



# **Confederated Tribes of the Chehalis Reservation**

## **Request for Proposal**

### **CHEHALIS TRIBAL ELDERS BUILDING WATER DAMAGE REPAIR AND RESORATION**

Submission Due Date: February 17, 2023

### General Information

Sealed bids for the Elders Center Repair and Restoration project on the Chehalis Reservation will be received at the Chehalis Tribe's Planning Department, 6 Niederman Rd Oakville, WA 98568 until **2pm February 17, 2023**, at which time the bids will be evaluated based on specific criteria provided in the Invitation to Bid. There will be no public bid opening for this project.

The project includes the repair and restoration of the Elders Center which has extensive water damage due to a water leak that occurred over a few days, undetected, during the holiday closure. The water damaged components have been removed. The work requested in this RFP is to repair the damaged building and restore it to its original condition.

A **mandatory pre-bid site visit** will occur for all contractors to see the building and view the work involved in this project. The site visit will provide the opportunity for all bidders to understand the site conditions and identify any challenges with restoration. It will enable bidders to fully see the scope of work to determine the resources and materials needed to successfully complete the work. The **building site visit will occur February 3 at 10am** with staff from the Tribe's Facilities and Infrastructure Department.

Address for Pre-Bid Building Site Visit  
Elders Center - 20 Tomahawk Loop Oakville, WA



Confederated Tribes of the Chehalis Reservation – RFP

### **Communications**

The Tribe's representative for receiving questions, requests for clarification, or other communications about this RFP is Amy Loudermilk, Planning Director.

All requests for clarification of the RFP must be made in writing (email is acceptable) addressed to this representative and must be submitted no later than February 15. All answers to questions will be made in writing and delivered via email to all potential bidders who request such notification and provide an email address.

### **Proposal Submission Instructions**

**The Proposal must be received by February 17, 2023 at 2pm in order to be considered. Proposals may be mailed, hand-delivered, or emailed to the following addresses:**

Mailing Address: Chehalis Tribe PO Box 536 Oakville, WA 98568. Attn: Amy Loudermilk

Physical Address: Chehalis Tribe Planning Department 6 Niederman Rd, Oakville, WA

Email Address: [aloudermilk@chehalis tribe.org](mailto:aloudermilk@chehalis tribe.org)

All proposals will be reviewed and evaluated in private by a team within the Planning Department. Proposals will be evaluated based on the evaluation criteria described in this RFP. All contractors that submit a proposal will be notified no later than March 3 on the outcome of the selection process.

### **Award of Contract**

Proposals will be opened the week of February 20 and scored according to the evaluation criteria described herein. The proposal with the highest adjusted score will be awarded the contract. If no proposal is deemed sufficient or receives an acceptable score, all proposals will be rejected.

**The Chehalis Tribe reserves the right to waive irregularities and to reject any and all proposals.**

### **Scope of Work**

The Chehalis Tribe's Elders Center is a 5,000 sq ft modular building constructed in 1997. In December 2022 a water leak from a restroom urinal caused several inches of water throughout the building. The water had migrated throughout the dining hall, offices, restrooms and utility rooms. The effected floor coverings, wet drywall and insulation has been removed. A cleanup company has removed all wet items and all areas are now dry. The scope of this project is to restore the building back to its original condition.

Work includes but is not limited to:

#### Floors

- Remove all burlap carpet backing to prep for a smooth application of underlayment.
- Complete floor covering removal at wall connections as needed.
- Install one-half inch particle board underlayment throughout.

- Prep subfloor as needed.
- Restore kitchen tile, match existing as close as possible.
- Provide and install new floor coverings per owner selection.
- Remove and replace all toilets to apply new flooring.
- Install new bathroom partitions.
- Re-install two water heaters

#### Exterior Walls

- Reinsulate all exterior walls with R-21 fiberglass insulation previously removed.
- Provide and install drywall where it was removed and fire tape vertical joints.
- Provide and install 48" wainscoting on all walls to include top trim, paint/finish per owner.
- Provide and install new window and door casings, paint/finish.

#### Interior walls

- Install new drywall and wainscot paneling, paint/finish.
- Insulate interior sound walls as they were previously.
- Remove food serving counter and replace with entry way per original floorplan.

#### Underfloor

- Re-strap plumbing underfloor waste plumbing and other items as needed.
- Re-insulate underfloor insulation where missing.
- Remove all wood debris from crawl space.
- Supply and install new 6ml vapor barrier throughout.

