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Office of the Chief

Chuck Hoskin Jr.
Principal Chief

Bryan Warner
Deputy Principal Chief

Name of Company: Cherokee Nation

Project Name: CNDOT Annex Office Renovation

Project Manager: Andy Quetone

Date: 11/24/2025

PROJECT BACKGROUND AND DESCRIPTION STATEMENT

Cherokee Nation Department of Transportation is requesting bids to update and renovate the CNDOT Annex Offices.

TASK LIST

Each task has been assigned a number for reference throughout the rest of this document and during the commission of the project.

1. INTERIOR

- 1A. Replace all flooring throughout the building, in all offices, closets, bathrooms, and enclosed areas that are considered interior. Replace all damaged sub-flooring as needed. Old tiles and carpet are to be removed and sub-flooring to be prepped to receive new flooring according to the manufacture's recommendations. Flooring to be Patcraft LVT Natural State 20 Click – 1531 (All flooring color, material, and design to be approved by the CNDOT Department).
- 1B. Four (4) new exterior security doors are to be installed on the West, South, and East side entrances of the space. Doors are to be like in kind, quality, and installation. (Color to be determined by CNDOT Department)
- 1C. New exit signs are to be installed at all exits. (Approximately four (4) signs).
- 1D. New Led Lights and fixtures are to be installed to replace all existing Lights and fixtures.
- 1E. A new sink and millwork are to be installed in the break area.

- 1F. Existing refrigerator to be moved to new location. Electric and plumbing for refrigerator will be installed to facilitate new location.
- 1G. Existing bathroom to receive new toilet, faucet, and sink with additional millwork. An additional bathroom is to be constructed adjacent to existing bathroom. New bathroom includes all electric, lighting, plumbing, fixtures, and millwork to provide a complete working bathroom.
- 1H. All overhead ceiling tiles in the building are to be removed and replaced. The existing grid is to be reused.
- 1I. Replace all HVAC grates in the ceiling with new stainless grates to match existing.
- 1J. Construct new walls and doors to separate and create two (2) new offices. Finish walls and doors with like kind existing offices. Add HVAC for both spaces.

2. EXTERIOR

- 2A. Replace two (2) HVAC units and re-evaluate and add duct work as needed. Any existing duct work left is to be cleaned.
- 2B. Install new walkway/Decks on the South, East, and West sides of the building. Bid will include on bid price with like and kind and one bid price for premanufactured. The East side will need to be ADA accessible and meet all ADA requirements.
- 2C. All exterior lighting is to be updated.

KEY PERSONNEL LIST

| Task No. | Key Personnel | Role/Time | Responsibilities |
|----------|---------------|-----------------|------------------------------------|
| 1-2 | Andy Quetone | Project Manager | Approve Submittals and pay request |

PROBLEM STATEMENT

INTERIOR

The interior part of this office space needs updating and some renovation. The occupants of this space will still occupy the space during construction. The responsive bidder will need to be able to coordinate with personnel throughout the project. You will also be asked to work with our IT department when installing the exterior doors to ensure that the doors remain access controlled.

EXTERIOR

Due to space still being occupied, there may need to be temporary access while the walkways/decks are being constructed.

GOALS

All work described in this project shall meet or exceed industry standards.

Cherokee Nation Department of Transportation will hold final discretion for performance of work and completion of contract.

The contractor shall pick up and clean up the work area at the end of each workday and store materials in a safe manner for all occupants.

The contractor is responsible for the protection of the existing structure and utilities. Any disturbance or damage to the building or utilities resulting directly or indirectly from the contractor's operations shall be promptly restored, repaired, or replaced to the satisfaction of owner at no additional cost.

The contract shall be made whole with all punch items completed to satisfaction, prior to billing.

PROJECT OBJECTIVE

All materials will need to be submitted for approval.

It is the contractor's sole responsibility to provide receptacles for demolition materials and haul off.

PROJECT APPROACH PLAN

It is the responsibility of the contractor to visit the project site and understand fully the scope of work prior to submission of bid.

Include all materials, labor, and equipment to perform all scopes of work within the specifications. Furthermore, it is the responsibility of the Bidder/Contractor to understand and account for all conditions, whether specified or implied, within this specification. In the absence of written or implied direction, bidder/contractor shall account for and bid the higher/more costly of the interpretation of this specification.

All work described herein shall be to industry standards. Cherokee Nation DOT will hold final discretion for performance of work and completion of contract. The Contract shall be made whole with all punch list items completed to satisfaction, prior to final billing. Bidder/Contractor shall carry with their bid a \$5,000 allowance to be used as directed by Cherokee Nation representative. In the event the allowance is not used during construction, the balance shall be excluded from the final invoice.

APPROVALS AND AUTHORITY TO PROCEED

The people listed below represent their respective organizations related to this project. Approval and authority to proceed must be given by all the people identified below.

Authorizations

The Scope Statement, Project Schedule, Risk Management Plan and Project Budget are approved by:

Project Manager: Any Quetone

Project performance baseline changes will be approved by:

Project Manager: Andy Quetone

Construction Manager: Barry Hood

Project Name: CNDOT Office Renovation

Project Manager: Andy Quetone

Andy Quetone, CDP
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