

**Confederated  
Tribes of the  
Umatilla  
Indian  
Reservation  
(CTUIR)**

**Department of  
Economic and  
Community**



**Development  
Warehouse Construction  
Coyote Business Park South (CBP S) Lot 2**

**Request for Proposal (RFP) for  
Design Build Services**

**Issued: August 19, 2026**

**Revised: September 1, 2026**

**Due: September 4, 2026, at 3 pm**

*For further information contact:*

Susan Bower & Mariah Watchman  
Business Development  
CTUIR

[susanbower@ctuir.org](mailto:susanbower@ctuir.org)  
[mariahwatchman@ctuir.org](mailto:mariahwatchman@ctuir.org)

## CTUIR Warehouse Construction Coyote Business Park Lot 2

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#### Links for material referenced in this document:

Attachment A: DBIA documents

Attachment B: Site and Utilities maps

TERO Code: [CTUIR - TERO Code](#)

Certified Indian Owned Business List: [CTUIR - Certified Indian Owned Business Directory](#)

Design Standards Coyote Business Park [design-standards-coyote-business-park-attachment-to-rfp.pdf](#)

Comprehensive Economic Development Strategy (CEDS): [CTUIR - Comprehensive Economic Development Strategy](#)

**Request For Proposals – Design Build Services for the CTUIR to construct a 33,000-sf warehouse in Coyote Business Park South Lot 2 on the Umatilla Indian Reservation**

**Notice to proposers All solicitations shall be:**

- Submitted to CTUIR Project Managers via email:

**Susan Bower & Mariah Watchman**

**Project Managers, Confederated Tribes of the Umatilla Indian Reservation**

**susanbower@ctuir.org & mariahwatchman@ctuir.org**

- Proposals will be received via email until: **September 3, 2026, by 3 pm Pacific Time**
- The subject line of the email shall be read:

**“CTUIR Warehouse Construction CBP S Lot 2”**

- All proposals shall be submitted in PDF file format only; if a response is not submitted in PDF, the Owner may determine that the proposal is non-responsive.
- It shall be the proposer’s responsibility to ensure that the proposal is delivered to the Owner’s Project Manager at the specified email address before the time and date set for proposal closing as noted in the solicitation.
- The Owner will not be responsible for proposals delivered to any location other than the email address listed above. Proposals delivered to another address, physical or electronic, may be considered non-responsive.
- RFP documents may be obtained via an email request to **Susan Bower at susanbower@ctuir.org or Mariah Watchman at mariahwatchman@ctuir.org.**
- RFP documents may be downloaded from the CTUIR.org website by following the Contracting Opportunities link in the upper right corner of the home page.

**Interested firms shall have no unauthorized contact with the Owner’s staff or Board of Trustee Members during the selection process. All questions shall be directed via email only to the Owner’s Project Managers Susan Bower and Mariah Watchman.**

*CTUIR may, for good cause, reject any or all proposals upon finding it is in the public interest to do so and to rescind the award of any contract at any time before the execution of said contract by all parties with no liability against the Owner.*

## A. Procurement Timeline

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| <b>PROCUREMENT TIMELINE:</b>  |                                                                                                          |
|-------------------------------|----------------------------------------------------------------------------------------------------------|
| August 19, 2026               | Issue Request for Proposal (RFP)                                                                         |
| August 28, 2026               | The last day to submit emailed questions regarding the RFP or propose changes to the contract documents. |
| September 4, 2026             | <b>Proposals due by 3 PM Pacific Time</b>                                                                |
| Week of September 7, 2026     | Evaluation Committee meets to review proposals                                                           |
| By Friday, September 11, 2026 | Communication to proposers regarding final decision                                                      |
|                               |                                                                                                          |
|                               |                                                                                                          |

