

Coyote Valley Band of Pomo Indians



Request for Proposals

Architectural & Engineering Services:

Coyote CVRX Pharmacy and Urgent Care Project

Funding Agency Regulations: U.S. Department of Housing and Urban Development, 451 Seventh Street, SW, Washington, D.C. 20410 / Website: www.hud.gov

Responses Due March 25, 2026 (4:00 pm PT)

Coyote Valley Band of Pomo Indians
P.O. Box 39 / 7601 N. State Street
Redwood Valley, CA 95470
(707) 472-2295

I. Introduction

The Coyote Valley Band of Pomo Indians (“the Tribe”) invites qualified firms to submit proposals to provide Architectural and Engineering (A/E) services for the design and development of the Coyote CVRX Pharmacy and Urgent Care Project.

The Tribe intends to deliver a modern healthcare facility that will provide essential pharmacy services and urgent care to the tribal community and surrounding populations.

The project will be delivered through a phased development approach, requiring coordination between architects, engineers, construction management services (CMS), and the Tribal project team.

The Tribe will adhere to its established procurement and contract management policies and procedures and will contract with experienced professional consultants to ensure successful project delivery.

II. Project Overview

Project Description

The Coyote Valley Band of Pomo Indians is developing a two-phase healthcare facility project located on Tribal land in Redwood Valley, California.

The project includes the development of:

Phase 1 – Expedited Pharmacy

Conversion and interior tenant improvement (TI) of an existing 2,103 sq. ft. shell building previously designated for retail/dispensary use into a fully licensed pharmacy.

Scope includes:

- Architectural redesign for pharmacy operations
- Medical-grade mechanical and plumbing systems
- ADA-compliant public access areas
- Pharmacy security and regulatory compliance

Phase 2 – Urgent Care Addition

Construction of an approximately 3,100 sq. ft. building in addition to house urgent care services and expanded pharmacy operations.

The addition will include:

- Clinical examination rooms
- Healthcare support spaces
- Pharmacy expansion
- Staff and administrative areas

The project team will coordinate the design and construction phases to maintain operational efficiency and minimize delays.

III. Scope of Services

The selected firm will serve as the Architect of Record (AOR) and provide full architectural and engineering design services.

A. Architectural & Medical Design

The Architect shall provide:

1. Development of medical facility layouts, including:
 - Minimum three future exam rooms (~120 sq. ft. each)
 - Reception and patient intake areas
 - Clinical storage areas
 - Employee workspaces and staff support areas
2. Interior Coordination: Development of full FF&E schedules and interior finish specifications appropriate for Pharmacy and Urgent Care healthcare operations, ensuring durability, infection control, and regulatory compliance.
3. Public facilities design, including:
 - ADA-compliant restrooms
 - Waiting areas
 - Accessible circulation pathways

B. Site & Civil Integration

The Architect must coordinate with civil and engineering consultants to incorporate the following site elements:

1. Pharmacy Drive-Through Lane
2. Horseshoe Drive-Through for the adjacent C-Store
3. Infrastructure Improvements

- Decommissioning of existing septic tank (#7 on site plan)
- Connection to new gravity sewer system

4. Site Civil Improvements

- Approximately 300 linear feet retaining wall
- Approximately 10,000 sq. ft. of new asphalt paving
- Stormwater drainage and grading integration

C. Engineering (MEP)

Engineering services must include design and coordination of:

1. HVAC

- Clinical environment temperature control
- Pharmacy exhaust requirements
- Code-compliant ventilation systems

2. Electrical

- New 225A 3-Phase main service
- Coordination for security systems and IT/data homerooms

3. Plumbing

- Medical-grade sink installations
- Domestic water and gas service plans
- Instantaneous water heater integration

D. Additional Information

1. Exhibits Provided to Bidders

The following documents will be provided as reference materials:

Exhibit A – Conceptual Site Plan

Exhibit B – Conceptual Floor Plan

Exhibit C – Conceptual Site Improvements

Exhibit D – Existing Building Architect drawings

2. Technical Compliance

All designs must meet the 2025/2026 California Building Standards Code (Title 24).

