



Mesa Grande Indian Housing Authority

Request for Proposals

Owner's Representative / Project Manager Services

North Field Phase 1A – Tribal Housing Development

MGIHA-2026-02 | Issued: 6/29/26

RFP Summary and Key Dates

Agency Name	Mesa Grande Indian Housing Authority
Agency Address	P.O. Box 2282, Ramona, CA 92065
RFP Release Date	Mon, June 29
Optional Site Visit	~Tue, July 7, register by Jul 6
Deadline to Submit Questions	Wed, July 8
Questions Answered By	Fri, July 10
RFP Due Date	Mon, July 20
Consultant Selection	Wed, Aug 5
Notice to Proceed	Aug 2026
Solicitation No.	MGIHA-2026-02
Contract No.	2
Contracting Officer	Danielle LaChusa, Housing Director
C.O. Contact Info	(760) 782-9144 mgaha@mesagrandeband-nsn.gov
Pre-Submittal Meeting	Optional site visit available. See Section 4.

Questions must be submitted to Danielle LaChusa at mgaha@mesagrandeband-nsn.gov by the deadline listed above. Do not contact any other individual regarding this solicitation.

1. Introduction

Mesa Grande Indian Housing Authority (MGIHA) invites qualified firms to submit proposals for Owner's Representative and Project Manager (OR/PM) services for the North Field Phase 1A

housing development. This project will deliver 12 new housing units on tribal trust land for members of the Mesa Grande Band of Mission Indians (MGBOMI) who are homeless or at risk of homelessness.

The selected firm will serve as MGIHA's Owner's Representative for the full duration of the project, from pre-development through construction close-out. The OR/PM represents MGIHA's interests in all dealings with the planning and design team, the general contractor, and other project partners. This is not a design or construction role.

This contract is structured in two phases. Phase 1 covers pre-development. Phase 2 covers the development and construction period. The OR/PM role continues through both phases. An optional Construction Manager (CM) scope is available for Phase 2 and may be exercised at MGIHA's sole discretion.

2. Background and Project Summary

The Mesa Grande Band of Mission Indians is a federally recognized Tribe with deep ancestral roots in northern San Diego County. Archaeological evidence confirms the Tribe's presence in the region for over 12,000 years. The Mesa Grande Reservation spans 1,820 acres of remote land approximately 75 miles northeast of San Diego, perched 3,500 feet above Black Canyon on a high plateau bordering the Cleveland National Forest. The reservation is home to approximately 100 of the Tribe's 1,011 enrolled citizens. Tribal enrollment is expected to grow to 1,500 over the next five years.

MGIHA was established to support the housing, infrastructure, and community development goals of the Tribe. MGIHA has operated a 22-unit low-income housing facility for 25 years and currently receives Indian Housing Block Grant (IHBG) formula funds from HUD. North Field Phase 1A is MGIHA's largest development effort to date.

The project will be located on the North Field Parcel within the Golden Eagle Tract of the Mesa Grande Reservation, recently acquired and held in Tribal Trust status near Santa Ysabel, CA. The project will include at least 12 apartment-style housing units and a community room, with full site infrastructure including roads, water, wastewater, electrical, and internet systems. Units are expected to be manufactured homes.

Unit Type	Quantity	Approx. Square Footage
2-Bedroom	8	~1,033 sq ft
4-Bedroom	4	~1,676 sq ft

The total project budget is approximately \$12,000,000, funded through the California Department of Housing and Community Development (HCD) Tribal Homekey program. The current grant performance period ends December 9, 2027. MGIHA will pursue an extension of

this deadline, if necessary. The selected OR/PM is expected to treat December 9, 2027 as the target project completion date and manage the schedule accordingly.

3. Scope of Work

The OR/PM serves as MGIHA’s representative throughout the project. The OR/PM manages the planning and design team and the general contractor on behalf of MGIHA, reviews deliverables and invoices, maintains the project schedule, and ensures the project stays on track.

Contract Component	Max Budget	Status
Phase 1: OR/PM – Pre-Development	\$163,000	Base scope
Phase 2: OR/PM – Development	\$100,000	Base scope
Phase 2: Construction Manager (Optional)	\$325,680	Optional – exercised at MGIHA’s discretion
Total Base Scope (Phases 1 and 2 OR/PM)	\$262,000	

Phase 1: Owner’s Representative / Project Manager – Pre-Development

Phase 1 runs from contract execution through issuance of the Phase 2 Notice to Proceed. The not-to-exceed amount for Phase 1 is \$163,000. Phase 1 is expected to run from contract execution through approximately June 2027.

