

12-18-19
10:00 am

Mandatory Pre-bid

2020-001-017 – Undetermined number of 3- and 4-Bedroom Homes in any part of Adair, Cherokee, Delaware, and Sequoyah Counties.

Eligible Companies to Bid and Attendees:

Red Hawk Construction-Kevin Davis for Redhawk Construction

Strong Builders – Tanner Philpot for Chad Strong

TTA Construction – Tyler Choate for TTA Construction

Harris Contractors – Richard Harris for Harris Contractors

HACN Attendees:

Randy Bogart – HACN Field /Inspector Supervisor

Carla Henson – New Construction Contract Specialist

Tracie Cochran – New Construction Contract Specialist

Delana Kimble – New Construction Contract Manager

Erna Reeves- New Construction Director and HACN Deputy Executive Director

Jeremy Holderby-HACN Inspector

Don McCoy-HACN Inspector

Brian Washington-New Construction Inspector Supervisor/Manager

Cherokee Nation Attendees:

Don Greenfeather - TERO

Points of Discussion during Meeting:

Delana – Welcome

Read the detailed announcement (pg. 2) important information and dates. The Housing Authority of the Cherokee Nation is seeking sealed bids from qualified contractors for the turnkey construction of an undetermined number of detached single-family units consisting of either 4-bedroom homes with a bonus room or 3-bedroom homes with a garage. These jobs are in any part of Adair, Cherokee, Delaware and Sequoyah Counties. Interested parties are to provide bids to furnish all necessary labor, quality control, licenses, material, equipment, tools, supplies, permits, insurance and supervision to complete the entire project and to perform the work required thereof within the time specified after receipt of "Notice to Proceed." The entire project must be fully completed within 180 consecutive calendar days or \$1,000.00 per calendar day will be charged to the contractor for each day of extension over the presented construction end date. The scope of Work and Specifications are available in the bid packet, along with all information and all necessary form documents. A bid bond or cashier's check equal to one percent (1%) of total bid must be included with the bid submittal. The deadline for bids is January 24, 2020 at 10:00 a.m.

The evidence containing the bids must be sealed and addressed to the Housing Authority of the Cherokee Nation, Attn: Carla Henson, P.O. Box 1007, Tahlequah, Oklahoma 74465. Bids may also be hand delivered to Carla Henson, 5000 S. Muskogee Avenue, Tahlequah, OK 74464. Bids must be received on or before the deadline to be considered. Bids must be clearly marked "Sealed Bid, Do Not Open, Turnkey Construction RFSB #2020-001-017." A public bid opening will be held immediately following, in the HACN Office located at 5000 S. Muskogee Ave, Tahlequah, OK.

REVIEWED: Information for Bidders – Bid Documents – Qualifications of Bidder – Debarment, Suspension, proposed Debarment and other Responsibility Matters – Subcontracts – Insurance Requirements.

- Page 8 – Bonding Requirements – A bid bond equal to one percent (1%) of grand total bid amount. A “bid bond” is one executed in connection with a bid offer to guarantee the contractor will enter into a contract if given the award. The only documents accepted will be an actual bid bond or cashier’s check. Read and explained A-E. E is new - A 5% Retainage for each submitted draw until the completion of the project, including a 1% Maintenance Retainage, which will be held for one year from the date of completion.

- Page 7 - Interpretation of the Bid Documents – To be given consideration, interpretation request must be received by January 3, 2020 at 5:00 p.m. Any and all such interpretations and any supplemental instruction will be in the form of written addenda to the Specifications which, if issued, will be posted with bid announcement on the CHEROKEE NATION PROCUREMENT WEBSITE, www.cherokeebids.org under HACN Procurements. Interpretations for this bid shall be posted by: January 10, 2020 at 5:00 p.m.

- Site inspections – At the time of the opening of bids, each bidder will be presumed to have Inspected the sites, familiarized themselves with any existing conditions, read and became thoroughly familiar with the plans and contract documents (including all addenda). Site Inspections may be scheduled for eligible bidders who have attended the mandatory pre-bid conference by contacting Brian Washington at 918-871-9169 or Randy Bogart at 918-316-9139.

- Page 9 – Preparation Outline – The following information must be submitted and signed as indicated with sealed bid. All information must be submitted for any bid to be considered responsive and responsible. Explained A-I. Also, the drug free form must be included to be responsible and responsive.

-Delana

NOTE: HACN will forward any additional site evaluation forms received from land development to all eligible companies. These files will be added to the bid list. Corrected bid forms will be attached to the minutes and addenda. (amended bid forms MUST be used when you submit your bids)

-Bid Forms-

Can award to multiple contractors. Bid on the county or counties that you are interested in.

