of Input: Begin by synthesizing the feedback, ideas, and priorities collected during the community engagement activities to identify core themes and requirements for the CREC complex.

Design Brief Development: Create a comprehensive design brief that incorporates these findings, outlining key project goals, design parameters, and performance criteria based on community aspirations.

Design Exploration:

Site Evaluation: Conduct an in-depth site analysis, integrating topographical, environmental, and cultural assessments. This analysis will inform the design by highlighting opportunities for alignment with the landscape and cultural significance of the location.

Concept Generation: Develop multiple design concepts that are responsive to synthesized community feedback. Each concept should explore various layouts, features, and themes, presenting innovative solutions to meet the identified needs and aspirations.

Visualizations and Models: Prepare visualizations and models for each concept to facilitate clear communication and understanding among community members, enabling informed feedback.

Deliverables:

Revised Conceptual Design Documents: Finalize and submit conceptual design documents that reflect the preferred concept as selected by the community. These documents should include detailed site plans, preliminary architectural drawings, and

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an overview of proposed facilities and features.

Performance-Based Evaluation: Include a section evaluating how the proposed conceptual design meets the established performance criteria, ensuring the design's alignment with community needs, environmental sustainability, and cultural significance.

This performance-based approach to the Conceptual Design Phase ensures the CREC is envisioned through a lens of community values, environmental stewardship, and cultural heritage. By fostering a collaborative, iterative design process, we aim to create a facility that not only meets current needs but is also adaptable to future aspirations and changes, cementing a legacy of community pride and engagement.

Task 3.2 Design Development Phase

To evolve the chosen conceptual design into comprehensive, detailed plans that are responsive to community input, environmentally sustainable, and financially feasible. This phase is critical for transitioning from broad concepts to actionable, detailed specifications and drawings.

Objective:

Integration of Community Feedback:

Synthesis of Input: Begin by synthesizing the feedback, ideas, and priorities collected during the community engagement activities to identify core themes and requirements for the CREC.

Design Brief Development: Create a comprehensive design brief that incorporates these findings, outlining key project goals, design parameters, and performance criteria based on community aspirations.

Design Exploration:

Site Evaluation: Conduct an in-depth site analysis, integrating topographical, environmental, and cultural assessments. This analysis will inform the design by highlighting opportunities for alignment with the landscape and cultural significance of the location.

Concept Generation: Develop multiple design concepts that are responsive to synthesized community feedback and the SGC CRC Program facility construction requirements found on page 23 of the [SGC CRC Round 1 Guidelines](#). Each concept should explore various layouts, features, and themes, presenting innovative solutions to meet the identified needs and aspirations.

Visualizations and Models: Prepare visualizations and models for each concept to facilitate clear communication and understanding among CBOI staff members, enabling informed feedback.

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CBOI Staff Member Feedback Integration:

Design Presentation Sessions: Organize sessions to present the preliminary concepts to the CBOI staff members, employing the formats and schedules established during the design development stage. These presentations should encourage interactive discussions, allowing participants to express their preferences, concerns, and suggestions.

Feedback Loops: Establish a structured process for collecting and analyzing feedback from the review, and direct discussions to capture a wide range of input.

Refinement and Concept Selection:

Iterative Design Refinement: Refine design concepts iteratively based on CBOI staff feedback, adjusting plans to better align with community preferences and performance criteria.

Documentation and Reporting:

Design Evolution Log: Maintain a detailed log of design evolution, documenting how each iteration responds to feedback and other influencing factors.

Engagement and Design Reports: Produce comprehensive reports detailing the engagement activities, feedback received, and how it has been integrated into the conceptual design. These reports will be critical for ensuring transparency and accountability throughout the design process.

Deliverables:

Revised Conceptual Design Documents: Finalize and submit conceptual design documents that reflect the preferred concept as selected by the community. These documents should include detailed site plans, preliminary architectural drawings, and an overview of proposed facilities and features.

Performance-Based Evaluation: Include a section evaluating how the proposed conceptual design meets the established performance criteria, ensuring the design's alignment with community needs, environmental sustainability, and cultural significance.

Community-Informed Design Refinement:

Iterative Refinement Process: Continue to refine the detailed design through iterative cycles, incorporating additional feedback gathered since the conceptual design phase. This includes adjusting the layout, materials, and functionality of spaces based on new insights.

