



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

Request for Proposals Rehabilitation Construction Project

Hualapai Housing Department
Date: February 8, 2016

INTRODUCTION

The Hualapai Housing Department (HHD) is seeking qualification proposals for professional construction services from qualified, registered firms that are licensed to perform work in the state of Arizona. The selected firm will enter into and negotiate fixed-price contract for each home. This Request for Proposal is open to both Indian and non-Indian firms.

The HHD is undertaking a Rehabilitation Project to do major upgrades on Current Assisted Stock (CAS) Low-Rental units located in the Peach Springs area of the Hualapai Tribe.

Project Location

The sites are in the Peach Springs community off Route 66 and in the Music Mountain subdivision area.

Project Purpose

The work will be to rehabilitate twelve (12) low-rental homes one (1) homeownership home to as-new condition, replace one (1) roof, and to install two (2) ADA concrete pads for disability access.

Project Funding

The project is being funded by Indian Housing Block Grant (IHBG) funds, 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 Department's desire to rehabilitate a durable and long-lasting home for the new tenants. The selected firm 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 firm 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 firm shall be based on the evaluation criteria in this RFP.

The Housing Department intends for the firm to complete all work for this project within 180 days of the signing of notice to proceed.

PROPOSAL PROCESS

The work includes all calculations, construction, testing, and commissioning completed as required for the rehabilitation of the home, replacement of the roof and the installation of the accessible concrete pads. The proposals will be based on the Housing Department's preliminary 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 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. Proposals shall include valid contractor's license, liability insurance, proof of bond, 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.
2. Provide a thorough physical Home Inspection & Assessment of the existing structure and develop a final Scope of Work per home utilizing the preliminary SOW.
3. Major Demolition on interior of some of the existing structures
4. Provide Construction & Progress schedule
5. HHD/Hualapai Tribe will provide Phase inspections
6. A Major upgrade & Replacement of New Materials on all phases/sections of the existing homes
7. Contractor will provide all equipment & tools necessary to complete the project
8. Contractor to provide all sanitary equipment for the project & workers (Trash bin, porta-john & storage)
9. Contractor to comply with all Safety Codes for their Workers, property and equipment
10. Contractor to be responsible for all material handlings, inventory control on-site
11. Contractor to provide all transportation needs and transporting of materials
12. Contractor will provide a twelve (12) month warranty period for all work completed.
13. Provide for Final Job site clean-up and ready for move-in

All Work performed will be certified and verified to comply with the 2009 International Residential Code with current Design and building standards. The awarded firm and Sub-Contractors will be responsible for all fees, including, but not limited to testing, inspection, and business fees. Tribal Employment Rights Office imposes a 1% fee on the contract amount.

Instructions to Proposers

PRE-BID CONFERENCE: Wednesday, February 17, 2016 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 sites will take place Wednesday, February 17 and Thursday, February 18, 2016 for proposers. This visit will provide an opportunity for potential bidders to receive answers to specific questions and to see the current conditions of the homes.

The competition will be based on Experience and Qualifications, Specialized Experience and Technical Competence, Cost & Schedule, Financial Capability, and Indian Preference. Proposal submittals will be reviewed by a 3-Person Evaluation Selection Committee.

Selection of the firm will follow a one-step process. This will be used to ensure selection of the firm 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.**

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:

**Wednesday, March 2, 2016 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.

Firms 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 Department conducts solicitations and good faith by granting competitors an equal opportunity to win an award. If firms 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 firm, the selected proposer and the Hualapai Housing Department are expected to enter into a contract within fifteen (15) days.

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| February 8, 2016 | RFP advertised on Hualapai Tribe website (RFP will be removed from the website on the due date of the proposals) |
| February 17, 2016, 9:00 a.m. | Pre-bid conference at Hualapai Housing Department Ofc. |
| February 17, 2016, 10:30 a.m. | Site visit for potential proposers |
| February 18, 2016, 9:00 a.m. | Site visit for potential proposers |
| March 2, 2016, 2:00 p.m. | Proposals due to Hualapai Housing Department |
| March 8, 2016, 9:00 a.m. | Firm selected |
| March 10, 2016 | Hualapai Housing and Awarded Firm sign contract |

SELECTION 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 firm based on the evaluations and recommendation of the Committee. The Housing Director will forward the proposed selected firm to the Housing Board for approval, if necessary, per the Hualapai Tribal Procurement Policy.

The HHD reserves the right to reject any and all proposals, to waive any informalities or irregularities and to award the contract that is in the best interest of the HHD.

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

Criteria for Contractor Selection

The following is the scoring for the proposals:

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| Experience and Qualifications | (up to 25 points) |
| Specialized Experience and Technical Competence | (up to 25 points) |
| Cost & Schedule | (up to 25 points) |
| Financial Capability | (up to 15 points) |
| Indian preference | (up to 10 points) |
| Total: | (100 points) |

1. Experience and Qualifications:

- a) The name, address, phone, and fax number of the firm applying.
- b) The firm's previous experience in working with Indian tribes on similar projects
- c) Provide experience and qualifications of professional personnel that will conduct the field work, testing, and reports for the project including specialized technical skills, project management skills, and experience working together as a team.
- d) Provide at least three developmental references, their addresses, phone numbers, and relation to the contractor.

2. Specialized Experience and Technical Competence:

- a) Proposals should have at least five years of experience with projects similar in scope.

3. Cost & Schedule:

- a) The firm fixed price fee, to include professional fees, mileage rate (federal per diem), equipment rental, telephone, shipping, printing, copying and other reimbursable related expenses and travel costs.
- b) The firm shall include in their fee proposal all reimbursable costs for site visits to complete site information and attend on-site meetings with the HHD staff and partners to complete the scope of work.
- c) The fee proposal shall also include the applicable 1% Tribal Employment Rights Office (TERO) fee.
- d) The firm shall include in their proposal a time and schedule in calendar days, predicated upon suitable weather, for completing the work and submit a final report to HHD upon issuance of a Notice to Proceed. 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. Financial Capability:

- a) Demonstrate that the firm is able to undertake a project such as this that will be payable on a deliverable basis. Firm will provide a payment schedule.
- b) Submit a current financial statement indicating financial status of the enterprise.

5. Indian Preference:

- a) Indian organizations and Indian-owned economic enterprises must submit with their proposal a completed "Indian Preference Qualifications Statement" to qualify for Indian Preference consideration, seven (7) calendar days prior to the time of the bid opening. The statement must demonstrate evidence of Indian ownership and control
(Mandatory)

- b) **All proposals** must contain a statement of commitment to provide Indian Preference in subcontracting, training, and employment, and must contain a statement describing the methods that will be used to provide such preference.