Required compliance includes:

- California Electrical Code (Part 3)
- California Mechanical Code (Part 4)
- California Plumbing Code (Part 5)
- CALGreen (Part 11)

Although the project is located on Sovereign Tribal Land, the Tribe requires documentation demonstrating compliance with these standards.

IV. Proposal Requirements

At a minimum, proposals shall include:

- **Cover Letter**. This must be signed by a member of the organization with the authority to negotiate and execute contracts on behalf of the firm. The cover letter must acknowledge the receipt of any addenda to this RFP (if issued). The Tribe may be contacted to check on the status of such addenda.
- **Project Understanding**. Provide a narrative describing the firm's understanding of the project and its proposed approach to completing the work outlined in this RFP. The description should address how the firm will deliver the Phase 1 expedited pharmacy conversion, the Phase 2 urgent care addition, coordination of site and civil components, and construction administration services. This section should demonstrate the consultant's understanding of the project scope, key objectives, and any critical issues that may affect project delivery. The narrative may also include preliminary recommendations or strategies to address potential challenges. Firms may contact the Coyote Valley Facilities and Land Department prior to submitting their proposal to request clarification or obtain additional information if needed.
- **Scope of Work**. This section should include a description of the work plan that the candidate intends to use to complete the tasks listed in the Scope of Services. If there are any changes, deviations, or additions that may be necessary based on the information listed above, the candidate should note these and clarify tasks if necessary. If there are deviations or items that may have been overlooked in the RFP that will be beneficial to the Tribe, please include them in the proposal. Please note that the Tribe intends to handle all public comment processes in-house so applicants do not need to include public comment coordination in the scope of work.
- **Responsible Personnel**. This section should list the Principal-in-Charge, Project Manager, key staff, and anticipated sub-consultants who will be working on the project. Include a brief statement of qualifications and experience of each person as well as the estimated hours each will have committed to the project. Please include contact details for key personnel and an organizational chart for the project.

- Project Management. This section should describe how the project will be planned and controlled as well as a project schedule through the date of completion, including execution of contract documents.
- Related Experience. This section should describe i) a minimum of three projects which are in-progress or have been completed within the last five (5) years that are comparable to this project or ii) a combination of projects showing related experience in each necessary element of this project as described by the Scope of Services section. Candidate must list three (3) professional references that can speak to the quality of work performed, including references' names, addresses, telephone numbers and email addresses.
- Indian Preference. Preference shall be given to firms with Coyote Valley Tribal Member ownership or Native American ownership and/or that have key employees who are Coyote Valley Tribal Members, members of federally recognized tribes, and/or of Native American descent. If claiming Indian Preference, candidates must provide documentation of tribal membership or descent.
- Fee Proposal. Please submit a separate sealed envelope containing your fee proposal for the work required to complete the comprehensive environmental document for the Project.

The fee proposal must include the following:

1. Fee Breakdown: Provide a detailed breakdown of all project costs organized into the following categories:
 - Labor Fees – Include hourly rates and estimated hours for all personnel assigned to the project.
 - Subcontractor Fees – Identify any subcontractors, their roles, and associated costs.
 - Direct Expenses – Include reimbursable costs such as travel, printing, materials, and other project-related expenses.
2. Cost Transparency: Clearly identify and describe:
 - The percentage applied for markups
 - Overhead costs
 - Profit margins
3. Fee Schedule: Include a current fee schedule that lists:
 - Hourly billing rates for each staff classification
 - Roles and responsibilities of each team member
 - Justification for the personnel and subcontractors proposed for the project

4. Task-Based Cost Breakdown: Provide a detailed cost estimate organized by project task, including:

- Task description
- Estimated labor hours per task
- Personnel classification assigned to each task
- Hourly rate for each classification
- Total cost per task

5. Fixed-Fee Breakdown: Provide a fixed-fee breakdown for the following project phases:

- Phase 1 – Review and Revision (Existing Shell)
- Phase 2 – Full Design and Construction Documents (New Addition)
- Site and Civil Coordination
- Construction Administration, including:
 - Weekly site visits
 - Request for Information (RFI) response tracking and management
- Schedule. Provide a proposed project schedule that includes:
 - Design timeline
 - Documentation milestones
 - Estimated completion dates for each project phase.

