

1-19-2017  
10:00 a.m.

**Mandatory Pre-bid**

**Solicitation #2017-001-037 – Rogers & Washington County (5) Units**

**Eligible Companies to Bid & Attendees:**

- Strong Builders – Chad Strong
- MacHill Tribal Construction – Mitchell Sanders
- Harris Contractors – Cody Deatherage
- TTA Construction – Tyler Choate
- Elegant Wood Interiors – Steven Connelly

**HACN Attendees:**

- Erna Reeves – HACN Deputy Director and New Construction Director
- Joe Leach - Construction Manager
- David Sevier – Construction Inspector Supervisor
- Tonya Lockwood – New Construction Senior Contract Specialist
- Carla Henson – New Construction Contract Specialist
- Delana Kimble – Contract Manager
- Megan Wooten – HACN Staff – Housing Counselor
- Gina Salazar – HACN Staff – Housing Counselor

**Cherokee Nation Attendees:**

- Don Greenfeather – TERO

**Points of Discussion during Meeting:**

**Mandatory Pre-bid for the following counties – 1 Pre Bid /Multiple Solicitations**

**Solicitation #2017-001-037 – Rogers & Washington (5)**

**Solicitation #2017-001-038 – Sequoyah (9)**

**Delana – Welcome – Introduced HACN staff in attendance**

**Pertinent dates** – The deadline for bids is February 1, 2017 by 10:00 am. Bids must be received on or before the deadline to be considered. Bids must be clearly marked “Sealed Bid, Do Not Open, Turnkey Construction RFSB # 2017-001-037.” A public bid opening will be held on February 1, 2017 at 10:01 am in the conference room at the HACN office located at 4986 S. Muskogee Avenue, Tahlequah, OK.

**Interpretations** – Every request for interpretation of the meaning of the plans, specifications, or other pre-bid documents must be submitted in written format to the Housing Authority of the Cherokee Nation. Requests may be e-mailed to [Carla.henson@hacn.org](mailto:Carla.henson@hacn.org) or faxed to (918) 431-9306, Attention: Carla Henson. No interpretation of the meaning of the plans, specifications, or other pre-bid documents will be made to any bidder orally. Interpretation request must be received by January 24, 2017 by 5:00 pm. Interpretations for this bid shall be posted by January 26, 2017 at 5:00 pm.

**Delana read the detailed announcement** – she explained the difference between single and non-single close. On Single Close you cannot start until it's been closed. Successful bidder will be required to come in and fill out bank forms. The entire project must be fully completed within 180 consecutive calendar days or \$1,000.00 per working day will be charged to the contractor for each day of extension over the

presented construction end date. Bid bonds explained. Bids accepted by those who have attended the mandatory pre-bid. Must apply Davis Bacon Wage Rates.

Pg. 3 was read and explained (Indian Preference).

Pg. 4 was read and explained (Information for Bidders). Bid Documents, Qualifications of Bidder, Debarment, Suspension, proposed Debarment and other Responsibility Matters, Subcontracts, and Insurance Requirements (For Successful Bidder Only) was explained.

Pg. 8 – Bonding Requirements – A bid bond equal to one percent (1%) of grand total bid amount. A “bid bond” is one executed in connection with a bid offer to guarantee the contractor will enter into a contract if given the award. The only documents accepted will be an actual bid bond or cashier’s check. A-E were read and explained. Delana explained the retainage.

Pg. 9 - The Preparation Outline was read and explained. Went through and explained each form that is to be turned in (A-I

Don Greenfeather- (TERO) – Explained Tribal Law, Indian Preference, and TERO fee. If awarded the job, please come and visit with TERO before starting the job. We require a weekly project form – for every non-Indian \$25/day will be paid. Cherokee 1<sup>st</sup>, Indian 2<sup>nd</sup>, ... Any Questions? There were none asked.

