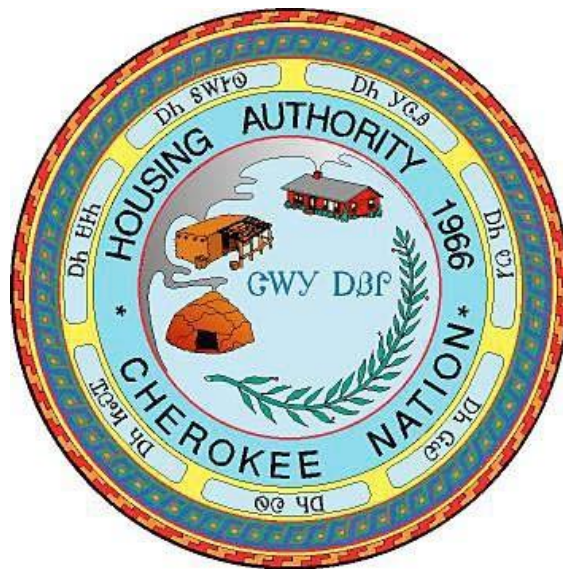


**HOUSING AUTHORITY OF THE CHEROKEE NATION (HACN)  
REQUEST FOR PROPOSALS**

**PROVIDING DESIGN/BUILD SERVICES**

**ALTERNATIVE HOUSING OPTIONS FOR THE REPLACEMENT HOME  
PROGRAM**

**Solicitation 2022-001-043**



**HACN Contracts Office: 09/19/2022  
Bid Due Date: Friday, October 7, 2022**

**[www.cherokeebids.org](http://www.cherokeebids.org)**

**HOUSING AUTHORITY OF THE CHEROKEE NATION  
P.O. Box 1007  
Tahlequah, OK 74465  
(918) 456-5482**

## 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 replacement homes to be located throughout the Cherokee Nation Reservation. 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: Tonya Lockwood). Proposals may also be delivered by email to [tonya.lockwood@hacn.org](mailto:tonya.lockwood@hacn.org). Proposals must be clearly titled "Proposal for Housing Design." The deadline for submission is no later than 5:00 p.m. on Friday, October 7, 2022.

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 directed to Tonya Lockwood by e-mail at [tonya.lockwood@hacn.org](mailto:tonya.lockwood@hacn.org).

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

The Housing Authority of the Cherokee Nation seeks a contractor to propose the design and construction of one- or two-bedroom replacement homes. The homes should be low cost, and could include a 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 Review of Proposals**

- 1) Interested contractors may submit proposals to the Housing Authority of the Cherokee Nation, PO Box 1007, Tahlequah, OK 74465 (Attn: Tonya Lockwood). Proposals may also be delivered by email to [tonya.lockwood@hacn.org](mailto:tonya.lockwood@hacn.org). Proposals must be clearly titled "Proposal for Housing Design." The deadline for submission is no later than 5:00 p.m. on Friday, October 7, 2022.
- 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 served in the past 5 years with a similar type of project, 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. How soon could one home be completed and delivered? How soon could 10 homes be completed and delivered?

#### **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.

#### **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.

<b>Section 5: Evaluation Factors</b>		
<b>Best offer for price and completion dates will receive maximum points in those categories.</b>		
<b>1) Offeror's experience in related work</b>	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 15 points)
<b>2) References</b>	Include references from at least three (3) previous clients.	(maximum 10 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 10 points)
<b>4) Concept of Design</b>	Contractor must provide details on design, construction, energy efficiency, and cost savings.	(maximum 20 points)
<b>5) Pricing</b>	Contractor must include pricing for one or more options (1 bedroom, two-bedroom, handicap accessibility, tiny home, pole barn, modular, etc.).	(maximum 20 points)
<b>6) Completion date</b>	Contractor must provide a timeline for completing the homes. How long to complete one home? How long to complete 10 homes?	(maximum 25 points)