

**HOUSING AUTHORITY OF THE CHEROKEE NATION (HACN)  
REQUEST FOR PROPOSALS**

**SOLICITATION #2024-001-012  
PROVIDING CONCEPT DESIGN AND INSTALLING  
PLAYGROUND EQUIPMENT**



**HACN Contracts Office: December 18, 2023  
Bid Due Date: Thursday, January 18, 2024**

[www.cherokeebids.org](http://www.cherokeebids.org)

**HOUSING AUTHORITY OF THE CHEROKEE NATION  
P.O. Box 1007  
Tahlequah, OK 74465  
(918) 456-5482**

## Request for Proposals

The Housing Authority of the Cherokee Nation (HACN) is soliciting competitive proposals for providing concept design and installing playground equipment at various projects (subdivisions) throughout the Cherokee Nation Reservation.

Interested contractors may submit proposals to the Housing Authority of the Cherokee Nation, PO Box 1007, Tahlequah, OK 74465 (Attn: Tonya Lockwood). Proposals may also be delivered by email to [tonya.lockwood@hacn.org](mailto:tonya.lockwood@hacn.org) and must be clearly titled "Proposal for Playground Equipment." The deadline for submission is no later than 5:00 p.m. on Thursday, January 18, 2024.

Cherokee (Tribal) and/or Indian preference will be given only to contractors who provide proof of current certification from the Cherokee Nation Tribal Employment Rights Office (TERO) located in Tahlequah, OK. Proof of TERO certification must accompany and be included in the proposal. If no TERO vendor is available, Indian preference will be given in accordance with Section 7(b) of the Indian Self-Determination and Education Assistance Act, which requires in part that to the greatest extent feasible, preference in the award of contracts and sub-contracts shall be given to Indian Organizations and Indian Owned Economic Enterprises.

The HACN reserves the right to accept or reject any or all proposals received in response to this request, to negotiate with all qualified sources providing proposals in the competitive range, or to cancel in part or in its entirety this Request for Proposals (RFP) if, for any reason, it is in the best interest of the HACN to do so.

Any questions pertaining to this RFP should be directed to [todd.enlow@hacn.org](mailto:todd.enlow@hacn.org) or by calling (918) 822-2500.

## Section 1: Scope of Services

The Housing Authority of the Cherokee Nation seeks a contractor to propose playground equipment to be installed at these locations:

Below is some language, images, and attachments to support the RFP for playground equipment for each of the subdivisions. Estimated time of completion for each site is in the 1<sup>st</sup> quarter of 2024. Interested parties should include proposed timeline of installation.

Playground Equipment RFP to include proposed examples of design and layout on the site. The theme of each site will vary, but all locations should include bicycle maintenance/repair station with manual air inflation equipment.

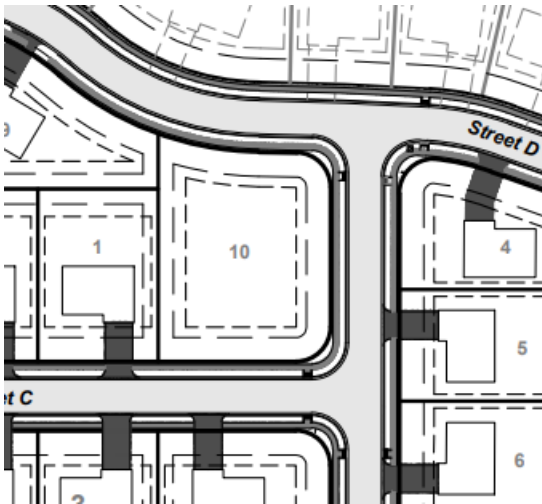
Playground equipment to be surrounded by artificial turf with rubber padding under grade for fall protection. Alternatives will be considered but should be artificial solid material rather than natural or chipped, loose material.

Each location to include additional outdoor exercise resources for residents of all ages to promote healthy, low-impact exercise on the site as well.

