REQUEST FOR DESIGN/BUILD PROPOSALS

HUALAPAI NATION

Youth Camp: Hunters’ Game Preparation Area
Re-Release 1/4/19

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1. **DEFINITIONS**

   a. **Grantee**: Hualapai Indian Tribe  
      P.O. Box 179  
      Peach Springs, AZ 86434  
      Telephone: (928) 769-1310  
      Fax: (928) 769-1063  
      Contact: Kevin Davidson  
      Planning & Economic Development Director

   b. **Project Consultant**: UrbanTech Ltd.  
      16845 N 29th Ave., Suite 1-348  
      Phoenix, AZ 85053  
      Telephone: (602) 678-0533  
      e-mail: phil@urbantech-ltd.com  
      Contact: Phil Entz

   c. **DUE DATE**: February 1, 2018 at 4:00 PM ARIZONA TIME  
      The deadline will be governed by the Project Consultant’s Internet link to  
      the Official US Time Clock located at:  
      Any proposal received after the due date and time will not be reviewed.

   d. **EMAIL PROPOSALS TO**:  
      phil@urbantech-ltd.com

      Subject Line: Hualapai Youth Camp: Game Prep Area Proposal

2. **OVERVIEW**

The Hualapai Indian Tribe has been awarded a HUD Indian Community Development Block Grant that includes the design and construction of a hunter’s wild game preparation area including facilities for the field dressing of deer, elk and similar wild game animals. Therefore, the Hualapai Indian Tribe is requesting proposals from qualified professionals to provide architectural, engineering and construction services for the design and construction of this area of the Hualapai “Youth Camp”, located on the Hualapai Indian Reservation. Proposals will be accepted from both Indian-owned and other firms for this project. The elements of the Hunter's Game Preparation Area are described below:

   a. Construction will consist of a concrete pad with a floor drain linked to the sewer system has been installed with FY11 ICDBG funding.
   b. A ramada-type all-weather cover will be constructed to cover the approximately 20' x 20' area (400 s.f.) of the concrete floor.
   c. A crossbar mounted on two poles for hoisting deer and elk during the field-dressing process.
d. The Preparation Area will include oversize wash basins.
e. It will also include LED lighting. The lighting will be timer-controlled so that it is only on when needed and will turn off automatically.
f. Electric and water connections will be made to the existing infrastructure systems.

These descriptions are Conceptual and as-filed in the Hualapai Tribe’s FY12 HUD–ICDBG application; however, all elements of the program are subject to change during the selected Design/Build Firm’s preliminary programming and design of the project.

3. GENERAL INFORMATION

a. The Project Consultant must receive all responses to this request for proposals no later than the time stipulated in the RFP (See Section 1).

b. The Project Consultant will not accept collect calls with reference to this request.

c. All contacts regarding this project shall be with the Project Consultant. No proposer shall directly contact the Grantee regarding the project during the proposal process. The Project Consultant will forward any resulting modification of this RFP to all registered proposers.

d. In the event that only one proposal is submitted for the project, the Grantee is not required to accept it.

e. Proposals will be accepted only if they meet the criteria set forth in SIGNIFICANT EVALUATION FACTORS (See Number 7 below) and if a mutually acceptable contract can be negotiated.

f. The Grantee may request presentations by short-listed proposers. The Grantee may make a selection of the professional within 30 days after the presentation.

4. STATEMENT OF INDIAN PREFERENCE

a. In accordance with 24 CFR 1003.510, Indian Preference will be given to Indian owned enterprises. In the rating and ranking of the proposals, an additional 5 points will be given to Offerers who meet Indian Preference criteria. The proposal is therefore subject to the following provisions:

   i. Preference and opportunities for training and employment in connection with administration of these activities shall be given to Indians and Alaskan Natives.

   ii. Any Proposer claiming Indian Preference must give evidence to support its claim. An Indian owned economic enterprise is defined as
any Indian owned commercial industrial, or business activity established or organized for the purpose of profit provided such Indian ownership and control shall constitute not less than 51 percent of the enterprise.

iii. The Indian Enterprise Qualification Statement form is available by request from the Project Consultant.