SC-Single Close Units– Single Close units must be closed with the Bank before the Notice to Proceed is issued to the Contractor, usually takes 30 to 45 days to close. Awarded contractor will be required to come in and sign Bank forms for each unit. Will work with awarded contractors one establishing start date.

Scope of Work – Randy Bogart

Randy- Referencing the Participant Site Information form with drawn in survey-Interview with homeowner- Any comment that is written in the comments “Owner will remove” “Existing House” “Structural” has to be removed before the bank will close. Ignore if homeowner says they will remove. BID TURN KEY.

Tyler Choate-Do we ignore all notes or just if the “homeowner says they will remove?”

Randy-Just the “homeowner says” quotes, we ran into many problems with that. The biggest thing is site preparation, Scope will supersede the plan. Contractor must bid TURN KEY meaning its contractors responsibility.

Delana-Spec books are available if needed.

Randy: Fill in well drilling cost sheet attached to the back of the scope of work, we may negotiate with you or remove entirely. We want to know what you are bidding per foot as this cost increases

the total construction cost. Contractor should include Chemical Analysis and Microbiological Testing/ Bac T testing in your bid. – Chemical Analysis testing will include a water quality test including, Alkalinity, PH, Hardness, Total dissolved Solids, Chloride, Sulfate, Nitrate/Nitrite, Fluoride, Iron, Manganese, Lead, Arsenic. HACN will send test results to CN water & sanitation for them to review and give us a clearance for human consumption. At that time cost may be negotiated with the contractor for any filter systems needed. You will also provide a Microbiological Testing/Bac T test when connected to the home, this testing will include Total Coliform, Fecal Coliform, and E Coli presence/absence. If this test fails the first time, the contractor will be responsible for disinfecting and retesting at his own expense. In the past the contractor has not properly disinfected the fittings prior to containing and submitting the samples, this has resulted in responsibility shifting to HACN. Inspector must be on site when drilling the well. If not notified contractor will assume all responsibilities. Everything is revamped from the last time you bid.

#9 Site Preparation- Trees must be down by MARCH 31, 2020. Remove roots later. Contractor is responsible for the driveway.

#11- Contact HACN Inspector to assist you with the house/drive lay out. Make sure all pins are found. There are 5 stakes in the ground. Some are not. Land Development and homeowner picked site. If stakes must be moved, it will be extra cost. Figure it in on your site preparation.

If site is questionable-contact the inspector prior to bidding so that a clarification can be posted in the minutes.

Contractor will need to bid to bring in offsite material, we will not allow material to be used from the site, this has caused a drainage problem in the past. We will not build on flat sites, pads will be built up to allow for run off.

Contractor is responsible for calling the inspector if it is raining and they are unable to work. If we don't have it documented, we will hold you to that 180 days. Let us know if you are unable to work. Awarded contractor give us a call and keep us in the loop. We recommend that you call every day to keep us posted. Rain days are only approved if it's feasible. If you are working inside, then you should expect to work, and rain day request will be denied.

- Don Greenfeather – said he was with TERO and gave out his business card. The successful contractor must complete the TERO Labor Agreement and pay all applicable fees, including \$25 per day for every non-Indian employee working on this project in accordance with Legislative Act 01-14. Please contact TERO at 918-453-5334 with any questions. The successful bidder must have all fees and paperwork submitted to TERO for a contract to be considered fully executed. Must turn in a copy of the front and back of your TERO Certificate.

-Delana- Any questions??

Reading deadlines again.

All questions will be answered by January 10, 2020 at 5:00 p.m. via CN website

-Erna- these files have been in process for awhile

May be adding more files. We went with what we had. Between now and award of bid may throw more homes in there. Be aware that may happen, you will have the opportunity to get your bid in. you will have plenty of time

More houses will be ready to go by the end of the year.

Will upload information if we get more

Get trees cleared by deadline

Tyler-Remove All Trees?? Or where pad will be built? Prefer them all to be removed.
Before SC is closed, can we remove trees? Yes, we must have them removed

Closing comments:

Randy-Look at every site-Driveways are your responsibility.

Delana- 3 easements in file then you are crossing 3 properties, stay in the easements.

Randy-Long driveway-make sure we are in that easement.

Delana-make sure you put in tin horns-responsible for perc test and sending for approval before installing.
Make sure you have a P.O. for the installation BEFORE you begin.

Randy-16 ft minimum tin horn in driveway, unless off major highway or county road. If in doubt, ask before you install.

Erna-you will have the opportunity to get your bid in on any new units added, you will have plenty of time

Delana-Thank you

Request for Interpretations from Pre bid Attendees received by deadline:

1. The plan shows a ramp, will there be a ramp on every home or just the designated handicap sites?
Response: Ramp only on Handicap sites.

