

**CHEROKEE NATION
REQUEST FOR SEALED PROPOSAL
DESIGN & BUILD
STORM SAFE SHELTER
ADDENDUM 01**



Acquisition Management

**CHEROKEE NATION
P.O. Box 948
Tahlequah, OK 74465
(918) 453-5000**

**REQUEST FOR SEALED PROPOSAL (RFP)
DESIGN & BUILD
STORM SAFE SHELTER
ADDENDUM 01**

In accordance with the Request for Proposal requirements, a mandatory pre-proposal meeting following by a site visit was held April 09, 2019 at 10:00 p.m. at the Cherokee Nation Early Childhood Unit, 16944 West Cherokee Street, Tahlequah, Oklahoma 74464. The mandatory meeting was immediately followed by a site visit.

Attending Companies – Eligible to Submit Sealed Proposal & Attendees

J2 Construction

- Amy Luttrell
 - Phone: (405) 312-0605
 - Email: amyj2c@gmail.com
- Jason Luttrell
 - Phone: (405) 501-3911
 - Email: amyj2c@gmail.com

TTA Construction

- Justin Choate
 - Phone: (817) 320-5396
 - Email: justin@ttaconstruction.com
- Andy Choate
 - Phone: (479) 883-5980
 - Email: andy@ttaconstruction.com

RKB General Contracting

- Johnathan Franks
 - Phone: (405) 570-6207
 - Email: rkbqc@yahoo.com

Maska Builders

- Calvin Henrie
 - Phone: (918) 392-7083
 - Email: chenrie@maskabuilders.com
- Tim Boeckman
 - Phone: (918) 582-7129

Cherokee Nation Attendees:

Risk Management

- Jimmy Davenport

TERO (Tribal Employment Rights Office)

- Steven Russell

Early Childhood Unit

- Verna Thompson
- TaNesha Loyd
- Steve Sams

Emergency Management

- Philip Manes

Acquisition Management – Purchasing

- Michelle Spears
- Shelly McClain

Points of Discussion during Meeting

A handout was provided to all parties covering pertinent dates, bonding requirements, mandatory bid documents, and sealed bid submittal instructions. Shelly McClain, Cherokee Nation Purchasing Manager, covered handout in detail. The handout is included in this Addendum 01 as Attachment A. Michelle Spears, Procurement Specialist III, was also available to disburse RFP packets, Meeting Handout, and answer questions.

Cherokee Nation Tribal Employment Rights Office (TERO) was represented by Steven Russell. Information regarding TERO requirements and fees were covered. Contact information was provided to attendees. Davis-Bacon wage scale and certified payroll was also explained.

Cherokee Nation Risk Management was represented by Jimmy Davenport. Information regarding safety requirements were provided by Mr. Davenport.

Questions regarding scope of work and specifications were covered by Cherokee Nation Emergency Management: Philip Manes.

Attendees were escorted by Emergency Management & Early Childhood Unit representatives on a site visit and were strongly encouraged to submit any additional questions in written format per the RFP instructions.

Additional Questions and/or Requests for Clarification

No questions or request for clarification were submitted in written format by the RFP deadline: April 12, 2019 by 5:00 p.m.

ATTACHMENT A
MANDATORY PRE-PROPOSAL MEETING
HANDOUT

**CHEROKEE NATION
REQUEST FOR SEALED PROPOSAL
DESIGN & BUILD
STORM SAFE SHELTER
MANDATORY PRE-PROPOSAL MEETING
& SITE VISIT**



Acquisition Management

**CHEROKEE NATION
P.O. Box 948
Tahlequah, OK 74465
(918) 453-5000**

AGENDA

Introductions

Acquisition Management

- Project Summary
- General Information and Proposal Requirements
- Mandatory Sealed Proposal Documents
 - Covered and provided in this handout

TERO

- TERO Requirements & Davis Bacon Wage Rate Requirements

Risk Management

- Safety Requirements

EMERGENCY MANAGEMENT and PLANNING & DEVELOPMENT

- General Project Information

Questions

Site Visit

PROJECT SUMMARY

The Cherokee Nation is requesting sealed proposals from interested, qualified companies to design and build a storm safe shelter in Tahlequah, Oklahoma (Cherokee County). Sealed proposals are to take into consideration all specifications and requirements outlined in the RFP. The Nation will be accepting sealed proposals from Indian and Non-Indian parties. Indian preference will be given only to responding parties who provide proof of current certification from the Cherokee Nation Tribal Employments Office (TERO) located in Tahlequah, Oklahoma, telephone number (918) 453-5000. Indian preference will be applied in accordance with current TERO legislation and the Nation's Policy and Procedures. Proof of TERO certification must accompany and be included in proposal submittal. Sealed proposals will be reviewed and rated according to the evaluation factors outlined in the RFP.

