

Request for Proposals:

The Sisseton Wahpeton Oyate Department of Planning and Economic Development (the “department”), invites qualifications from experienced, licensed, certified planning, real estate, economic development and engineering consultants capable of providing on-call services in support of the planning and development review process under a multi-year, indefinite quantity (“not to exceed”) contract. Selected firms will be placed on a prequalified list and engaged on task-order basis based on project needs and funding availability. This RFQ is a short-form qualification process, not a request for a detailed proposal, to establish a pool of firms for various services, including architectural and engineering support, environmental assessments, economic diversification, community engagement, and more. Firms will be contacted as needs arise, and may be tasked to review applications/proposals or prepare plans and studies that require expertise beyond that possessed by the department’s existing staff or existing staffing levels are inadequate to accommodate the workload attributed to specified projects, with no guarantee of minimum amount of work.

Scope of work:

1. Architectural and Engineering Services
 - Independent architectural or engineering services for community/economic development projects
 - Technical support, including design reviews and civil site analysis
2. Environmental and Planning Services
 - Environmental assessments (e.g. NEPA compliance, impact studies)
 - Master site planning for public facilities and open spaces
 - Geotechnical engineering and geology
 - Landscape design for parks, recreational trails, streetscapes, and other public areas
3. Financial and Economic Development Services
 - Grant proposal development and submission
 - Budget development for capital projects and programs
 - Economic diversification plans to support resilient local economies
 - Feasibility studies for proposed developments
 - Market analysis for economic development projects
 - Impact assessments for policies or projects
 - Highest and best use studies for underutilized properties
 - Capital campaign development for fundraising initiatives

4. Proposal and Decision Support
 - Proposal planning for competitive bids or funding opportunities
 - Independent assessments or analyses to support decision-making
5. Small Business Technical Assistance and Support Services
 - Legal, Accounting, and Advisory Services for State Small Business Credit Initiative (SSBCI)*

The SWO is seeking these services for an estimated period of 3-years, likely starting in Fall 2025. Criteria for selection will include relevant experience and qualifications in the selected service categories, quality and relevance of past projects, reasonableness of proposed rates, and strength of references. Selected firms will be notified and may be asked to enter into a master agreement for on-call services. The department reserves the right to select multiple firms per category.

All interested firms must submit the following:

1. Letter of Interest
2. List of Services
3. Rates
4. Relevant Projects
5. References

Evaluation Process will be conducted using the following criteria:

1. Price (30 points)
2. Qualifications and Experience (30 points)
3. Capacity to Perform (30 points)
4. Indian Preference (10 points) Required Documentation

All proposals must include:

1. Copy of SWO Business License
2. TERO Certification, if applicable
3. TERO and Tribal Tax
 - a. TERO Tax -4.00 %
 - b. SWO Tribal Use Tax-5.50%
 - c. SWO Tribal Excise Tax -2.00%
4. Liability Insurance
5. Workmans Comp (if required)

Any questions regarding TERO and SWO Tribal Tax please contact the SWO TERO office or the SWO Tribal Tax Office at (605) 698-3911.

All proposals received by September 9th, 2025 will be opened in the Administrative Office by the Procurement Officer with the Program representative in attendance.

Submit proposals to: SWO Procurement Office
 Attn: Vern Vallie
 PO Box 509
 Agency Village, SD 57262
 vvallie@swo-nsn.gov

***Any bids not turned in to the Procurement Department may be considered nonresponsive.**

Please submit project name and number clearly visible – RFP 3032.

All interested parties acknowledge that any Agreement executed and performed within the Tribe's exclusive jurisdiction is subject to the exclusive jurisdiction of the Tribal Court of Sisseton-Wahpeton Oyate of the Lake Traverse Reservation. All interested parties acknowledge that they must comply with the SissetonWahpeton Oyate Ordinances: TERO Chapter 59 Requirements, Wage Rates & Compliance Plan; Business License Ordinance Chapter 53 and Tax Ordinance.