

**Kiowa Tribe  
Request for Proposal  
FY-2026 Keys Building Renovation**



**RFP KT-26-007-KEYS**

# SCOPE OF WORK

## Kiowa Tribe - Keys Building Renovation

### 1. Project Summary

A fully renovated Keys Building of approximately 4,012 gross square feet, with a fully developed site, operational and ready for occupancy by the Kiowa Tribe's Victims Services Program. The renovated building shall contain a Dwelling Area for short-term residential functions and an Advocate Area for offices, therapy, support group, intake, and meeting functions, with the two zones visually, acoustically, and circulationally separated. The completed site shall include a 20-space parking lot, perimeter fencing, and a playground, with all utility connections, grading, and stormwater management resolved to accommodate the building and site improvements built to AHJ requirements.

### 2. Scope

#### 2.1 Design

Complete architectural and engineering design for the renovated building and site, including all disciplines required to obtain permits and execute construction. The Owner's approved concept design (attached) shall provide design intent.

#### 2.2 Existing Conditions and Site Investigation

Verification of existing building conditions, utility locations and capacities, and subsurface conditions sufficient to support the design and construction of the renovated facility. The following site conditions have been identified as requiring investigation and resolution prior to or as part of design:

**Topography and Grading:** An approximate 10 to 15-foot elevation difference exists between the building and utility tie-in locations. The contractor shall evaluate grading requirements, utility routing feasibility, and the impact of building placement on imported fill, soil disturbance, and stormwater runoff, per AHJ requirements.

**Site Utilities:** The contractor shall verify the suitability of all existing utilities and shall furnish and install any repairs or enhancements necessary to meet the requirements of the proposed scope of work.

**Existing Foundation Assessment:** The contractor shall evaluate the existing foundation for structural adequacy and suitability to support the proposed renovation, and shall identify any repairs, reinforcement, or modifications required prior to construction.

**Tree Removal:** Any tree removal shall be coordinated with the Kiowa Tribe and shall account for applicable environmental and cultural considerations as identified in the attached environmental

assessment. Trees identified for preservation shall be protected during construction in accordance with standard tree protection practices.

### 2.3 Building Renovation

Renovation of the existing 4,012 GSF building includes, but is not limited to, selective demolition, structural modifications, complete mechanical, electrical, plumbing, fire protection, and low-voltage systems, security and access control, interior construction, finishes, millwork, and built-in equipment.

The building shall be organized into two primary zones:

#### Dwelling Area

The Dwelling Area shall provide short-term residential accommodations and include the following spaces:

Dwelling Area — Required Spaces	
Family Bedroom	3
Single Bedroom	3
Family Den / Common Area	1
Bathroom with Showers	2
Laundry	1
Kitchen	1
Pantry	1

#### Advocate Area

The Advocate Area shall provide administrative, clinical, and support functions and include the following spaces:

Advocate Area — Required Spaces	
Director Office	1
Small Bathroom	1
Clothes Closet	1
Therapist Office	1
Advocate Office	2
Waiting Area / Receptionist	1

Outreach & Support Group Room	1
Meeting Room	1
Supply Room	1

The Dwelling Area and Advocate Area shall be visually, acoustically, and circulationally separated.

## 2.4 Site Work

Complete site development shall include the following elements:

Exterior — Required Elements	
Parking Lot (spaces)	20
Playground	1
Sidewalk / Accessible Routes	1
Perimeter Fence	1
Storm Shelter	1

Site work shall further include grading, stormwater management, utility connections, landscaping, and exterior lighting. Building placement and site grading shall be coordinated to minimize imported fill, limit the disturbance footprint, and maintain adequate stormwater runoff and soil stability.

## 2.5 - Architectural Character and Cultural Design

Trauma-informed design principles shall be applied throughout the facility, prioritizing occupant sense of safety, choice, dignity, and control. This includes clear sightlines from staffed areas to public entry points, acoustic privacy between residential and public zones, warm and non-institutional lighting, finishes that avoid clinical or carceral references, and opportunities for occupant agency in environmental controls. These principles inform the cultural, entrance, and interior finish requirements that follow.

The renovated building shall present a dignified public-facing presence that reflects Kiowa Tribe identity and the cultural significance of the Keys program. Design shall integrate cultural elements meaningful to the Kiowa Tribe throughout the building, with emphasis on the main entrance, public-facing facades, common gathering spaces, and signage. Cultural integration may include but is not limited to material selection, traditional patterns or motifs, art installations, and language inclusion. Cultural elements, patterns, motifs, and language incorporated into the design remain the cultural and intellectual property of the Kiowa Tribe. The Design-Builder shall not reproduce or reuse such elements on other projects without express written consent of the Tribe.

