

REQUEST FOR PROPOSALS (RFP) HD001-2021

Renovation Services For Existing Townhouse On Federal Trust Land

Issue Date: July 28, 2021

Bid Due Date: August 13, 2021, 4:00pm PST. Robinson Rancheria Housing Department, P.O. Box 428, Nice, CA 95464

I. Introduction

The Robinson Rancheria Housing Department (RRHD) is soliciting proposals from qualified professional contractors for interior renovation services. The qualified contractor will conduct the renovation work on a two (2) story two (2) bath existing townhouse necessary for “move in ready” purposes for use as a residential dwelling.

II. Background Information

The RRHD is governed by the Robinson Rancheria Tribal Council who represent a Federally Recognized Tribal Government with 52 homes under its jurisdiction and is responsible for assisting the residents with structurally sound, livable, healthy, and safe dwellings. The renovation work needed will support this purpose and ensure that the family selected to move in will have a livable dwelling. The location of the Townhouse is at 3010 Quailtop, Nice, CA 95464. The contractor shall provide all permits that apply to the renovation work. The location of the project will be on Robinson Rancheria Federal Tribal Land.

III. Scope of Work

The following narrative outlines the work to be conducted by the contractor. The work to be provided will be during the normal office hours M-F between the hours of 8am and 5:00pm PST. Please refer to the RRHD for any questions related to the proposed project. Contractor will be responsible for providing all installation materials and supplies.

1. Installation of Hardwood flooring.

- a. All carpet has been removed and shall be replaced with hardwood flooring throughout the entire house with exception of the bathrooms. Installation shall include purchasing of hardwood flooring, adhesive, thresholds, and any other items necessary which are to be furnished by contractor.

2. Bathroom Flooring

- a. There are two bathrooms in the residence that need to be resurfaced with either ceramic/stone tile or vinyl flooring. Type of material utilized will be determined by contractor with cost, quality and overall life of material kept in mind.

3. Removal and Installation of Kitchen Cabinets

- a. The kitchen has outdated and discontinued cabinets which need to be removed and replaced. Contractor will be responsible for removal of old cabinets and purchase and installation of new cabinets.
- b. In addition to the cabinets this shall include the installation of new countertops and new primary sink and faucet.

4. Repair of Walls and Painting/Texturing of Ceilings

- a. Throughout the house there are numerous holes and damage to the sheetrock which need to be repaired and prepped for painting and texturing.
- b. Painting will need to be conducted throughout the house. Texturing will only take place in the common area ceilings and the bedroom ceilings.

5. Safety Upgrades

- a. Contractor will inspect and repair any items which may expose future residents to safety or health issues. These items include HVAC issues, mold, exposed and faulty wiring, water leaks, gas line issues. This includes the staircase which will need resurfacing and includes installation of new handrail.

6. Appliance Installation

- a. Contractor will install all new appliances per safety and California residential code. All appliances will be supplied by the RRHD which is to include Stove, Water Heater, Dishwasher, and Refrigerator.

IV. Submittal Requirement

The following shall be required in submittal of the RFP.

1. Letter of Transmittal

This letter is not intended to be a summary of the proposal itself but rather an outline of the company business and professional standing.

- a. Company name, address, and contact number(s) of company submitting proposal.
- b. Name, title, address, and contact information for those that shall serve as the company representative or whom correspondence should be directed.
- c. Federal, State, taxpayer identification information including valid business license(s) which may apply.
- d. Briefly state your understanding of the services being requested and your commitment to provide services as specified.
- e. Statement which acknowledges that the proposed proposal and cost schedule shall be valid for 90 days following proposal due date and shall become part of the negotiated contract with the RRHD.
- f. Statement identifying length of time in business and length of time performing relative work to proposed Project.

2. Description of Services

- a. Describe how your company is positioned to implement and complete the work outlined in this request for proposal.
- b. Describe your approach and methodology in providing the services requested.
- c. Describe how your team will phase out the Project and schedule for each phase.

3. References

- a. Name, title, address, contact information of three clients whom you have provided similar work for.
- b. Describe actual work performed to said referenced clients and length of time in took to perform work referenced.

4. Staff Resources

- a. Identify names of key personnel who will perform the work described in this RFP.
- b. Summarize the experience and expertise of these staff.
- c. Describe role and responsibility that each identified staff will have.

