

# REQUEST FOR PROPOSALS

## PROFESSIONAL SERVICES FOR GENERAL SITE ASSESSMENT



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

**RFP # 2022-001-028**

## Request for Proposals

The Housing Authority of the Cherokee Nation (HACN) is soliciting competitive proposals for a one (1) year contract for **PROFESSIONAL SERVICES FOR GENERAL SITE ASSESSMENT** to provide a professional opinion on the feasibility of the construction of a housing development in various locations before purchase of property within the Cherokee Nation reservation.

Interested professionals may submit proposals to the HACN Contracts Office, PO Box 1007, Tahlequah, OK 74465 (Attn: Tonya Lockwood) with the subject line reading "Proposal for Professional Site Assessment". Proposals may also be delivered in person at the HACN Contracts/Procurement Office located at 5000 S. Muskogee Ave., Tahlequah, OK. Hand delivered proposals must be in a sealed envelope that is clearly marked "Proposal for Professional Site Assessment." **The deadline for submission is no later than 5:00 p.m. on Friday, July 22, 2022.**

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. Respondents are not required to be on the TERO list to bid.

The HACN reserves the right to accept or reject any or all proposals received as a result of 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 directed to Tonya Lockwood, (918) 456-5482 or emailed to [tonya.lockwood@hacn.org](mailto:tonya.lockwood@hacn.org).

### **Section 1: Scope of Services**

The Housing Authority of the Cherokee Nation seeks General Site Assessment services to provide a professional opinion on the feasibility of the construction of a housing development in various locations within the Cherokee Nation reservation before the purchase of a land parcel.

### **Section 2: Proposal Details**

- 1) All offerors must address each of the evaluation factors, in the order listed, in Section 5 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) At the time of the opening of proposals, each offeror will be presumed to have read and become thoroughly familiar with the scope of the project. The failure to do so will not relieve the offeror from their obligation to furnish all materials and labor necessary to carry out provisions of the contract at the accepted proposal price.
- 6) Fee Schedule should include costs for the assessment of one site, which can be applied to multiple subsequent sites.

### **Section 3: Description of Services:**

The selected offeror will be expected to provide:

#### **Reporting:**

- 1) Provide detailed report on observations made of selected property based on findings of the surveyor, engineer, or developer.
- 2) Categorize site development costs as high, medium, or low with explanation of how such determination was made.
- 3) Recommendation on the feasibility of purchasing the site for housing development.

#### **Mapping:**

- 4) Identify on map:
  - a. Selected parcel boundaries
  - b. Any visible or mapped waterways
  - c. Known utility services and providers
  - d. Rights-of-way and easements
  - e. Elevations

#### **Section 4: Evaluation Factors**

- 1) Offeror's years of experience in related work** – provide the number of years the company has provided related professional services. (Maximum 20 points)
- 2) References** – include references from at least three (3) previous clients. (Maximum 15 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.)
- 4) Pricing** – Vendor should include pricing for one report that can be applied to multiple locations. (Maximum 20 points)
- 5) Response time for general site assessment** – state (in days) how quickly service will be provided after a request is received. (Maximum 25 points)

#### **Section 5: Award**

Based upon the ranking criteria and final negotiation (if any), the HACN will select the offeror whose proposal, with price and other factors considered, is most advantageous to the HACN.

#### **Section 6: 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 Vendor 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

<b>1) Offeror's years of experience in related work</b>	Provide the number of years the company has provided related professional services.	(Maximum 20 points)
<b>2) References</b>	Include references from at least three (3) previous clients.	(Maximum 15 points)
<b>3) Indian preference</b>	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 20 points)
<b>4) Pricing</b>	Vendor should include pricing for one report that can be applied to multiple locations.	(Maximum 20 points)
<b>5) Response time for site assessment</b>	state (in days) how quickly service will be provided after a request is received.	(Maximum 25 points)