**UNITED KEETOOWAH BAND OF CHEROKEE INDIANS OF OKLAHOMA**

18300 W. Keetoowah Circle, Tahlequah, OK 74464 Phone 918-871-2800

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REQUEST FOR QUALIFICATIONS TO

PROVIDE ARCHITECTURAL AND ENGINEERING SERVICES

This is a Request for Qualifications to provide Architectural Services for the design of a new outpatient clinic, approximately 34,000 square feet, housing 86 staff. Facility will include but not limited to services to include an outpatient facility for primary care, Administrative Programs, Behavioral Health, Purchase and Referred Care, Diabetic Clinic, Dental, Radiology, Pharmacy, Security, and Facilities Management.

Interested parties are invited to submit qualifications in accordance with this request to United Keetoowah Band of Cherokee Indians, 18300 W Keetoowah Cir. Tahlequah 74464. Qualifications will be accepted March 17th through March 31st, 2025.

Submissions may also be submitted electronically to dforeman@ukb-nsn.gov.

Submissions shall be clearly marked as “Qualifications for Architectural and Engineering Services”.

The contract will be awarded to the responsible offeror whose qualifications are within the competitive range and determined to be the most advantageous to the program, with knowledge, skill, experience, and other factors considered. The factors to be considered in the evaluation of qualifications and their relative importance are set forth below.

The Architect shall perform all the necessary Architectural services to properly carry-out the activities in the project, prescribed rules, regulations, policies, and State and Federal laws. The project includes the following activities:

1) Prepare plans and specifications for project including all services required for design and Architectural phases of project.

2) Construct and distribute bid packets (insuring that all Federal and State requirements are met in contract preparation).

3) Assist in bid opening and prepare bid tabulation.

4) Conduct pre-construction conference with the Contractor, and Staff Representatives, documenting files with minutes of meeting.

5) Conduct work in-progress inspections giving periodic reports to the OWNER any and all partial payment requests.

Those desiring consideration should submit qualifications by the time and date above stated and must include the following:

1. Qualifications- List of qualifications of each staff person assigned to project. (5 points)

2. Experience- Information regarding the experience of the firm including experience in tribal work and medical facilities. (50 points)

3. Relationship Management: Professional balances goals and requirements of multiple governmental entities and user groups, award up to 5 points.

4. Quality Control (Design Phase): The project team produces tight, defendable contract documents that minimize change orders and construction phase conflict, award up to 5 points.

5. Quality Control (Construction Phase): The project team provides a construction phase service that ensures proper execution of contract documents, award up to 5 points.

6. Budget Control: Professional produces accurate estimates and keeps firm grasp of budget requirements with goal of most efficient/best use of limited funds, award up to 10 points.

7. Schedule Control (Design Phase): Professional meets all submission dates and anticipates/resolves potential design issues/conflicts in a timely manner, award up to 10 points.

8. Schedule Control (Construction Phase): Professional promptly processes submittals, pay applications; RFI’s and facilitates rapid resolution of conflicts, award up to 10 points.

All submissions will be rated on the above system, with the use of a scoring sheet to aid in determining the best offeror.

Qualifications will be reviewed by the Selection Committee using the above selection criteria. The committee will assign points to each criteria based on the content of the submission. Negotiations will be conducted to determine a mutually satisfactory contract with the firm receiving the highest accumulated points, as rated by the Committee. If a mutually satisfactory contract cannot be negotiated with the firm, the firm will be requested to submit a best and final offer in writing; and if a contract cannot be reached after the best and final offer, negotiations will be initiated with the subsequently listed firm in order of rating.

This procedure will be continued until a mutually satisfactory contract has been negotiated. In addition to reaching a fair and reasonable price for the required work, the objective of negotiations will be to reach an agreement on the provisions of the proposed contract including scope and extent of work, and other essential requirements.