5. Required Information to Include in The Proposal

The Contractor Proposal must address all requirements of this RFP and be submitted in the format outlined below:

- a. Statement of Work – Must demonstrate a clear understanding of the work directly relevant to the Contractor’s work, including the objective and scope of work.
- b. Work Plan Summary – An outline summarizing the proposed Project consisting of tasks involved in the Project.
- c. Statement of Potential Conflicts of Interest – The Contractor must disclose any conflicts of interest, influence judgment or impair objectivity, or give the appearance of such conflicts which may apply to any contracts, services rendered, relationships, circumstances, or interests between the firm, its consultants, or sub-contractors, and other clients. If none apply, then a statement to that effect is to be included in the proposal.
- d. Bid – A detailed bid shall be provided that separately states the cost of materials. excluding sales tax, installation costs, labor, delivery, and the mark up for overhead and profit.
- e. No Sales Tax Permitted – The Tribe is not subject to California sales tax. The Contractor must include a statement in agreement with the sales tax exclusions that apply. The RRHD will forward a copy of its sales tax exemption certificate along with any documents and processes which may apply. Any payment of sales taxes shall be the responsibility of the Contractor and not be passed to the RRHD or the Tribe.
- f. Schedule and Time Estimates – A schedule and timeline indicating total time required from the date of commencement of the work until completion of Project.

- g. Statement of Confidentiality – During the course of the Project, the progress or preliminary findings of the Contractor shall not be disclosed to any party other than the RRHD or their authorized representatives and all findings shall be treated as proprietary information.
- h. Suspension and Department - Please indicate if your company or any person associated with your company falls under the following:
 - i. Is currently under suspension, debarment, voluntary exclusion, or determined ineligible by any federal, state, or tribal agency.
 - ii. Has been suspended, debarred, voluntarily excluded, or determined ineligible by any federal, state, or tribal agency within the last three (3) years.
 - iii. Has a proposed debarment pending or has been indicted, convicted, or had a civil judgement rendered against them in a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

Not meeting the criteria above will not automatically result in a denial but will be considered.

6. Criteria for Selection

All proposals received shall be subject to evaluation by the Housing Director and the Housing Commission. The following areas of consideration will be among those used in making the selection:

- a. Understanding of the Project and Scope of Work – Contractors understanding of the objectives of the proposed Project.
- b. Contractors Qualifications – Contractor shows competence and possesses knowledge to complete Project within the parameters outlined in this RFP.
- c. Cost – This will not be the sole determining factor but will carry a large part in selection of Contractor. We encourage respondents to submit the most realistic and most cost-effective proposals possible.
- d. Potential Conflicts of Interest/Independence – Failure to disclose any conflicts of interests, influence judgment, impairments of objectivity, or give the appearance of such conflicts will result in automatic denial or cancellation of said contracts and elimination from future participation of Projects.

- e. Native American Owned Enterprises – In accordance with the funding guidelines associated with this Project outlined in section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450b) and section 3 of the Indian Financing Act of 1974 (25 U.S.C. 1452), priority selection will be given to enterprises, businesses, contractors who supply valid designation in accordance with these provisions.
- f. Current and Past Performance – Will be determined by reference checks.

7. Rejection of Proposals

Any proposal received may be rejected by the RRHD during the selection process. Negotiations may be undertaken with the Contractor whose price and other factors indicate they are qualified, responsible, and capable of performing and completing the work outlined in this RFP. Separate negotiations may be entered into with competing individuals or firms.

8. Project Walkthrough

- a. The RRHD encourages the competing Contractors to participate in a walkthrough of the Project site to be scheduled during the week of August 2nd through August 6th. This walkthrough is to be scheduled during the normal working hours between 8:30am and 4pm with advance notice of 2 days.

9. Proposal Submission Date

- a. To be considered, proposal bids must be received by Friday August 13th by 4:00pm Pacific Standard Time. All bids must reference “Townhouse Project” and be submitted by mail in an envelope no larger than 10”x13” at:

Robinson Rancheria Housing Department
P.O. Box 428
Nice, CA 95464

Due to COVID-19 provisions we will also accept electronic submittals by way of email. If elected to do so, please email bids to rmarquez@rrcbc-nsn.gov and reference “Townhouse Project” in the subject line.

For any questions regarding this project please contact the Robinson Rancheria Housing Department at 707-275-0527 ext.114 or by email at rmarquez@rrcbc-nsn.gov