

# Absentee Shawnee Tribe of Indians of Oklahoma



REQUEST FOR PROPOSAL

FOR

CONSTRUCTION MANAGEMENT AT-RISK SERVICES

(Responses due by 5:00 PM CT on June 5 2026)

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## Absentee Shawnee Tribe of Oklahoma – Brief Overview

The Absentee Shawnee Tribe of Indians of Oklahoma (“Tribe”) is one of three federally recognized Shawnee tribes (the Eastern Shawnee and the Loyal Shawnee are also known as the Shawnee Tribe). Headquartered in Shawnee, the Absentee Shawnee Tribe has approximately 4,343 enrolled tribal citizens living in all parts of the world.

The Absentee Shawnee Tribe of Indians of Oklahoma was organized under the Oklahoma Indian Welfare Act of 1936. The tribe has its own constitution, is administered by an elective five-member Executive Committee, and generates revenue through various means. The Absentee Shawnee persistently adhere to their tribal customs and ceremonies. Of Oklahoma's three federally recognized Shawnee tribes, the Absentee have the largest number of members who speak their native Algonquian language.

## Absentee Shawnee Tribal Health Authority, Inc. – Brief Overview

Absentee Shawnee Tribal Health Authority, Inc. (“ASTHA”) is a subsidiary of and owned and operated by the Absentee Shawnee Tribe of Oklahoma. Their mission is to provide a culturally-sensitive, quality health care system for American Indians and Alaskan Natives, which leads to health promotion and disease prevention through a multi-disciplinary team using holistic and evidence-based practices that address all health issues and educational needs while protecting individual confidentiality.

## Purpose Statement

Absentee Shawnee Tribal Health Authority, Inc. (“ASTHA” or “Owner”) is issuing this Request for Proposal (“RFP”) to seek proposals from qualified construction management firms (“Firm”) to provide professional construction management at-risk (CMAR) services for an approximately 30,000 sq. ft. Health Clinic Finish Out (the “Project”) of the second floor shell space. All Firms are encouraged to review each section of the following document carefully and respond in a timely manner to be considered for this project.

## Project Background

Absentee Shawnee Tribal Health Authority, Inc., which is wholly owned by the Absentee Shawnee Tribe of Indians of Oklahoma, currently owns and operates the Little Axe Health Clinic located in Norman, Oklahoma. The current 135,000 approx sq. ft. clinic was completed in 2010, and expanded in 2024. ASTHA is currently exploring the option to expand the current clinic to provide additional healthcare services. The overall goal is to enhance the employee and patient experience by increasing space for additional offices, optometry, pediatrics, occupational and speech therapy and pediatric behavioral health.

## Scope of Services

The Firm will be responsible for providing construction management at-risk services related to the pre-construction and construction phases of the project. Proposals provided in response to this request shall address the respondent's ability to provide the services required for the project which would include, but not be limited to the following:

### **Pre-Construction Activities**

1. **Budgeting:** The Firm must work with the Project Team, which may include Health System staff, legal counsel, Health System leadership, the Tribe's leadership, and other professional consultants engaged by the Health System to develop a detailed Project Budget. This initial budget shall include sufficient identification and clarification as to the Scope-of-Work included and specifically excluded by the Firm. Once approved, the budget shall be regularly updated, and presented for approval, as the design continues to develop. The level of detail presented in each budget update shall continue to increase as the design progresses from Design Development through final 100% Contract Documents and a final Guaranteed Maximum Price (GMP).
2. **Project Scoping:** The Firm must work with the Project Team to develop a detailed set of recommendations as to the Project size, scope, and amenities. The Firm should review all existing studies and plans to determine their viability and make adjustments using the current market and site information gathered by the Project Team, if needed.
3. **Project Logistics:** The Firm must work with the Project Team to determine how ingress/egress plans may impact operations and what operational needs there may be necessitating specific ingress/egress plans. Owner expectation is to have least disruption possible to existing operations.
4. **Scheduling:** After the project has been awarded, the Firm shall draft, present, and gain Owner approval on an overall Master Project Schedule that fully details the preconstruction process, GMP process, commencing construction, and all construction activities up through, and to, Final Completion. Once approved, this schedule shall continue to be updated, and presented for approval, with each progression of the project design and budget.
5. All Pre-construction activities are to occur concurrent with the Design Phase. This is to include any and all items necessary to provide complete and adequate planning for the construction phase of the project. This is to include various items such as long lead procurement management, constructability reviews, site logistics planning, meeting coordination (scheduling, agendas, and minutes) and various additional items as necessary.
6. **GMP Delivery:** After the final 100% contract documents are issued, the CMAR firm will then proceed with the bidding process to obtain final GMP.

