



HWAL'BAY BA;J WAYO:WO'JO
HUALAPAI HOUSING
DEPARTMENT

Request for Proposals to Provide
Reconstruction Services for Fire
Damaged Home

An Insurance Claim Reconstruction Project

Hualapai Housing Department
Date: June 3, 2015

INTRODUCTION

The Hualapai Housing Department submits this Request for Proposals (RFP) to solicit proposals from those proposers interested in providing reconstruction services for a fire-damaged home on the Hualapai Indian Reservation.

Project Location

The site is 3.60 miles northwest of Peach Springs off Route 66. The home is in the Milkweed Springs subdivision area.

Project Purpose

The work will be to reconstruct an extensive fire-damaged home back to as-new condition.

Project Funding

The project is being funded by AMERIND Risk Management Corporation, and as such, is subject to all rules and statutes pertaining to construction with NAHASDA funds. Applicable federal clauses shall be followed by the successful bidder and the Housing Department.

Project Delivery and Tribal Stipulations

The price and contract will be procured using the Hualapai Tribe's Competitive Proposal method as described under the Hualapai Tribe's Procurement Policy procedures, as it has been determined to be the most appropriate method of contracting for the subject project.

Intent

The Hualapai Housing Department seeks a strong, cohesive contractor experienced working with Indian tribes in remote areas. It is the Housing's desire to reconstruct a durable and long-lasting home for the affected homebuyer. The selected contractor will be required to work closely with the Hualapai Housing Department and, if necessary, members of the Housing Board to make final project decisions and overcome challenges inherent in this project.

The Housing Department intends to enter into a contract with a contractor who is a qualified team that demonstrates knowledge, experience, organization and financial ability to implement projects in a timely manner and that serves the best interest of the Housing Department. The selection of the contractor shall be based on the evaluation criteria in this RFP.

The Housing Department intends for the contractor to complete all work for this project within 120 days of the signing of notice to proceed.

PROPOSAL PROCESS

The work includes all calculations, construction, testing, and commissioning completed as required for the reconstruction of the home. The proposals will be based on the Insurance Adjuster's Scope of Work which will be provided at the Pre-Bid Conference, Proposers will acknowledge the Scope of Work as the required baseline information.

The competition is on project scope, Indian Housing experience, cost & schedule, qualifications, work quality, and Indian preference. Proposal submittals will be reviewed by a 3-Person Evaluation Selection Committee.

Selection of the contractor will follow a one-step process. This will be used to ensure selection of the contractor providing the best overall capability to perform the work in a manner most advantageous to the Hualapai Housing Department, in accordance with established evaluation criteria. Proposers are encouraged to demonstrate adequate experience, past performance, and technical/project management approach to establish why their proposal will provide maximum benefit to the Tribe. **The highest technically qualified proposer will be awarded the contract.**

Instructions to Proposers

PRE-BID CONFERENCE: Monday, June 8, 2015 at 9:00 a.m. Arizona Time. **This conference is mandatory, it is highly recommended that all interested proposers attend this pre-bid conference.** The purpose of this conference will be to clarify the contents of this solicitation in order to prevent any misunderstanding of the Housing Department's position. Any doubt as to the requirements of this solicitation or any apparent omission or discrepancy should be presented to the Housing at this conference. The Housing will then determine the appropriate action necessary, if any, and may issue a written amendment to the solicitation. Oral statements or instructions will not constitute an amendment to this solicitation. Persons with a disability may request a reasonable accommodation by contacting **Jamie B. Navenma, (928) 769-2274**. Requests for accommodations must be made forty-eight (48) hours in advance of the event.

A visit to the site will take place Monday, June 8, 2015 at 9:00 a.m. Arizona Time for proposers. This visit will provide an opportunity for potential bidders to receive answers to specific questions.

The proposals must be received by the due date and time assigned at the submittal location specified herein. Any proposals received at the specified submittal location after the due date and time assigned will be returned unopened. The Hualapai Housing Department reserves the right to reject any or all proposals, or to withhold the award for any reason it may determine, and to waive or not waive any informalities in any proposal. All information regarding the content of the specific proposals will remain confidential until a contract is finalized or all proposals are rejected.

SUBMITTAL DUE DATE:	Monday, June 22, 2015 at 2:00 p.m. Arizona Time
SUBMITTAL LOCATION:	Hualapai Housing Department Office 600 Highview Street Peach Springs, Arizona 86434

Proposals should be submitted in an original and two (2) copies.

Proposers may withdraw proposals at any time prior to the date and time set for closing.

Only the Hualapai Housing Department has the authority to receive official proposals for this project.