5. **SELECTION PROCESS**

   a. The Grantee will utilize responses to this request for proposals to award the contract to the most highly rated Offerer subject to verification of the Offerer’s qualifications and representations and the negotiation of fair and equitable compensation.

   b. Proposals will be rated and ranked by a selection committee comprised primarily of Hualapai officials and personnel involved in the Project. Proposers should allow two weeks for proposal reviews, verifications, ratings and rankings to be complete following the submittal date.

   c. This request for proposal includes the scope of design and construction services to be provided, identifies significant evaluation factors, provides a format for responses, and explains the method of evaluation of the proposals that are received.

   d. The Grantee reserves the right to reject any and all proposals based on documented reasons including determining any or all proposals to be non-responsive.

6. **METHOD OF REVIEW**

   a. The Grantee and its authorized representatives will review all proposals received, and may contact Offerers through the Project Consultant to request further information, either in written form or in the form of a presentation to the Grantee. The Grantee may accept any given proposal as submitted, or may negotiate with an Offerer to establish terms most advantageous to the Grantee. The decision of the Grantee shall be final and not subject to appeal.

   b. A “short-list” interview may be required of individual Offerers. If such an interview is requested, it will be requested through the Project Consultant and will be held at the Administrative offices of the Grantee, the Hualapai Indian Tribe, in Peach Springs, Arizona.
7. **SIGNIFICANT EVALUATION FACTORS**

All Offerers should understand the factors that will enter into the evaluation of proposals, and the relative importance of each. Factors for evaluation of proposals for Design/Build services will fall into six categories:

a. Technical qualifications of the firms and of the proposed technical and construction staff, as indicated by their past experience with emphasis on current experience. The qualifications should reflect demonstrated ability and offering of professional services as covered by the statement of work. (30 points)

b. A record of integrity, judgment, performance, and timeliness in the execution of previous contracts. (20 points)

c. Experience of the firm and familiarity of the proposed staff with the unique problems of Indian Tribes in general and specifically the Hualapai Indian Tribe. Emphasis will be placed on current experience in design for Indian Communities and demonstrated sensitivity to Indian problems and solutions. This includes the firm’s ability to deal administratively with Indian Tribes and federal agencies. (15 points)

d. Demonstrated experience in value engineering and design/build projects, including in-house cost estimating. (15 points)

e. Cost considerations such as the proposed fee to complete the project. (15 points)

f. Firms meeting Indian preference criteria. The Indian Enterprise Qualification Statement form is required for point award and is available from the Project Consultant. (5 points)

8. **MODIFICATIONS TO SCOPE OF WORK**

a. Any modifications occurring during the Proposal process will be forwarded to every proposer of record as an addendum to this RFP. The proposer shall reflect receipt of such addenda in their proposal.

b. Modifications to the Scope of Work that occur following acceptance of the proposal shall be covered under the applicable "additional services" provisions of the resultant Contract.
9. **STANDARDS AND GUIDELINES**

The following standards and guidelines must be considered for proposed work executed under this contract:

a. Hualapai Indian Tribe Code of Conduct: HUD Supplement (available upon request)
b. Hualapai Tribal Ordinances
c. IBC 2009
d. IFC 2009
e. IMC 2009
f. IPC 2009
g. NEC 2008
h. HUD-ICDBG regulations including 24CFR1003 and 2CFR200 (the Project Consultant will assist in all aspects of compliance with these regulations).
i. Professional Liability Insurance.
j. The Project Consultant will provide direct assistance and coordination throughout the design and construction process.
k. The Grantee’s representative (Grants & Contracts Administrator) will assist in contractual, financial and development considerations.
l. The Grantee’s Planning Department will be involved in periodic reviews and project guidance.
m. The Grantee (Hualapai Indian Tribe) separately employs Construction Inspection services during the construction phase.