Visualization and Prototyping: Utilize advanced visualization tools and prototypes (e.g., 3D models, virtual reality tours) to present detailed designs, facilitating a clearer understanding and more informed feedback.

Engineering and Technical Specifications:

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Comprehensive Specifications: Develop detailed engineering specifications for structural, mechanical, electrical, and plumbing (MEP) systems. Emphasize the integration of sustainable design practices to enhance energy efficiency, water conservation, and overall environmental impact.

Performance-Based Engineering Goals: Set clear, measurable goals for the performance of building systems, ensuring they align with sustainability objectives and community expectations for functionality and comfort.

Financial Planning and Cost Analysis

Construction Cost Estimation: Provide an updated, detailed cost analysis for the development and construction phases, based on the refined design and engineering specifications. Include a breakdown of costs by project component and identify areas where value engineering can be applied.

Funding Strategy and Opportunities: Identify potential funding sources, including grants, partnerships, and community funding initiatives, that could support the project. Outline strategies for maximizing cost efficiency and exploring opportunities for financial sustainability.

Documentation**Documentation of Design Evolution:**

Design Development Log: Maintain a comprehensive log of the design development process, detailing how the design has evolved in response to technical challenges, community feedback, and sustainability considerations.

Engagement and Design Reports: Produce detailed reports at key milestones, summarizing the engagement activities, feedback received, and its impact on the design development. These reports will be crucial for documenting the participatory nature of the design process and ensuring accountability.

Deliverables

Construction-Ready Design Documents: Finalize and submit a set of detailed, construction-ready design documents, including drawings, specifications, and material lists, that are fully informed feedback and ready for the next phase of the project.

Permitting and Approval Documentation: Prepare and submit all necessary documentation for obtaining construction permits and approvals, ensuring the project complies with local, tribal, and federal regulations.

The Design Development Phase is a critical step in translating the tribal community's vision and conceptual ideas into tangible, actionable design elements. This phase ensures the CREC is poised for successful implementation, reflecting the community's aspirations, sustainability goals, and financial considerations in every detail of its design.

TASK 4: CONSTRUCTION READY DOCUMENTS

Objective:

Final Drawings and Specifications

Integration of Feedback and Design Iterations: Summarize how the construction-ready documents reflect the iterative design process informed by community feedback. Highlight specific design elements that were adjusted or incorporated based on community input, sustainability goals and the SGC CRC Program facility construction requirements found on page 23 of the [SGC CRC Round 1 Guidelines](#).

Comprehensive Documentation: Ensure the final set includes detailed architectural drawings, engineering plans (civil, structural, mechanical, electrical, and plumbing), and material specifications. These documents should be clear, detailed, and organized to facilitate smooth bidding and construction processes. Emphasize the incorporation of energy-efficient and sustainable design features as specified in the Engineering Specifications phase.

Revision Cycles and Staff Engagement Continuation

Proactive Engagement Strategy: Describe the ongoing strategy for community engagement during this phase, ensuring that any final adjustments to the design continue to reflect community input. This includes how the design firm will communicate changes back to the CBOI staff and integrate last-minute feedback effectively.

Minimizing Revisions: Establish guidelines for minimizing the need for extensive revisions at this stage, focusing on proactive and clear communication of finalized designs to the community. Include a process for handling any necessary revisions that arise due to unforeseen circumstances, ensuring these are managed efficiently to avoid delays.

Documentation and Reporting

Construction Document Log: Maintain a log of all construction documents, revisions, and community feedback integration, providing a transparent record of the design's evolution and finalization.

Final Engagement Report: Compile a final report summarizing the entire community engagement process, how feedback was integrated into the construction documents, and the outcomes of the permitting process. This report reinforces the project's commitment to community involvement and regulatory compliance.

Deliverables:

A complete set of construction-ready documents, including all final drawings, specifications, and supporting documentation.

The permitting package, ready for submission to relevant authorities.

Final engagement report and construction document log, detailing the community's contributions to the design and the project's adherence to regulatory requirements.

TASK 5: FLEXIBLE BID PACKAGE

Objective:

Community-Driven Construction Sequencing: Develop construction documents and plans that reflect a construction sequence prioritized according to the Tribal Community's feedback and the logical, technical requirements of the project. This includes identifying which components of the CCRC are to be prioritized for immediate benefit and long-term sustainability.

