

REQUEST FOR PROPOSALS

PROFESSIONAL SERVICES FOR SITE DEVELOPMENT PRE-CONSTRUCTION DESIGN PHASE



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

www.cherokeebids.org

RFP # 2022-001-044

PROPOSALS DUE: FRIDAY, OCTOBER 7, 2022

Request for Proposals

The Housing Authority of the Cherokee Nation (HACN) is soliciting competitive proposals for **PROFESSIONAL SERVICES** to provide all services, materials, labor, and equipment required to complete the pre-construction design phase of housing site development for various locations within the Cherokee Nation Reservation in Oklahoma.

Interested professionals may submit proposals by mail to the HACN Contracts Office, PO Box 1007, Tahlequah, OK 74465 (Attn: Tonya Lockwood) clearly marked "Proposal for Pre-Construction Design". Proposals may also be delivered via email to tonya.lockwood@hacn.org with the subject line titled "Proposal for Pre-Construction Design." The deadline for submission is no later than 5:00 p.m. on Friday, October 7, 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 in writing and directed to Tonya Lockwood, at tonya.lockwood@hacn.org.

HOUSING AUTHORITY OF THE CHEROKEE NATION
Site Development Pre-Construction Design Phase

Section 1: Scope of Work

- A. The contractor's Scope of Work is to provide all services, materials, labor and equipment required to complete the pre-construction design phase of housing site development for various locations within the Cherokee Nation Reservation in Oklahoma.
- B. Contractor is hereby authorized to perform the following pre-construction services as described below:
- Properties in various locations throughout the Cherokee Nation Reservation, located in Northeastern Oklahoma.
 - The civil design shall include standard streets with curb and gutter, storm drainage, sidewalks, street lighting and way finding, infrastructure development from existing mains, Environmental Protection Agency Storm Water Pollution Prevention Plan (EPA SWPPP) requirements, platting, re-zoning boundary and topographic surveys, and geotechnical work reports. Contractor shall conduct a Due Diligence Investigation to determine storm water detention, zoning and local Authority Having Jurisdiction (AHJ) requirements.
 - Contractor Team to include Senior Estimators and assistants to work with the design team through the Due Diligence Investigation. Contractor shall provide the following:
 - Design schedule documents identifying critical path dates and tasks.
 - Constant Project budget schedules and innovative cost savings/value engineering support.
 - Prepare lower tier bid packages.
- C. Contractor's Scope of Work:
- Due Diligence Investigation –
 - Identify jurisdictional and design team contacts
 - Review permit processes and submittal requirements
 - Coordinate survey and geotechnical investigation
 - Utility availability, feasibility for options and capacities
 - Drainage characteristics, requirements, approval processes, if required for main extensions
 - Traffic and transportation requirements
 - Owner to complete the environmental investigation report.

- American Land Title Association (ALTA)/American Congress on Surveying and Mapping (ASCM) Survey – According to 2016 ALTA/ASCM land title survey standards, boundaries, filed easements, topography, buildings, site structures and utilities within fifty (50) feet of boundary, benchmarks, fences, paving, drives and trees with twelve (12) inch or greater trunks.
- Subdivision Plat and Re-Zoning –
 - Includes the review of the title commitment and deed
 - Obtain Abstractors Affidavit of Ownership
 - Coordinate any deed dedication or restrictive covenants in consultation with Owner
 - Prepare preliminary plat, submit plat application, obtain certificate of non-production from the Oklahoma Corporation Commission, attend up to two (2) Planning Commission meetings, finalize all plat documents and submit
 - Coordinate releases with utility company and the Authority Having Jurisdiction,
 - Submit plat information to the County Assessor, record final plat
 - Have property corners established by a licensed survey team, review existing zoning, and prepare and submit re-zoning applications.
- Schematic Design (30%) – Includes weekly meetings with design team, schematic site layouts. Begin value engineering, resource current material availability and constructability of the Project.
- Design Development (60%) – Includes weekly meetings with design team, Design Development civil site plans. Begin specifications, equipment type, material type and value. Further development towards project cost estimate. Begin bid package preparation and identify dates for solicitation. Begin Gantt chart development of construction.
- Final Documents (90-100%) – Includes weekly meetings with design team, develop addenda, finalize project cost estimate, begin SWPPP application for permit, and issue bid packages.
- There will be multiple locations as part of this proposal, the proposal is to be based on the cost to design an acre of any individual site or Cost /Acre.
- Purposed (but not final) locations may include these and others:
 - Stilwell
 - Muskogee
 - Pryor
 - Owasso
 - Claremore
 - Collinsville
 - Catoosa

Section 2: Evaluation Factors

- 1) **Offeror's years of experience in related work** – provide the number of years the company has provided related professional services. (Maximum 15 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 pre-construction design** – state (in days) how quickly service will be provided after a request is received. (Maximum 30 points)

Section 3: 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 4: 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		
1) Offeror's years of experience in related work	Provide the number of years the company has provided related professional services.	(Maximum 15 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.)	(Maximum 20 points)
4) Pricing	Vendor should include pricing for one report that can be applied to multiple locations.	(Maximum 20 points)
5) Response time for site assessment	State (in days) how quickly service will be provided after a request is received.	(Maximum 30 points)