V. Submission Guidelines

Pages shall be typed and double-spaced, with the exception of the cover sheet, table of contents, and pages left deliberately blank. No promotional materials or unsolicited information shall be submitted. Examples of similar work completed and qualifications are permitted and encouraged.

The proposal (excluding the fee information) shall be submitted in one bound copy if it exceeds 20 pages, one unbound copy, and an electronic copy. The electronic copy can be provided on a flash drive if the file exceeds email limits. The fee information shall be submitted in a sealed envelope.

VI. Additional Information

Questions regarding this RFP or requests for site visits must be submitted via email to Thomas Hernandez, Facilities and Land Administrator at FacilitiesAdmin@coyotevalley-nsn.gov.

Technical Compliance

All designs must meet the 2025/2026 California Building Standards Code (Title 24).

Required compliance includes:

- California Electrical Code (Part 3)
- California Mechanical Code (Part 4)
- California Plumbing Code (Part 5)
- CALGreen (Part 11)

Although the project is located on **Sovereign Tribal Land**, the Tribe requires documentation demonstrating compliance with these standards.

VII. Evaluation Criteria

A selection committee from the Tribe will evaluate the proposals and carefully consider candidate qualifications. If necessary, the selection committee will schedule interviews to obtain further information about qualified candidates. The selection committee will rank candidates according to the rubric below. The selection committee will then open the sealed fee proposals to determine whether the top-ranked consultant has submitted a fee that is reasonable for the proposed work and within the project's budget.

If the top-ranked consultant has submitted a reasonable fee, then the selection committee will recommend that contract negotiations commence with such consultant. If the negotiations are not productive, they may close negotiations and commence negotiations with the next-ranked consultant. Once an agreement has been reached on scope and fee, the Executive Director will recommend that the project be awarded to the selected consultant and will work with legal counsel to finalize a contract for execution.

The following items, as they relate to the Scope of Services described above, shall be used by the selection committee to assist rank proposals and interviews (if necessary):

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|--|-----------|
| • Understanding of the project | 25 points |
| • Experience with similar types of work | 25 points |
| • Experience and qualifications of project manager | 20 points |
| • Ability to complete projects on time and within budget | 15 points |
| • Experience and qualifications of the project team | 10 points |
| • Indian preference | 5 points |

VIII. Deadline for Submissions

All proposals should be submitted to the address below no later than **4:00 pm Pacific on March 25, 2026.**

Thomas Hernandez, Facilities and Land Administrator
 Coyote Valley Band of Pomo Indians
 P.O. Box 39 / 7601 N. State Street

Redwood Valley, CA 95470
707-472-2295
FacilitiesAdmin@coyotevalley-nsn.gov.

IX. Nondisclosure and Standard Consultant Agreement

Candidates may receive more detailed project information to complete a proposal upon signing a nondisclosure agreement. Site visits can be arranged with the Environmental Protection Department.

Upon selection, the qualified consultant shall enter into a professional services agreement, which may be reviewed by the Tribal Executive Director, Tribal Council, Coyote Economic Development Corporation, Legal Counsel, HUD, BIA, IHS and other agencies, as deemed necessary. Insurance coverage and endorsement should be shown in the body of the document.

X. Attachments

To ensure a comprehensive response, the following documents are incorporated into this RFP as Exhibits:

- A. **Conceptual Site Plan:** Current site layout including existing pharmacy shell and proposed addition footprint.
- B. **Conceptual Floor Plan:** Preliminary layout of exam rooms, pharmacy retail floor, and employee facilities.
- C. **Conceptual Site Improvements:** Engineering notes on retaining walls, drive-through lanes, and septic removal.
- D. **Existing Bld Arch Drawings:** Code compliance data, ADA clearances, and existing, Existing HVAC, Plumbing, and Electrical schematics for the developed site.

Attachment Link:

<https://www.dropbox.com/scl/fo/prku7zprx4peu8jr66ub0/AMxuV3pbgmL7u7S8YJBXXJU?rlkey=l61bh2v613kqba9vaezwpfia3&st=uzsyhhv3&dl=0>