Flexible Construction Documents: Ensure that the construction documents are versatile, catering to a phased construction approach that allows for adjustment based on ongoing feedback and funding strategies. Documents should clearly delineate segments of the project that can be independently initiated, paused, or completed as community needs and priorities evolve.

Phased and Comprehensive Construction Plans: Present detailed plans for both phased and complete construction scenarios, each annotated to highlight how community feedback influenced the prioritization and planning of construction activities. Include a narrative that explains the rationale behind the sequencing of phases and the selection of specific components for early development.

Adaptive Bid Forms: Design bid forms to accommodate proposals for individual phases, the entire project, or any combination thereof. These forms should prompt contractors to consider the community's priorities in their proposals, offering solutions that are flexible and responsive to the Tribe's feedback.

Cost Analysis with Community Priorities in Mind: Conduct a cost analysis that accounts for both phased and comprehensive approaches, explicitly considering how community preferences impact the financial planning and potential funding sources identified as aligning with community values and priorities.

Responsibilities of the Design Firm:

Integration of Tribal Feedback: Incorporate the Tribal Community's feedback into every stage of bid package preparation, ensuring that the final documents reflect a deep understanding of community priorities and the desired sequence of construction activities.

Transparent Communication: Maintain open and continuous communication with Tribal stakeholders, ensuring that the development of the bid package is a collaborative process that honors the community's voice and preferences.

Review and Adjustment Process: Facilitate a comprehensive review process with Tribal leaders and community representatives to ensure the bid package accurately reflects the agreed-upon priorities and construction sequencing. Be prepared to make adjustments based on this collaborative review.

Deliverables:

A bid package: that includes modular construction documents, phased and comprehensive construction plans, and adaptive bid forms, all developed with an emphasis on community-driven priorities and logical construction sequencing.

Detailed cost analyses and funding strategy documentation: that highlight how community preferences have been integrated into financial planning.

A summary report or presentation: detailing the rationale behind construction sequencing and the integration of community feedback, underscoring the project's alignment with Tribal aspirations and priorities.

By prioritizing the Tribal Community's feedback and the logical order of construction activities, this task ensures the CREC project not only meets immediate and future community needs but does so in a manner that is reflective, respectful, and responsive to the community's voice.

SCHEDULE

The Consultant is expected to fulfill all deliverables and tasks in alignment with the project schedule outlined in Appendix A, with the aim of completing all work for this project by September 30, 2026. We recognize the importance of setting realistic timelines and are committed to facilitating a constructive dialogue around project scheduling.

Should the Consultant anticipate any challenges in meeting the proposed timeline or consider the timeline to be impractical, we strongly encourage the expression of such concerns at the earliest opportunity during the RFP process, and certainly before the submission of a proposal. It is our intention to work collaboratively with the selected Consultant to evaluate and, where feasible, accommodate reasonable adjustments to the schedule to ensure the successful delivery of the project.

PROPOSED SCHEDULE OF INVOICING

The Tribe requires the following payment structure.

Upon Contract Signing.

Milestone-Based Payments

1. End of Conceptual Design Phase: 5%
2. Completion of Design Development Phase: 15%.
3. Finalization of Construction Documents Phase: 30%.

Monthly Progress Invoices-Submitted First Thursday of each month.

For ongoing tasks such as community engagement activities, project management, and oversight, a monthly invoicing schedule could be established, detailing the work completed during the period

and corresponding costs. 35%

Final Invoice

The final invoice should be submitted after the submission of the Final Bid Package for the Cahuilla Sports Complex and after the project close-out report is approved. 10%

Invoice Review Period: Allow a standard review period for each invoice submission (e.g., 30 days), during which the Tribal Project Management team and accounting department review and approve the invoice for payment.

Invoices need to be sent to accounting@cahuilla-nsn.gov and CC shelms@cahuilla-nsn.gov which upon acceptance will then submit for processing.

REQUIRED CONTENT OF THE PROPOSAL

The proposal shall be concise, well-organized, and demonstrate the firm and/or team's qualifications and experience applicable to the project. The proposal shall be limited to 20 one-sided pages 12-point font single Times New Roman spaced (8.5"x11"). 11" x 17" pages for graphics count as one (1) page, if needed. A summary of qualifications can be included in lieu of resumes in the proposal body. In this case, proposers shall submit complete resumes in an appendix, which will not count toward the 20-page limit.