Delana -

- Bids will not be granted to the lowest bidder – overall cost will be looked at HACN reserves the right to make multiple awards as outlined in the RFB.
- Ask Inspector – tell what is being done. Furnish all labor etc. to perform work required.
- Rock Clause – determined by the inspector and at contractor’s expense
- Your cost per perc test, lateral lines, aerobic etc.
- Contractor is responsible for perc with conventional – tell us what you are charging.
- Rock Clauses are not allowed.
- Drives and utilities are the responsibility of the contractor. This is a turnkey project. Driveway should be solid from road to house includes parking area, with gravel/crusher run.
- No construction can begin until the unless the well has been drilled, capped and a clean water certificate has been received. Both a Chemical Analysis and a Bac T test are required)

Scope – David and Joe

- #4 – Electric using outside entity. Do not tie into families existing services. Well pump included.
- Dry in – We want the site cleaned up. We want to know where property pins are – will restake if we have to.
- #25 Post Tension Cables will be required with approved blueprints unless contractor supplies soil sample test. Approved Blue prints must be signed off by HACN, construction manager prior to beginning project.
- #26 – Concrete Cylinder: 1 per truck load per house, all tests shall be sent to the office. Attn: Inspector Supervisor and/or Construction Manager. Each footing requires a 28-day break and each slab requires a 7 and a 28-day break.
- #36 – Contractor shall install ceiling fans with light kit with single pole switch to each item to be installed in the living room and all bedrooms’ total will be three (3) 5 blade 52” and two (2) five blade 48”. Use wood colored fans (Not White).
- Wells that need upgrades contractor responsible make sure all parts are in the working order includes well house.

presented construction end date. Bid bonds explained. Bids accepted by those who have attended the mandatory pre-bid. Must apply Davis Bacon Wage Rates.

Pg. 3 was read and explained (Indian Preference).

Pg. 4 was read and explained (Information for Bidders). Bid Documents, Qualifications of Bidder, Debarment, Suspension, proposed Debarment and other Responsibility Matters, Subcontracts, and Insurance Requirements (For Successful Bidder Only) was explained.

Pg. 8 – Bonding Requirements – A bid bond equal to one percent (1%) of grand total bid amount. A “bid bond” is one executed in connection with a bid offer to guarantee the contractor will enter into a contract if given the award. The only documents accepted will be an actual bid bond or cashier’s check. A-E were read and explained. Delana explained the retainage.

Pg. 9 - The Preparation Outline was read and explained. Went through and explained each form that is to be turned in (A-I

Don Greenfeather- (TERO) – Explained Tribal Law, Indian Preference, and TERO fee. If awarded the job, please come and visit with TERO before starting the job. We require a weekly project form – for every non-Indian \$25/day will be paid. Cherokee 1<sup>st</sup>, Indian 2<sup>nd</sup>, ... Any Questions? There were none asked.

Delana -

- Bids will not be granted to the lowest bidder – overall cost will be looked at HACN reserves the right to make multiple awards as outlined in the RFB.
- Ask inspector – tell what is being done. Furnish all labor etc. to perform work required.
- Rock Clause – determined by the inspector and at contractor’s expense
- Your cost per perc test, lateral lines, aerobic etc.
- Contractor is responsible for perc with conventional – tell us what you are charging.
- Rock Clauses are not allowed.
- Drives and utilities are the responsibility of the contractor. This is a turnkey project. Driveway should be solid from road to house includes parking area, with gravel/crusher run.
- No construction can begin until the unless the well has been drilled, capped and a clean water certificate has been received. Both a Chemical Analysis and a Bac T test are required)

Scope – David and Joe

- #4 – Electric using outside entity. Do not tie into families existing services. Well pump included.
- Dry in – We want the site cleaned up. We want to know where property pins are – will restake if we have to.
- #25 Post Tension Cables will be required with approved blueprints unless contractor supplies soil sample test. Approved Blue prints must be signed off by HACN, construction manager prior to beginning project.
- #26 – Concrete Cylinder: 1 per truck load per house, all tests shall be sent to the office. Attn: Inspector Supervisor and/or Construction Manager. Each footing requires a 28-day break and each slab requires a 7 and a 28-day break.
- #36 – Contractor shall install ceiling fans with light kit with single pole switch to each item to be installed in the living room and all bedrooms’ total will be three (3) 5 blade 52” and two (2) five blade 48”. Use wood colored fans (Not White).
- Wells that need upgrades contractor responsible make sure all parts are in the working order includes well house.

- All samples need to be submitted to the Construction manager before offered to the families, we are asking for at least 3 to choose from.
- Homebuyer needs to sign off on color selections, and a copy given to the Contract Specialist, Carla Henson.
- Flue Kit – required by contractor if family requests.
- Silcocks will be located 1 in front of the house and 1 in back.
- Vanity Mirror must be framed, (Can be oval or square)
- No Change orders unless addressing Handicap Accessibility – Have them to contact Inspector.

Discussion and Clarification:

Height of Tub/Shower – 78 inches from the floor if home.