MGIHA is committed to moving this project to construction as quickly as possible. The OR/PM is expected to actively manage the pre-development schedule to minimize delays, identify opportunities to accelerate workstreams, and coordinate closely with the planning and design team and MGIHA staff to achieve the earliest possible Phase 2 Notice to Proceed.

Project Coordination and Schedule Management

- Serve as MGIHA’s primary point of contact for all project consultants during pre-development.
- Develop and maintain a detailed master project schedule covering all pre-development milestones and design team deliverables.
- Actively identify opportunities to compress the pre-development schedule.
- Facilitate regular project meetings with MGIHA staff, tribal leadership, and the planning and design team.
- Track all deliverables and flag schedule risks in writing as soon as they are identified.
- Coordinate with MGIHA’s Grant Manager on schedule and budget tracking as needed.

Planning and Design Team Oversight

- Manage the Planning and Design Services consultant on behalf of MGIHA.

- Review all design team deliverables and provide written comments to MGIHA before approval.
- Review and approve consultant invoices before submission to MGIHA for payment.
- Coordinate design team presentations to the MGIHA Board of Commissioners and Tribal Council as needed.
- Monitor design team scope, schedule, and budget and escalate concerns to MGIHA promptly.

Environmental Review Coordination

- Coordinate with MGIHA's environmental review team on the HUD Part 58 environmental review process.
- Track environmental review milestones and integrate them into the master project schedule.
- Ensure no choice-limiting actions are taken prior to receipt of environmental clearance.

Phase 1 Completion Milestone

Phase 1 concludes upon MGIHA's written Notice to Proceed for Phase 2. That notice will be issued following all of the below:

- Completion of 100% Construction Documents by the planning and design team.
- Approval of those documents by the MGIHA Housing Board and Tribal Council.

Phase 2: Owner's Representative / Project Manager – Development

Phase 2 begins upon the Phase 2 Notice to Proceed and runs through project close-out. The OR/PM role continues without interruption from Phase 1. The not-to-exceed amount for the Phase 2 OR/PM scope is \$100,000.

Ongoing Project Coordination

- Continue to serve as MGIHA's primary point of contact for all project consultants and contractors.
- Maintain and update the master project schedule through construction completion.
- Facilitate regular project meetings and document decisions.
- Coordinate with MGIHA's Grant Manager on schedule and budget tracking as needed.

General Contractor Procurement Support

- Support MGIHA in the procurement of a General Contractor, including review of the GC RFP and evaluation of proposals.
- Assist MGIHA in negotiating and finalizing the GC contract.

Construction Period Oversight (OR/PM Role)

- Monitor overall construction progress and schedule on behalf of MGIHA.
- Attend key construction milestones and site visits.

- Escalate issues to MGIHA leadership as needed.

Project Close-out and Move-in Coordination

- Coordinate final project close-out activities with MGIHA staff.
- Support transition of completed units to property management and tenant move-in.

Phase 2 Optional Scope: Construction Manager

MGIHA may, at its sole discretion, engage the OR/PM firm to also serve as Construction Manager (CM) during Phase 2. The CM scope is separate from and in addition to the Phase 2 OR/PM scope. The not-to-exceed amount for the optional CM scope is \$325,680.

If MGIHA does not exercise this option, construction management services will be procured separately. Proposers may submit a fee proposal for the CM scope, but this is not required and will not affect the scoring of the base scope proposal.

Construction Oversight

- Manage the General Contractor day-to-day on behalf of MGIHA during construction.
- Review and respond to GC submittals, Requests for Information (RFIs), and change order requests.
- Conduct regular site visits to verify work meets the approved Construction Documents.
- Review and certify GC payment applications before submission to MGIHA for payment.
- Maintain a construction issue log and change order log.

Construction Schedule and Budget

- Monitor the construction schedule and flag delays to MGIHA in writing.
- Track the construction budget and alert MGIHA to cost risks.