In Fall 2026, Cairnspring Mills Blue Mountain, an artisan flour producer, is anticipated to be open for business at their new facility located on Lot 1 in CBP S on the Umatilla Indian Reservation. The flour mill and the CTUIR have need for a 33,000-sf warehouse for dry packaged products with three 1100 sf office spaces accessible from the front of the building only. The 33,000 CTUIR will finance and own the warehouse and lease most of the building to the flour mill for inventory storage and will manage leases to additional individual businesses in the three 1100 sf office spaces. The 33,000-sf warehouse design should allow for expansion of another 30,000-sf addition in the future. Design-build teams shall demonstrate experience with food-grade warehousing facilities and understanding of food safety requirements including sanitation, pest exclusion, product protection, and food-grade material selections. Proposers should communicate the building methodology they intend to use: PEMB, Structural Steel Frame + IMP, Tilt, Pole Building, or others. Proposals should identify number of pallet positions and clear height of the building.

CTUIR Department of Economic and Community Development, herein after referred to as the “Owner”, is seeking proposals from Design Build Project Teams interested in providing design build services and construction of the warehouse beginning October 1, 2026, and to be completed by the end of 2027. The selected firm will coordinate with both the flour mill and the CTUIR to design the warehouse to meet the needs of both parties. The CTUIR will be responsible for funding the project and for making final plan decisions.

Site Location: Mission, OR

- Coyote Business Park South Lot 2 on 6.9 acres of the 36.9-acre lot.

## B. Project Goals

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The Project Goals will be used to evaluate the proposals, and Proposers should focus their submittals on the Project Goals identified below. Evaluators will score based on their assessment as to the proposers’ strengths and weaknesses regarding whether proposers are more or less likely to exceed the Project Goals.

1. **Efficient and Effective Design.** The Design Build Team will provide plans and work with the CTUIR Planning Department and others as needed for permitting and inspections.

2. **Maximize Efficiency of Phasing Plan and Schedule.** The Design Builder will develop a design and construction phasing plan and schedule that will:
  - a. Create an efficient schedule that takes advantage of the Design Build Delivery Method and expedite procurement and construction packages to achieve construction completion by the end of 2027.
  - b. Minimizes long lead risks associated with the procurement of materials, equipment, and labor.
  - c. Encourages the use of Indian Owned Businesses (Attachment D) during the pre-construction and construction phase.
3. **Efficient Pricing.** The Design Build Team will provide transparent pricing that takes advantage of the efficiency of Design Build projects, including the following:
  - a. Create efficiencies through the standardization of design elements, such as finishes, equipment, and systems, in the facility.
  - b. Design and construction to maximize the Owner's funding and minimize the schedule.
  - c. Utilize materials and equipment that are easily maintained by reliable suppliers with excellent warranty service in the Eastern Oregon area.
4. **High Functioning Team.** The Design Build Team will develop and promote a high functioning, collaborative relationship between itself, the Owner, the Owner's Project Manager, Indian Owned Businesses, and involve Stakeholders such as Cairnspring Mills to exceed the Project Goals within the Owner's budget and schedule; demonstrating exemplary design and project management.
5. **Design for Safety.** The Design Build Team will create a design that enhances the safety of the project in both construction and in the operation of the facility. The design and construction process will reduce re-work and interference with operations with a goal of no recordable incidents.

### **C. Project Team & Consultants**

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1. **Owner's Representative/Project Manager:** CTUIR considers the owner to be CTUIR and the project team to include Cairnspring Mills, the selected Design Build firm, and the CTUIR staff.
2. **Comprehensive Economic Development Strategy (CEDs):** CTUIR refers to the CEDs to ensure community needs are considered and that initiatives align with the goals and objectives of the CTUIR.
3. **ALTA Survey:** CTUIR has solicited Anderson Perry to perform an ALTA survey and provide markers and a legal description for the 6.9 acres of the 36.9 total acres of Lot 2, and they will provide a topographical survey identifying the boundaries and utilities at the property.
4. **Geotechnical Engineer:** If warranted, CTUIR and the Design Build firm will work together to solicit a firm with experience to address geotechnical matters. If such services are necessary, the cost shall be a part of the overall construction budget.

