



Mesa Grande Indian Housing Authority

Request for Proposals

Planning and Design Services

North Field Phase 1A – Tribal Housing Development

MGIHA-2026-03 | 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 14, register by Jul 9
Deadline to Submit Questions	Wed, July 15
Questions Answered By	Fri, July 17
RFP Due Date	Mon, July 27
Consultant Selection	Wed, Aug 12
Notice to Proceed	Aug 2026
Solicitation No.	MGIHA-2026-03
Contract No.	3
Contracting Officer	Danielle LaChusa, Housing Director
C.O. Contact Info	(760) 782-9144 mgiha@mesagrandeband-nsn.gov
Pre-Submittal Meeting	Optional site visit available. See Section 4.

Questions must be submitted to Danielle LaChusa at mgiha@mesagrandeband-nsn.gov by the deadline 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 Planning and Design Services for the North Field Phase 1A housing development. This project

will deliver 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 the lead planning and design consultant for the project, responsible for delivering all architecture, engineering, and environmental planning services required to bring the project to construction-ready status. The lead firm is expected to identify and manage all necessary subconsultants as part of their proposal.

This contract covers pre-development planning and design only. Construction services are not part of this scope. The selected firm will work under the oversight of MGIHA's Owner's Representative and Project Manager (OR/PM), who will be engaged concurrently through a separate procurement.

All work under this contract must be completed by June 2027 to support the project's full construction start target. MGIHA intends to begin preliminary construction activities, including site preparation and infrastructure work, as soon as construction documents for those scopes are sufficiently advanced to permit it. The selected firm is expected to prioritize and sequence deliverables to enable the earliest possible start of preliminary construction. The current grant performance period ends December 9, 2027. MGIHA may seek an extension of this deadline if needed; however, the planning and design schedule will not be extended regardless of grant period outcomes. Given the short timeline, the selected firm is expected to mobilize immediately upon contract execution and treat schedule compression as a core responsibility.

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, with enrollment 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 North Field Parcel is relatively flat, has good road access, and was previously used for horse grazing. The site will require full infrastructure development including roads, water, wastewater, electrical, and internet systems.

MGIHA’s current funding supports a minimum of 12 units. MGIHA prefers an apartment-style, multi-unit building configuration over standalone units for this phase of development. MGIHA is open to exceeding 12 units if the site and budget support it. Proposers should design with this flexibility in mind and should identify in their proposal how the site plan and building design could accommodate a higher unit count if funding allows.

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

MGIHA prefers manufactured homes or modular construction for this project due to the accelerated project timeline. Other construction methods will be considered if a proposer can demonstrate comparable or faster delivery. The total project budget is approximately \$12,000,000, funded through the California Department of Housing and Community Development (HCD) Tribal Homekey program.

3. Scope of Work

The selected firm will deliver all planning, architecture, engineering, and environmental planning services required to bring North Field Phase 1A to 100% Construction Documents. The lead firm is responsible for managing all subconsultants within this scope. The not-to-exceed contract ceiling for this engagement is \$636,500.

All work is overseen by MGIHA’s Owner’s Representative and Project Manager (OR/PM). The lead firm will coordinate directly with the OR/PM on schedule, deliverables, and MGIHA reviews.

Architecture

Topographic Survey

- Conduct a topographic survey of the North Field Parcel sufficient to support site planning, grading design, and infrastructure layout.
- Deliver survey data in a format usable by all engineering subconsultants.
- Mobilize immediately upon contract execution. This is a long-lead item that must begin in the first month of the contract.
- Note: MGIHA will provide a recorded legal description and parcel boundary for the North Field development area prior to or at Notice to Proceed. The topographic survey must be scoped to the boundaries of the designated development parcel.

Site Plan

- Develop a full site plan for the North Field Parcel reflecting MGIHA’s preference for apartment-style, multi-unit building configuration.
- Site plan must show unit placement, community room, roads, parking, infrastructure routing, and landscaping areas.