### SITE 1

**Tahlequah:** <https://maps.app.goo.gl/GMwnzKNKNVRpbeDy9>

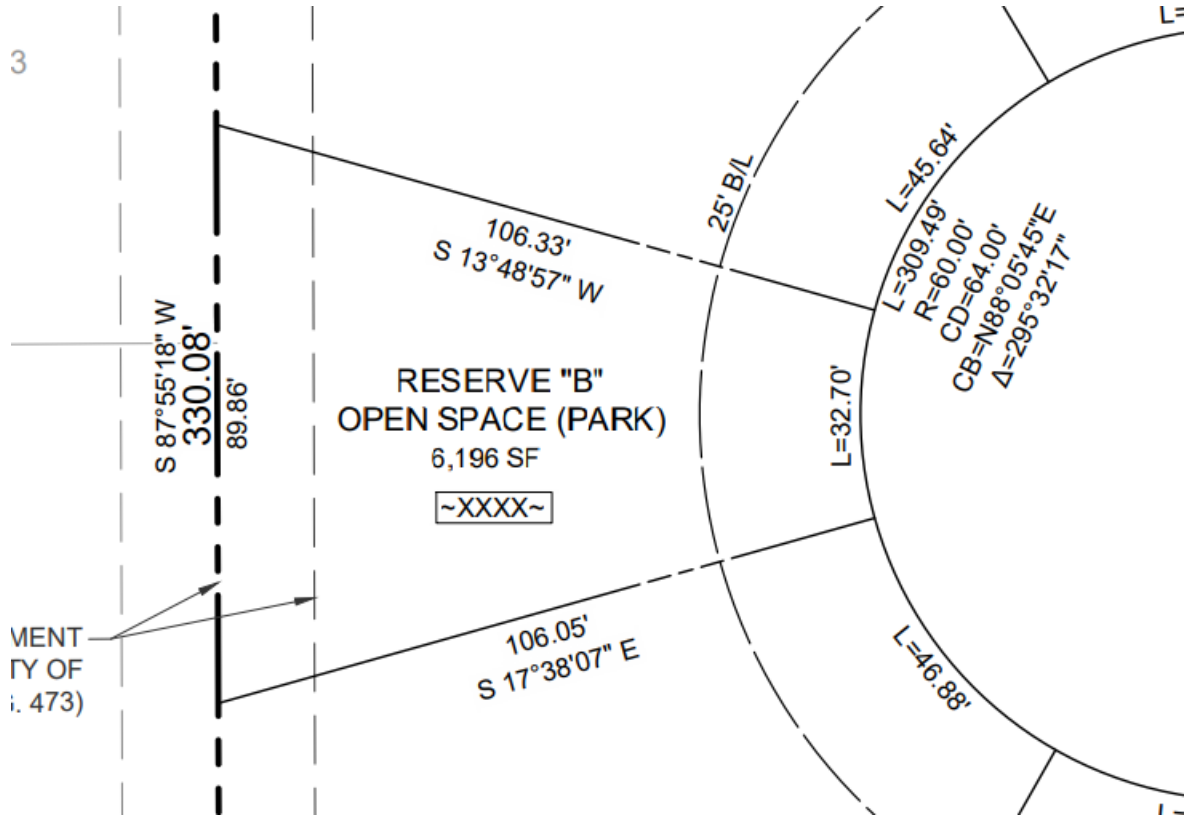
**Galitsode Addition:** Block 6, Lot 10 is approximately .4 acre lot that will include natural colors and design. Materials should remain artificial for long-term maintenance and care in the site. The site includes several gray interlocking block walls, and will be a key component of the site integration.



