



SAN XAVIER DISTRICT
OF THE
TOHONO O' ODHAM NATION
2018 WEST SAN XAVIER ROAD • TUCSON, ARIZONA 85746
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San Xavier District – Education Department

Request for Proposals

Education Building (New)

Issued by:

San Xavier District (SXD), Tohono O'odham Nation (TON)

Point of Contact:

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1. Introduction

Project Name: San Xavier District Education Building (New)

Project No: SXD-14128-20260527

RFP Issue Date: June 1, 2026

Proposal Due Date: July 2, 2026

Overview of Project:

The San Xavier District (SXD) of the Tohono O’odham Nation (TON) is soliciting sealed proposals from a licensed Architect for consulting services required for this Project. Based on the approved Project requirements from SXD, the Architect will develop designs, drawings and other documents applicable to the Project.

- **Project Description:**

A new Education Center for a capacity of 300 is required for the San Xavier District of the Tohono O’odham Nation. The goals of this project are (1) to achieve a design approved by SXD and to achieve high quality but economical facilities to provide learning spaces to support student education.

2. Project Location and Overview

Project: Education Building (New)

- Location: NW corner of Wa:k Lane & Little Nogales (behind the original Education Center of 1960 W. Wa:k Lane, Tucson, AZ 85746).
- New construction/Renovation/Addition
- Parcel Size: 4.17 acres



Vision:

The district's Education building will be built on a 4.17 acre site. The (SXD) Education Center will include Kindergarten to 6th grade classrooms, library, specialty learning spaces, kitchen, a multi-purpose room for indoor play, hold large educational events, conferences, and support spaces for administration, language, faculty break room, equipment storage, and outdoor learning area and playground. The Education Center will include HVAC systems; plumbing systems; electrical power systems; building automation and controls; required finishes, fixtures; cabinets, and flooring; and all work must conform to SXD-provided architectural plans and relevant codes and standards. The (SXD) does have a preference for two story or three-story site but is open to considering other architectural and engineering designs. A map showing the location is attached as Exhibit A.

3. Scope of Work

- Space needs assessment
- Master Planning
- Schematic design
- Design development
- Construction documents
- Assistance with permitting and regulatory approvals
- Learning environments- classrooms, special education spaces
- Safety and Security - Secure entries, controlled access
- Accessibility- ADA compliance
- Food Service – cafeteria and kitchen design
- Sustainability- Energy efficiency
- Traffic and Circulation – Parent drop-off, buses, parking



4. General RFP Requirements

- Firm Qualifications
- Experience with K-12 school projects
- Knowledge of educational facility planning
- Understanding of local/state/tribal regulations
- Coordinate with:
 - SXD Education
 - SXD Materials Management
 - SXD Natural Resources
 - SXD Planning
 - Tohono O'odham Utility Authority (TOUA)
 - Tribal Employment Rights Office (TERO)

5. Contract and Permit Process

Before contract execution, the selected firm must complete all required SXD and TON administrative, permitting, and compliance steps. These include:

Reviewing the SXD Contract Terms

- The firm will review the SXD architectural contract, which contains the detailed scope of work and all binding compliance requirements.

Issuance of the SXD Contract/Project Number

- The SXD will issue a contract number to be used for TON permitting and compliance filings.

TON Treasury / Transaction Privilege Tax (TPT) Requirements

- Apply for TON TPT license(s)



TERO Compliance Requirements

- Submit a TERO Application for Exemption from Regulation 1.5- Compliance Plan

Archaeological Monitor

- Arrange for archaeological/cultural monitoring

6. Payment Terms

The payment structure described below is provided for planning purposes only. Final payment milestones, conditions, and release requirements will be established in the architectural contract based on the agreed project schedules and may differ from the framework described in the RFP.

- First 25% after all TERO, TPT, and insurance requirements are met, and a construction contract is signed.
- Second 25% released at the midpoint of the agreed-upon contract performance period, provided that the SXD verifies the contractor is on schedule according to the approved construction timeline.
- Third 25% released 30 days prior to the contractual completion date, provided that SXD verifies through inspection that the project is progressing on schedule and that the remaining work can reasonably be completed within the final 30 days.
- Final 25% after:
 - Final inspection and approval by SXD
 - Any deficiencies corrected

7. Deadlines and Scheduled Events

The following schedule represents the anticipated timeline for this procurement. The SXD reserves the right to modify any of the dates below, and any changes will be communicated to all participating contractors. All deadlines are 4:00 PM Arizona Time unless otherwise specified.



RFP Open Date: **June 1, 2026**

Mandatory Site Visit (Architect firms can see the proposal site): **June 22, 2026**

Deadline for Submission of Proposals: **July 2, 2026**

Selection of Architectural firm: **July 10, 2026**

Award and Contracting

Conditional Award Date: **July 13, 2026**

Final Contract Execution (anticipated): **July 17, 2026**

Deadline for Completion of All Pre-Contract Requirements: **July 31, 2026**

8. Proposal Evaluation Criteria

The SXD will use the following criteria:

- Compliance with RFP requirements
- Qualifications & experience
- Cost competitiveness
- Proposed schedule
- Past performance
- Completeness of submission
- Tribal compliance readiness
- Capacity to compete project within the projected timeframe
- Completeness and clarity of cost information



9. Conditional and Final Award

The selection of a firm constitutes a conditional award only. A conditional award does not create a binding contract and does not authorize the contractor to begin any work. Final award and contract execution are contingent upon the contractor completing all required pre-contract compliance steps, including TERO requirements, TON TPT licensing, SXD and TON permits or approvals, and any additional administrative filings required by the District.