- Design for a minimum of 12 units with the ability to scale to a higher unit count if funding allows. Identify the maximum feasible unit count within the available footprint and budget.
- Coordinate with all engineering subconsultants to ensure infrastructure routing is integrated into the site plan.
- Present site plan to MGIHA Board of Commissioners and Tribal Council for review and input before finalizing.

Grading and Drainage Plan

- Develop a grading and drainage plan consistent with the site plan and local topography.
- Address stormwater management in coordination with the civil engineering scope.

Architectural Design

- Develop full architectural drawings through 100% Construction Documents for all residential units and the community room.
- Design must reflect MGIHA's preference for apartment-style, multi-unit building configuration.
- Coordinate unit layout and specifications with manufactured home or modular construction requirements, or as appropriate.
- Incorporate community input gathered through MGIHA's existing engagement process.

Manufactured Home or Modular Construction (or Other) Recommendation

- Research and evaluate manufactured home and modular construction options suitable for the project site, unit mix, and budget.
- Present MGIHA with a written recommendation identifying preferred home models, cost estimates, and key specifications.
- Coordinate recommended home specifications with site plan, foundation design, and utility connections.
- NOTE: Other construction methods will be considered if a proposer can demonstrate comparable or faster delivery.

Engineering

All engineering subconsultants must be identified in the proposal. Proposers must demonstrate that all subconsultants are ready to mobilize immediately upon contract execution.

Geotechnical Engineering

- Conduct geotechnical investigation of the North Field Parcel to support foundation design, grading, and infrastructure planning.
- Deliver geotechnical report with recommendations for foundation type, soil bearing capacity, and any site preparation requirements.
- Mobilize immediately upon contract execution. This is a long-lead item that must begin in the first month of the contract.

Civil / Roadway Engineering

- Design all on-site roads and access improvements required for the project.
- Coordinate roadway design with the site plan, grading plan, and utility routing.

Water System Engineering

- Design a well water system to serve all residential units, the community room, and future development phases.
- Coordinate with applicable tribal and federal requirements for water system design on tribal trust land.

Wastewater System Engineering

- Design a wastewater system (septic or alternative) suitable for the site conditions and project scale.
- Coordinate with geotechnical findings and applicable requirements for wastewater systems on tribal trust land.

Energy System Engineering

- Design an energy system for all residential units, the community room, and site infrastructure.
- Evaluate renewable energy options, including solar, given the site's location and MGIHA's interest in long-term energy resilience.

Internet and Communications

- Design internet and communications infrastructure for all units and the community room.
- Identify options for service providers and connectivity given the remote site location.

Utilities Coordination

- Coordinate all utility systems (water, wastewater, energy, internet) into a unified utilities plan integrated with the site plan.
- Deliver a utilities plan showing routing, connections, and service points for all systems.

Environmental Planning

MGIHA has already made substantial progress on the HUD Part 58 Environmental Assessment (EA) for North Field Phase 1A, including a Phase 1 Environmental Site Assessment (ESA), biological surveys, cultural resource surveys, and Section 106 consultation with SHPO and other consulting parties. MGIHA anticipates completing the public notice period and receiving HUD Authority to Use Grant Funds prior to or concurrent with the selected firm's Notice to Proceed. The following environmental planning tasks are scoped accordingly.

EA Completeness Review

- Review MGIHA's completed HUD Part 58 EA package and Environmental Review Record (ERR) for completeness, accuracy, and compliance with 24 CFR 58.36 requirements.
- Identify any gaps, missing documentation, or items that may require additional support before or after HUD's release of funds authorization.
- Deliver a brief written summary of findings to MGIHA within 30 days of contract execution.

HUD Response Support

- Assist MGIHA in responding to any comments, questions, or additional information requests from HUD arising from the EA, NOI/RROF, or release of funds review.
- This is an as-needed task. The selected firm should include a modest contingency of hours in their fee proposal for this work.

Biology Report Finalization

- Review completed biological survey data and prepare a final formatted biology report suitable for the EA record and any post-authorization permit requirements.
- If the final report is already complete and accepted by MGIHA prior to the selected firm's NTP, this task will be removed from scope and the fee adjusted accordingly.