If you have informal questions about the RFP process, please contact:

Jamie B. Navenma, Housing Director at (928) 769-2274.

The Housing Department shall not reimburse any proposer the cost of responding to the RFP.

The Hualapai Housing conducts solicitations and good faith by granting competitors an equal opportunity to win an award. If proposers feel the Housing Department has fallen short of these goals, proposers may submit a protest pursuant to the Tribe's Procurement Policy. Protests should be directed to:

Hualapai Tribe Grants & Contracts Department
Attn: Salena Siyuja, Compliance Officer
P.O. Box 179
Peach Springs, Arizona 86434

SCHEDULE OF EVENTS

Below is the current schedule of the remaining events that will take place in the selection process. The Hualapai Housing Department reserves the right to make changes or alterations to the schedule as the Housing determines is in the best interests. Proposers will be notified sufficiently in advance of any changes or alterations in the schedule. Unless otherwise notified in writing by the Hualapai Housing Department, the dates indicated below for submission of items or for other actions on the part of a Proposer shall constitute absolute deadlines for those activities and failure to fully comply by the time stated shall cause a Proposer to be disqualified as non-responsive. After selection of a contractor, the selected proposer and the Hualapai Housing Department are expected to enter into a contract within fifteen (15) days.

June 3, 2015	RFP advertised on Hualapai Tribe website (RFP will be removed from the website on the due date of the proposals)
June 8, 2015, 9:00 a.m.	Pre-bid conference at Hualapai Housing Department Ofc.
June 8, 2015, 10:30 a.m.	Site visit for potential proposers
June 22, 2015, 2:00 p.m.	Proposals due to Hualapai Housing Department
June 24, 2015, 9:00 a.m.	Contractor selected
July 9, 2015	Hualapai Housing and Contractor sign contract

EVALUATION CRITERIA

Contractor Selection

After receipt and review of the proposals, a 3-Person Evaluation Selection Committee will rate the proposers in accordance with the *Criteria for Contractor Selection* below, and prepare a recommendation report to the Hualapai Housing Director. The Housing Director will select a contractor based on the evaluations and recommendation of the Committee. The Housing Director will forward the proposed selected contractor to the Housing Board for approval, if necessary, per the Hualapai Tribal Procurement Policy.

If no acceptable proposals are received, the Hualapai Housing Department reserves the right to reject all submittals for any reason.

Each proposer submitting a proposal will be notified of the final selection.

Criteria for Contractor Selection

The following is the scoring for the proposals:

Project Scope	(25 points)
Indian Housing Experience	(20 points)
Cost & Schedule	(20 points)
Qualifications	(15 points)
Work Quality	(10 points)
Indian preference	(10 points)
Total:	(100 points)

The proposal shall include the following items. However, the items are not exclusive of other considerations, which may be deemed by the Housing Department as appropriate, given the content of the proposals.

1. The contractor's ability to provide for and include all items covered in the insurance adjuster's scope of work. The contractor shall have a thorough knowledge and substantial experience in reconstruction/rehabilitation of buildings. The information that should be provided includes the following:
 - a. The contractor's previous experience in working with Indian tribes on similar projects
 - b. The contractor's previous experience with similar projects in remote areas
2. The contractor's financial and technical capability to undertake a project of this size and scope. Information should include:
 - a. Profiles of core crew
3. The ability of the contractor to complete a project on time and within budget, and a preliminary schedule. The schedule is to show, at minimum: 1) The start date, a Graph/chart showing phases of work by task, completion date by task.
4. At least three developmental references, their addresses, phone numbers, and relation to the contractor.
5. Proposals shall include valid contractor's license, liability insurance, proof of bond, a current financial statement indicating financial status of the enterprise, and each person submitting a bid for any portion of the work contemplated by the bidding documents shall execute an affidavit, in the form provided by the Housing, to the effect that he has not colluded with any other person, firm or corporation in regard to any bid submitted. Such affidavit shall be attached to the bid.
6. If a proposer is claiming Indian Preference, he must submit a Questionnaire/Statement to the Housing seven (7) calendar days prior to the time of the bid opening. This

Questionnaire/Statement must include, or have attached as an exhibit, the following minimum data:

- A. Whether he is seeking Indian Preference as a bidder;
- B. Evidence showing fully the extent of Indian ownership/control and interest in the enterprise;
- C. evidence of structure and financing of the enterprise, major subcontracts and purchase agreements and management and profit sharing arrangements, including evidence showing the effect of all these on the extent of Indian ownership and interest;
- D. A demonstration that the bidder has the experience and capability for timely completion of the contract work;
- E. A current financial statement indicating financial status of the enterprise; and
- F. Current resumes of principals of the firm or company who will be active in the supervision of the work.