



Request for Design-Build Proposal (RFP)
Design and Construction of Shade Canopy System
Health Services Center Courtyard

Solicitation Number: HBII-7710

Contact for Questions: Direct inquiries to Ian Geitner at ian.geitner@pascuayaqui-nsn.gov or 480-805-0255

Project Address: 4567 W Tetakusim Rd, Tucson AZ 85746

1. Introduction

The Pascua Yaqui Tribe is seeking proposals from qualified design build firms to design and construct a shade canopy system over the courtyard of Health Services Facility, located at 4567 W Tetakusim Road, Tucson AZ 85746. The purpose of this project is to enhance the usability of the courtyard by providing effective shading that improves comfort, reduces heat, and aligns with the aesthetic and structural integrity of the existing building.

2. Project Overview

The courtyard is a central outdoor area of the building. Refer to the included building drawings by Swaim. The courtyard is shown on drawing a1.0, between gridlines 8-12 and J-N1. The envisioned shade canopy system should:

- Fixed in place (not retractable)
- Provide adequate shading to mitigate direct sunlight and heat.
- Complement the architectural style of the building.
- Utilize durable, weather-resistant, and sustainable materials.
- Include structural supports that integrate seamlessly with the courtyard layout.
- Adhere to all local building codes and regulations.

3. Scope of Work

The selected firm will be responsible for:

1. Design Phase:

- a. Conducting a site assessment to evaluate existing conditions.
- b. Developing conceptual and detailed designs for the shade canopy system.
- c. Presenting design options to the Pascua Yaqui Tribe for review and approval.
- d. Providing cost estimates and timelines for the proposed designs.

2. Construction Phase:

- a. Procuring materials and equipment needed for the project.
- b. Constructing the shade canopy system as per the approved design.
- c. Ensuring minimal disruption to the building or courtyard's regular use.
- d. Conducting final inspections and making adjustments as necessary.

3. Post-Construction Phase:

- a. Providing a comprehensive maintenance plan.
- b. Delivering as-built drawings and warranties.

4. Proposal Requirements

Interested firms are requested to submit a comprehensive proposal that includes:

1. Company Information:

- a. Name, address, and contact details.
- b. Overview of the firm's qualifications and experience with similar projects.

2. Design Approach:

- a. Conceptual design and description of the proposed shade canopy system.
- b. Materials and technologies to be used.

3. Project Timeline:

- a. Detailed schedule outlining key milestones and completion dates.

4. Cost Proposal:

- a. Breakdown of all costs, including design, materials, labor, and contingencies.

5. References:

- a. At least three references from previous clients for similar projects.

5. Evaluation Criteria

A Pascua Yaqui Evaluation Committee shall evaluate proposals deemed *Responsive* and *Responsible*.

Proposals shall be evaluated according to the evaluation criteria set forth herein. Evaluation of cost shall be made without regard to applicable taxes.

Maximum Possible Score is 100 Points (plus 10 Points for Qualified Native American Owned Enterprise).

- Company Information: 20 Points
- Design Approach: 20 Points
- Project Timeline: 20 Points
- Cost Proposal: 20 Points

- References: 10 Points
- Tribal Preference: 10 Points

6. RFP Timeline

- a) RFP Issuance Date: 9/5/25
- b) Pre-proposal conference:
 - i) A pre-proposal conference will be held for the purpose of clarifying requirements and documenting prospective offeror questions.
 - ii) Attendance: Non-Mandatory
 - iii) Pre-Proposal Conference Date/Time: Sept. 12th, 2025 AT 10:00 A.M. LOCAL AZ TIME (MST)
 - iv) Pre-Proposal Conference Location: Virtual and On Site

Microsoft Teams

[Join the meeting now](#)

Meeting ID: 278 990 065 911 6

Passcode: Ru9Sq6s6

Dial in by phone

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[\(833\) 450-3036,,167342313#](#) United States (Toll-free)

[Find a local number](#)

Phone conference ID: 167 342 313#

- c) Deadline for Vendor Questions and Deviation Requests Via Email Only: 9/19/25. Email questions to pco@pascuayaqui-nsn.gov and CC ian.geitner@pascuayaqui-nsn.gov
- d) Response to Questions Will Be Posted: 9/24/25 on Bid Portal
- e) Proposal Submission Deadline: Proposals Due – 10/8/25 at 3:00 PM - Submit proposals to pco@pascuayaqui-nsn.gov

7. Terms and Conditions

- a. Proposals shall be submitted as defined in the Instructions to Offerors, in accordance with the Standard Terms and Conditions, and all solicitation documents either referenced or included herein. Failure to do so may be cause for rejection as *non-responsive*.
- b. All submittals shall reference the Solicitation Number and Title.
- c. It is the responsibility of Prospective Offerors to familiarize themselves with all requirements of the solicitation.
- d. Offerors are required to read the entire solicitation, including all referenced documents, assure that they can and are willing to comply, and to incorporate all associated costs in their proposal.
- e. Throughout this solicitation document, the meaning of *proposal* and *offer* are intended to be synonymous.
- f. Failure to comply with all terms and conditions of this RFP may cause the proposal to be improperly evaluated or deemed nonresponsive.
- g. The specifications included in this solicitation are intended to identify the kind and quality of goods and/or services to be provided without being unnecessarily restrictive, and as required to provide the information needed for the development of consistent and comprehensive proposals.

- h. Offered products and/or services descriptions shall provide sufficient information to precisely document the product being offered.
- i. Failure to perform appropriate research, discovery, examine any drawings, specifications, statements of work, and instructions will be at the offeror's sole risk.
- j. Items included in the proposal shall meet the specifications and requirements set forth by the solicitation.
- k. In order for proposals to be evaluated and considered for award, proposals must be deemed *Responsive* and *Responsible*. To be deemed "*Responsive*", the submitted offer documents shall conform in all material respects to the requirements stated by the solicitation. To be deemed "*Responsible*", offerors shall document and substantiate their capability to fully perform all requirements defined by the solicitation.
- l. Offeror must hold and honor pricing for 90 days past the due date.
- m. The Tribe reserves the right to request additional information and/or clarification with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements.
- n. The Tribe also reserves the right to request best and final offer(s). The request shall set forth the date, time, and place for the submission of best and final offers. If offerors fail to respond to the request for best and final offer or fail to submit a notice of withdrawal, their immediate previous offer will be construed as their best and final offer.
- o. The Tribe will execute an agreement with the successful offeror or offeror(s) by issue of a blanket contract, purchase order or contract. The offeror agrees to establish, monitor, and manage an effective administration process that assures compliance with all requirements of the agreement. In particular, the offeror agrees that they shall not provide goods or services in excess of the executed agreement items, item quantity, item amount, or agreement amount without prior written authorization by revision or change order properly executed by the Tribe. Any items provided in excess of the quantity stated in the agreement shall be at the Offeror's own risk. Offerors shall decline verbal requests to deliver items in excess of the agreement and shall report all such requests in writing to the PYT Procurement Department within 1 workday of the request. The report shall include the name of the requesting individual and the nature of the request.

If Applicable, Supporting Documents Can Be Found At Pascua Solicitation Portal:

<https://pascuayaqui.wixsite.com/bids>

Attachments

Attachment A: Swaim Building Drawings and Specs

Attachment B: Sample Contract Agreement Form

Attachment C: TERO Business License and Agreement Packet

Attachment D: Native American Owned Enterprise Qualification Form

Thank you for your interest in this project. We look forward to reviewing your proposal.