Climate Resiliency Review

- Review existing climate resiliency studies applicable to the North Field project area.
- Identify climate-related risks relevant to the site and recommend design measures to address them in the construction documents.
- This task is forward-looking and intended to inform design, not to support the EA.

Construction-Phase Environmental Compliance

- Identify any environmental permits, conditions, or monitoring requirements that apply to construction activities based on the completed EA findings.
- Deliver a construction environmental compliance summary for use by MGIHA's Owner's Representative and the eventual general contractor.
- All cultural resource work must be conducted in coordination with MGIHA's designated staff. No cultural materials, findings, site locations, or narratives may appear in any report, presentation, or public-facing document without written authorization from MGIHA leadership.

Key Deliverables and Schedule

The following table outlines target completion dates for major deliverables. The OR/PM will work with the selected firm to develop a detailed schedule within 30 days of contract execution. All dates are targets; the firm is expected to identify opportunities to compress this schedule wherever possible.

Deliverable	Target date	Notes
Topographic survey complete	Sep 2026	
Geotech report complete	Sep 2026	
EA completeness review complete	Sep 2026	Within 30 days of NTP; written summary to MGIHA
Site plan and grading concept	Oct 2026	Sufficient for early contractor input

Schematic design complete	Oct–Nov 2026	MGIHA and tribal review
Manufactured/other home recommendation	Nov 2026	For MGIHA review and selection
Infrastructure design — 60%	Nov 2026	Roads, water, wastewater, electrical; enables early GC procurement
Biology report finalized	Nov 2026	Final formatted report for EA record; remove if complete at NTP
Design development complete	Jan–Feb 2027	
Site preparation construction documents — 100%	Jan 2027	Complete and ready for construction
Infrastructure construction documents — 100%	Feb 2027	Complete and ready for construction
Climate resiliency review complete	Feb 2027	Informs construction documents
Construction environmental compliance summary	Mar 2027	For OR/PM and GC
100% construction documents	Apr–May 2027	Board and Tribal Council review
All deliverables complete	Jun 2027	Supports construction start Jun 2027

4. Submittal Requirements

Optional Pre-Submittal Site Visit

Attendance at the pre-submittal site visit is recommended for all firms intending to submit a proposal. The site visit will be held at the North Field Parcel, Mesa Grande Reservation, Santa Ysabel, CA.

Site visit date and logistics will be communicated to all firms that register by July 9th. The site visit is expected to be held on July 14th. To register, email Danielle LaChusa at mgiha@mesagrandeband-nsn.gov with the firm name, attendee names, and contact information.

The site visit provides an opportunity to view site conditions firsthand. Given the remote location and the complexity of the infrastructure scope, firms are strongly encouraged to bring subconsultants to the site visit.

Format Instructions

Proposals must be submitted as a single PDF file (10 MB or less) to mgjha@mesagrandeband-nsn.gov **by Mon, July 27 at 4:00 PM. Proposals received after the deadline will not be accepted or considered, regardless of the cause for the delay.** A confirmation will be sent within 2 days. Proposals that do not follow the format below may be considered non-responsive.

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

Proposal Sections

1. Cover Letter

- Lead firm name, point of contact, email, and phone number.
- Brief statement of interest and qualifications.

2. Team Qualifications

- Lead firm experience on comparable projects, including tribal housing, affordable housing, remote site development, or manufactured/modular housing.
- Named subconsultants for each discipline: architecture (if separate from lead), geotechnical, civil/roadway, water system, wastewater system, energy, internet/communications, and environmental planning. For each subconsultant, provide firm name, point of contact, and relevant experience.
- Individual staff experience and proposed roles for both the lead firm and all subconsultants.
- 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, site conditions, and design challenges.
- Approach to apartment-style, multi-unit building design for a tribal housing community on a remote site.
- Approach to scalability: how the design would accommodate more than 12 units if funding allows.
- Approach to manufactured home or modular construction, including any prior experience with home models suitable for this project.
- A preliminary project schedule showing how the firm would sequence work to deliver 100% Construction Documents by May 2027.
- Approach to coordinating multiple engineering subconsultants to meet a compressed schedule.
- An organizational chart showing the lead firm, all subconsultants, and proposed key staff.

