



**REQUEST FOR QUALIFICATIONS  
TRIBAL CULTURAL CENTER DESIGN SERVICES**

**Background**

The Pokagon Band of Potawatomi Indians requests statements of interest and qualifications from parties, persons, firms and/or teams to support the objectives identified below through providing Design Services for the Tribal Cultural Center, anticipated for construction in summer 2009. The Tribal Cultural Center (TCC) will serve as a destination for language and cultural activities, events, preservation of Tribal materials and home of the Band's Department of Language and Culture.

The Pokagon Band is seeking interested Architects, Engineers, Planners, and/or Developers with at least 10 years of experience with Design Services, especially with structures that are culturally sensitive, incorporating factors such as the preservation of art, documents, sensitive displays and materials, and creation of spaces that are both practical and inviting for use by the community. This facility will be a focal point of the future of the Pokagon Band of Potawatomi's culture and language. Parties that are owned or partially owned by Tribal members or Native Americans, and those that have experience working with Native Americans, are preferred.

The Band seeks the production of official construction drawings as well as oversight assistance through the bid and construction processes, with groundbreaking of the Tribal Cultural Center planned by June 1, 2009. Parties that are interested in providing only a portion of the Project elements are eligible to respond (i.e. drawings only, engineering services only, etc.); however, firms or teams that can provide the full Design Services are welcomed.

**Project Elements**

- Provide design services for construction of Tribal Cultural Center (including layouts, elevation, conceptual, visuals and descriptions)
- Develop Alternative Designs with cost estimates for every design
- Provide summary of past research, studies, ideas and design for the Cultural Center
- Develop a timeline addressing budget implications and construction.
- Facilitate workshops, meetings, presentations and final plans

**Deliverables**

- Conceptual Design Alternatives for Center with Construction Estimates
- Presentation for Committee, Tribal membership and Tribal Council (include conceptual, multi media material, digital for link on Website)
- Construction Drawings to be used for Construction of Tribal Cultural Center
- Construction bid packages
- Support and advisory role in bidding of General Contractor



## **Pokagon Band of Potawatomi Indians**

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### **Administration Office**

- Oversight During Duration of Construction until Tribal Cultural Center achieves Tribal appropriate Certificate of Occupancy
- As-Built Final Construction Drawings as well as all digital media related to the Cultural Center

### **Proposals**

Please include the following in your response to this Request for Qualifications:

- Cover Letter
- Description of Firm
- Indicate if firm is wholly or partially Native American-owned (please indicate percentage)
- Approach
- Identify those elements of the Project that you are interested in performing, or if you intend to address all the project's Design Services.
- Past projects showing variety and diversity of experience
- Describe any past experience in working with Native Americans
- Fee Schedule (must include NOT TO EXCEED FEE-please note if its flat rate, hourly and/or percentage of total project)
- Contractual draft agreement for Tribal Review

The deadline for responses is March 2, 2009 at 5:00pm. All correspondence should be emailed in order to coordinate all responses to questions, comments and/or concerns; however, phone calls will be taken, but are not encouraged. Correspondence will have a final date of February 23, 2009 and any communication after that date will not be guaranteed to receive a response.

Please direct your proposals, questions via email, and your proposals to the following address:

Pokagon Band Cultural Center  
Pokagon Band of Potawatomi Indians  
P.O. Box 180 Dowagiac, MI 49047  
eric.trean@pokagon.com