The "Proposal" document shall contain three sections:

1. Cover Letter
2. Section I - Project Understanding and Qualifications
3. Section II - Project Approach and Methodologies
4. Section III - Detailed Project Budget and Schedule
5. Section IV- Bond Requirements

Firms and/or teams must submit the four (4) elements to be considered for the award of a contract.

COVER LETTER

The submittal shall include a letter describing the firm and/or team's interest in providing the scope of services for the project and proposed project team participants and their representatives and roles. The person authorized by the firm and/or team to negotiate a contract with Cahuilla Planning Director shall sign the cover letter. The Consultant shall include the name, phone number, mailing address, and e-mail address of a contact person for the proposal process.

Section I: Project Understanding and Qualifications

Proposals should include a description of the firm and/or team's understanding of the project and a narrative on how to accomplish the task. Additionally, proposers are required to include a Qualifications section, including complete information about the firm and/or team and its ability to perform the tasks described in the Scope of Work.

This section shall include responses to the following questions:

1. Brief history of the firm and/or team, including key personnel.
2. Names and resumes of project manager and task leads and other personnel that will be assigned to this project. Resumes shall identify the affiliated firm.
3. Organization chart of project personnel, identifying the Project Manager, the Principal-in-Charge, the task leads and supporting staff. The organization chart shall identify which staff are affiliated with the prime Consultant and which are with any subconsultants by firm name.
4. Description of experience (firm and/or team and project personnel) on similar projects, including descriptions of firm's ability to complete projects on deadline and within budget.
5. Description of project management system to track project tasks, deliverables, and expenditures.
6. Statement of project understanding.
7. Indicate the primary contacts (and management hierarchy) that will be available for all aspects of the work.
8. Appendix - Resumes if not included in the body of the proposal. The 20-page limit shall not apply to the appendix.

Section II: Project Approach and Methodologies

This section shall present the Consultant's technical and project management approach. Regarding the technical approach, the Consultant is asked to provide a detailed description of the Consultant's proposed methodology for its public outreach program, existing and future conditions assessment, needs assessment, recommended improvement concepts, and ability to incorporate public feedback into all major deliverables.

Section III: Detailed Project Budget and Schedule

The Consultant shall present a Cost Proposal/Project Budget that provides a detailed cost breakout of all work associated with the project. The budget shall provide estimated proposed billing rates, and identify all project costs (direct costs, indirect costs, fees, and total costs). Each work task shall be accompanied by proposed deliverables.

The Consultant shall also include a detailed project schedule in the body of the proposal that identifies the project tasks and associated timeline for each task. The Consultant shall also identify project deliverables, meetings, and milestones. The schedule included in the body of the proposal shall omit cost estimates.

Section IV: Bond Requirements

Bid Guarantee

The Consultant is required to submit a Bid Guarantee as part of their proposal submission. This guarantee ensures the Consultant's commitment to honor their proposal and enter into a contract

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should they be awarded the project. The Bid Guarantee must represent 5% of the total proposed project cost. Acceptable forms of the Bid Guarantee include a certified check, bank draft, or a bid bond from a recognized surety. The Bid Guarantee must be included with the proposal documentation and clearly identified as such.

Performance Bond

Upon award of the contract, the successful Consultant will be mandated to provide a Performance Bond. This bond is a security for the Consultant's promise to perform all obligations under the contract in accordance with its terms and conditions. The required amount for the Performance Bond is set at 100% of the contract value. The bond must be issued by a surety or insurance company authorized to conduct business in the jurisdiction of the project and deemed acceptable by the Agency. The Performance Bond must be submitted to the Agency within [specify number] days following contract signing.

Payment Bond

In conjunction with the Performance Bond, the awarded Consultant is also obliged to submit a Payment Bond. This bond ensures that all subcontractors and suppliers are paid for their services and materials. Like the Performance Bond, the Payment Bond amount shall equal 100% of the contract value. It serves to protect the Agency against any possible liens on the project due to non-payment. The Payment Bond must be issued by a qualified surety or insurance company, approved by the Agency, and presented within the same timeframe as the Performance Bond

Consultants must adhere to the specified submission instructions for all bond documentation. Failure to provide the required Bid Guarantee with the proposal submission, or to timely submit the Performance and Payment Bonds following contract award, may result in the proposal being deemed non-responsive or in contract termination. The Agency reserves the right to verify the validity of all bonds with the issuing entities. Consultants are encouraged to include in their proposal any anticipated challenges or considerations related to bond procurement and submission.