Project Close-out (CM Role)

- Coordinate final inspections and punch list completion with the GC.
- Assemble close-out documentation including as-built drawings, warranties, and operations manuals.

4. Submittal Requirements

Pre-Submittal Site Visit

MGIHA will offer one optional pre-submittal site visit to the North Field Parcel for interested firms. Firms wishing to attend must notify Danielle LaChusa at mgaha@mesagrandeband-nsn.gov by July 6th. Site visit details will be provided to registered attendees.

Format Instructions

Proposals must be submitted as a single PDF file (10 MB or less) to mgaha@mesagrandeband-nsn.gov **by Mon, July 20, at 4:00 PM**. A confirmation will be sent within 2 days. ***Proposals received after the deadline will not be accepted or considered, regardless of the cause for the delay.*** Proposals that do not follow the format below may be considered non-responsive.

The written proposal must not exceed eight pages, excluding resumes and the fee proposal. Pages must be 8.5" x 11", single-sided.

Proposal Sections

1. Cover Letter

- Firm name, point of contact, email address, and phone number.
- Brief statement of the firm's interest in the project and qualifications.

2. Team Qualifications

- Firm experience on comparable projects, including tribal housing, affordable housing, or remote site development.
- Individual staff experience and roles proposed for this engagement.
- At least two references from comparable projects completed within the last five years.

3. Approach to Scope of Work

- The firm's understanding of the project and approach to delivering Owner's Representative services across both phases.
- A preliminary project schedule showing how the firm would sequence pre-development work to achieve a Phase 2 Notice to Proceed by June 2027.
- The firm's approach to schedule compression and managing a remote project site.
- An organizational chart or resource allocation matrix showing proposed staffing for both phases.
- If proposing on the optional CM scope: the firm's approach to construction management and qualifications of proposed CM staff.

4. Resumes (not counted in page limit)

5. Fee Proposal (not counted in page limit; must use the Fee Proposal Form in Attachment 2)

- Phase 1 fee: hourly rates by staff, estimated hours by task, and a total not-to-exceed amount. Ceiling: \$163,000.
- Phase 2 OR/PM fee: hourly rates by staff, estimated hours by task, and a total not-to-exceed amount. Ceiling: \$100,000.

- Optional CM fee (if proposing): hourly rates by staff, estimated hours by task, and a total not-to-exceed amount. Ceiling: \$325,680.
- Proposals that exceed the Phase 1 or Phase 2 OR/PM ceilings will be considered non-responsive.

5. Evaluation Criteria

Proposals will be evaluated by a selection committee consisting of the MGIHA Board of Commissioners and MGIHA staff. Technical and qualifications proposals will be scored before fee proposals are reviewed.

Criteria	Weight	Max Points
Team Qualifications Firm and individual experience on comparable projects; tribal housing or remote site experience; quality of references.	40%	40
Project Approach Understanding of scope; preliminary schedule and approach to timeline compression; staffing plan for both phases.	35%	35
Fee Proposal Reasonableness of proposed fee relative to scope; clarity of hours and rate breakdown.	25%	25
TOTAL	100%	100

MGIHA reserves the right to conduct interviews with top-ranked firms before making a final selection. After scoring, MGIHA may identify a competitive range of the most highly qualified firms. MGIHA may negotiate with one or more firms in the competitive range to clarify scope, resolve open questions, or address weaknesses identified during evaluation, and may request a Best and Final Offer before making a final selection. MGIHA reserves the right to award based on initial proposals, without further negotiation, if doing so is in MGIHA's best interest.

6. Terms and Conditions

Contract Period

All services will be provided through an Agreement for Consultant Services subject to MGIHA Board approval. Phase 1 work is expected to be completed by June 2027. Phase 2 work is expected to be completed by December 9, 2027. MGIHA may pursue an extension of the grant performance period beyond December 2027, if necessary. If an extension is granted, the contract schedule will be adjusted accordingly. Any modifications resulting in increased cost are subject to Board approval.

Termination for Convenience

MGIHA reserves the right to terminate this contract for convenience upon 30 days written notice. In the event of termination, the firm will be compensated for all authorized work completed through the termination date. The phase structure of this contract provides MGIHA with additional decision points at which to evaluate performance before exercising the Phase 2 OR/PM scope or the optional CM scope.

