

Nez Perce Tribe Maintenance Program

REQUEST FOR PROPOSAL (RFP) Remodel Front Entry & Interior Stairwell on Existing Building

LOCATION: 243 Locust Avenue, Lapwai, ID 83540



Call for Proposals

The Nez Perce Tribe Plant Maintenance is seeking architecture to provide design documents that include Schematic and Design drawings; Construction Documents; and Demolition Sequence Plans too:

- I. De-construct existing Steeple/Bell Tower on existing front entry plus provide remodeled roofing plans with entry steps/ADA ramp to ensure structural and integrity of structure;
- II. Plans to reconstruct/reinforce existing interior stairwell.

Questions regarding the RFP must be submitted through email by Tuesday September 22, 2026.

Proposal Due Date: September 29, 2026, received by 3:00 pm (late submissions are not considered)

Proposal Submission Method: Via email, U.S. mail, other delivery services, or hand delivery

Proposal Submission Address:

ATTN: Mary Beth Clark, Transportation Manager
Nez Perce Tribe
P.O. Box 365
243 Locus Avenue
Lapwai, ID 83540
Email: marybethf@nezperce.org
Phone: 208-621-3682 Cell Phone: 208-791-7751

Project Tentative Start Date: November 2, 2026

Project Tentative Completion Date: November 30, 2026

Project Background Information

The Nez Perce Tribal Facility is the former First Presbyterian Church located on 243 Locust Avenue in Lapwai, Idaho. The Nez Perce Tribe Plant Maintenance Program has remodeled the facilities for new tribal government office space. The front entryway that includes the steeple/bell tower to be deconstructed and the historic bell to be removed. The newly remodeled entryway will need to provide the appearance of a professional business facility. The Stairs and ADA ramp up to building is included in the project. Once the architecture work is completed, the Tribe will seek qualified general contractors to initiate the demolition and construction utilizing Design Documents. The finished structure entrance will need to blend in with the current structure roof lines of the existing building plus portray a professional appearance. In addition, the interior stairwell needs reconstruction and/or reinforcement. This Tribe does not have blueprints of this facility.

Scope of work

The “Scope of Work” includes:

1. Establish Point-of-Contact (POC) between Client/Architecture for solid communication throughout contract period.
2. Schematic and Design drawing for: I. Steeple/Bell Tower Entry way; and II. Reconstruct/reinforce existing interior stairwell.
3. Certified Construction Documents (Plans, sections, elevations, specifications, cost estimate) for: I. Steeple/Bell Tower Entry way; and II. Reconstruct/reinforce existing interior stairwell.
4. Demolition Sequence Plan with cost estimate for the Steeple/Bell Tower Entry.

Deliverables

The project deliverables and meetings defined below are the minimum requirements for the execution of this project.

- Communication. Open Communication between Point-of-Contacts (POC) is strictly adhered to. Project initial meeting is required to discuss project expectations and to address any Q&A. If necessary, additional meetings are acceptable. A ‘final’ draft meeting is required to discuss the draft plans and make any additions/revision if necessary.
- Draft Schematic and Design Drawings. The respondent shall provide Draft Design Drawings for review to the POC. A meeting will be set to review and discuss the “Draft” documents; recommended revisions and/or alterations will be made at this time.
 - Final Schematic and Design Drawings will be reviewed and once accepted, the Certified Construction Documents (Plans, sections, elevations, specifications, cost estimate) for I and II can proceed.

- **Draft Certified Construction Documents.** The respondent shall prepare Draft Construction Documents for review to the POC. A meeting will be set to review and discuss the “Draft” documents; recommended revisions and/or alterations will be made at this time.
 - 100% Design Documents for acceptance by the POC following a thorough review. The 100% Design Documents shall be Certified by the Architecture.

Duration of Services

The services of the Architect will begin with the signature of the contract by an authorized representative on behalf of the Nez Perce Tribe and an authorized individual on behalf of the Architect. A “Notice To Proceed” from the Tribes POC will be provided to the Architect. The services of the Architect will end upon the completion of the Scope-of-Work and Deliverables. Tentative duration is 5 weeks.

Requirements for Proposal Preparation

Proposal must contain the following components. Proposers are asked to refrain from submitting proposals that will not be easily duplicated such as spiral binding, photos and fold-out or other larger than letter-sized paper.

1. Contact name, address, telephone number, email address.
2. Detailed description of skills, experience and ability to meet project requirements including identification and designation of roles/responsibilities of key project staff.
3. Client references including project type, dates, contact information and description.
4. Detailed description of approach to project including all of the requirements listed.
5. Detailed project timeline and deliverables.
6. Statement of acceptance, ability and willingness to enter into a Contact with the Nez Perce Tribe.
7. A breakdown of budget proposal
8. Identify if firm is NPT “Tribal Employment Rights Ordinance” (TERO) certified.
9. All Firms submitting proposals shall be currently licensed and authorized by the State of Idaho and must have a favorable record.
10. Proposals shall remain firm for a period of sixty (60) days after the date specified for the receipt of proposals.
11. If your proposal involves any subcontractors, you must provide full details on the nature of work to be performed by them and the locations in which the work is to be performed. The proposed subcontractor must be licensed and authorized by the State of Idaho to perform the proposed services.
12. Proposals must be written in concise and clear language. Proposals will not exceed 10 pages in length.

13. All submissions must be received at the above-mentioned address by the **date and time specified on the cover of this RFP. Late proposals will not be accepted.**

Evaluation and Award Process

1. Received Proposals will be opened September 30, 2026. The POC will provide packets for the reviewing and selection team.
2. Reviewing and selection team will score the proposals. Selection will be recommended at that time.
3. POC will communicate with the successful firm for their acceptance to move forward.
4. POC will provide a draft Contract for review. The POC will move contract forward to Nez Perce Tribe Executive Committee for a resolution/approval of contract. Tentative Date October 27, 2026.
5. Once Contract is signed by both parties, a “Notice to Proceed” will be provided by the POC. Tentative Date November 2, 2026.