**SITE 2**

**Stilwell:** <https://maps.app.goo.gl/NvZJWkmR9TEHL6m8>

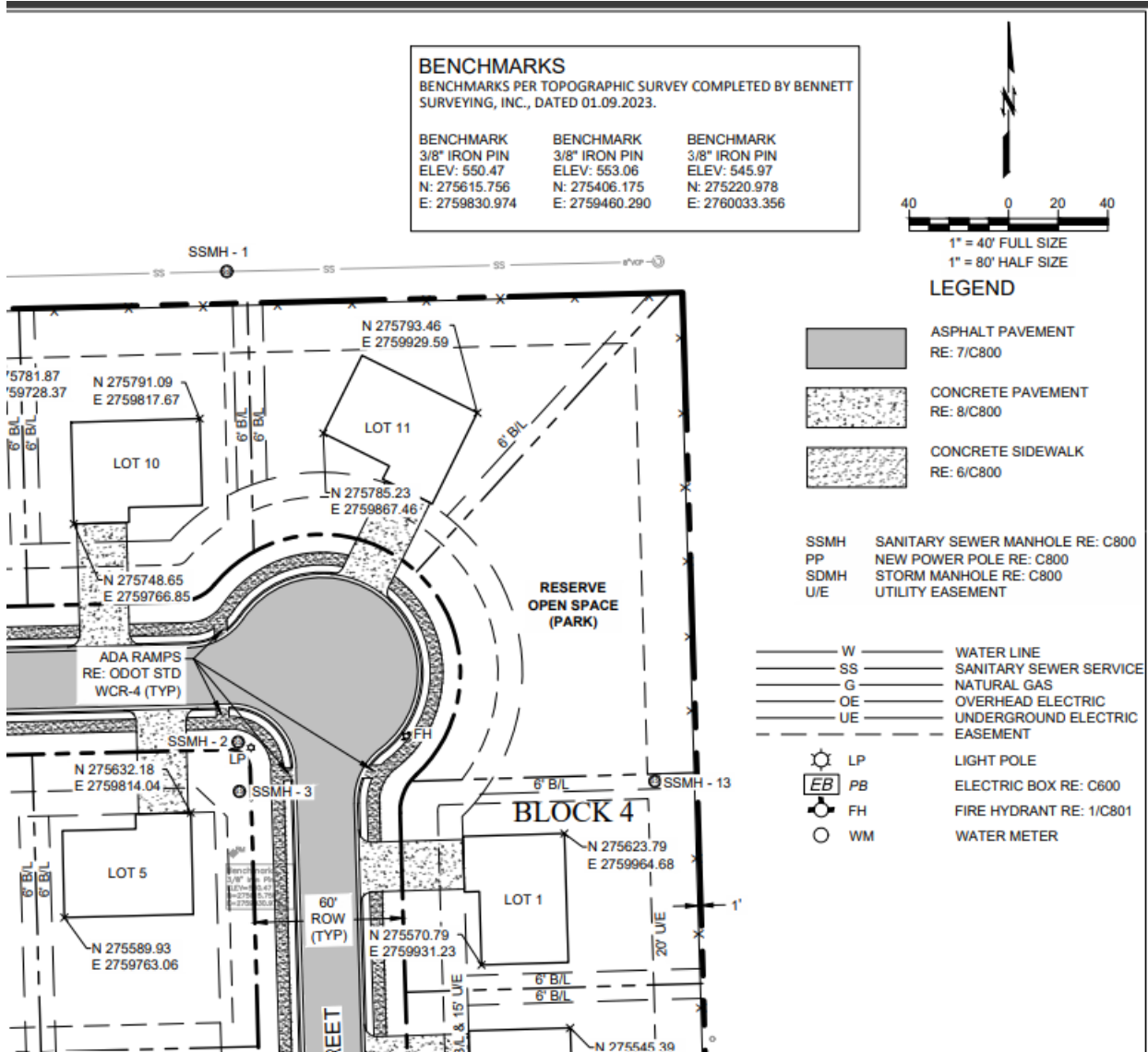
**Crittenden Addition:** Approximately .14 acre (noted by "RESERVE B" at the end of the cul-de-sac) lot that will include a naval themed playground equipment.



**SITE 3**

Muskogee: <https://maps.app.goo.gl/2h35tZYaGDEFNTWr5>

**Warrior Addition:** Approximately .25 acre (noted by "RESERVE OPEN SPACE (PARK)"), the lot to include patriotic themed playground equipment (RED, WHITE, BLUE colors)



