

**CHITIMACHA TRIBE OF LOUISIANA**

**REQUEST FOR QUALIFICATIONS – ARCHITECTURAL / PROJECT SERVICES**

**Emergency Operations Center (Police & Fire)**



## **PROJECT INTRODUCTION**

The Chitimacha Tribe of Louisiana, (Tribe), located in Charenton, Louisiana, is a federally recognized Tribal Government. The Tribe owns and operates a successful and popular casino gaming facility, the Cypress Bayou Casino and Hotel. Additionally, the tribal government operates numerous programs for the betterment and safety of its membership and the surrounding communities.

The Chitimacha Tribe is requesting qualifications (“RFQ”) from demonstrably qualified architectural firms and entities for the development of a combined use facility, (Police & Fire), **Emergency Operations Center**. This new facility will serve the Tribal Reservation, Tribal Lands, and surrounding communities by offering quality Police, Fire and Emergency services for the betterment of the area.

**Project Scope: Preliminary Planning, Schematic Design, Design Development, Construction Drawings, Bidding, Contracting, Construction Management, as well as all required disciplines needed to complete the scope.**

The entity must provide all conceptual planning, design, required permitting, schematic design, design development, construction drawings, bidding, contracting, construction management, as well as engage and manage any other required professional discipline or project scope related specialty to accommodate key components of this facility and the planned improvements. The successful entity must thoroughly understand the operational requirements of the facility and adhere to the Federal / Tribal requirements throughout the project /s lifecycle.

All required activities and disciplines must be included in the services of the successful entity, or an approved teaming arrangement, including but not limited to, evaluation, planning, design, civil, mechanical, electrical, permitting, bidding, contracting and construction monitoring. Respondents to this RFQ are invited to do a pre-submission site inspection and can make an appointment to do so with the Tribal Development office.

Due to the nature of the Funding Sources, the successful entity will be required to publicly bid all construction projects in accordance with the required bid laws and the Tribal procurement policies, or as approved by the Tribal Council. The successful entity shall be required to manage the bidding process, and if warranted, recommend the most responsible bidder for consideration to the Chitimacha Tribe. The successful entity shall be required to monitor the construction process should the Tribe engage the recommended construction entity.

The successful entity will have full and reasonable cooperation of the Tribe and assigned staff throughout the duration of the engagement term of the contract. The successful entity shall also have reasonable access to designated administrative personnel or their designees, provided however, that only the Tribal Council acting itself, or through its authorized “Owner's Representative”, shall have and retain complete and final decision-making authority on all matters relating to the completion of this project.

The following RFQ document sets forth the process and terms for entities responding to this RFQ and the time periods pertaining to it.

**CHITIMACHA TRIBE OF LOUISIANA**  
**REQUEST FOR QUALIFICATIONS**  
**June 24th, 2026**

I. INSTRUCTIONS TO PROPOSERS

This request for qualifications (RFQ) describes the services requested, the information required, the time requirements applicable to the proposal process and the services requested as well as the process by which evaluations of the proposals will be conducted, and how the successful entity will be selected. It is important that the requirements be carefully read and considered, as failure to include required information will result in the rejection of the proposal without further consideration. The Chitimacha Tribe of Louisiana reserves the absolute right to reissue this or subsequent RFQs if insufficient proposals are received, all at the discretion of the Tribal Council. For purpose of this RFQ, the entity, as used herein, shall be defined to include a single entity, a consortium or a teaming of qualified specialty entities functioning as an integrated and collaborative effort in this project.

The following information applies to this request for proposal:

1. The award will be made in the best interest of the Chitimacha Tribe of Louisiana.
2. The Chitimacha Tribe of Louisiana (“Tribe”) reserves the absolute right to reject any and all proposals.
3. Prior to any award, the apparent successful entity must provide specific information (such as legal name, address and federal identification number) required of any vendor who does business with the Chitimacha Tribe of Louisiana.
4. The Chitimacha Tribe of Louisiana is exempt from federal and state taxes and will not pay or reimburse such taxes.
5. Any contract resulting from this RFQ may be cancelled by the Tribe upon 30 days written notice.
6. If this RFQ award is for multiple periods, any future contract is contingent upon the appropriation of funds for the purposes set forth in this RFQ in future periods. In the event funds are not appropriated, any contract resulting from this RFQ becomes null and void at the end of that fiscal year of the Chitimacha Tribe of Louisiana.
7. The laws and procedures of the Chitimacha Tribe of Louisiana shall govern all rights and duties under any contract that may result from the RFQ.
8. In the event of bankruptcy or receivership of any vendor or contractor, the applicable contract may, in the Tribe’s sole discretion, be deemed null and void, and terminated without further notice.
9. By responding to this request for qualifications, the proposing firm agrees to the terms, conditions, and requirements set forth herein, unless expressly noted in writing in the firm’s written submission.
10. The Chitimacha Tribal Council shall be the final decision-making authority in all matters relative to this project. The Tribal Council will designate an “Owner’s Representative” who will report directly to the Tribal Council and who will be the primary person with whom the Proposer will interact on a daily basis. The Tribal Council will work with the successful Proposer to ensure proper communication and accountability among all entities and people involved.

11. References to required actions of the “Tribe” herein shall be understood to mean the Chitimacha Tribal Council, or it’s specifically authorized “Owner’s Representative”, or other Tribal Council authorized person or entity.

## II. GENERAL INFORMATION

**Purpose** – The Chitimacha Tribe of Louisiana (Tribe) is soliciting qualifications from qualified design, or design-development firms to perform:

- Preliminary Planning, Schematic Design, Design Development, Construction Drawings, Bidding and Contracting, Construction Management, as well as all required disciplines needed to complete the scope.

Each proposal will be measured against the Tribe’s project scope requirements to ensure our objectives are met.

**Format of this RFQ** – This RFQ contains sections which are informational; provide the background and environment of the Chitimacha Tribe of Louisiana; the specifications for the services requested; contractual requirements and conditions; and the format of proposals and evaluation criteria.

**Inquiries and contacts** – Additional information requests and any other contact should be directed to:

Chitimacha Tribe of Louisiana  
Attn. Brian Headley, Owner's Representative  
P.O. Box 661  
155 Chitimacha Loop Road  
Charenton, LA 70523  
(337) 923-4000  
[brian@chitimacha.gov](mailto:brian@chitimacha.gov) email

**Other than the designated Owner's Representative, under no circumstance will Proposers have any direct contact with any member of the evaluation committee, unless it is deemed necessary to prepare a thorough proposal. If warranted, the questions should be directed, in writing to the above address and should give adequate time for the Tribe to respond. Failure to adhere to this requirement will be cause for immediate rejection of the proposal without further consideration or notice.**

**Delivery of proposals** – All proposals must be delivered at the above noted address no later than **July 27<sup>th</sup>, 2026**. Any proposals received after that time will be disqualified. The Chitimacha Tribe of Louisiana cannot waive or excuse the late receipt of a proposal.

**Number of proposals** – Proposers should submit one original of the proposal to the person and location specified above by the required date. The Proposer may prepare and present / transmit the required copies in a digital, (\*.pdf) format to [brian@chitimacha.gov](mailto:brian@chitimacha.gov) via email. If sent by postal service, the outside of the proposal package should be clearly marked as follows:

**CHITIMACHA TRIBE OF LOUISIANA  
EMERGENCY OPERATIONS CENTER, (POLICE AND FIRE)  
ATTN: BRIAN HEADLEY, OWNER'S REPRESENTATIVE  
P.O. BOX 661  
155 CHITIMACHA LOOP ROAD  
CHARENTON, LA 70523**

**Price proposal** – The price / rates at which the Proposer offers to provide the services requested in the RFQ should be in the proposal package.

**Independent price determination** – A proposal will not be considered for award if the price proposal was not determined independently without collusion, consultation, communication or agreement as to any matter relating to such price proposal with any other offer or with any competitor. The Proposer may be required to certify to this term.

**Price quotations** – The price proposal quoted in any proposal will not be subject to any increase and will be considered firm for the life of the contract award, unless specific provisions have been provided for adjustment in the original contract.

**Incurring costs** – The Chitimacha Tribe of Louisiana shall not be held liable for any expenses incurred by any Proposer responding to this RFQ for expenses to prepare or deliver the proposal, or to attend any pre-award Proposers' conference, or preparatory RFQ site visit.

