

CATAWBA INDIAN NATION
Rock Hill, South Carolina
REQUEST FOR PROPOSALS

Architectural and Engineering Site Plans for Community Center

1. Introduction

The Catawba Indian Nation is soliciting proposals from qualified firms to provide architectural and engineering services to develop site plans for a new Catawba Nation Community Center. The selected firm will work in collaboration with tribal leadership and staff to design a multi-purpose facility that reflects the Nation's needs, values, and long-term vision for community well-being.

2. Background

The Catawba Indian Nation, the only federally recognized tribe in South Carolina, has inhabited its ancestral lands for over 6,000 years. The Nation provides services to nearly 4,000 enrolled members including housing, education, healthcare, social services, economic development, and cultural preservation. In response to the COVID-19 pandemic and its ongoing impacts, the Nation has secured funding to support critical infrastructure development that strengthens access to work, education, and health services.

This funding will be used to create architectural and engineering site plans for a new Community Center that will serve as a central hub for tribal citizens. The facility will offer indoor and outdoor spaces to support community events, teleworking, telehealth, tele-education, and emergency response needs.

3. Project Scope

The Catawba Nation is seeking to construct a multi-purpose community center located in the Green Earth community in Rock Hill. The parcel of land designated for this space is within the expanded area of this community, and will be made accessible to the selected vendor. This community center is intended to meet multiple community needs: it will act as a hub to increase community resilience in the areas of telework, tele-education, and telehealth in response to the COVID-19 pandemic, it will create spaces for community and personal events to be hosted by the Catawba Nation and its citizens, and it will act as a hub for recreation for the Catawba Nation community.

The Catawba Nation is seeking an individual or firm with a proven track record of executing work similar in nature to the tasks below. The firm or individual will work closely with the

Director of Community Services, Executive Director of Community Development, and Director of Construction and Facilities.

The selected firm will be responsible for the following tasks:

- Conduct site assessments and develop preliminary and final architectural and engineering plans. The facility plans must include:
 - Private telework and tele-education cubicles equipped with internet access and basic amenities.
 - Group spaces for education support such as homework sessions and virtual classrooms.
 - Public areas adaptable for COVID testing, vaccination clinics, and health education.
 - Indoor multi-purpose recreational spaces that can be adapted and used for large-scale hybrid (virtual and in-person) meetings with in-person attendance in excess of 300 people.
 - Indoor and outdoor recreational spaces that can be adapted and used for community events in excess of 5000 people, personal events, sporting events, and cultural events. Examples of these events include cultural and seasonal festivals, personal events like weddings and parties, and various sporting events.
- Ensure design supports broadband infrastructure and aligns with federal funding requirements.
- Provide cost estimates and phased implementation plans for these designs.
- Attend project meetings and consult regularly with project representatives.

The selected firm or individual will demonstrate a capacity for and eagerness to create architectural plans that are representative of Catawba culture.

4. Proposal Requirements

Interested firms must submit three (3) copies of a proposal that includes:

- A cover letter addressed to Laney Buckley, Director of Community Services.
- A narrative explaining the experience and qualifications of the firm or individual applicant. The narrative and resume should detail the applicant's experience in

providing similar architectural and engineering site plans. The narrative should include the types of organizations to which the applicant has provided services.

- Resumes of key personnel who will be assigned to this project.
- A summary of the firm's approach to completing the scope of work.
- A project timeline with major milestones.
- A detailed cost proposal.
- At least two (2) references from previous clients.

5. Submission

Proposals may be submitted in person to the Catawba Nation Office of Tribal Government or via e-mail. All proposals must be submitted by 5:00 p.m. Eastern on 6/30/2025 to:

Catawba Indian Nation
Attn: Laney Buckley
996 Avenue of the Nations
Rock Hill, SC 29730
Laney.buckley@catawba.com | 803-487-9588

6. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and past performance
- Qualifications of key personnel
- Technical approach to the scope of work
- Cost and value
- Ability to meet timeline and budget constraints
- Cultural sensitivity and understanding of tribal contexts

7. Schedule

RFP Issued: 7/1/2025

Proposals Due: 7/30/2025

Interviews/Selection (if necessary): 8/1/2025 – 8/30/2025

Anticipated Contract Award: 9/1/2025

Project Start Date: 9/8/2025

8. Additional Provisions

The Catawba Indian Nation reserves the right to reject any or all proposals, waive technicalities and be the sole judge of the suitability of the proposed services for its intended use and further reserves the right to make the contract award in the best interest of the organization. The Catawba Indian Nation also reserves the right to modify the scope of work, add or delete tasks, and modify the proposed project budget in contract negotiations with the top ranked firm.

9. Sovereign Immunity

The Catawba Indian Nation is a sovereign entity. All contractors must comply with tribal laws and ordinances, including the Nation's Preferential Hiring Ordinance.

10. Contact

Additional information about the Catawba Indian Nation can be found on our website, www.catawba.com. Questions regarding this Request for Proposals may be directed to Laney Buckley at Laney.buckley@catawba.com or 803-487-9588