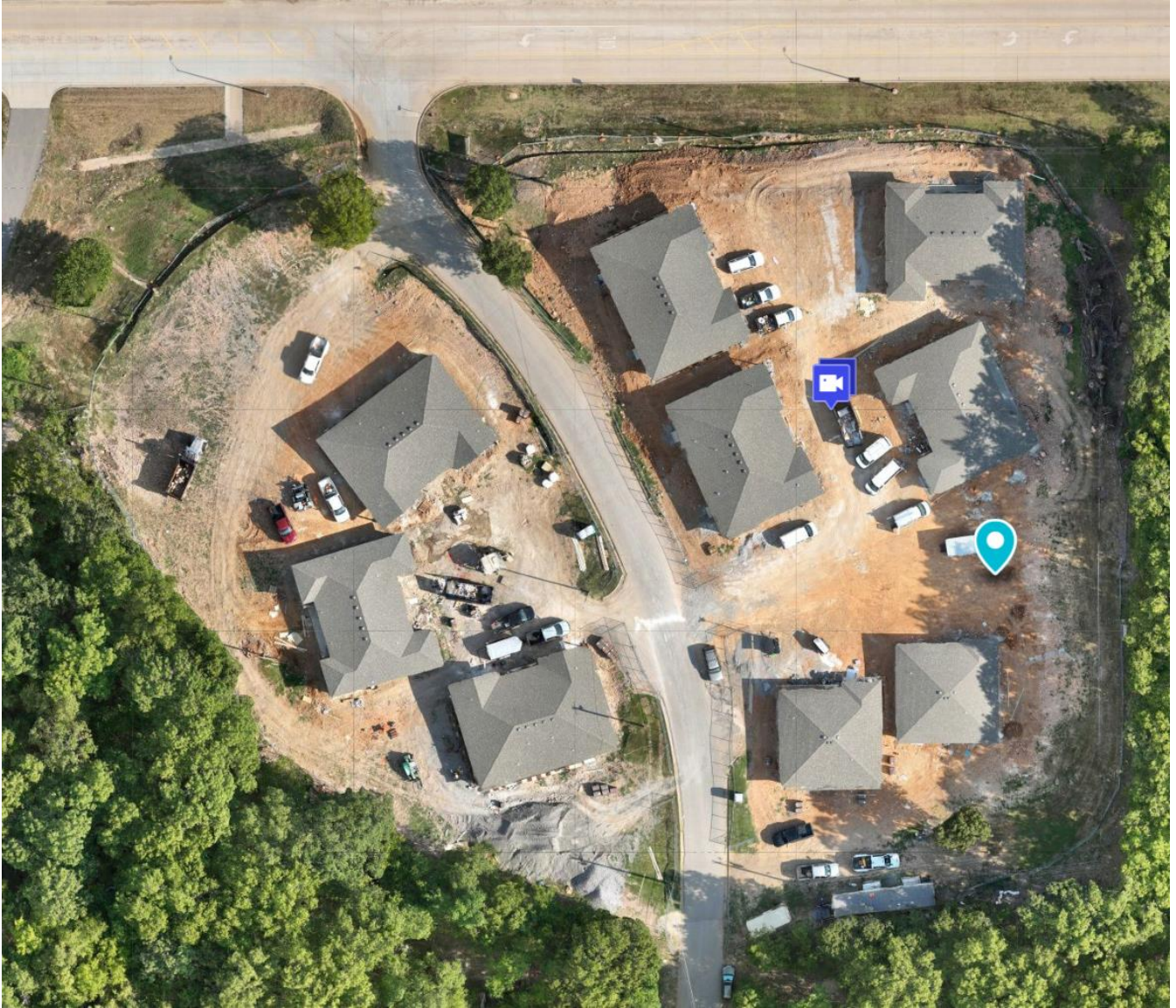
**SITE 4**

**Tahlequah:**

**Birdtail Addition:**

35.9074772, -94.9473164

Theme will be outdoor/nature



## Section 2: Proposal Details

- 1) Offerors are expected to visit each playground site to determine needs for the space available and provide a creative described layout of the themed park as identified.
- 2) Offers may also contain various recommended accessories based on space available on an individual site.
- 3) All offerors must address each of the evaluation factors, in the order listed, in Section 4 of this document.
- 4) This proposal is subject to federal, state, and tribal laws where applicable.
- 5) All costs associated with the preparation and submission of a proposal shall be paid by the offeror.
- 6) It is the intention of the HACN to make this RFP, the successful offeror's proposal, and any written correspondence a part of the contract. This will be for a one-year engagement with the option to renew annually for two (2) additional years but will not exceed a period of (3) three years total.
- 7) The offeror understands that the minimum unit quantities indicated in this document are approximate only and are subject to increase or decrease.