Tribal and Federal Law

The selected firm shall comply with all applicable tribal laws, ordinances, policies, and regulations of MGIHA and MGBOMI, as well as all relevant federal laws and regulations, including 2 CFR Part 200 (Uniform Guidance) and applicable HUD requirements.

Cultural Sensitivity and Confidentiality

All work on this project takes place on or in support of the Mesa Grande Reservation. The selected firm is expected to approach its work with respect for Tribal sovereignty, cultural values, and community priorities. In the course of overseeing the planning and design team, the OR/PM may have access to cultural resource findings, Tribal cultural information, or materials related to Tribal history or practices. All such information is confidential. Nothing related to Tribal culture or history may appear in any public-facing document, report, or presentation prepared by the OR/PM without written authorization from MGIHA leadership.

Tribal Employment and Contracting Preference

MGIHA gives preference to Native American-owned firms and firms that demonstrate a commitment to employing tribal members. Proposers are encouraged to describe any relevant experience working with or within tribal communities and any planned use of Native-owned subconsultants.

Conflict of Interest Disclosure

Proposers must disclose any existing or prior relationship with MGIHA, MGBOMI, or any MGIHA Board member or staff member that could create an actual or apparent conflict of interest. Proposers must also disclose any relationship with another firm involved in this project, including any planning, design, project management, or construction consultant, that could create an unfair competitive advantage. MGIHA will not award a contract to a firm whose relationship with MGIHA or with another project consultant impairs MGIHA's objectivity in evaluating proposals or creates an unfair advantage in the procurement process. Failure to disclose a conflict of interest may result in rejection of the proposal or termination of an awarded contract.

Debarment and Suspension

By submitting a proposal, the firm certifies that neither the firm nor any of its principals is presently debarred, suspended, proposed for debarment, or otherwise excluded from participation in federally funded contracts by any federal department or agency. MGIHA will verify this status through the federal System for Award Management (SAM.gov) prior to contract execution. A firm that cannot make this certification must provide a written explanation with its proposal.

Confidential and Proprietary Information

All proposals submitted in response to this RFP become the property of MGIHA. Proposals should not be marked confidential or proprietary. MGIHA may decline to consider proposals so marked.

Proposal Accuracy

All representations and information provided in the proposal are true, accurate, and complete as of the date of submission.

Attachment 1: Scope of Work Summary

The following table summarizes key tasks by phase. This is not an exhaustive list. Proposers should review the full scope in Section 3 when developing their proposals and fee schedules.

Phase	OR/PM Responsibilities	Optional CM Responsibilities
Phase 1 Pre-Development	<ul style="list-style-type: none"> Develop and maintain master project schedule Manage planning and design consultant Review design deliverables and invoices Coordinate environmental review milestones Facilitate meetings with MGIHA and Tribal leadership Actively pursue schedule compression 	<i>Not applicable in Phase 1.</i>
Phase 2 Development OR/PM CM Optional	<ul style="list-style-type: none"> Continue as MGIHA's primary project point of contact Maintain and update master project schedule Support GC procurement and contract execution Monitor overall construction progress Coordinate project close-out and move-in 	<ul style="list-style-type: none"> Manage GC day-to-day Review submittals, RFIs, and change orders Conduct regular site visits Certify GC payment applications Coordinate punch list and close-out docs

Attachment 2: Fee Proposal Form

Complete the table below for each phase. List every staff member performing work, their hourly rate, and estimated hours. Provide a subtotal for each phase and a grand total.

Phase 1: Pre-Development (Ceiling \$187,000)

Staff / Role	Firm	Hourly Rate	Estimated Hours	Subtotal
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Phase 1 Subtotal: \$_____ (must not exceed \$187,000)

Phase 2: OR/PM Development (Ceiling \$75,000)

Staff / Role	Firm	Hourly Rate	Estimated Hours	Subtotal

Phase 2 OR/PM Subtotal: \$_____ (must not exceed \$75,000)

Optional: Construction Manager Scope (Ceiling \$325,680) — complete only if proposing on this scope

Staff / Role	Firm	Hourly Rate	Estimated Hours	Subtotal

Optional CM Subtotal: \$_____ (must not exceed \$325,680)

Grand Total, Base Scope (Phase 1 + Phase 2 OR/PM): \$_____