## **2.6 - Entrance and Exterior Finishes**

The main entrance shall be developed as a defined architectural feature that welcomes occupants and signals the building's purpose. Entrance design shall include a covered entry or porch element, durable wood or wood-equivalent materials, generous glazing for natural light and visual transparency to the waiting area, and accessible approach. Exterior finishes shall be of commercial-grade quality appropriate for a civic and community-serving facility, with attention to weather durability, maintenance, and longevity. Reference imagery (attached) is provided to convey design intent for entrance character and material palette. Reference imagery shall not be construed as prescriptive specification; design-builder shall propose materials and details that achieve the same character within project budget and Kiowa Tribe approval.

## **2.7 - Interior Finishes**

Interior finishes shall reflect the dual program of the building. Public and shared spaces (Waiting Area, Outreach and Support Group Room, Family Den / Common Area, main corridors, and Director Office) shall receive elevated finishes appropriate for a community-facing facility, including but not limited to durable wood or wood-look elements, acoustic treatments suitable for trauma-informed environments, soft and warm lighting, and finishes that support cultural design integration. Resident-occupied spaces (Family Bedrooms, Single Bedrooms, Kitchen, Pantry, Bathrooms, Laundry) shall receive durable, maintainable, and trauma-informed finishes appropriate for short-term residential use, with attention to acoustic privacy, lighting quality, and a sense of dignity and care. All finishes shall meet or exceed commercial-grade standards for durability, maintainability, and life safety.

## **2.8 Commissioning and Closeout**

Startup, testing, and commissioning of all installed systems. Delivery of record drawings, operations and maintenance manuals, warranties, and Owner training on installed systems.

## **2.9 Storm Shelter**

Phase 1 investigation shall evaluate the existing structure against current storm shelter requirements and recommend either repurpose with defined remediation scope or new construction. The selected approach shall be incorporated into Phase 2 construction. The storm shelter shall meet applicable ICC 500 and FEMA P-361 criteria as required by the Authority Having Jurisdiction.

## **2.10 Furniture, Fixtures, Equipment, and Technology**

Built-in millwork, casework, and equipment integral to building construction are included in the scope of work. Loose furniture, fixtures, and equipment (FFE) for the Dwelling Area, Advocate Area, and common spaces shall be Owner-furnished and Owner-installed. Active technology equipment including telephone systems, network electronics, audiovisual equipment, and security monitoring services shall be included in scope to be delivered by the contractor. Low-voltage cabling, device rough-in, and security and access control infrastructure are included in the building scope per Section 2.3.

## 2.11 ADA and Accessibility Compliance

The renovated facility shall comply with the Americans with Disabilities Act (ADA) and the 2010 ADA Standards for Accessible Design, together with applicable ICC A117.1 accessibility provisions and any accessibility requirements of the Authority Having Jurisdiction, to the maximum extent feasible given the constraints of renovating the existing structure. Accessible design shall be incorporated throughout the building and site, including accessible parking spaces and access aisles, an accessible route from parking and the public way to and through the main entrance, accessible entrances and door hardware, accessible routes connecting all required spaces within both the Dwelling Area and Advocate Area, accessible restrooms and bathing facilities, and accessible reach ranges and clearances at fixtures, casework, and controls. At least one Family Bedroom and its associated bathing facility shall be fully accessible. Where existing conditions, structural limitations, or grade differences prevent full compliance, the Design-Builder shall achieve the highest level of accessibility reasonably attainable and shall document any conditions that cannot be brought into full compliance for Owner review and AHJ approval.

## 2.11 TERO

### **TERO Certification:**

Indian preference will be given only to bidders who provide proof of current certification from the Kiowa Tribe Tero office located in Carnegie, Oklahoma telephone number (580) 425-0970. Proof of TERO certification must accompany and be included in bid submittal.

**Tero Requirements:** Kiowa Tribe TERO Office requirements apply to award of agreement; including a 3 percent fee on all jobs that are over \$1,000 in value. Successful bidder must complete required TERO paperwork and pay all applicable fees in accordance with the current Legislative Act for this project. Please contact Kiowa Tribe TERO on (580)-425-0970 with any questions. The successful bidder must have fees and all paperwork submitted to TERO for agreement to be considered fully executed.

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### **attachment**

- Concept Drawing
- Environmental Assessment