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**D. Communications with the Owner**

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Proposers are required to conduct the preparation of their Proposals with professional integrity and free of lobbying activities. Communication with the Owner regarding this Project shall be directed by email to the Owner's Project Manager as listed in this RFP.

Do not communicate about the Project or the Procurement with any Owner employees, representatives, or members of the Board of Trustees. Communication with any Owner employees, representatives or members of the Board of Trustees regarding the Procurement may cause the firm involved to be disqualified from submitting under this Procurement.

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**E. Project Budget**

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The estimated budget for the entire project is between \$7 and \$10 million dollars. The successful Proposer will enter into a contract with the Owner using a Cost-Plus Approach anticipated to be at or below the project budget and a Guaranteed Maximum Price (GMP). The Owner and Design Builder will work together to develop a final construction budget. Proposals must include rough estimates of the firm's fee for each budget item. Use the Fee Price Proposal Form or a similar format which details costs by line item.

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**F. Construction Schedule**

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The Construction Schedule will be made with consideration of the required Environment Assessment to be completed and approved by the Bureau of Indian Affairs (BIA). The CTUIR will oversee this process to ensure timely completion and proper recording. The costs associated with the Environmental Assessment will not be a part of the overall construction budget. The anticipated completion of this process is six months; after which construction can begin with cultural resource monitoring. Cultural resource monitoring fees will be a part of the overall budget.

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**G. Owner's Program**

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1. This Project will utilize the "Design Build" delivery system. Use of this delivery method provides an economic benefit by providing cost-effective design and construction. The Owner is also using the Design Build delivery method to contract with a single entity for both design and construction.
2. The design and construction services shall be set forth in a Design Build Agreement and will be issued via addendum.
3. The Design Build Agreement is anticipated to follow the format below:
  - a. The Design Build firm's compensation will be at an established guaranteed maximum price ("GMP") based upon a Cost-Plus approach.
  - b. The Design Build Agreement will have two phases. CTUIR intends to select one design build team to do both phases, design and construction. A general description of those phrases is below:
    - i. Phase 1: During Phase 1, the Design Builder will, among other duties, perform the following tasks:
      1. The Owner's intention is to proceed with a Master Planning process and is seeking to have the selected Design Build team participate in the process to provide input and guidance regarding constructability, estimations, and logistics support.

2. The intention of the Owner is to complete the pre-design and pre-construction process, arrive at a pre-construction cost estimate, and then pursue accordingly with developing mini GMP packages for early procurement or a set scope of work.
  3. Generate deliverables to conclude the Phase 1 Scope of Services; such deliverables are anticipated to include but not be limited to: the Final Basis of Design Documents, the Final Schedule, and the fully developed GMP estimate budget, all of which are consistent with the Owner's established GMP.
  4. Phase 1 fee will include the costs to procure the mechanical, electrical, and plumbing engineers (MEP). Phase 1 fee will also include engineering and deposit costs for any pre-engineered metal building (PEMP), if included in the Proposal.
- ii. Phase 2: Phase 2 commences upon the Owner's acceptance of the items submitted at the end of Phase 1, which forms the basis of the GMP Agreement. In Phase 2, the Design Builder completes the final construction documents, secures all necessary permits, and completes construction pursuant to the Final Bases of Design Documents, the GMP and the Project Schedule.
- c. At the conclusion of Phase 1, the Owner has the option to consider an "off-ramp" if there are permitting issues or the Phase 1 deliverables cannot be negotiated. If the off-ramp is selected, the Owner reserves the right to utilize the Phase One information for subsequent procurements associated with the project. If the parties arrive at agreement on the material commercial terms and the Owner elects to move to Phase 2, the parties will enter into the Phase 2 Amendment to the Design Build Agreement, incorporating the Phase 2 deliverables.

## **I. Evaluation and Selection Process**

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The proposals shall be subjectively evaluated by the Owner's Evaluation Committee with points assigned based upon the criteria in this RFP. Those proposals which are submitted and do not meet mandatory requirements outlined in the Instructions to Proposers may be deemed ineligible for further consideration.