4. Resumes (not counted in page limit)

- Resumes for all proposed key staff, including subconsultant leads.

5. Subconsultant List (not counted in page limit)

- A table listing each discipline, the proposed subconsultant firm, the subconsultant’s point of contact, and a one-sentence description of their relevant experience.

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

- Fee proposal organized by scope area (architecture, engineering by discipline, environmental planning).
- For each scope area: hourly rates by staff, estimated hours by task, and a subtotal.
- A total not-to-exceed amount for the full engagement. Proposals that exceed \$636,500 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 Lead firm and subconsultant experience; tribal, remote site, or manufactured housing experience; quality of references; strength of named subconsultant team.	45%	45
Project approach Understanding of scope and site; approach to apartment-style design and scalability; manufactured home recommendation approach; preliminary schedule and plan for timeline compression.	30%	30
Fee proposal Reasonableness of fee relative to scope; clarity of hours and rate breakdown by discipline.	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. All work under this contract must be completed by June 30, 2027, to support a Phase 2 Notice to Proceed in July 2027. 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. The selected firm will be compensated for all authorized work completed through the termination date.

Subconsultant Management

The lead firm is responsible for all subconsultants engaged under this contract. MGIHA will contract with the lead firm only. The lead firm must obtain MGIHA's written approval before substituting any subconsultant named in the proposal.

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 and all subconsultants are expected to approach their work with respect for Tribal sovereignty, cultural values, and community priorities. Cultural resource findings, Tribal cultural information, and any materials related to Tribal history or practices are confidential. Nothing related to Tribal culture or history may appear in any public-facing document, report, or presentation 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, its principals, nor any of its named subconsultants 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 all deliverables by discipline. This is not an exhaustive list. Proposers should review the full scope in Section 3 when developing their proposals and fee schedules.

Discipline	Key deliverables	Notes
Architecture	<ul style="list-style-type: none"> Topographic survey Grading and drainage plan Site plan (scalable to 12+ units) 100% construction documents Manufactured home recommendation 	Apartment-style preferred. Present design to MGIHA Board and Tribal Council.
Engineering	<ul style="list-style-type: none"> Geotech report Roadway design Well water system design Wastewater system design Energy system design (incl. solar eval.) 	All subconsultants named in proposal. Mobilize immediately on NTP.

	<ul style="list-style-type: none"> • Internet/communications design • Integrated utilities plan 	
Environmental planning	<ul style="list-style-type: none"> • EA completeness review and written findings summary • HUD response support (as needed) • Biology report finalization • Climate resiliency review • Construction environmental compliance summary 	Phase 1 ESA and all field surveys are complete. EA and Section 106 consultation are substantially complete. Cultural resource work per MGIHA authorization only. Biology report finalization removed from scope if final report is accepted by MGIHA prior to NTP.

Attachment 2: Fee Proposal Form

Complete the table below for each scope area. List every staff member or subconsultant performing work, their hourly rate, and estimated hours. Provide a subtotal for each scope area and a grand total. The grand total may not exceed \$636,500.

Architecture

Staff / Role	Firm	Hourly Rate	Estimated Hours	Subtotal

Architecture Subtotal: \$_____

Engineering (break out by discipline: geotechnical, civil/roadway, water, wastewater, energy, internet, utilities coordination)

Staff / Role	Firm	Hourly Rate	Estimated Hours	Subtotal

Engineering Subtotal: \$_____

Environmental Planning (EA completeness review, HUD response support, biology report finalization, climate resiliency review, construction environmental compliance summary)

Staff / Role	Firm	Hourly Rate	Estimated Hours	Subtotal

Environmental Planning Subtotal: \$_____

Grand Total Not-to-Exceed: \$_____ (must not exceed \$636,500)