

Absentee Shawnee Little Axe Health Center 2nd Floor Expansion



REQUEST FOR PROPOSALS OWNERS REPRESENTATIVE SERVICES

(Responses due by 5:00 PM CT, October 31, 2025)

Table of Contents

Absentee Shawnee Tribe of Oklahoma – Brief Overview	3
Absentee Shawnee Tribal Health Authority – Brief Overview	3
Purpose Statement.....	3
Project Background	4
Scope of Services	5
Requirements.....	5
Qualifications	7
Compliance	7
Required Information.....	7
Evaluation Criteria.....	9
Rejection of Proposals	10
Questions and Proposal Submission.....	10
Interviews	10

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 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 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 – Brief Overview

The Absentee Shawnee Tribal Health Authority, Inc. is a subsidiary of and owned and operated by the Absentee Shawnee Tribe of Indians of Oklahoma. The Health System has three convenient locations serving the healthcare needs of Native Americans, SoonerCare members, American Indian Veterans, and insured tribal employees with a wide range of services for all ages.

The Health System is proud to bring to the Native American community a new era of healthcare not only in the physical sense with new buildings and facilities and technology but in the philosophical sense as well. The Health System is committed to setting in motion a new era of healthcare.

Purpose Statement

The Absentee Shawnee Tribal Health Authority, Inc. (“Health System” or “Owner”) is issuing this Request for Proposal (“RFP”) to seek proposals from qualified Owners Representative Firms (“Firm”) to provide professional Owner’s Representative’s services that manage, observe, and coordinate the planning, design, construction, and completion of the Project based upon the decisions, elections, and direction of the Owner related to the expansion of the Absentee Shawnee Tribe Little Axe Health Center 2nd Floor Shell Space located at 15951 Little Axe Dr, Norman, Oklahoma.

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.

All liability for costs incurred by any individual or firm in preparing a proposal response, expended during the selection process, or otherwise incurred prior to the receipt of an executed contract will be the responsibility of the individual or firm.

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, the individual or firm

acknowledges this responsibility.

Project Background

The Absentee Shawnee Tribal Health Authority, Inc., which is wholly owned by the Absentee Shawnee Tribe of Indians of Oklahoma currently operates the Little Axe Health Center; an approximate 135,000 sq. ft. state-of-the-art facility located off Oklahoma State Highway 9 on Little Axe Dr. just east of Lake Thunderbird, across the highway from the Thunderbird Casino, tribal store, and old Little Axe Clinic.

The Little Axe Health Center offers a variety of essential health care services to the community, including but not limited to behavioral health, dental, diabetes and wellness, family medicine, internal medicine, laboratory, pediatrics, pharmacy, physical therapy, public health, radiology, specialty clinic, and women's health. High demand for these essential services has resulted in the assessed need for increased facility capacity. As a result, the Health System is exploring the option to expand multiple units of the Little Axe Health Center facility to serve the growing health care needs of the local community. The overall goal is to increase facility capacity to meet increased vital health services in a single, convenient location.

In 2024, the Health System added approximately 60,000 square feet of additional space to the previously existing building. As part of the 2024 expansion, the Health System shelled out the second floor expansion space and at this time desires to design and build out this shelled space to include administrative office, optometry space, Business office, human resources, Purchased referred care office area, pediatric physical therapy, occupational therapy and speech pathology space and pediatric care exam rooms.

Scope of Services

The selected Firm shall provide comprehensive Owner Representative services throughout all phases of the project, ensuring proactive leadership, risk management, and effective communication. The Firm will act as an extension and the best interest of the Owner, supporting project delivery, cost control, and achievement of all Owner objectives.

1. General & Administrative

- Provide leadership and oversight across all project phases.
- Establish and maintain a clear management and communication structure among the Owner, Tribal Leadership, key staff, and project partners.
- Proactively identify and manage project risks.
- Ensure regular, standardized reporting to the Owner, including project progress, budget status, and schedule updates.
- Minimize additional workload for the Owner by facilitating seamless communication and decision-making.