### **III. OPERATING ENVIRONMENT**

**Location** – The Chitimacha Tribe of Louisiana's administration offices are located at 155 Chitimacha Loop Road, Charenton, Louisiana.

**Background** – The Chitimacha Tribe of Louisiana is a federally recognized Sovereign Indian Tribe organized under the Indian Reorganization Act of June 18, 1934. The Tribal entity includes governmental and regulatory offices, departments, enterprises, and component units. The Chitimacha Tribe of Louisiana operates under a constitution which was approved by the United States Government on January 14, 1971. The chief executive of the Tribe is the Tribal Chairman, and the governing body is the Tribal Council which consists of the Tribal Chairman, Vice-Chairman, Secretary-Treasurer and two at large members.

**Chain of Command** – The Chitimacha Tribe of Louisiana is responsible for the management and administration of the successful Proposer. The successful Proposer will not take any direction or action, whether directed or implied by any Tribal entity or individual other than the Tribal Council, and/or as authorized by said Tribal Council, the Tribal Owner's Representative or other Tribal Council authorized designee or representative.

A Confidentiality Agreement will be provided and required to be signed and returned to the contact person noted above.

**IV. TIME REQUIREMENTS**

**Proposal calendar** – the following is a list of key dates up to and including the date proposals are due to be submitted:

Release of RFQ	June 24 <sup>th</sup> , 2026
Written questions submission deadline	July 21 <sup>st</sup> , 2026
Proposal submission deadline	July 27 <sup>th</sup> . 2026
Proposal opening	TBD

**Date services may commence** – The services will begin once the Tribe has the successful Proposer added to the Master Vendor List and a date mutually agreed to by the successful Proposer and the Chitimacha Tribe of Louisiana.

**Schedule for Completed Presentation** – If required, the successful Proposer may be required to present their proposal and rate schedule to the Tribal Council. This date and time will be provided once the contractual engagement is in place and a timetable of events has been agreed to by both the Tribe and the Proposer.

**Entrance conference, progress reporting and exit conference** – An initial planning meeting will be held prior to the start of any project. Progress meetings will be held as deemed necessary by the Tribe to gauge progress and assist in facilitating the timely completion of each tier. In addition, special meetings will be scheduled when required. If requested, the successful Proposer will be required to publicly present the culmination of their facility design to the General Membership of the Tribe. Scheduling of these meetings will be the responsibility of the successful Proposer and shall include the Tribal Council, and/or as authorized by said Tribal Council, the Tribal Owner’s Representative or other Tribal Council authorized designee or representative.

**V. ASSISTANCE TO BE PROVIDED TO THE SUCCESSFUL PROPOSER**

**Information and assistance** – the Tribal Council and administrative personnel of the Tribe as well as the key Tribal staff, or their respective designees, will be available during this project to assist in providing information, documentation and explanations.

**Work area** – The Tribe will provide the successful Proposer with sufficient access to the areas identified for this new facility. Coordinating any activities will be the responsibility of the successful entity and must ensure minimal impact to ongoing operations of the Tribal Government and the Public.

**AS-BUILT preparation** – Final as-built preparation, (\*.pdf and \*.dwg) including specifications, materials and materials testing will be provided to the owner prior to project close-out.

**VI. PROPOSAL SPECIFICATIONS AND REQUIRED FORMAT**

**Scope of work** – The Chitimacha Tribe of Louisiana is soliciting proposals from qualified firms to perform the following services:

**Preliminary Planning, Schematic Design, Design Development, Construction Drawings, Bidding and Contracting, as well as all required disciplines needed to complete the scope.**

### **Preliminary Project Planning**

Successful entity will work in conjunction with the Tribe to assess and evaluate the proposed location and plan and to refine as progress is made during the planning functions. This includes but may not be limited to:

- Parcel Identification
- Overall site layout and required infrastructure improvements
- Preliminary facility sizing
- Preliminary budgeting
- Amenities recommended
- Ingress and Egress accommodations
- Impact to adjacent areas
- Other

### **Schematic Design**

Successful entity will work to successfully design the improvements as directed by the Tribe. This will include:

- Facility sizing requirements, overall shape and placement of the selected parcel.
- Meet with the Police, Fire and Administration to determine the required space allocations.
- Design of the required safety systems, (security, fire, access control, etc.) if any.
- Prepare a refined Opinion of Probable Cost for the identified improvements.
- Other areas as required or deemed necessary.