10. **PROVISIONS**

a. **Termination:** This Request for Proposals may be terminated by the Grantee at any time for cause.

b. **Non-Collusive Understanding:** Each person and firm submitting a proposal is certifying that he/she has not colluded with any other person, firm, or corporation in regard to securing the services being solicited.

c. **Communications:** Any requests for information, clarifications, etc. regarding this solicitation shall be directed to the Grantee c/o the Grantee’s Project Consultant at the Project Consultant’s address, phone or email (see Section 1). **Direct contact with the Grantee is prohibited during the proposal process and may result in disqualification from the proposal process.**

d. **Access to Records:** The Grantee, HUD, the Bureau of Indian Affairs, the Comptroller General of the United States, and/or their authorized representatives shall have access to all books, records, and papers of the professional and subcontractors pertinent to their contract for a period of not less than 3 years after completion of the project.
e. **Disclosure of Interest:** No commissioner, officer, or employee of the Grantee, no member of the governing body of the locality which the Grantee has activated and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the project, shall, during this tenure or for 1 year thereafter, have any interest, direct or indirect, in the project or in any property included or planned to be included in the project, or in this contract or any other contract or proposed contract relating to the project.

f. **Negotiation:** Provisions not addressed by this solicitation will be negotiated with the professional once a selection has been made.

g. **Agreement:** The selected professional will enter into an enforceable agreement that fully conforms to the contracting provisions pursuant to OMB Circular A-102, 24 CFR part 570, 24 CFR part 1003 and 2 CFR part 200.

### 11. FORMAT FOR PROPOSALS

The following is the preferred format for submitted proposals:

a. Firm Name

b. Contact Person

c. Business Address

d. Telephone Number (include fax number and email, if available)

e. Type of Organization: Individual, sole proprietorship, partnership or corporation. Include SSN or EIN, as applicable.

f. Abstract: One paragraph description of your understanding of your involvement in the project. What do you intend to accomplish for the Hualapai Indian Tribe.

g. Experience: Demonstrate to the satisfaction of the Grantee that the prospective Design/Build Contractor has the technical, administrative, and financial capability to perform contract work of this size and type.

h. Record of Performance: List previous comparable projects, the full amount paid for services of the client, starting and ending dates and a brief description of the results. At least three of these shall include a current contact name for obtaining a reference with current telephone number, address of physical project, description of project and dollar amount of project. Ensure that your direct references are relevant to this project.
Describe how the three referenced projects involved similar expertise to that implied by this RFP.

i. Personnel: Statement of Qualifications - Include a brief history for each principal member of the project. Ensure that you designate a single contact person for your firm and ensure that the employee’s résumé is included. Any resultant Contract will require that you obtain the Hualapai Indian Tribe’s specific written approval for any change in your primary project contact. Approval will be withheld and the Contract will be terminated if a substitution is deemed to be inferior to that presented in your proposal.

j. Procedures and Timeframes: Detail the manner in which the project should be scheduled. Include evidence of your ability to commence work immediately and complete work in a timely manner.

k. Statement of Indian Preference: State whether or not Indian Preference is being claimed. If claiming Indian Preference, complete the form available from the Project Consultant and attach it to the Proposal.

l. Fee Breakdown: Estimate to the best of professional ability the anticipated costs. List costs by category, e.g. salaries, subcontractors, equipment purchase and/or rental, indirect costs, material and supplies, travel and mileage. Include the rates (hourly) charged for each category of employee under the contract.

1. Basic Services: State an estimated quote for project work as presented in your proposal, including any subcontractors costs.

2. TERO Tax: This project is subject to a Tribal Employment Rights Office (TERO) Tax. Please factor a 1% increase to the total combined quote of item 1, above.

12. **Youth Camp Area Maps**

See following four (4) pages
This map shows the approximate vicinity of the Youth Camp in relation to various cities in Arizona and Nevada. The purple pin is the location of the Youth Camp.
This map shows the approximate relation of the Youth Camp to Route 66 and Peach Springs, AZ. The purple pin is the location of the Youth Camp, the black line is Indian Route 18 and Indian Route 17. The intersection of I.R. 18 and I.R. 17 is approximately thirty miles from the intersection of Route 66 and I.R. 18. I.R. 18 is a 66-mile-long two-lane paved roadway that passes through the Hualapai Reservation, then Bouquillas Ranch (privately held) and ultimately terminates at the Hualapai Hilltop Heliport on the Havasupai Indian Reservation.
This satellite image shows the location of the Youth Camp and Indian Route 17. The purple pin is the location of the Youth Camp, which is located in a naturally clear area of the surrounding Ponderosa Pine forest.
End of Request for Proposal