2. Preconstruction & Design

- Consult with the Project Team to define and clarify program requirements, commencing programmatic and schematic design.
- Oversee and coordinate with the Architect and all design consultants (civil, structural, mechanical engineers).
- Manage the development and confirmation of the program and construction budgets, including soft costs, with regular updates and reporting.
- Lead or facilitate all scheduled meetings (design, budgeting, construction) and maintain meeting records.
- Develop a responsibility matrix to clarify roles and deliverables among all parties.
- Manage design and preconstruction milestones, including constructability reviews and permit management.
- Collaborate with local utility authorities and manage procurement and oversight of contractors for infrastructure work.
- Advise on material and finish selections to ensure a high-quality healthcare facility.

3. Construction Documents & Procurement

- Review and coordinate construction documents with the Owner and design team.
- Oversee the solicitation and selection of the General Contractor and other key vendors.
- Ensure coordination among all design consultants and contractors to maintain

compliance with project requirements and legal standards.

- Manage the onboarding process for contractors, including RFQ/P and GMP development.

4. Construction Contract Administration

- Provide consistent oversight and tracking of the project schedule and budget, including contingencies and allowances.
- Review monthly pay applications and invoices from the Construction Manager (CM) and design team.
- Monitor procurement of long-lead materials and equipment.
- Conduct regular job walks, inspections, and maintain photographic documentation of project progress.
- Ensure the CM implements all necessary safety and site logistics measures.
- Collaborate on architectural field reports and monitor resolution of identified issues.
- Facilitate conflict resolution between drawings and specifications, and mediate contract changes as needed.
- Lead the final walk-through and punch list process to confirm readiness for occupancy.

5. Commissioning & Close-Out

- Develop and oversee a detailed project commissioning plan, ensuring all systems and components are properly tested and documented.
- Manage Owner training requirements and close-out documentation (warranties, O&M manuals, key turnover, etc.).
- Oversee financial reconciliation and audit planning, including periodic courtesy checks and final project audit.
- Establish and manage warranty protocols and post-occupancy support.

6. Reporting & Communication

- Provide regular, standardized reports to the Owner, covering all aspects of project progression, budget, schedule, and risk.
- Deliver cash flow analysis to set expectations for monthly funding requirements.
- Ensure all communication protocols are maintained and all stakeholders are kept informed throughout the project lifecycle.

Requirements

1. Response: Provide a clear response in whole to this RFP.

2. **Communication, Input, and Reporting:** Maintain, throughout the course of the Program, satisfactory and timely communication with the Project Team. The Firm shall 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 Program.
3. **Confidentiality:** Any and all reports, Program, and/or construction documents shall become the confidential and proprietary property of the Health System, and are not to be communicated, transferred, or given over to any individual, entity, or organization without the expressed written consent of the Health System or their appointed representatives. The existence of this RFP and the response to it should also be kept confidential. The RFP is only being sent to selected vendors.
4. **Implementation:** The Firm is responsible for implementing and facilitating decisions necessary and agreed to in order to continue the progress of the Program to accomplish the overall objectives. The Firm shall work with the Project Team to ensure the timely completion of the Program and within the approved budget.

Qualifications

1. Possess a minimum of five (5) years of experience acting as a Firm for projects similar to the scope of this project.
2. Able to prepare budgets and projections.
3. Able to work well with diverse interests, i.e. Executive Committee, Health Board, tribal personnel, community members, vendors, and the Project Team.
4. Knowledge and understanding of tribal governments and tribal enterprises.
5. Knowledge and understanding of retail strip center design and layout.
6. All necessary professional licenses.

Compliance

The Firm must adhere to any applicable tribal, federal, county, and/or state law applicable to the Project.

