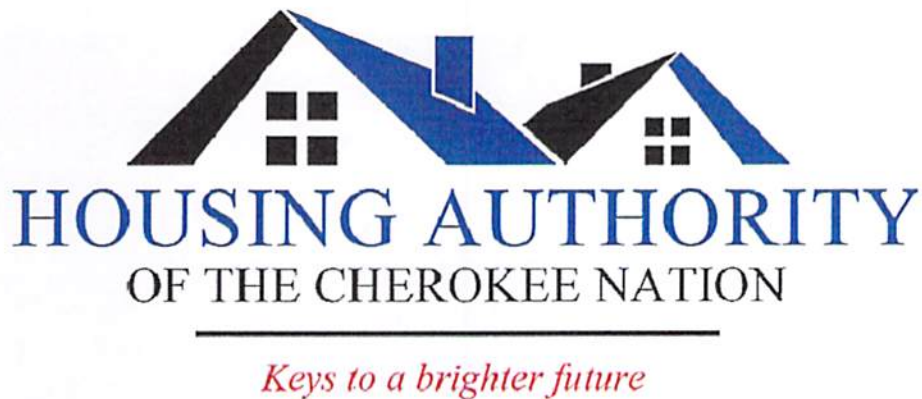


REQUEST FOR PROPOSALS

PROVIDING DESIGN/BUILD SERVICES

ALTERNATIVE HOUSING OPTIONS FOR THE REPLACEMENT HOME
PROGRAM



Housing Authority of the Cherokee Nation
P.O. Box 1007
Tahlequah, OK 74465-1007
(918) 456-5482

RFP # 2019-001- 001

Request for Proposals

The Housing Authority of the Cherokee Nation (HACN) is soliciting competitive proposals for alternative housing options in the design and construction of approximately five (5) replacement homes to be located throughout the Cherokee Nation's tribal jurisdictional area. Later, this design may also be used for other HACN homeownership or rental programs at the discretion of the HACN.

Interested contractors may submit proposals to the Housing Authority of the Cherokee Nation, PO Box 1007, Tahlequah, OK 74465 (Attn: Delana Kimble). Proposals may also be delivered in person at the Contracts Office located at 5000 S. Muskogee Avenue, Tahlequah, OK. Proposals must be in a sealed envelope that is clearly marked "Proposal for Housing Design." The deadline for submission is no later than 5:00 p.m. on Tuesday, October 15, 2019. It is interested party's responsibility to ensure delivery. RFP's received after the deadline will not be considered.

These plans should include one and two-bedroom, affordable housing units of modest design that are handicap accessible or handicap adaptable. Please consider the tiny home, pole barn, and/or modular home concepts in your design.

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 sent in email at delana.kimble@hacn.org.

Section 1: Scope of Services

The Housing Authority of the Cherokee Nation seeks a contractor to propose the design and construction of approximately five (5) one- or two-bedroom replacement homes. The homes should be low cost, utilize the tiny home, pole barn, or modular home concept, with the potential to be pre-constructed and moved to the individual home sites as needed. In addition, the homes should be handicap accessible or easily adaptable for handicap access. The one-bedroom unit should be no less than 540 square feet; the two-bedroom should be no less than 720 square feet. The homes should be energy efficient and meet all local, state, and national building codes.

Section 2: Proposal Details

- 1) All offerors must address each of the evaluation factors, in the order listed, in Section 4 of this document.
- 2) This proposal is subject to federal, state, and tribal laws where applicable.
- 3) All costs associated with the preparation and submission of a proposal shall be paid by the offeror.
- 4) 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.
- 5) The offeror understands that the minimum unit quantities indicated in this document are approximate only and are subject to increase or decrease, and agrees that all quantities of homes, whether increased or decreased, are to be provided at the price stated on the proposal form.

Section 3: Receipt and Opening of Proposals

- 1) Interested contractors may submit proposals to the Housing Authority of the Cherokee Nation, PO Box 1007, Tahlequah, OK 74465 (Attn: Delana Kimble). Proposals may also be delivered in person at the Contracts Office located at 5000 S. Muskogee Avenue, Tahlequah, OK. Proposals must be in a sealed envelope that is clearly marked "Proposal for Housing Design." The deadline for submission is no later than 5:00 p.m. on Tuesday, October 15, 2017. It is the interested party's responsibility to ensure delivery.
- 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 design and construction jobs. Also, provide profiles of employees who will be engaged in work under the contract.
- 2) References** – include references from at least three (3) previous clients, along with their contact information.
- 3) Indian preference** – include TERO certification and 1) proof of Cherokee Tribal Membership, or 2) proof of membership with another tribe.
- 4) Concept of Design** – Contractor must provide details on design, construction, energy efficiency, and cost savings.
- 5) Pricing** – Contractor must include pricing for one or more options (1-bedroom, two-bedroom, handicap accessibility, tiny home, pole barn, modular, etc.).
- 6) Completion date** – provide a timeline for completing the homes. Each individual home should be completed within 90 days after receiving the notice to proceed.

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. The contract may be extended for an additional one-year time period at the discretion of 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.

Section 5: Evaluation Factors

1) Offeror's experience in related work	Provide information on similar types of design and construction jobs. Also, provide profiles of employees who will be engaged in work under the contract.	(maximum 25 points)
2) References	Include references from at least three (3) previous clients.	(maximum 10 points)
3) Indian preference	Include TERO certification and 1) proof of Cherokee Tribal Membership, or 2) proof of membership with another tribe. (20 points Cherokee, 15 points another tribe.)	(maximum 15 points)
4) Concept of Design	Contractor must provide details on design, construction, energy efficiency, and cost savings.	(maximum 20 points)
5) Pricing	Contractor must include pricing for one or more options (one-bedroom, two-bedroom, handicap accessibility, tiny home, pole barn, modular, etc.).	(maximum 15 points)
6) Completion date	Contractor must provide a timeline for completing the homes. Individual homes should be completed within no more than 90 days after award.	(maximum 15 points)

NON-COLLUSIVE AFFIDAVIT

STATE OF _____

COUNTY OF _____

_____, being duly sworn, deposed and says: that he/she is a partner or officer if the firm of _____ the party making the foregoing proposal of 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 Housing Authority of the Cherokee Nation, or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Signed _____
(Name of bidder, if bidder is an individual)
(Name of partner, if the bidder is a partnership)
(Name of officer, if the bidder is a corporation)

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

My commission expires _____, 20____.

Notary Public Signature: _____

Commission Number: _____