The role of the Evaluation Committee shall include a complete review of all documents submitted. The selection committee may invite finalists to interview if deemed necessary to make a final selection.

The Evaluation Committee will forward a recommendation for the selection of a successful firm to the Director of the Economic and Community Development. The final selection will be entirely at the discretion of the Owner, and the Owner reserves the right to waive minor irregularities in the selection process and to reject any or all proposals.

Evaluation Committee members may not be contacted or solicited by any firm or individual submitting proposals during the proposal solicitation and review process, except the CTUIR Project Manager, Susan Bower, in accordance with the directions stated in this RFP.

## **H. RFP Content for Evaluation**

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Each responder's proposal shall provide the following information in the order listed below. Each point will be scored by the number of points listed next to the information. The points listed are the maximum

amount that can be given during evaluation. The result of the evaluation will be a comparative ranking for proposals.

**TOTAL POINTS AVAILABLE = 125 POINTS**

**1. Required Attachments (15 points; 3 points each)**

- a. Certificate of Insurance showing current limits
- b. Oregon CCB License
- c. Architect/Engineer of Record's License
- d. Provide evidence of capacity of the Design Builder to provide bonding in the amount of the estimated GMP.
- e. Include acknowledgement of Addenda.

**2. Tribal Preference (5 additional points with valid proof)**

CTUIR strives to support Indian Owned Businesses/Tribal-owned businesses through projects and knows the importance of building the communities economy.

Tribal preference will be given to those Design Build teams by adding an additional 5 points to their overall RFP score. At least the Prime General Contractor or Design firm needs to be certified as Tribal/Indian-owned. Proof of certification (including CIB Card) must accompany the proposal.

If Design Build Proposer does not provide valid proof or this section does not apply, no additional points will be awarded.

Note: If not selected as the Design Builder, IOBs and tribally owned businesses can still participate during the project as a subcontractor and/or through the CTUIR TERO program and are encouraged to reach out to the selected Design Build team.

**3. Cover Letter (0 points; information only)**

Confirm your firm's interest in the project and commitment to meet all requirements. Describe why your firm is the one that should be selected. Provide firm's contact information for Owner's use related to the selection process. The cover letter may be a maximum of one (1) page.

**4. Team Organization (15 points)**

- a. Briefly introduce your firm and proximity to the project site. Provide a Design Builder organization chart (showing Team Members, Key Team Members and their firm affiliation) for all phases of the Project from design through final acceptance and warranty period. Be certain to identify specific individuals for key functions and show interrelationships and reporting hierarchy. At a minimum, identify the Key Team Members performing the functions identified below.
  - i. Person responsible for the overall management of the project and the Design Build contract
  - ii. Architect of Record
  - iii. Mechanical/Electrical/Plumbing Engineers
  - iv. Civil Engineer
  - v. Landscape Architect

- vi. Person responsible for on-site field supervision and direction and construction (site superintendent)

**5. Knowledge of Tribal Departments (15 points)**

Describe your understanding of and experience with working with the office of Tribal Employment Rights Office (TERO), Indian Owned Businesses (IOBs), CTUIR, or other tribal nations. Explain your approach to maximizing the use of IOBs or TERO laborers during construction. It is anticipated that this project will have a 25% TERO hiring goal.

**6. Similar Experience and Past Performance (20 points)**

Describe the team's experience in successfully managing design build projects, ADA upgrades, or Design Build projects of similar scope and complexity that include management and communications of an integrated team of design consultants. Include the following information:

- Name of Project;
- Project location;
- Building use and description;
- Owner name and project contact of the owner (current address, e-mail, and phone number) who can verify the characteristics of the submitted project example;
- Contract type (Design Build, CM/GC, etc.);
- Project time frame and completion date

**7. Design and Planning (20 points)**

Describe your team's approach to planning and your intended approach to meet the construction project timeline. Please include a schedule briefly outlining Phase 1 services.