GENERAL INFORMATION & PROPOSAL REQUIREMENTS

Dates for this Request for Proposal:

- April 12, 2019 by 5:00 p.m. - Questions, requests for clarification or additional information must be submitted in written format to Shelly McClain at email shelly-mcclain@cherokee.org.
- April 16, 2019 by 5:00 p.m. – Addendum will be issued by the Cherokee Nation. This addendum will include a list of attendees/companies represented at this mandatory pre-proposal meeting and address all written submissions received by the mandated deadline.
- April 23, 2019 by 5:00 p.m. – Sealed proposals are due. Complete submittal instructions are covered in Item 9, pages 3 and 4 of the RFP packet.

Only parties attending this mandatory pre-proposal meeting and site visit will be considered eligible for award.

Indian Preference will apply to the entire project. To receive Indian Preference a copy of the Cherokee Nation TERO Certificate (front and back) must be included with the sealed proposal. The TERO representative will provide more information on the TERO fees and permits necessary for this this project.

Davis-Bacon Wage Rates will apply to this project. The applicable wage rate is stated in Item 25, page 6 of the RFP Packet; and, fully covered in Attachment A of the RFP Packet.

Insurance Requirements for this project are on pages 12 and 13 of the RFP Packet.

A bid bond must be included with the sealed proposal submittal. The successful party will be required to provide a Payment Bond and a Performance Bond. Bond requirement information is stated on pages 14 and 15 of the RFP Packet.

The sealed proposal must address all evaluation factors fully and include all mandatory response documents.

Outline of the review process and evaluation criteria are on pages 16 and 17 of the RFP Packet.

Mandatory Documents to be included in the sealed proposal are outlined on page 16 and also listed on the Preparation Outline, Attachment B, of the RFP Packet.

- **Mandatory Information/Documents**

1. Preparation Outline - Attachment B, this form must be signed & dated.
2. Mandatory Response Form - Attachment C of RFP packet
3. Previous Work History Form – Attachment D of RFP packet
4. Non-Collusive Affidavit Form – Attachment E of RFP packet
5. Statement Providing Indian Preference In Employment & Training – Attachment F of RFP packet
6. Statement Providing Indian Preference In Subcontracting – Attachment G of RFP packet
7. Photos or drawings of previous projects listed on Attachment D
8. Preliminary drawings for this project; these drawings can be rough design and non-engineered. The engineered drawings will be required from successful party.
9. TERO Certification (If applicable, to be provided by bidder)
10. Bid Bond or Cashier's Check

Mandatory documents are in the RFP Packet on the attachments listed and provided in this handout. Additional information can be provided; but, the mandatory document must all be included for a sealed proposal to be considered fully responsive and eligible for award.

ACTUAL MANDATORY DOCUMENTS FOLLOW.

ATTACHMENT B

PREPARATION OUTLINE FORM

MANDATORY DOCUMENT

**PREPARATION OUTLINE
MANDATORY DOCUMENT**

The following information must be submitted and signed as indicated with sealed proposal. All information must be submitted for sealed proposal to be considered responsive and reasonable to enable all rating criteria outlined to reviewed and rated.

1. Preparation Outline - Attachment B, this form must be signed & dated.
2. Mandatory Response Form - Attachment C of RFP packet
3. Previous Work History Form – Attachment D of RFP packet
4. Non-Collusive Affidavit Form – Attachment E of RFP packet
5. Statement Providing Indian Preference In Employment & Training – Attachment F of RFP packet
6. Statement Providing Indian Preference In Subcontracting – Attachment G of RFP packet
7. Photos or drawings of previous projects listed on Attachment D
8. Preliminary drawings for this project; these drawings can be rough design and non-engineered. The engineered drawings will be required from successful party.
9. TERO Certification (If applicable, to be provided by bidder)
10. Bid Bond or Cashier's Check

SPECIAL INSTRUCTIONS

****Be advised that all responsive proposals will be evaluated as outlined in this solicitation packet.**

Authorized Signature

Title

Company Name

Date

ATTACHMENT C
MANDATORY RESPONSE FORM
MANDATORY DOCUMENT

**MANDATORY RESPONSE FORM
SEALED PROPOSAL INFORMATION
STORM SAFE SHELTER; TAHLEQUAH, OKLAHOMA**

The Offeror agrees to perform all work as outlined in the RFP documents for the Cherokee Nation. Offeror agrees to hold proposal valid for 90 days from the submission deadline.

The project will be completed within _____ consecutive business days of acceptance of this proposal, a fully executed contract, and receipt of a Notice to Proceed.