The selected firm must complete all pre-contract compliance requirements within ten (10) calendar days of receiving notice of conditional award, unless the SXD grants a written extension for a good cause. The SXD retains sole discretion to determine whether good cause exists.

Once all pre-contract requirements have been satisfied, the SXD may issue a final award and enter into a contract with the selected contractor. No work may begin until the contract is fully executed and all required permits and approval are in place.

Failure to complete the required pre-contract steps within the specified timeline may result in withdrawal of the conditional award. The SXD may then proceed to the next highest-ranked proposer or may elect to reopen or cancel the procurement.

10. Submission Instructions

General Requirements:

This RFP will be conducted in accordance with SXD procurement policies, licensing and permit requirements, Tribal Employment Rights Office (TERO) regulations, and TON Transaction Privilege Tax (TPT) requirements.



Selection Process:

- **Proposal Submission:**

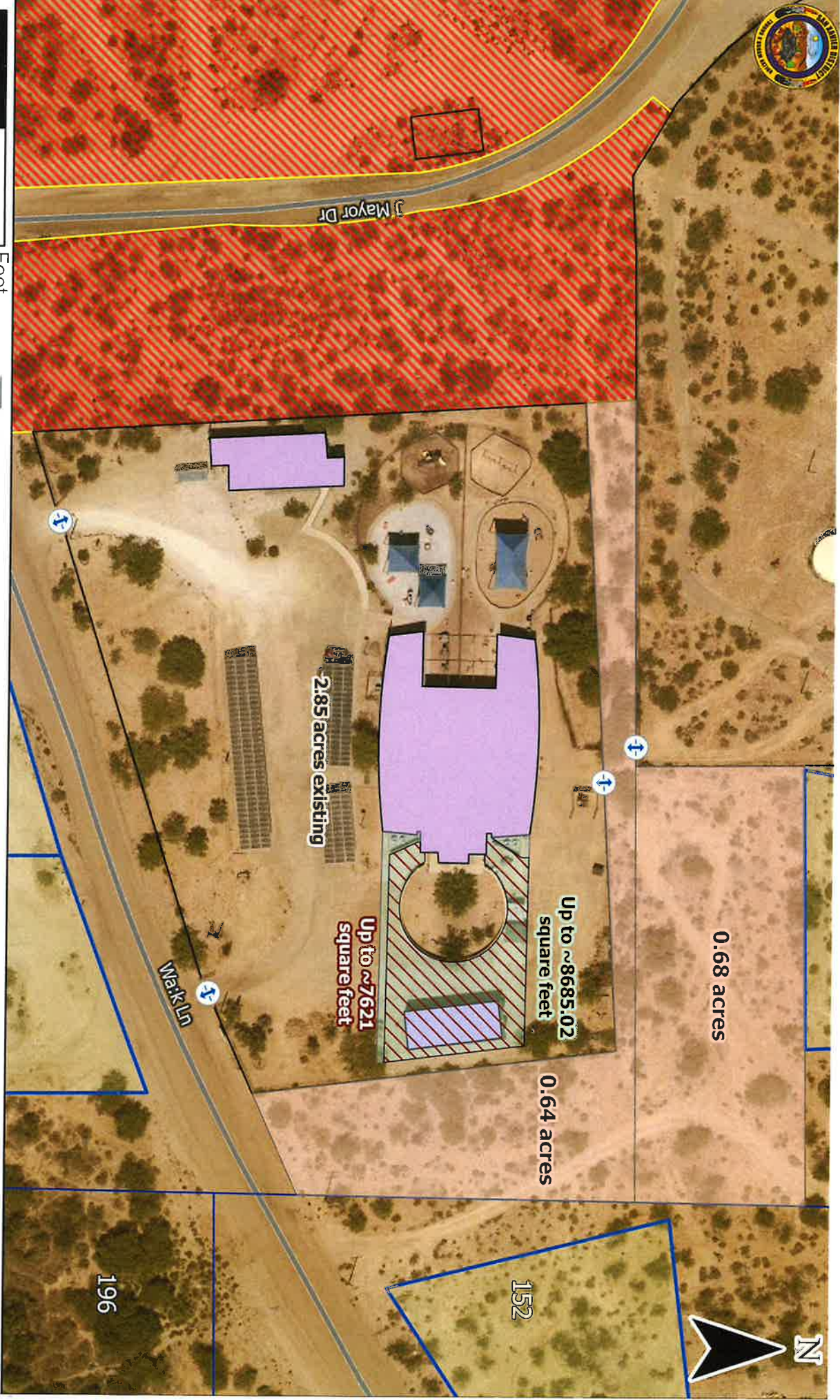
Open to all interested and qualified architect firms. Proposals will be evaluated on experience, capacity, qualifications, and demonstrated ability to complete this project.

- **Mandatory Site visit and Final Proposal Submission:**

All firms are invited to participate in a site visit, receive access to architectural plans and relevant project documents, and will then be permitted to refine and resubmit their proposals for final evaluation.

- The initial submission deadline is strictly enforced.
- Late submissions will not be accepted.
- The date of submission will be determined by the postmark on the sealed award proposal.
- Submit 5 hard copies
- **Sealed proposals** must be dropped off or mailed to:

San Xavier District – Materials Management
Attn: Stacy Hernandez, Procurement Manager
2018 W. San Xavier Rd.
Tucson, AZ 85746



-  Building Expansion
-  Building Expansion Alternate (assumes no structure over HVAC yards)
-  Education Center Land Expansion
-  Allotments
-  No Build Zone
-  Property Boundaries
-  Roads
-  Public Service Building
-  Fence Gates
-  Fence