7. Coordinate with various departments of the ASTHA and/or Tribe along with other agencies, utility companies, Architect and Design Team, Owner's Representative, etc. as needed.

### **Construction Phase Services**

1. Provide on-going schedule management and regular updates to the Owner. This would include weekly look ahead schedules and monthly updates on the master project schedule.
2. Provide on-going budget management and regular updates to the Owner. This would include full transparency and regular reporting for all budget related items such as project buyout status, subcontracting status, allowance reconciliation, and contingency usage.
3. Provide on-going management, reporting, and transparency related to all Contingency Management and Change Management.
4. Provide on-going management and reporting of a Quality Control and Quality Assurance program.
5. Provide on-going management and reporting of Construction Administration activities such as submittal reviews, RFI management, on-site inspections, etc.
6. Address all federal, state, and local construction permitting requirements and pay all associated fees.
7. Arrange for procurement of all materials and equipment required.
8. Conduct weekly or bi-weekly construction progress meetings as appropriate to the level of activity and schedule and administer specially called meetings throughout the progress of the work. Provide conference quality communication for meeting participants not able to attend progress meetings in person.
9. Coordinate with various departments of the ASTHA along with other agencies, utility companies, Architect and Design Team, Owner's Representative, etc.
10. Provide on-site construction management to assure proper compliance with the Contract Documents.
11. Obtain Approval of Construction for building structures, building systems, and all supporting site infrastructure from all permitting agencies and jurisdictions to include the building Certificate of Occupancy.
12. Schedule and manage site operations, maintain a safe work site for all participants, and provide quality controls.
13. Bond and insure the construction in accordance with regulations of the Tribe.
14. Maintain a safe work site for all project participants.

## Proposal Requirements

### **Guidelines**

1. **Response**: Provide a clear response in whole to this RFP. All responses shall comply with the format detailed below to allow the selection committee to fairly evaluate and rank proposals.
2. **Communication, Input, and Reporting**: Maintain, throughout the course of the Project, satisfactory and timely communication with the Project Team. The Firm will take direction from and seek input from the Project Team at appropriate times and intervals and will report to the Project Team throughout the term of any services provided in connection with the Project.
3. **Confidentiality**: Any and all reports, Project, and/or construction documents shall become the confidential and proprietary property of the ASTHA and/or Tribe, and are not to be communicated, transferred, or given over to any individual, entity, or organization without the expressed written consent of the ASTHA and/or Tribe or their appointed representatives. The existence of this RFP and the response to it should also be kept confidential.
4. **Implementation**: The Firm is responsible for implementing and facilitating decisions necessary and agreed to in order to continue the progress of the Project to accomplish the overall objectives. The Firm shall work with the Project Team to ensure the timely completion of the Project and within the approved budget.
5. **Compliance**: The Firm must adhere to any applicable tribal, federal, county, and/or state law applicable to the Project.
6. **Qualifications**: Firm must possess a minimum of five (5) years of experience in constructing healthcare centers or CMAR experience for projects similar in scope to this Project.