The Offeror agrees to furnish all labor, licenses and materials, administration, services, supplies, equipment, transportation and quality control necessary to design and construct a storm safe shelter located in Cherokee County, Tahlequah, Oklahoma, for the sum of:

GRAND TOTAL \$ _____

Work History/Experience Form Completed & Included: _____ Yes _____ No

Photos or Drawings for projects listed in Attachment D Included: _____ Yes _____ No

Preliminary Drawings – Rough Design Included: _____ Yes _____ No

NOTE TO BIDDERS REGARDING INDIAN PREFERENCE: (Check One)

TERO Certified Contractor: _____ Yes _____ No
(Proof of certification must accompany all bids)

Major Cherokee Employer: _____ Yes _____ No
(Bidder must contact TERO at 918-453-5000 for this preference)

SUBMITTED:

Company Name

Company Address

Authorized Signature

Print Name & Title

ATTACHMENT D

PREVIOUS WORK HISTORY/EXPERIENCE FORM

MANDATORY DOCUMENT

Cherokee Nation
 P.O. Box 948, Tahlequah, Oklahoma, 74465
 Phone (918)-453-6000 Fax (918) 458-7695

PREVIOUS WORK HISTORY FORM

NOTE: This form is a required submission from each bidder/offeror and is the NATION'S documentation to determine responsible bidders/offerors. In the spaces below complete all information requested, providing all telephone numbers and any available facsimile numbers for all employers, companies and vendors listed. In the disclosure space enter any defaults, assignments or foreclosures.

Employer/Company name, address, phone & fax	Contract Amount	Contract start and completion dates	Describe type of work performed/completed	Disclosures	Contractor's Current & previous vendors - give address & phone/fax
Please provide a minimum three (3) years previous years work history. Additional pages from bidder can be attached.					

NOTE: FULL SIZE FORM ON LEGAL PAPER PROVIDED UPON REQUEST. CONTACT PURCHASING

ATTACHMENT E
NON-COLLUSIVE AFFIDAVIT
MANDATORY DOCUMENT

NON-COLLUSIVE AFFIDAVIT
MANDATORY DOCUMENT

State of _____

County of _____

_____ being first duly sworn, deposed and says that he/she is a partner or officer of the firm of _____, the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought, by agreement or collusion, or communication or conference, with any person to fix the bid price of affiant or any other bidder, or to fix overhead, profit or cost element of said bid price, or that of any other bidder, or to secure any advantage against the Cherokee Nation, or any person interested in the proposed contract; and, that all statements in said proposal or bid are true.

Signed: _____
**(Bidder, if the bid is an individual;
Partner, if the bid is a partnership;
Officer, if the bid is a corporation)**

Subscribed and sworn to before me this _____ day of _____, 20__.

My commission expires _____, 20__.

Notary Public Signature

Commission Number

ATTACHMENT F

STATEMENT PROVIDING INDIAN PREFERENCE IN EMPLOYMENT & TRAINING

Statement on Providing Indian Preference In Employment and Training Opportunities

The Cherokee Nation has determined that all bidders this solicitation shall to the greatest extent feasible comply with Indian Preferences in providing training and employment opportunities.

Detail your employment and training opportunities and plans to provide preference to Indians in implementing the contract:

Provide the number or percentage of Indians anticipated to be employed and trained.

If less than 100% Indian for new hires explain why: _____

Provide a list of all core crew (permanent full-time employees) members: _____

Describe the methods that will be used to train Indian employees _____

Comparable statements from all subcontracts must be submitted.

Company Name

Signature

Date

ATTACHMENT G

**STATEMENT
PROVIDING INDIAN PREFERENCE
IN SUBCONTRACTING**

**Statement on Providing Indian Preference
In the Award of Subcontracts**

The Cherokee Nation has determined that all bidders under this solicitation shall to the greatest extent feasible comply with Indian Preference in the awarding of all subcontracts under the contract.

All bidders must follow this procedure in determining Indian Preference for subcontracts. Awards of subcontract shall be made to the qualified Indian enterprise or organization with the lowest responsive bid if that bid is no more than "X" higher than the total bid price of the lowest responsive bid from any qualified bidder. "X" is determined as follows:

X = lesser of

When the lowest responsive Proposal is less than \$100,000.00	5% of that price
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When the lowest responsive Proposal is: At least \$100,000.00 but Less than \$200,000.00	4.5% of that price
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If no responsive proposal by a qualified Indian-Owned economic enterprise or organization is within the stated range of the total price of the lowest responsive proposal from any qualified enterprise, award shall be made to the bidder with the lowest price.

All bidders must submit with their proposal, documentation of the bids or quotations received in subcontracts awarded to a non-Indian enterprise or a non-Indian organization. Failure by the bidder to provide such information shall render the proposal non responsive and the bidder ineligible for award.

Detail your plans to provide Indian Preference in the award of subcontracts:

Company Name

Signature

Date

ATTACHMENT H

**ADDITIONAL MANDATORY/REQUIRED
DOCUMENTS**

ITEMIZED

- **PHOTOS OR DRAWINGS OF PROJECTS LISTED ON PREVIOUS WORK HISTORY FORM (Attachment D)**
- **PRELIMINARY DRAWINGS FOR THIS PROJECT. THESE DRAWINGS CAN BE ROUGH DESIGN AND NON-ENGINEERED. THE ENGINEERED DRAWINGS WILL BE REQUIRED FROM SUCCESSFUL PARTY ONLY.**
- **TERO CERTIFICATE (if applicable)**
- **BID BOND or CASHIER'S CHECK**