## Section 3: Receipt and Review of Proposals

- 1) Interested contractors may submit proposals to the Housing Authority of the Cherokee Nation, PO Box 1007, Tahlequah, OK 74465 (Attn: Tonya Lockwood). Proposals may also be delivered by email to [tonya.lockwood@hacn.org](mailto:tonya.lockwood@hacn.org). Proposals must be clearly titled "Proposal for Playground Equipment." The deadline for submission is no later than 5:00 p.m. on Thursday, January 18, 2024.
- 2) At the time of the opening of proposals, each offeror will be presumed to be thoroughly familiar with the scope of the project. The failure to do so will not relieve the offeror from their obligation to carry out provisions of the contract at the accepted proposal price.

## Section 4: Evaluation Factors

- 1) **Offeror's experience in related work** – provide information on similar types of playground installation. Also, provide profiles of employees who will be engaged in work under the contract. **References** – include references from at least three (3) previous clients served in the past 5 years with a similar type of project, along with their contact information.
- 2) **Indian preference** – include TERO certification and 1) proof of Cherokee Tribal Membership, or 2) proof of membership with another tribe.

- 3) **Concept of Design – Creativity** - Contractor must provide details on design, installation, and recommendations for each site included in the RFP.
- 4) **Pricing** – Contractor must include pricing per site for each themed playground set, and any recommended accessories – based on space available for the equipment.
- 5) **Completion date** – provide a timeline for completing the project, with a planned schedule for installation at each site.

### **Section 6: Award**

Based upon the ranking criteria and final negotiation (if any), the HACN will select the contractor whose proposal, with price and other factors considered, is most advantageous to the HACN.

### **Section 7: Insurance Requirements: (For Successful Offeror Only)**

Before performing contractual services on the behalf of the HACN, compliance with the following insurance requirements must be verified. Provide an original Certificate of Insurance naming the Housing Authority of the Cherokee Nation as a certificate holder.

Certificate should read:

Housing Authority of the Cherokee Nation  
Attn. Contracts Dept.  
P.O. Box 1007  
Tahlequah, Oklahoma 74465

The certificate should contain the following information:

1. Type of Insurance
2. Policy number
3. Effective date
4. Expiration date
5. Limits of Liability (this amount is usually stated in thousands)
6. Ten-day cancellation clause

Required Coverage:

- a. Worker's Compensation and Employer's Liability:  
Limits of Liability:  
Bodily Injury by Accident: \$500,000 each accident  
Bodily Injury by Disease: \$500,000 policy limit  
Bodily Injury by Disease: \$500,000 each employee  
Oklahoma Statute requires Worker's Compensation coverage for anyone with one (1) or more employees \*\*\* Exclusion Forms will not be accepted\*\* unless approved by Contracts Manager.
- b. General Liability:  
Coverage:



Comprehensive (including products/completed operations)  
 Limits of Liability:  
 Bodily Injury and Property Damage Combined: \$1,000,000  
 (Each Occurrence)

- c. Automobile Coverage:  
 Vehicles Covered:  
 All Autos  
 Bodily Injury and Property Damage Combined: \$300,000  
 Hired Autos  
 Non-Owned Autos  
 Limits of Liability:

Note: The Contractor shall either: (1) require each of his subcontractors to procure and to maintain during the life of his subcontract, Subcontractor’s Public Liability and Property Damage or the type and in the same amounts as specified above, or (2) insure the activities of the subcontractors in his own policy.

<b>Section 5: Evaluation Factors</b>		
<b>Best offer for concept design-creativity and completion dates will receive maximum points in those categories.</b>		
<b>1) Offeror’s experience in related work &amp; References</b>	Provide information on similar types of playground installation. Also, provide profiles of employees who will be engaged in work under the contract. Include references from at least three (3) previous clients served in the past 5 years with a similar type of project, along with their contact information.	(maximum 15 points)
<b>2) Indian preference</b>	Include TERO certification and 1) proof of Cherokee Tribal Membership, or 2) proof of membership with another tribe.	(maximum 10 points)
<b>3) Concept of Design - Creativity</b>	Contractor must provide details on design, installation, and recommendations for each site included in the RFP.	(maximum 30 points)
<b>4) Pricing</b>	Contractor must include pricing per site for each themed playground set, and any recommended accessories – based on space available for the equipment.	(maximum 20 points)
<b>5) Completion date</b>	Provide a timeline for completing the project, with a planned schedule for installation at each site.	(maximum 25 points)