PROPOSAL DELIVERY

Proposals for the Cahuilla Band of Indians Resilience and Education Center **must be submitted by mail as a hard copy proposal**. All proposals must be received on or before May 29, 2026, 5:00 pm. **Proposals received after 5:00 pm. will not be considered for evaluation.**

Mail Sealed Proposal to:

**Cahuilla Band of Indians
Attn: Tribal Council
52701 Hwy 371
Anza, CA 92539**

PROPOSAL INQUIRIES

Questions regarding this proposal shall be made to Shane Helms

Planning Director
Cahuilla Band of Indians 52701 Hwy 371,

Anza, CA 92539
E-mail: shelms@cahuilla-nsn.gov

Questions are expected to be answered within 48 hours and be sent out via a centralized document to all companies who have expressed interest in submitting a proposal.

Deadline for all Questions: June 4, 4:00 pm.

Pre-Arranged Q&A via Microsoft Teams:

Q&A Session 1: May 7, 2026, 2:00 pm.

Q&A Session 2: May 14, 2026, 2:00 pm.

Q&A Session 3: May 21, 2026, 2:00 pm.

RSVP for the Q&A session is required 48 hours in advance of the scheduled session. Questions are welcome to be submitted in advance of the meetings to help ensure answers can be provided during sessions. Any questions that cannot be addressed during the meeting are anticipated to be addressed within 48 hours following the respective session.

Site Visit:

When: Wednesday, May 27th at 11:00 am.

Where: Cahuilla Ballfield, 2000 Cahuilla Rd, Anza, CA 92539.

Purpose: Tour of immediate area including ballfield, basketball court, pumphouse for water and electrical and to familiarize with landscape. Designated time at end of Site Visit for Q&A. Any unanswered questions will be answered within 48 hours and emailed to attendees.

Requirements: RSVP stating company name and attendees is mandatory 48 hours in advance and must be done by email to shelms@cahuilla-nsn.gov

CONTRACT AWARD

Within thirty (30) days after the proposal due date, Cahuilla Band of Indians may award a contract to the most qualified firm and /or team, subject to the right of the Cahuilla Band of Indians to reject all proposals, as it may deem proper in its absolute discretion.

SCORING CRITERIA

Each proposal will be reviewed by the Cahuilla Resilience Working Group which consists of two (2) Tribal members and three (3) tribal administration staff. All the reviewer's scores will be averaged to reach a final score for each proposal. The members will be applying score points as follows:

1. **Qualifications, Related Experience, and References (30 points):** Firm's experience,

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years in business, and past and current client references; technical expertise and professional competence in areas directly related to this RFP including; number of years' experience performing similar work; demonstrated ability to manage and coordinate the Work; deliver quality products and services; deliver projects within budget and on schedule; and experience working with Native Cultures, and traditions.

2. **Proposed Staffing and Project Organization (30 points):** Technical expertise and professional competence in areas directly related to the work identified in the RFP; level of experience, knowledge of state and federal guidelines and requirements; possession of certifications and licenses required and level of training of key personnel assigned, including subconsultants, if applicable; strength of experience and stability of proposed personnel; breadth and depth of resources, coordination of Work and quality control; availability of proposed staffing; and concurrence with restrictions on changes to key personnel.
3. **Work Plan (25 points):** Depth of understanding of Cahuilla Band of Indian's needs and requirements; and understanding of the Scope of Work; proposer's approach and methodology/systems reflecting the ability to provide the requested Work; demonstrated knowledge of the Work being requested; identification and knowledge of all requirements cited in the Scope of Work; and proposed technical and procedural innovations identified in the proposal.
4. **Price (10 points):** Reasonableness of fee proposed. The price proposal follows prescribed format; includes breakdown of labor and expenses; is competitive with the marketplace of the same or similar services; and the proposed level of effort is consistent with the Scope of Work (10 points)
5. **Native Preference (5 points):** Awards points to firms that demonstrate a commitment to Native participation, either through being a Native-owned business, employing a significant percentage of Native personnel, or engaging in substantial partnerships with Native communities or businesses.