### **Design Development**

The successful entity will further the Schematic Design to advance the preliminary drawings into a more detailed design development package for review by the Tribe. This includes, but is not limited to:

- Refine drawings to providing detailed specifications of allocated space, required systems and other critical components of the project.
- Provide an updated Opinion of Probable Cost.
- Assure the project is biddable and buildable.
- Assure the project and associated design and construction are in accordance with any federal, regional or local code requirements.
- Communicate with the Owner's Representative

### **Construction Drawings**

The successful Proposer will prepare a complete set of construction drawings, specifications and contract documents for public bidding. Coordination with the Tribe's Legal Counsel on the contract documents will be required. All construction drawings, specifications and the contract documents will be issued to the Tribe in both AutoCAD format, (geo-referenced), and in Adobe \*.pdf format.

## **Bidding and Contracting**

The successful Proposer will be required to prepare and submit all required public notices / advertisements, commensurate with the Tribe's Procurement Policy. Management of the bidding process and public bid opening is required of the successful Proposer. Any and all construction contracts / documents must be reviewed by the Tribe's Legal Counsel prior to issuance. Successful coordination with the Owners Representative is critical.

## **Required Disciplines to support the Project**

It will be the responsibility of the successful Proposer to engage and manage all required disciplines, (civil, mechanical, electrical, plumbing, fire suppression, access control, etc.)

**Safe-Keeping of All Documentation** – All working papers must be retained by the successful Proposer for a minimum of five (5) years. The successful entity must make the working papers available, upon appropriate request, to Tribal management. The successful Proposer shall deliver to the Tribe a digital copy of all documentation as well as a digital, and geo-referenced \*.dwg file of any designs to the Tribe.

**Vendor and Licensing requirements** –The selected firm must submit the required documentation and satisfy the Vendor requirements of the Tribe as well as satisfy state licensing and certification requirements. Entity must submit a copy of the Certificate of Insurance; however, the Tribe may require additional coverage and limits.

**Conflicts of interest** – The firm, its officers, members, partners or employees must have no interest, direct or indirect, which would conflict or compromise in any way or degree, the performance of the services requested. The firm must periodically inquire of its officers, members, partners and employees concerning such interests. Any such interests discovered shall be promptly brought to the attention of the Tribe.

**Gratuities** – The firm must warrant that it has not employed any company or person other than a bona fide employee working solely for the firm or a company regularly employed as the firm's marketing agent, to solicit or secure the contract, and that it has not paid or agreed to pay any person or company any fee, commission, percentage, brokerage fee, gift or any other compensation or consideration contingent upon or resulting from the award of the contract under this RFQ.

**Vendor relationship** – The firm must acknowledge its status as an independent contractor, and that no principal-agent relationship or employer-employee relationship is contemplated or created by the parties to the contract provided for in this RFQ. The firm must acknowledge that as an independent contractor, it is solely liable for the acts and omissions of its employees or agents. The firm must also warrant that it alone is responsible for the selection, supervision and compensation of all individuals employed by it under this RFQ and the resulting contract. The firm must also acknowledge its responsibility for the payment of compensation to its employees and contractors of all wages, salaries, taxes, withholding payments, penalties, fringe benefits, fees, professional liability insurance, contributions to pensions or deferred compensation plans, including Social

Security and worker's compensation coverage, licensing fees, and for the filing of all documents and returns relative to the above. The firm must agree to hold the Tribe harmless against any and all claims, including but not limited to, the foregoing payments, withholdings, contributions, taxes, and income tax returns. The firm must also agree not to assign, convey, transfer or delegate any of its responsibility or obligations under the contract awarded as a result of this RFQ, without the written consent of the Tribe.

**Governing laws and regulations** – The firm must agree that the contract awarded under this RFQ is governed by the laws and jurisdiction of the Chitimacha Tribe of Louisiana and the firm must agree to comply with all applicable federal, state and local laws and regulations.

**Terms of contract** – the contract contemplated by this RFQ shall extend for a sufficient period to cover the project.

**Invoicing, progress payments and retainages** – the firm must agree to submit invoices, in arrears, to the Tribe. Progress payments are permitted based on the percentage of the services completed and determined by the work plan submitted in the proposal, providing that the progress payments include all supporting documentation. Progress payments are not allowed more frequently than monthly.

