

April 10, 2026

9:00AM

Pre-Bid

Solicitation 2026-001-027

**Attendees:**

**Casey Ashwill-S.C. Builders**

**Jonnaton Treynos-Treynos Construction**

**Ben Harris-Harris Contractors**

**Richard Harris-Harris Contractors**

**Barry Helms-Renovations by Helms**

**Brandon Jackson-Renovations by Helms**

**HACN Attendees:**

**Whitney Cochran**

**Baylee Scott**

**Tonya**  
~~Quinn~~ Lockwood

**Delana Kimble**

**Cherokee Nation Attendees:**

**None**

**Points of Discussion during Meeting:**

**Tonya-Welcome**

This meeting is to go over the information for solicitation 2026-001-027. It will be 6 individual units in Adair, Cherokee, Craig, Delaware, and Rogers Counties. You can be all 6 or just 1. They will be individually awarded and bid. Randy will be out so Delana will be going over the SOW. Whitney will be going over what you need for your bids. Once you leave here and you have questions send them to Baylee.

Baylee-Interpretations and Clarifications are due April 17<sup>th</sup> at 2:00PM. And will be posted on the website April 21, 2026, by 2:00PM.

Tonya-No questions received after that will be answered.

Whitney-Make sure when you turn in your bid packet you make sure of the units that need wells. That will be on a different bid sheet same as the septic systems. Also make sure you go out to the sites and look at them. There are some that may require more dirt work than others. So, make sure you really go and look at the site.

Delana- Easements-Land development did it a little differently this time usually we like to have the easement already drawn up. This time it is just listed on the deed. We can't post the deed on the website, so if you are the awarded contractor, you will receive that information. You will be responsible for calling the company to see how much it will be to get services there. There was an emergency so the construction manager could not be here, but he did say give him a call and he will meet you at the site.

Tonya-We do suggest that when you make a site visit you give Randy a call.

Whitney-In the RFB it tells you if awarded all the documents we will need. General Liability, Auto, Workers Comp. All those will be required by the subcontractors also. Page 3 states Davis Bacon will be required for everyone on the jobsite. They will follow the rates posted for each county. Once the award is sent you will get copies of examples and instructions on how to complete them. Make sure you contact the TERO office and get fees taken care of. Back to page 5 we do not accept verification cards for auto insurance, it must be a COI or declaration page. We need to see the amount of coverage and need to list HCAN as certificate holder or GC if a subcontractor. Builders Risk will not be needed until we are ready to send the PO but will be required for the entire project.

Delana- We don't want to tell you where you have to go if you get more than 1 unit so we will request a build list from you and you can tell us where you are going to start. Any time there is bad weather days you must ask for weather days and let the inspectors document those days. Because those days can be added to the contract without penalty. Make sure you are getting with the electrical companies to get services requested so it takes a long time to get them set.

Whitney-Make sure you get back on the website to see if any addendums have been posted because those will be required to be turned in with your bid. On page 12 it gives you a list of everything you will need to make your bid responsive. On page 13 it gives you a list of documents that will be needed if awarded and list of documents that will be required to receive final payments. Other documents required for other draws. Draw 1- 7day footing CCT, termite certificate for footing and slab spray, temporary service documents. If there are services already on site, you cannot tap into them you have to get temporary services set. Draw 2-Perc test if septic system is going to be installed. 7-day slab CCT. Well will need chemical analysis for phase 1 and Bac-t for phase 2. For septic systems I will need filed DEQ. Draw 3 will also need the final termite spray.

Delana-Final termite spray should be done after final grade and before sod is laid.

Tonya- Page 5 of the SOW lets you know what all will be needed with each draw.

Whitney-When I send the request for invoice, I will list everything that is needed for that draw.

Delana-Payrolls will need to be turned in with each draw also. Just for our jobs we do not need to know if they were at another job that week.

Whitney- payrolls will need to be per site. Can not have more than 1 site on a payroll.

Delana-Read the Scope of Work. If you get a unit that has a well we want you to drill the well before you start a house. That way we can make sure we can get water before we have a house. And HACN is present while you are drilling. We ask that you verify everything on the job site before submitting your bid. Change orders will not be granted for mistakes on quantity count, measurements, or dimensions.

Again, do not tie into a family's existing services. We want to make sure when you are getting sample for Bac-T test that you are prepping the sample site but disinfecting it.

Contractors shall at all times keep the work area clean from all waste materials. Must set dumpsters at all sites, portable toilets at each site, and post all proper documents for this project.

Contact HACN inspector to assist with layout of the house. All pins must be found before building home. Failure to have inspector assist in location and home being built off the HACN land will incur expenses that will be reimbursed by the contractor to HCAN.