### **Proposal Format**

Proposal shall be letter-sized, bound, and organized with the following tabs:

1. Cover Letter and Executive Summary
2. Section One – Firm Overview
3. Section Two – Prior Experience
4. Section Three – Project Team
5. Section Four – Work Plan Summary
6. Section Five – Proposed Project Schedule
7. Section Six – Fee Proposal
8. Section Seven – References
9. Section Eight – Native Ownership and Participation
10. Section Nine – Statement of Potential Conflicts of Interest
11. Section Ten – Confidentiality Agreement
12. Section Eleven – Incurring Costs
13. Section Twelve – Suspension / Debarment

## **Proposal Content**

1. **Cover Letter and Executive Summary:** Provide an introduction of the proposer and summary of key points in the RFP response. Describe the relationship between all participating firms if applicable.
2. **Firm Overview:** Please provide a description of your company along with the following information:
  - Contact Information: Firm address, phone/fax and e-mail addresses.
  - Firm History: Provide a brief history, years in business under the name stated above, ownership structure, and reporting hierarchy.
  - Litigation History: List all prior and pending litigations along with a brief description of each.
  - Safety: Provide firm's Experience Modification Rate (EMR).
3. **Prior Experience:** Please submit a statement of all similar projects conducted, including experience on healthcare centers and prior Tribal experience. The projects should be identified and the name of the client shown, including the name, addresses, and phone number of the responsible official of the client company, the total cost of the project, and a description of your company's role in the project. This information will be considered confidential and shall not extend beyond the ASTHA and/or Tribe or its direct agents.
4. **Project Team:** provide a resume of each key team member involved in the Project and a description of his/her role with regards to the Project. Also, please state if any of the team members are Native American, and what Tribe he/she is an enrolled member of.
5. **Work Plan Summary:** Please provide an outline summarizing the proposed Project consisting of tasks involved in the Project. The task descriptions should be in sufficient depth to afford the ASTHA a thorough understanding of the proposed scope of work. This should include a description of the performance measurement techniques, data sources, and analytical methods planned to be used in completing the Project.
6. **Proposed Project Schedule:** Provide a proposed high level (summary) CPM schedule for the preliminary expansion floor plan, including outline for the GMP process, sections for each department expansion, and proposed sequencing of department expansions. Floor plan provided at the end of this document outlines each department by work flow priority.
7. **Fee Proposal:** Please provide the following:
  - **Pre-construction Fee:** Provide a lump sum fee for Preconstruction Services. Includes all services provided by the construction manager during the pre-

construction phase as outlined in the Scope of Services section.

- Construction General Conditions: Provide a full listing of all anticipated General Conditions costs and durations for the project. The General Conditions are generally to include all staffing for the project, all costs related to supporting the staff (computers, software, etc.), the project trailer, and all costs associated with furnishing and maintain the business conducted within the trailer.
- General Requirements: To be further analyzed and priced within the Cost of Work by the awarded CMAR during the Preconstruction Phase. This will include all costs related to managing the site such as temporary roads, temporary fencing, traffic control, temporary toilets, dumpsters, etc.
- CM Controlled Contingency: Provide proposed 10% Contingency percentage carried in initial project budget and percentage at time of GMP.
- Insurance: Provide percentage for General Liability and Builder's Risk. Please clarify what the percentage will be calculated on.
- Payment and Performance Bond: Provide proposed Bond percentage. Please clarify what the percentage will be calculated on.
- Subcontractor Bonding: Clarify if subcontractors will provide their own bonding (including in Cost of Work) or if an SDI (or similar) program will be utilized. If SDI program is utilized, please provide proposed percentage.
- CM Fee Percentage: Provide proposed CM Fee. Please clarify what the percentage will be calculated on.

In addition to the Fee Proposal, please provide a proposed budget worksheet with the answers provided in the Fee Proposal based on an assumed (and preliminary) Cost of Work of \$12 million.

