

# Cherokee Nation

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## ADDENDUM 1

DESIGN & BUILD STORM SAFE SHELTER

CHEROKEE COUNTY



Acquisition Management on behalf of Emergency Management

**CHEROKEE NATION**

P.O. Box 948

Tahlequah, OK 74465

(918) 453-5000

**ADDENDUM #01**  
**RFP DESIGN & BUILD STORM SAFE SHELTER**  
**03/13/20**

PRE-PROPOSAL MEETING HELD ON TUESDAY, MARCH 10, 2020 AT 10:00 A.M.

ATTENDEES:

CHEROKEE NATION:

MICHELLE PARSONS – ACQUISITION MANAGEMENT  
SHELLY MCCLAIN – ACQUISITION MANAGEMENT  
JOHNNY DEATON - TERO  
REBECCA ROBBINS – LAND MANAGEMENT  
PAUL CROSSLIN - PLANNING & DEVELOPMENT  
DWAYNE FAIN – RISK MANAGEMENT  
HUNTER STURGES – RISK MANAGEMENT  
PHILIP MANES – EMERGENCY MANAGEMENT

ELIGIBLE PARTIES:

RICK BATTIN – CANDOR  
JOE FERGUSON – RIGID CONTRACTING  
AMY LUTTRELL – J2 CONSTRUCTION  
JASON LUTTRELL – J2 CONSTRUCTION  
KEITH SANDERS – DRILL RITE  
THAD YEARGAIN – BLACK HAWK CONSTRUCTION  
DILLON DABBS – MIAMI NATION STRONGHOLD

SUMMARY OF MEETING:

The following information was provided by Acquisition Management:

- Michelle Parsons opened the meeting introducing the Cherokee Nation representatives who were overseeing the project. Michelle then went over the deadlines for this project listing the dates and times as followed:
- Questions from parties – To be submitted by e-mail or fax to the attention of Pam Jumper or Michelle Parsons no later than Friday, March 13, 2020 at 5:00 p.m. Answers from requesting department – due Wednesday, March 18, 2020 no later than 5:00 p.m. The Addendum would be sent to all parties and posted on the Cherokee Nation website by March 18, 2020 at 5:00 p.m.
- Sealed Proposals due on or before March 25, 2020 at 5:00 p.m. in the Financial Resources Building. The envelopes containing the proposals must be sealed, addressed to Cherokee Nation, Attn: Pam Jumper, Acquisition Management Department, P.O. Box 948, Tahlequah, Oklahoma 74465. Proposals may also be hand delivered to Cherokee Nation Acquisition Management, Attn: Pam Jumper, 17665 S. Muskogee Avenue, Tahlequah, Oklahoma 74464.
- Michelle Parsons referred parties to the Mandatory Pre-Proposal Meeting Handout on page 5 (attached) which lists the sheets and attachments in order for the interested parties to be considered fully responsive and eligible for award. This will be a bonded project so a 5% Bid Bond of the grand total bid amount is required with their sealed bid.

## QUESTIONS AND ANSWERS:

The following questions are listed with the responses provided from Emergency Management.

1. What is the above ceiling distance from the exterior of the building to the existing electrical panel that this building will tied into?

ANSWER: Approximately 89 feet from center of square to electrical panel inside building. This measurement is not in a straight line but typical run pattern.

2. Is there enough blank panel / capacity to support the load of this project? Or will we have to add an additional electrical main panel?

ANSWER: Account for adding an additional Electrical main panel.

3. Can the conduit runs be located above the ceiling in the existing building?

ANSWER: There is attic space and drop ceiling in adjacent building.

4. Where will the plumbing tie into for the water and what is that distance? Is it located in the existing building?

ANSWER: The nearest available water tie is 55 feet away. It is located in the adjacent building.

5. On the job walk we saw where the sewer will tie into. Is the water in that same general location?

ANSWER: No. Water is located in the adjacent building, approximately 55 feet away from center of proposed building location.

6. What permits are required? In the meeting it was mention that project was in the county and CN would do the inspection of the work.

ANSWER: The property is in the county. CN will inspect the construction, for safety and quality. But, all permits will be the responsibility of the winner bidder/contractor.

7. Once the design of the project is completed, who will approve? How long will approval take?

ANSWER: CN staff will approve. Approval should happen within 2 business days.

ADDITIONAL COMMENTS ADDED FROM EMERGENCY MANAGEMENT:

Per the RFP, the roof of the storm shelter is separate from the adjacent building. During the pre-bid meeting we had mentioned that the roof would "tie-in" to the adjacent building, that is no longer valid. Bidders will be asked to submit a price for both a "tied-in" roof to adjacent building and stand alone building, not attached to the adjacent building. Variation of price can be noted on separate sheets and noted if tied in or stand alone building.

**MANDATORY DOCUMENTS**

**ALL THE FOLLOWING PAGES AND INFORMATION MUST BE SUBMITTED WITH SEALED PROPOSAL TO BE CONSIDERED FULLY RESPONSIVE & ELIGIBLE FOR AWARD.**

**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	Describes type of work performed/completed	Disclosures	Contractors Current & previous vendors Give address & phone/fax

Please provide a minimum three (3) years previous years work history.

**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:

\_\_\_\_\_  
individual; (Bidder, if the bid is an  
partnership; Partner, if the bid is a  
corporation) Officer, if the bid is a

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:

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

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

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

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Describe the methods that will be used to train Indian employees

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**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
When the lowest responsive Proposal is: At least \$100,000.00 but Less than \$200,000.00	4.5% of that price

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:

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\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

TERO CERTIFICATE  
(if applicable)

BID BOND  
OR  
CASHIER'S CHECK

(5% of Grand Total Amount on Base Bid Form)