All homes will need to be master keyed. Do not leave keys at work site or give to the homeowner. Do not give families permission to move into the unit refer them to the HACN. As- built are required to be submitted they need to be neat and easy to read.

It states that Maintenance and performance bonds be released. Because these are awarded individually, we will not be requiring bonds.

There will be no change orders addressed unless they invoice handicap accessibility. Build units per plans and specs. If the family requests a change order, please direct them to the inspector.

Site information is listed as site numbers. We are not allowed to put personal information on a public website. Any of the notes written on the front page of the site information sheet are from Randy when he recently went and looked at the sites. The second page has the information assessed by the Land Development department. With information about the site.

Delana went through the site's information pages for all units.

Include rock clause in your bid and septic bid. If you hit solid rock, it is not an automatic guarantee that you will receive payment for it, contact the inspector before you continue.

Do it would be in your best interest to get with Randy and then call the engineer and get estimate on how much to bid for utilities.

Make sure to look at the properties and call Randy. He will meet you out there or send the inspector that will be assigned to the unit out there to meet you.

Any other questions submit to Baylee by the 17<sup>th</sup>.

Thank you so much for attending.

**\*SOW states 180 days to complete will be changed to 120 days**

**Questions:**

Question: Some say may require extensive dirt work, how do you know that everyone is doing the same where its "apples to apples"?

Answer: We ask that you visit the job site once you schedule the visits with Randy Bogart. If you have any questions you can submit for interpretation. Every inspector will tell you how much/far they want it. Your cost may be different than someone else's because they may have their own equipment and you may have to rent it. So, each job is "apples to apples" based on this is the job site what can you build it for.

Question: Do you need auto insurance for everyone driving on the job site?

Answer: No, just the GC and the subcontractors auto insurance will be required.

Question: If you get multiple units when will the start date begin?

Answer: Start date will be established by the construction department. Start date is when footings are being dug.

Question: Is there a special payroll form that we have to use?

Answer: Whitney will send the form to you when she sends the Notice to Proceed.

Question: Who pays for the well if it has to be redrilled?

Answer: HACN

Question: Do you have a concrete testing site for us to use.

Answer: We cannot tell you who to use that is up to you. We can give you information about companies that have been used in the past.

Question: On the porches the post tension usually does not have footings, do we go by the engineer or the SOW.

Answer: Must of the time SOW takes precedence. We will get clarification from Construction Manager.

Question: We have seen wooden posts instead of white fluted columns. Which do we use.

Answer: We will get clarification on that from Construction Manager.

Question: It says service from house has to be underground, will that have to be in continuity?

Answer: I am going to say yes, but we will verify.

Question: For the master keys do you have a certain key you want us to use?

Answer: No, we have you to get your own.

Question: What determines the date of the 1yr. warranty?

Answer: It will be the date that the inspector completes the 100% final inspection.

Question: What do you consider clay gravel for the driveway?

Answer: Will get calcification from the construction manager.

Question: Does the bid include hitting rock?

Answer: Include and indicate on the septic bid the price of installing with rock clause.

Question: How long does it take once you receive the bids to make a decision? And do we get a copy of the bid tab?

Answer: Once Baylee receives the bids it takes about a day before she sends them to Admin for a decision. If there is a big difference in prices we may do descopes. So, it varies. The award is posted but not the bid tab.

Question: Can you use something other than vinyl siding?

Answer: No, must be vinyl siding.

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Interpretations, Clarifications

4-20-26

**Question-** On the porches, the post tension usually does not have footing, do we go by the engineer, or the SOW?

**Answer-** We dig footings for the porches which will include rebar, just like the footings for the house perimeter. On the post tension, the cables will extend through the porches as well as the slab. We run the cables through the slab as well as the porch, that's why we recommend a footing to be installed under the porches also. On the slab detail, it also shows "WWM", this will not be utilized, only Post Tension Cables will be accepted.

**Question-** We have seen wooden posts instead of white fluted columns. Which do we use?

**Answer-** Porch posts will be white fluted aluminum posts.

**Question-** It says service from house has to underground, will that have to be in continuity?

**Answer-** All underground electrical services will be required to be installed in PVC including the Main service to the house as well as the electric that will be utilized underground for the installation of any septic/aerobic services. URD only will not be accepted due to the past warranty issues with moles chewing the wires and rocks causing bare spots in the wire insulation over time.

**Question-** What do you consider clay gravel for the driveway?

**Answer-** Clay gravel is just the basic clay that includes flint rock that is dug out from a hillside. Contractors may also choose to install a large aggregate "dirty" crusher run for base if approved by HACN before installation; the clay hillside is just cheaper.