Criteria include:

Ownership: Preference for firms that are majority-owned by Native individuals, tribes, or entities.

Employment: Evaluation of the percentage of Native individuals in key positions or overall employment within the firm.

Partnerships and Engagement: Consideration of the firm's history of collaboration with Native communities, businesses, and entities in previous projects or initiatives.

ADDITIONAL TERMS AND CONDITIONS

Cost of Preparation of Proposal and Contract

Responsibility: The proposing firm is responsible for all costs incurred during the preparation, submission, and negotiation of their proposal. This includes, but is not limited to, materials,

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labor, travel, and any presentation-related expenses.

Flexible Scheduling Provision

Adaptability Requirement: The Cahuilla Band of Indians emphasizes the need for project schedules to accommodate funeral services, and anniversaries. The Consultant is expected to demonstrate flexibility in scheduling project activities to respect these significant occasions.

Rescheduling Process: Activities impacted by such events may need to be rescheduled. The Consultant shall coordinate with Cahuilla's Planning Director to identify alternative dates promptly. All schedule adjustments require formal documentation and approval by the Cahuilla Band of Indians.

Cultural Monitoring Provision

Collaboration with Cahuilla Cultural Department: For all ground disturbance activities associated with the project, the Consultant is required to coordinate closely with the Cahuilla Cultural Department. This collaboration ensures the protection and respect of culturally significant sites and artifacts within the project area.

Cultural Monitor Requirement: The Cahuilla Band of Indians mandates the presence of a cultural monitor, appointed by the Cahuilla Cultural Department, during any ground disturbance activities to oversee and ensure cultural preservation.

Monitoring Fee: The service of a cultural monitor is charged at a rate of \$75 per hour, with a minimum commitment of 6 hours per occurrence of ground disturbance activity. This cost shall be considered in the project budgeting and planning processes.

Documentation and Approval: Prior to initiating ground disturbance activities, the Consultant must obtain approval from the Cahuilla Cultural Department, including the arrangement for a cultural monitor. All related activities and associated costs must be documented and included in project reports and financial records.

Modification to Scope of Work

Amendment Rights: The Cahuilla Band of Indians reserves the right to modify the project's scope of work to align with available funding or to better meet the community's needs.

Change Order Process: Any changes requiring additional services not originally outlined in this RFP will be formally incorporated into the contract through amendments. All change orders must be approved in advance by the Cahuilla Band of Indians and will be documented accordingly.

Right to Reject Proposals

Rejection and Waiver: The Tribe reserves the right to reject any or all proposals, waive minor irregularities, or solicit new proposals for the same project or a modified version thereof as deemed necessary.

Transparency: Criteria for rejection or the decision to solicit new proposals will be communicated clearly to all participants.

Notification of Changes in Key Personnel

Notification Requirement: The awarded firm must promptly notify the Cahuilla Band of Indians by email of any changes in key personnel assigned to the project.

Qualification Assurance: Replacement personnel must have qualifications equal to or superior to those initially proposed, ensuring the project's integrity and continuity. The Tribe reserves the right to approve all proposed replacements.

Dispute Resolution Process

Mechanism for Resolution: A clear process will be established for resolving disputes related to the interpretation, execution, or modification of the contract. This process will aim for amicable resolution through negotiation and, if necessary, mediation.

Termination Clause

Conditions for Termination: The contract may be terminated by either party under specified conditions, including but not limited to failure to meet contractual obligations, bankruptcy, or other significant changes affecting project viability.

Notice and Procedures: Terms will include notice requirements and procedures for termination to ensure fair and orderly cessation of work if needed.

Instructions for Proposers:

Proposers should carefully review these terms and conditions as part of their proposal preparation. Any exceptions or requested modifications to these terms must be clearly identified in the proposal submission.

PROJECT BUDGET

This project will be funded through the California Strategic Growth Council – Community Resilience Centers (CRC) Program Planning Grant. The project budget for design services, community engagement and associated documents included in the scope of work is \$258,125.00.

APPENDIX A Current Sports Complex

Request for Proposal
Cahuilla Band of Indians Resilience and Education Center



Existing Sports Complex.



Existing Sports Complex

APPENDIX B Proposed Sports Complex with Cahuilla Band of Indians Resilience and Education Center

Request for Proposal
Cahuilla Band of Indians Resilience and Education Center