Required Information

1. **Statement of Work:** Provide demonstration of a clear understanding of the objective and scope of work directly relevant to the project.
2. **Firm Team Members:** Provide a description of Firm and provide a resume of each key team member involved in the Program and a description of his/her role with regards to the Program. Also, state if any of the team members are Native American, and, if so, what Tribe he/she is a member.
3. **Work Plan Summary:** Provide an outline summarizing the proposed Program

consisting of tasks involved in the Program. The task descriptions should be in sufficient depth to afford the Owner and Owner's Representatives 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 Program.

4. **Prior Experience:** Provide a statement of all similar projects conducted, including experience on the design of health care facilities. 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 Owner.
5. **References:** Provide at least three references in which you have successfully completed a project similar in scope of this project. Please include the name of the responsible individual, his/her title, phone number, company, and the associated project. This information will be considered confidential and shall not extend beyond the Owner.
6. **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.
7. **Fees and Expenses:** Provide a detailed bid for the total project. Include description of any fees, costs, or projected expenses and any expense multipliers, if applied.

It is requested that fees for the work performed prior to the closing of financing be kept at as low of a price as possible. Please describe, if any, deferred payment options that may be available that would allow the work performed prior to the closing of financing to be paid at closing of the financing.
8. **Time Estimates:** Provide an estimated timeline for each phase indicating the total time required from date of commencement of the work until completion of the scope of work.
9. **Statement of Confidentiality:** During the course of the Program, the progress or preliminary findings of the Firm or any of its contractors shall not be disclosed to any party other than the Owner, and all findings shall be treated as proprietary information.
10. **Incurring Costs:** All liability for costs incurred by the 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. Include a

statement acknowledging this liability in the proposal.

11. **Professional Licenses:** Describe all current, applicable professional licenses.
12. **Suspension/Debarment:** 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. 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.

Evaluation Criteria

All proposals received shall be subject to evaluation by the Owner and Owner's Representatives. The following areas of consideration will be among those used in making the selection:

1. **Understanding of the Tasks and Responsibilities:** This refers to the Firm's understanding of the Program objectives and the nature and scope of work involved.
2. **Firm's Qualifications:** This includes the demonstrated ability of the Firm to meet the terms and requirements of the RFP in a qualified and timely manner. The Firm should possess knowledge and background in accordance with the Scope of Work requirements.
3. **Soundness of Approach:** Emphasis here is on the techniques used, the sequence and relationships of major steps, the methods of performing the Program and the thoroughness of task identification and development.
4. **Fees, Expenses, and Expense Multipliers:** This area will be weighed, but it will not be the sole determining factor. ***However, the Health System encourages respondents to provide the most competitive but realistic pricing possible and to clearly identify how expenses, expense multipliers, and overhead are charged.***
5. **Potential Conflicts of Interest / Independence:** In order to ensure an independent Project and provide maximum credibility to the recommendations, proposals will not be accepted that could pose any conflicts of interests, influence judgment or impair

objectivity, or give the appearance of such conflicts.

6. Native Priority: Priority in selection will be given to Native-owned companies and companies with Native employees.
7. Reference Checks: The Health System may consider current or past performance as determined by Reference Checks.
8. Prior Tribal Experience: Priority in selection will be given to companies with past experience working with tribes.

Rejection of Proposals

Any and all proposals received may be rejected by the Health System 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.

Questions and Proposal Submission

To be considered, proposals must be received no later than 5:00 PM CT, Friday, October 31, 2025.

Firms must provide an electronic copy of their responses by emailing:

John Kammerzell

jkammerzell@astribe.com

Alyssa Campbell

alyssa@campbell-lawpllc.com

Please use the subject line: "Owners Representative Services RFP"

Questions should also be directed to Alyssa Campbell by emailing them using the email above.

Questions may be asked until the submission date.

Interviews

Interviews will be conducted virtually or in person at the Health System by the Absentee Shawnee Health System Project Team. All applicants should be prepared to attend an interview with one week's notice.