## **Clarification by Delana Kimble.**

**An additional unit was added to the solicitation increasing the total number of homes solicited to (6) the unit information is included, both the Addendum and the corrected mandatory Bid Response sheet are attached to the minutes.**

**The addendum must be initialed and the revised Mandatory bid response sheet (2) must be received for your bid to be considered.**

Delana – Thank you for attending.



*Housing Authority of the Cherokee Nation  
1500 Hensley Drive  
P.O. Box 1007  
Tahlequah, OK 74465-1007  
Phone 918-456-5482*



Pre Bid Attendee

Solicitation 2016 001-037- Rogers & Washington Counties

Please insert the CORRECTED MANDATORY BID RESPONSE SHEET. (Attached) identifying the addition of 1 unit located in Tulsa County, the addition of this unit changes the total number of homes solicited to (6). All unit information for this addition are included as attachments.

Page 1 and 2 of the Mandatory Bid Response sheet, all items on the preparation outline and this addendum notification must be submitted with your bid in order for your bid to be considered. Failure to submit the required and corrected documents supplied in the bid packet and all addenda and your bid will be considered non responsive.

Should any addenda be issued prior to submission of this bid, bidder acknowledges receipt of same by initials and date of the following addenda.

ADDENDUM #1 \_\_\_\_\_

ADDENDUM #2 \_\_\_\_\_



**AMENDED - MANDATORY BID RESPONSE SPREADSHEET – HACN**  
**BID SOLICITATION # 2017-001-037**

The General Contractor, as Bidder, agrees to perform all work as shown and called for in the scope of work and specifications for the HACN.

The work will be completed within 180 consecutive calendar days of acceptance of this proposal, a fully executed contract, and receipt of a Notice to Proceed. The Bidder agrees to furnish all necessary labor, quality control, licenses, material, equipment, tools, supplies, permits, insurance and supervision to complete the entire project and to perform the work required thereof for the sum of:

**ROGERS**

Diane Godsey (SC) & Handicap	# 74683	3 Bedrooms	\$ _____
Sarah Holman (SC)	# 74738	4 Bedrooms	\$ _____
Malissha Potts (SC)	# 74453	4 Bedrooms	\$ _____

**TULSA**

Cassie Shearer (SC)	#74693	4 Bedrooms	\$ _____
---------------------	--------	------------	----------

**WASHINGTON**

Troy Donaho (SC)	#74717	4 Bedrooms	\$ _____
Tara Eulitt (SC)	#74716	4 Bedrooms	\$ _____
GRAND TOTAL			\$ _____

Time to Complete – 180 Consecutive Calendar days from the date of executed contract.

NOTE TO BIDDERS REGARDING (CHEROKEE) TRIBAL OR INDIAN PREFERENCE:

(Check One)

TERO Certified Contractor: \_\_\_\_\_ YES \_\_\_\_\_ NO

(Proof of Certification must accompany all bids)

SUBMITTED:

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
COMPANY ADDRESS

\_\_\_\_\_  
PRINT NAME & TITLE

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

**AMENDED - MANDATORY BID RESPONSE SPREADSHEET – HACN  
BID SOLICITATION # 2017-001-037- ROGERS - TULSA & WASHINGTON COUNTY  
SUPPLEMENTAL BID INFORMATION ON SEPTIC SYSTEMS**

The General Contractor, as Bidder, agrees to perform all work as shown and called for in the scope of work and specifications for the HACN.

- Conventional Septic System that includes Perc Test, Lateral Field of up to 540 ft. including any Rock Clause and all DEQ required paperwork.

\$ \_\_\_\_\_

- Aerobic System that includes Perc Test/Soil Profile and up to 3 Sprinkler Heads up to 11,544 Square ft. of surface application, including any Rock Clause and all DEQ required paperwork.

\$ \_\_\_\_\_

Additional line item for each additional sprinkler heads per Perc/Soil Profile

\$ \_\_\_\_\_

Additional line item for Nitrogen Reduction System \$ \_\_\_\_\_

Time to complete – Installation of systems will ONLY begin after DEQ Perc/Profile has been received and the Contractor has the Purchase Order in hand and Contractor has contacted the Inspector prior to installation.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
COMPANY ADDRESS

\_\_\_\_\_  
PRINT NAME & TITLE

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

Sites Requiring Wells Drilled:

No site may be started until the HACN notifies the Contractor that the Well has been drilled, capped and a clear water certificate has been received. Contractor will be responsible for hooking all utilities to the home.