2. The plan shows a 15x15 porch. Will it be this large and will it be on every home?
Response: Front Porch will be a 6x16 and the back porch will be 5x5 on all 3- & 4-bedroom homes.
Note: 3 bedrooms will include the approach and slab connecting the approach to the porch

Clarifications per HACN Staff:

Submit Well bid sheet with your bids, this may be negotiated with the awarded contractor or removed, still pending. (Last page of the scope of work)

Well test required: Contractor should include Chemical Analysis and Microbiological Testing/ Bac T testing in your bid. – Chemical Analysis testing will include a water quality test

including, Alkalinity, PH, Hardness, Total dissolved Solids, Chloride, Sulfate, Nitrate/Nitrite, Fluoride, Iron, Manganese, Lead, Arsenic. HACN will send test results to CN water & sanitation for them to review and give us a clearance for human consumption. At that time cost may be negotiated with the contractor for any filter systems needed. You will also provide a Microbiological Testing/Bac T test when connected to the home, this testing will include Total Coliform, Fecal Coliform, and E Coli presence/absence. If this test fails the first time, the contractor will be responsible for disinfecting and retesting at his own expense. In the past the contractor has not properly disinfected the fittings prior to containing and submitting the samples, this has resulted in responsibility shifting to HACN. Inspector must be on site when drilling the well. If not notified contractor will assume all responsibilities. Everything is revamped from the last time you bid.

Roads and driveways for properties – in your site evaluations, you may have encountered roads and driveways that were either long or extremely rough. This cost should be reflected in your bid for that unit. We have been asked, “what if we went and looked and our bid is higher, and we aren’t awarded the job because of this”. Refer to page 7 of your bid documents “Interpretations of the bid document” “does not relieve any bidder from any obligation in respect of his bid” and all information under the site inspections section.

Clarifications to HACN Scope of work given at Pre-Bid.

1. # 15 Approach: for each unit containing a garage door (3 bedroom with attached garage) a concrete approach shall be constructed 12’6” x 15’ and include a ~~5’x5’~~ **6’x5’** slab connecting the approach with the porch. A Drop down will be required for the (3) bedroom with attached garage units. Must comply with local/state code.

Porch: a 5’x5’ concrete slab at the back door. Before concrete is poured, a slab Inspection must be requested from the local building official and pass inspection. All work must meet the requirements of city/state codes (if applicable) Porches must be poured at the same time as the floor to create monolithic pour.

2. **#30 Contractor shall install ~~¾” x 6” primed textured smart board for fascia~~ wrap 2x6 sub fascia with white metal.**

Bid documents:

Added the following to the bid list Site information emailed to Pre-Bid Attendees:

Delaware County: RECEIVED 2 NEW FILES INCREASING FROM 8 TO 10 TOTAL

Jesse Browning – Unit # 74756 – 4 Bedroom – Note: She changed from a 3 to a 4 bedroom – her request is attached, and I have corrected the site information forms.

David Roof – Unit # 75016 – 3 Bedroom

Sequoyah County: RECEIVED 2 NEW FILES INCREASING FROM 8 TO 10 TOTAL

Bobby & Erica Calloway - Unit # 74878 – 4 Bedroom

Christina & James Huggins – Unit # 74761 – 4 Bedroom

CHANGE IN BEDROOM SIZE REQUEST: updated bid form and site information attached along with her written request.

Tracey Barger – Unit # 74813 – 3 Bedroom

Minutes and Addenda Acceptance:

I certify that I have Received and Reviewed the Minutes and the Addenda for the Request for Sealed bids Solicitation 2020-001-0117.

_____ Date _____
Name and Title

This form must accompany your bid**

Units requiring wells:

Contractor will be responsible for drilling the well, submitting all well drilling reports, test pump data sheets and performing all chemical analysis and Bac T testing. Testing must be performed by a certified laboratory. Contractor will be responsible for the getting the Electric to the site for the completion of the well and the labor and materials to connect the well from the well house to the home.

Well drilling cost:

Indicate your cost for 150' minimum charge \$ _____

Cost per additional foot beyond 150' \$ _____ per foot

Steel Casing (20ft. minimum charge) \$ _____

Cost per additional foot beyond 20 ft. \$ _____ per foot

Cement grout per well - \$ _____

Completion of each well system \$ _____ includes the following:

64x80 panel walk in well house, use pit less adaptor on well and build well house and top out away from casing /drill site minimum 20 ft. surge suppressor/lightening arrester for all components including pump. Chemical analysis and Bac T testing.

Well drilling and completion may be negotiated with the awarded contractor or removed from the scope of work, this will be clarified with the interpretations.

Complete + Submit with Bid