**8. Design-Builder's Fee Percentage (20 points)**

The price Proposal for this Project will include the Design-Builder's Fee Percentage as defined in the DBIA agreement, attachment A. Use the Fee Price Proposal Form.

**Design-Builder Fee percentage shall be scored as follows:**

| Price Element                         | Estimated Cost of Work for the Project | Scored Price Proposal |
|---------------------------------------|----------------------------------------|-----------------------|
| Design-Builders Fee Percentage: ____% | Multiplied by \$7,000,000              | \$_____               |

The Design-Build Proposer with the lowest Scored Price Proposal (the "Lowest Price Proposal") will receive all twenty (20) points. The remaining Proposers will receive a price proposal score that is a proportionate share of the twenty points based on the ratio below:

The points will be rounded to the next lowest whole number. No partial points will be awarded.

**Example:** If the Lowest Price Proposal was 84% of another Design-Build Proposer's Proposal, the Owner would then round the number down to the next whole number, and the Price Proposal Score for the Proposer would be 16 points.

**9. Design-Build Phase 1 NTE (15 points)**

- a. Provide a not-to-exceed price for Phase 1 services, including guidance regarding materials selection, phasing/sequencing of work and provide a conceptual cost estimate.
- b. For purposes of this proposal, include a breakdown of hourly rates for personnel as well as a list of reimbursable expenses that would be included in the not-to-exceed price.

**I. Proposal Requirements and Contents**

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Proposals shall comply with the following, and where the Proposer is asked to provide information there shall be a full discussion (and attachments where necessary):

**1. Format:**

Proposals shall not exceed 12 (11" x 17") or 15 (8.5" x 11") pages, minimum 12-point font. Please provide required attachments on standard size (8.5" x 11") pages- required attachments will not be counted as part of the page count.

Hard copy submissions or electronic formats other than PDF will not be accepted.

Required attachments, divider sheets (if used), title page, and cover letter will not be included in the page count. The title page or cover letter must include the date, the solicitation name, the Proposer's name, contact person, telephone number, email address and complete mailing and street address.

**2. Acceptance of Proposal Specifications, Terms and Conditions:**

The successful Proposer acknowledges and accepts that the specifications listed in this RFP, and no others will control the selection process unless the successful Proposer expressly states, in whole or by reference, alternate terms or conditions which the successful Proposer wishes the Owner to consider. Any such alternate terms or conditions will constitute a variance and, if found material, may subject the Proposal to rejection. Any referenced alternate terms or conditions shall be attached to the Proposal for consideration by the Owner.

**3. Anti-Discrimination:**

In connection with this RFP and in the performance of any subsequent contract, Proposers shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, marital status, sexual preference, and/or being physically challenged. Proposers shall take action to ensure that all applicants are treated equally during employment without regard to such status.

**4. Compliance with Applicable Laws:**

In connection with this RFP and the contract, Proposers shall comply with all applicable laws in all aspects in connection with the procurement process of this project and the performance of the contract whether such laws are stated herein or not.

**5. Delayed Proposal Closing Time/Proposal Opening:**

The time and date set for the proposal closing and proposal opening will advance to the same time on the Owner's next business day if, for whatever reason, a contingency causes CTUIR to be officially closed at the time and date set for the proposal closing and proposal opening.

**6. Form of Contract:**

The form of contract between the General Contractor and the Owner will be a modified version of the DBIA or a similar document.

**If the proposing Design Builder takes exception to any terms or language contained in the Contract documents and related attachments/exhibits, those exceptions and/or proposed changes MUST be provided as an additional attachment to your proposal labeled “PROPOSED CONTRACT MODIFICATIONS”. This additional attachment will not be included in the allowable maximum page count.**

**No contract modifications will be considered if submitted after the proposal's closing time.**

**7. Owner's Rights:**

The Owner may investigate the qualifications of any Proposer under consideration, may require confirmation of information furnished by a Proposer, and may require additional evidence of qualifications to perform the work described in this RFP.