8. References: Please provide at least three references in which you have successfully completed a project similar in scope to the Absentee Shawnee Project. Please include the name of the responsible individual, his/her title and phone number, his/her company, and the associated project. This information will be considered confidential and shall not extend beyond the ASTHA and/or Tribe or its direct agents.
9. Native Ownership and Participation: Clarify if Native-Owned and provide proof of Native ownership. Provide plan how Firm will promote Native Participation on this project. Tribal Employment Rights Act will be applicable to this project.
10. Statement of Potential Conflicts of Interest: The Firm must disclose any contracts, services rendered, relationships, circumstances, or interests between the firm, its consultants or subcontractors, and other clients that could pose any conflicts of interests, influence judgment or impair objectivity, or give the appearance of such

conflicts. If there have been no such relationships, a statement to that effect is to be included in the proposal.

11. Confidentiality Agreement: Provide Statement of Confidentiality. During the course of the Project, the progress or preliminary findings of the CMAR Firm shall not be disclosed to any party other than the ASTHA and/or Tribe or its assigned representatives and all findings shall be treated as proprietary information.
12. Incurring Costs: All liability for costs incurred by any individual or firm in preparing their proposal, expended during the selection process, or otherwise incurred prior to the receipt of an executed contract will be borne by the individual or firm. Please include a statement acknowledging this liability in the proposal. The Firm's proposal must remain valid and irrevocable for a period of not less than sixty (60) days after the deadline stated herein. By submitting a response to ASTHA, the individual or firm acknowledges this responsibility.
13. Suspension/Debarment: Please indicate, by answering, if your company or any person associated therewith in the capacity of owner, partner, director, officer, or any position involving the administration of Federal or State funds:
  - a. Is currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal, state or tribal agency.
  - b. Has been suspended, debarred, voluntarily excluded, or determined ineligible by any federal, state or tribal agency within the past 3 years.
  - c. Does have a proposed debarment pending; or has been indicted, convicted, or had a civil judgment rendered against it or them by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

Not meeting any of the above conditions will not necessarily result in denial of an award, but will be considered. For any condition noted, indicate to whom it applies, initiating agency, and dates of action. Providing false information may result in Federal criminal prosecution or administrative sanctions.

## Questions and Proposal Submission

To be considered, proposals must be received no later than 5:00 PM CT on June 5, 2026.

Construction Management Firms must provide an electronic copy of their responses by emailing Madison Schultz at [mschultz@adgblatt.com](mailto:mschultz@adgblatt.com) and Connor Edwards at [cedwards@astribe.com](mailto:cedwards@astribe.com). Please use the subject line: ASTHA Construction Management RFP.

Questions should also be directed to Madison Schultz by emailing her using the email above. Questions may be asked until June 5, 2026.

## Rejection of Proposals

Any and all proposals received may be rejected by the ASTHA during the selection process. Negotiations may be undertaken with the Firm whose price and other factors indicate that they are qualified, responsible, and capable of performing the work. Negotiations may be entered into separately with competing individuals or firms.

## Interviews

Interviews may be conducted. If they are conducted, they may be virtually or in person at the ASTHA Health Center by the Absentee Shawnee Project Team. All applicants should be prepared to attend an interview with one week's notice.

1. Interviews will be conducted at a time to be determined.
2. Each interview will last for 1 hour, allowing for 30 minutes of presentation and 30 minutes of dialogue.
3. The purpose is to meet your team, understand your Project approach, and compare your deliverables to the Owner's stated objectives. Your capacity to conduct the work in accordance to the Project budget, quality, and timeline goals is of key consideration to the Selection Committee.
4. The respondent shall furnish any equipment necessary for the presentation. No video or audio taping of the interviews by the presenting team will be authorized. The interviews are private and closed to the general public. Only members of the Selection Committee will attend the interview

## Firm Selection

Following interviews, the Project Team will select a firm to continue negotiations with for this project within 3 business days.

## Existing Floorplan

*Source: Absentee Shawnee Tribe of Indians of Oklahoma*

## Preliminary Floor Plan

*\*This is only preliminary and may not be the final option. A second potential option is doing a larger expansion in the SW corner with fewer small expansions but more interior remodeling.*