

REQUEST FOR PROPOSALS (RFP)

COMANCHE NATION, OKLAHOMA



TRIBAL COMPLEX EXPANSION – STRATEGIC MASTER PLAN PROJECT

ARCHITECTURAL & ENGINEERING DESIGN SERVICES

Prepared by:
Comanche Nation, Oklahoma
October 6, 2025

REQUEST FOR PROPOSALS (RFP)

I. INTRODUCTION

The Comanche Nation, located in Lawton, Oklahoma, is seeking proposals from qualified architectural and engineering (A/E) firms to provide design services for the **Tribal Complex Expansion – Strategic Master Plan**.

Expansion – Strategic Master Plan.

Submission Requirements:

- All proposals must be submitted in sealed envelopes clearly marked:
“PROPOSAL – TRIBAL COMPLEX EXPANSION – STRATEGIC MASTER PLAN ARCHITECTURAL & ENGINEERING DESIGN SERVICES”
- Proposals must be submitted on a USB drive and received no later than **5:00 PM CST on November 6, 2025**, at the following address:

Comanche Nation of Oklahoma

Attn: Stephen Lee, Realty Director
302 NW Rogers Lane
Lawton, OK 73507

Late submissions will not be accepted.

II. LETTER OF INTENT TO SUBMIT

Interested firms must submit a **Letter of Intent** via email to:

Stephen Lee, Realty Director

Email: stephen.lee@comanchenation.com

Deadline: **5:00 PM CST, October 20, 2025**

Only firms that submit a Letter of Intent will be considered responsive.

III. PURPOSE AND OBJECTIVE

The Comanche Nation (CN) seeks a qualified A/E firm to provide professional design services for the strategic master planning, architectural design, and engineering of its governmental complex.

Key Objectives:

- Feasibility study: expansion vs. relocation
- Topographic, ALTA, and utility surveys
- Soil testing on fee and trust lands
- Recommendations for community-centered amenities, including:
 - Administrative office space
 - Community center with indoor pool
 - Expanded multipurpose building
 - Road upgrades, cafeteria, and gift shop
 - Recreational paths and veteran monuments
- Conceptual drawings and renderings
- Phased development plan with cost estimates
- Compliance with Comanche Nation law and jurisdiction
- Use of AIA A133 and A201 contract formats

Preference will be given to Native-owned firms (minimum 51% ownership) with proof of enrollment (CDIB or equivalent).

IV. PROJECT OVERVIEW

The Comanche Nation is a federally recognized tribe headquartered in Lawton, Oklahoma. The selected firm will evaluate options for expanding or relocating the governmental complex and develop a comprehensive strategic master plan.

Responsibilities Include:

- Evaluate expansion vs. relocation
- Conduct feasibility studies and site surveys
- Deliver phased development plans, renderings, and cost estimates
- Incorporate cultural design elements
- Coordinate with **Direct 2 Completion, LLC (D2C)**, serving as the Owner's Representative

V. BACKGROUND AND OBJECTIVES

The existing tribal complex is located approximately eight miles north of Lawton on I-44. Limited infrastructure has forced several programs into leased facilities across the city. This project aims to assess and plan for a sustainable, culturally reflective, long-term facility solution.

VI. SCOPE OF WORK AND DELIVERABLES

The selected firm shall provide a complete **Strategic Master Plan**, including:

A. Needs Assessment & Feasibility Study

- Evaluate current and future facility needs (~40,000 sq. ft.)
- Assess existing vs. new site options
- Provide land-use and infrastructure recommendations

B. Site & Land Analysis

- Conduct topographic, utility, and soil surveys
- Provide AutoCAD-compatible files

C. Facility & Amenities Planning

- Evaluate traffic, stormwater, utilities, and environmental factors
- Assess fire protection, sewer, water, and telecom capacity

D. Conceptual & Architectural Design

- Produce concept drawings and architectural renderings
- Incorporate cultural and sustainable design principles

E. Phased Implementation Plan

- Define development phases and associated costs
- Identify funding strategies and potential risks

F. Final Master Plan Document

- Submit final report by **March 31, 2026**
- Present findings to the **Comanche General Council (April 2026)**

VII. COORDINATION WITH THIRD PARTIES

The selected firm must coordinate with third-party consultants and all applicable local **Authorities Having Jurisdiction (AHJs)**.

VIII. PROPOSAL SUBMISSION REQUIREMENTS

Proposals must be organized with a table of contents and tabbed sections, and include:

- A. Cover Letter**
- B. Firm Background and Qualifications**
- C. Project Team and Organization Chart**
- D. Approach and Methodology**
- E. Response to Scope of Work (Section VI)**
- F. Project Schedule**
- G. Cost Proposal and Hourly Rate Sheet**
- H. Certificate of Insurance**
- I. References (minimum 3, within the last 5 years)**
- J. Litigation and Claims History (last 5 years)**
- K. Completed Fee Proposal Form (see Section XII)**
- L. Optional: Additional Information**

IX. EVALUATION CRITERIA

Category	Weight
Firm Qualifications & Experience	25%
Project Team & Key Personnel	20%
Approach & Methodology	25%
Project Schedule	10%
Cost Proposal	15%
References & Past Performance	5%

The Selection Committee reserves the right to accept, reject, or negotiate any proposal in the Nation's best interest.

X. PROJECT TIMELINE

Milestone	Date
RFP Issued	Oct 6, 2025

Milestone	Date
Letter of Intent Due	Oct 20, 2025
Proposal Deadline	Oct 27, 2025
Contract Award / Notice to Proceed	Nov 7, 2025
Project Completion	Mar 31, 2026

XI. TERMS AND CONDITIONS

- **Right to Reject:** CN reserves the right to reject any or all proposals.
- **Non-Binding:** This RFP does not obligate CN to award a contract or pay proposal preparation costs.
- **Confidentiality:** Proposals will remain confidential during the evaluation process.
- **Tribal Sovereignty:** “The Comanche Nation is a sovereign government and retains all sovereign rights and immunities...”
- **Compliance:** Vendors must comply with tribal, federal, state, and local laws, including **TERO** and the **Comanche Tax Commission**.
- **Contracting Authority:** All contracts are subject to approval by the **Comanche Business Committee**.
- **Sustainability:** Designs should incorporate energy efficiency and reflect cultural values.

XII. FEE PROPOSAL FORM

Comanche Nation – Tribal Complex Expansion: Strategic Master Plan Architectural & Engineering Design Services

Field	Response
A/E Firm:	_____
Address:	_____
Contact:	_____
Telephone:	_____
Email:	_____
Lump-Sum Fee: \$	_____

Attach a detailed breakdown of reimbursable costs by project phase.

Signature Field

Authorized Signature:	_____
Printed Name:	_____
Date:	_____