### **Proposal Requirements**

Proposals must consist of the following information in the order indicated below:

1. Bid Proposal – Provide a detailed bid amount for the project. Must include a breakdown of materials and labor costs. Include amounts identified for overhead, profit, permits and insurance. Preference will be given to bid proposals that provide a high level of detail.
2. Construction Project Schedule - The project schedule will be evaluated to assess the Bidder's ability to complete the project in a timely manner. Project schedules must also demonstrate that the Bidder understands the work involved, has coordinated with any subcontractors, and has accounted for material availability. Must show coordination of items with long lead deliveries to complete project in the most time effective manner.
3. Form B – Subcontractors list
4. Form C - Bidders Construction Experience Form

## **Evaluation Criteria**

Following the date for opening proposals noted herein, the Chehalis Tribe will evaluate and assign a score to each proposal based on the following criteria:

<b>Professional Qualifications and Past Performances</b> Qualifications of the firm and staff to complete the work should include experience related to this project. Proposed superintendent's tenure with bidder and past experience and successes in completing similar projects. Past performance on similar contracts with Government and/or Tribal agencies, (3) comparable projects including project contact, project description and overall cost.	Up to 20 Points
<b>Project Schedule</b> Provide a Construction Project Schedule that shows completion of all deliverables that includes coordinated work items and details all areas of the project (The more detail the better).	Up to 20 Points
<b>Bid Proposal</b> The proposed cost of the services. Bid amount will be scored based on both the reasonableness of the proposed costs and the thoroughness of the detail provided for expected expenses. Preference will be given for detailed cost breakdown that clearly shows the bid amount for each item in the Scope of Work.	Up to 55 Points
<b>Indian Preference</b> Preference will be given to qualified applicants who are a Native-owned business. To be considered for Indian preference you must submit proof that majority ownership of the company is an enrolled member of a federally recognized Indian Tribe. Documentation must be submitted to receive points.	5 Points
<b>TOTAL POINTS</b>	<b>100 Points</b>

The highest scoring proposal will be awarded the contract. However, if no proposal achieves a sufficient score, no proposal will be awarded the contract.

### **Statement on exercise of tribal preference:**

The Chehalis Tribe will award the contract to an Indian-owned economic enterprise over a non-Indian-owned economic enterprise, if such Indian-owned and non-Indian-owned enterprises are equally qualified and submit equally priced bids. In addition, the Chehalis Tribe will award the contract to the qualified Chehalis Tribe or Chehalis tribal member-owned economic enterprise with the lowest responsive price if such price is reasonable and is no more than 10% higher than the lowest responsive quotation received from an equally-qualified bidder.

Acceptable documentation of Indian-owned enterprise must show that a federally-recognized Indian Tribe or enrolled member(s) of such a Tribe own at least 51% of the enterprise.

## FORM B: SUBCONTRACTOR LIST

All bidders shall submit the following information for all firms that bid or quote on subcontracts (including both DBE and non-DBE firms) as part of the bid. A subcontractor includes a trade contractor or specialty contractor and does not include suppliers who provide only materials, equipment, or supplies to a contractor or subcontractor.

<b>Subcontractor Name</b>	<b>Address</b>	<b>Phone/Email</b>	<b>Work to be performed</b>

Please note: All subcontractors will be required to obtain a Tribal Business License prior to conducting any work on the Chehalis Reservation. An application and fee are required to apply for the license. Current license fees are \$50 for non-Native owned businesses and \$20 for Native owned businesses.

## **FORM C: BIDDERS CONSTRUCTION EXPERIENCE FORM**

*NOTE: All questions must be answered and the data given must be clear and comprehensive. If necessary, include separate sheets.*

1. How many years has your organization been in business as a Contractor?
2. How many years has your organization been in business under this present business name?
3. Under what other or former names has your organization operated?
4. Describe the general character of work performed by your company.
5. On a separate sheet, list major construction contracts your organization has in progress, giving the name of the project, owner, contract amount, percent complete, and scheduled completion date.
6. Have you ever failed to complete any work awarded to you? If so, why and where?
7. Have you ever defaulted on a Contract? If yes, provide details on separate sheet.
8. List projects of similar scope completed by your company. Include the approximate cost for each, the client, and the month and year completed.
9. List the major equipment available for this contract.
10. On a separate sheet, list jobs completed that are of similar type and magnitude to this project, include: project name, description of work performed, completion date, client name, reference phone number, and dollar value.
11. State the average annual amount of construction work performed during the past five years.

12. Will you, upon request, fill out a detailed financial statement and furnish any other information that may be required by the Tribe?

13. List all claims and litigations for similar projects performed during the past 5 years.

Name of Organization: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Signature: \_\_\_\_\_



