

REDDING RANCHERIA TRIBAL GOVERNMENT POLICIES

Chapter TP 6-700

Facility Planning and Development



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SECTION 1: PURPOSE

The purpose of this policy is to establish a mechanism that will ensure that the needs of Tribal Facilities are identified, prioritized, planned and completed in a rational and timely fashion. Improvements to Tribal Facilities are scheduled to take full advantage of economic opportunities that might arise.

SECTION 2: BACKGROUND AND INTENT

The Public Works Department operates within the jurisdiction of the Redding Rancheria and as such is subject to the general guidance and policies approved by the Tribal Council.

Long-term plans for Tribal Facilities will be linked to the Tribes' Long-Term Strategic Plan and Long-Term Financial Plan. Any new construction or major remodeling exceeding \$100,000 must be incorporated into that plan which is approved by the Tribal Council.

Any remodeling projects that are less than \$100,000 are supported through the Tribal Budget process. For Tribal Government Facilities, the Public Works Department shall provide a priority list of all projects to be considered in association with its annual budget request. Non-recurring adjustments to the budget request must be authorized by the Tribal Council. For Tribal Enterprise Facilities, Tribal Enterprise managers shall include all projects in its annual budget and business plan that is submitted to Tribal Council for approval.

It is the intention of the Tribe through their budget process to also set up "reserves" to insure resource availability for emergencies and major repairs.

All use changes and remodeling of Tribal Facilities will be approved by the Public Works Department. Any modification to Tribal Government Facilities shall be performed by or under the supervision of the Public Works Department, Which shall plan projects with a minimum of disruption to customer services and staff.

New construction of Tribal Government Facilities shall be under the direction of the Public Works Department acting as the owner's representative. Program staff will be invited to participate as members of the Design Development Team. The team will include a representative user or client.

The Design Team will be responsible to work closely with and give guidance and direction to the project architect throughout the planning process. The Director of Public Works will chair these meetings and assure that accurate records are kept on the proceedings.

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Tribal Enterprises engaged in the planning and development of Tribal Enterprise Facilities will notify and coordinate with the Public Works Department which shall act on behalf of the Tribal Council as owner or shareholder representative in providing input and oversight as appropriate to the project. Tribal Enterprises shall coordinate with the Public Works Department to ensure compliance with Section 8 of Chapter TP 4-400 Procurement, including but not limited to providing all tribal members with notice and an opportunity to bid.

Tribal Facilities will meet all appropriate building codes, fire, health and safety standards, and Americans with Disability Act requirements.

Tribal Facilities will take into consideration function, customer and employee needs, security and reflect the cultural values of the Tribe.

Tribal Facilities must be cost efficient in terms of energy use and maintenance. The Public Works Department shall also work toward compatibility of building systems, equipment and maintenance requirements.

SECTION 3: DEFINITIONS

As set forth herein:

- (a) Tribal Facilities: Facilities owned and operated by the Tribe and any of its enterprises or other subsidiary organizations.
- (b) Tribal Enterprises: Win-River Resort & Casino and Redding Rancheria Economic Development Corporation, and its subsidiaries.
- (c) Tribal Government Facilities: All tribal facilities except tribal enterprise facilities.
- (d) Tribal Enterprise Facilities: Facilities that are managed and operated by tribal enterprises.

SECTION 4: DELEGATED AUTHORITY (Reserved)

SECTION 5: AUTHORIZED PROGRAMS AND SERVICES

- (a) Planning

Monitoring user rate trends, reviewing staffing changes, analysis of program requirements, estimating space needs, establishing design criteria, instituting building codes and developing preliminary project cost estimates.

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(b) Design Development

Establishing a team of individuals to participate in the design development process. Coordinate and conduct meetings with the architect throughout the process.

(c) Bid Documents

Reviewing project bid documents, examining alternative materials or changes that may be necessary to bring project in line with budget, reviewing final cost estimates and identifying potential bidders for the project.

(d) Construction Contracts

Work with Procurement, Finance and Legal Departments to complete necessary contracts for construction in accordance with established tribal policy. Participate in the decision for award of contract.(e)Construction Oversight

Continuous monitoring of the project and authorization of progress payments.

(f) Project Summary

Completing punch list for all deficiencies, overseeing compliance before occupancy and drafting a final report for the Tribal Council.

SECTION 6: PROJECT PRIORITIES AND CONFLICTS

(a) Project priorities will be recommended by the Director of Public Works. The ultimate decision to approve a construction project rests with the Tribal Council.

(b) When disagreements occur between Public Works and Program Directors regarding space or project budget, they will be resolved by the CEO.

(c) When disagreements occur between Public Works and Tribal Enterprise managers regarding project coordination, they will be resolved by the Tribal Council.

(d) If a conflict of interest arises on a project involving Tribal Facilities that limits the ability of the Public Works Department to act as owner representative for the Tribe, the CEO shall appoint an interim owner representative for the

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Tribe. The interim owner representative shall perform the duties of the Public Works Department, as described in this policy.

SECTION 7: PROJECT EVALUATION

For Tribal Facilities, all completed projects shall be thoroughly reviewed to assure that contractors have fully met their obligations.

For Tribal Governmental Facilities, the Public Works Department will work directly with the Architect to develop a punch list of problems and deficiencies. Public Works shall oversee corrections and produce a final project summary. The Final Project summary shall be provided to the project design team, officers and Tribal Council.

For Tribal Enterprise Facilities, the Public Works Department will work directly with Tribal Enterprise managers to develop a punch list of problems and deficiencies. Tribal Enterprise managers shall oversee corrections and produce a final project summary that is submitted to the Public Works Department and Tribal Council.

Legislative History:

Originally Adopted by Tribal Council Resolution #031-06-08-10, dated June 8, 2010.

Amended by Tribal Council Resolution #075-10-13-20, dated October 13, 2020.