**Proposal format** – The submittals to the RFQ must be in the following format:

- Title page, indicating the subject matter of the proposal, proposing firm's name, name, address and telephone number of the contact person, and date of the proposal.
- Table of contents
- Detailed proposal:
  - o Background information and firm profile
  - o Scope of services offered
  - o Qualifications and experience
  - o Price / rate proposal

The required content, of the four sections of the detailed proposal, is discussed in detail in the following section. The detailed proposal should be prepared simply and economically, providing a concise description of the Proposer's capabilities to provide the services contemplated by this RFQ. While additional details may be presented, such details are not essential, beyond that needed to respond to the requirement of the RFQ.

## **VII. REQUIRED CONTENT**

**Background information and firm profile** – The detailed proposal should provide information about all primary components of an individual Proposer or if multiple entities are utilized, then for each material participant. The Tribe can provide guidance to this requirement if needed. The proposal **must contain** the following:

- History of the firm

- Licensing or registration of the firm and significant staff assigned
- Independence for the engagement
- Entity reputation in prospective industry
- Other information believed helpful to the evaluation committee which demonstrates how the firm meets the general, technical and specific requirements of the RFQ.
- Significant litigation or material errors and omissions, or other claims or actions involving the firm or entity.

**Scope of services offered** – The detailed proposal should identify:

- Each activity in detail and its corresponding methodology
- Any required or other supplemental information to be included therein
- Reports issued as a result of the engagement
- Proposer shall acknowledge in writing, its full compliance with all Tribal and State regulatory requirements
- Specific and prior approved plan to minimize the disruption during any project life cycle activities
- Planned use of specialists, if any
- Extent of assistance expected from Tribal personnel or designees
- Other information believed to be helpful to the evaluation committee, necessary to understand the firm’s planned approach to the conduct of this project

**Qualifications and experience** – The firm should include the following information:

- Names, designations, licensing and firm positions of the individuals assigned to the engagement
- Brief biographical information on those individuals (education, professional affiliations/memberships, and work history)
- Firm’s policy for substituting individuals in the project
- Comparable engagements performed by the firm recently (last five years), and if public information, names of the entities and contact persons
- Individuals assigned to this engagement who participated in those assignments
- Other information about the firm and the assigned personnel that demonstrates the firm’s ability to provide the services requested or otherwise meet the requirements of the RFQ.

**Price** – The price proposal must be submitted with the original proposal. Pricing information should include:

- Planning
- Surveying, if any
- Permitting, if any
- Schematic Design, Design Development, Construction Drawings
- Construction estimates and Construction related activities.
- Construction Monitoring / Inspections

## VIII. PROPOSAL EVALUATION AND SCORING

**Proposed evaluation process** – Proposals received timely will be evaluated by a committee using the criteria stated above, based on the content and overall responsiveness of the proposal to the requirements of the RFQ. The technical portion of each proposal (without the price proposal) will be considered by each member of the committee individually (including scoring) prior to consensus scoring by the committee.

The committee will then meet and arrive at a consensus score for the technical portion of each proposal using the maximum possible points) on the technical portion of the evaluation to be considered for the awarding of the contract. Firms who do not score at least 49 points on the technical portion of the evaluation will not be considered further. After the consensus technical scoring has been completed, the price proposals of the firms who meet the minimum technical scoring requirements will be evaluated and added to the technical points. The firm with the highest total points will be recommended to the Tribal Council for award of the contract.

**Proposal scoring** – Proposal will be evaluated for content and responsiveness to the RFQ requirements. The maximum scores for each portion of the proposal are as follows:

Technical scoring:

• Background information and firm profile	10 points
• Scope of services	30 points
• Qualifications and experience	<u>30 points</u>
Total possible technical score	70 points
Price proposal (minimum of 49 technical points required)	<u>30 points</u>
Total possible points	<u>100 points</u>

**Price scoring** – The evaluation committee will evaluate the price proposals only after it has been determined that the consensus technical score equals or exceeds 49 points (70% of the possible technical score). Firms scoring less than 49 technical points will be eliminated from further consideration. The firm meeting the minimum 49 technical points which offers the lowest total cost of services will be awarded the maximum 30 points.