The Owner reserves the right, in its sole and absolute discretion and without recourse by Proposers, to take any of the following actions:

- a. Reject any or all Proposals;
- b. Issue a new RFP;
- c. Cancel, modify, or withdraw the RFP;
- d. Issue addenda, supplements, and modifications to this RFP;
- e. Modify the RFP process (with appropriate notice to proposers);
- f. Appoint a selection committee and evaluation team to review Proposals and seek the assistance of outside technical experts in the response evaluations;
- g. Hold meetings and exchange correspondence with the Proposers to seek an improved understanding and evaluation of the responses;
- h. Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses;
- i. Waive minor irregularities in responses;
- j. In the negotiations for the contract with the selected proposer to change the dates for performance from that set forth in Section III hereof; and/or
- k. Refuse to issue a contract at all.

The Owner is not obligated to enter into any contract, and under no circumstances shall it have any obligation to pay for any costs or expenses incurred by any Proposer in the preparation or submission of a response to this RFP or in anticipation of a contract.

Proposers are solely responsible for all costs and expenses of any nature associated with responding to this RFP, attending meetings, if any, providing supplemental information, and all subsequent costs and expenses. By submitting a response to this RFP, a Proposer disclaims any right to be paid for such costs by the Owner or anyone else. Each Proposer that enters the Procurement process

shall prepare the required materials and the Proposal at its own expense and with the express understanding that it cannot make any claims whatsoever for reimbursement from the Owner for the costs and expenses associated with the process even in the event the Owner cancels this Project or rejects all Proposals. Proposers and Finalists will pay their own expenses for travel and participation in interviews, if any.

**8. Investigation:**

The Proposer shall make all investigations necessary to be informed regarding the service(s) to be furnished including reference checks, determination of financial ability and credit information (which may include recent income statements, balance sheets and ratios, availability of short-term financing, bonding capacity and credit information). Failure to provide the requested information, if any, shall result in rejection of the firm's proposal.

**9. Late Proposals:**

Proposals received after the time and date set for proposal closing will be returned to the proposer unopened.

**10. Mistakes, errors and omissions in solicitation:**

Any mistakes, errors and omissions in this solicitation must be reported immediately to the Owner's Project Managers, Susan Bower by email at [susanbower@ctuir.org](mailto:susanbower@ctuir.org) and Mariah Watchman at [mariahwatchman@ctuir.org](mailto:mariahwatchman@ctuir.org).

**11. Publicity:**

News and/or social media releases relating to this RFP will not be made without prior approval by, and in coordination with, the Owner.

**12. Written Questions, Comments and Addenda, Rules of Contact:**

Questions and comments pertaining to this solicitation must be submitted in writing by email according to the Proposal and Award Timeline to: **Susan Bower, Project Manager, Department of Economic and Community Development** by email to [susanbower@ctuir.org](mailto:susanbower@ctuir.org).

**Proposers shall not contact any CTUIR staff members, representatives, or members of the Board of Trustees during the selection process.**

If, in the Owner's opinion, additional information or interpretation is necessary, such information will be supplied in the form of Addenda and posted on the home page of the CTUIR website under Contracting Opportunities. Addenda shall have the same binding effect as though contained in the main body of the Request for Proposals. The successful Proposer shall acknowledge Receipt of all addenda issued, either with the proposal, or separately, in writing, prior to the time and date set for proposal closing. Addenda shall be posted on the CTUIR home page under Contracting Opportunities within a reasonable time to allow prospective proposers to consider them in preparing their proposals.

**ORAL INSTRUCTION OR INFORMATION CONCERNING THE REQUEST FOR PROPOSALS OR THE PROJECT GIVEN OUT BY OFFICERS, EMPLOYEES OR AGENTS OF CTUIR TO PROSPECTIVE PROPOSERS SHALL NOT BIND THE OWNER AND SHALL NOT BE RELIED UPON.**

Other CTUIR employees or agents, including the Evaluation Committee, shall not be contacted once the RFP is issued and until a final selection and award is made.