

# REQUEST FOR PROPOSALS

## Construction Services

for

## New Housing Construction

### I. PURPOSE STATEMENT:

*Robinson Rancheria Housing Department* (“RRHD” and “Owner”) seeks proposals from construction contractors and material suppliers (“Contractors”) specializing in new housing construction.

The Owner requests bid proposals (“Proposal”) from Contractors providing a quote for their specialty that includes materials and labor for construction services for the complete close-in, rough plumbing (including shower / tub install), and rough electrical for six homes funded through HUD-ICDBG Grant #20-GC-06-3053-0 (the “Project”). Project work includes foundations, exterior wall / siding (no paint), trim, roofing, subfloor, windows, exterior doors, and framing of interior walls for six homes (one 2-bedroom home, three 3-bedroom homes, and two 4-bedroom homes).

RRHD will contract separately for HVAC, solar, flooring, insulation, sheetrock, cabinets, paint and texture, fixtures, decking, finish electrical, and finish plumbing. These items should not be included in the proposal.

A single contractor or a team of contractors may submit proposals to provide the necessary services.

### II. PROJECT BACKGROUND:

RRHD is a department of the Robinson Rancheria of Pomo Indians of California, a federally-recognized Indian tribe and the developer, owner, and operator of the new planned housing. The Owners have secured all financing and other building services for the housing construction and now requires Contractor labor pricing and material quotes for the Project.

The Project is located on the land reserved for the Robinson Rancheria of Pomo Indians near Nice, in Lake County, California, which is 130 miles northeast of San Francisco and 114 miles northwest of Sacramento.

The work to be performed under this contract is on a Project subject to Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450b). Section 7(b) requires that to the greatest extent feasible:

(A) Preferences and opportunities for training and employment shall be given to Indians; and

(B) Preferences in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned economic enterprises.

(i) Contractors shall comply with the provisions of Section 7(b) of the Indian Act.

(ii) In connection with this contract, the Contractor shall, to the greatest extent feasible, give preference in the award of any subcontracts to Indian organizations and Indian-owned economic enterprises, and preferences and opportunities for training and employment to Indians.

(iii) The Contractor shall include this Section 7(b) clause in every subcontract in connection with the project.

### **III. SCOPE OF WORK:**

Provide all necessary construction activities required for the requested work for the Project, as shown in the Project plans, which may be requested. Complete work typically expected of a Contractor for a like project and adhere to the construction schedule provided and agreed upon.

### **IV. REQUIREMENTS:**

1. Response: Provide a complete, clear response to this RFP.
2. Communication and Input: Maintain, throughout the course of the Project, satisfactory and timely communication with the Owners.
3. Confidentiality: Any and all reports, Project and/or construction documents shall become the confidential and proprietary property of the Owner, and are not to be communicated, transferred, or given over to any individual, entity, or organization without the express written consent of the Owner. The RFP response is also confidential.
4. Implementation: The Contractor is responsible for implementing and facilitating decisions necessary and agreed upon in order to continue the progress of the Project to accomplish the overall objectives. The Contractor shall work with the Owner and involved staff to ensure the timely completion of the Project and within the approved budget.
5. Billing: Monthly billing using AIA Document No. G702 "Application and Certificate for Payment."
6. Compliance: The Contractor must adhere to all laws applicable to the Project. Certain restrictions may apply which must be considered in the Project's construction. Detailed information about the site and its related restrictions will be provided. Contractors shall include their general contractor license information

showing they are in good standing and their bonding capacity.

#### **V. QUALIFICATIONS:**

1. Demonstrated experience in the development and construction of similar Projects.
2. Ability to prepare budgets and schedules.
3. Ability to work well with diverse interests including Tribal personnel, community members, vendors, and any Project team or staff involved in the Project.
4. Although not required, past experience with projects near tribes or including tribal projects is preferred.
5. Substantial list of references available.

#### **VI. TIME SCHEDULE:**

1. The Contractor would be expected to begin construction immediately upon selection.
2. Contractor will submit and adhere to a schedule for the Project.

#### **VII. REQUIRED INFORMATION TO BE SUBMITTED WITH PROPOSAL**

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

1. Statement of Work - Must demonstrate a clear understanding of the issues directly relevant to the Contractor's work, including the objective and scope of work.
2. Work Plan Summary - An outline summarizing the proposed Project consisting of tasks involved in the Project. The task descriptions should be in sufficient depth to afford RRHD a thorough understanding of the proposed scope of work. This should include a description of the performance measurement techniques, data sources, and analytical methods planned to be used in completing the Project.
3. Prior Experience - Evidence sufficient to demonstrate that Contractor has the technical, administrative, and financial capability to perform the contract work of the size and type involved. Contractor must submit a statement of all similar projects conducted. The projects should be identified and the name of the client shown, including the name, addresses, and phone number of the responsible official of the client organization. This information will be considered confidential and shall not be shared beyond RRHD or its direct agents.
4. Statement of Potential Conflicts of Interest - The Contractor must disclose any contracts, services rendered, relationships, circumstances, or interests between the

firm, its consultants, or subcontractors and other clients that could pose any conflicts of interests, influence judgment or impair objectivity, or give the appearance of such conflicts. If there have been no such relationships, a statement to that effect is to be included in the Proposal.

5. Bid - A detailed bid shall be provided that separately states the cost of materials, excluding sales tax, from the cost of installation, labor, delivery, and the markup for overhead and profit.
6. No Sales Taxes Permitted – The Tribe is not subject to California sales tax. The Contractor must include a statement that it agrees to comply with Publication 146 (dated October 2020) issued by the California Department of Tax and Fee Administration available at <https://www.cdtfa.ca.gov/formspubs/pub146.pdf> during the whole of the Project to avoid any payment of State sales taxes. The Tribe will furnish a copy of its sales tax exemption certificate and the process to be used for the avoidance of sales tax. The Proposal must agree that any payment of State of California sales taxes shall be the responsibility of the Contractor and such cost shall not be passed through to the Owner.
7. Schedule and Time Estimates - A schedule and timeline indicating the total time required from date of commencement of the work until completion of the Project.
8. 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.
9. Suspension / Debarment - Please indicate, by answering, if your company or any person associated therewith in the capacity of owner, partner, director, officer or any position involving the administration of federal or state funds:
  - A. Is currently under suspension, debarment, voluntary exclusion or determination of ineligibility by any federal, state or tribal agency.
  - B. Has been suspended, debarred, voluntarily excluded or determined ineligible by any federal, state or tribal agency within the past 3 years.
  - C. Has a proposed debarment pending or has been indicted, convicted, or had a civil judgment rendered against it or them by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

Not meeting any of the above conditions will not necessarily result in a denial of an award but will be considered.
10. Incurring Costs - All liability for costs incurred by any individual or firm in preparing their Proposal, expended during the selection process, or otherwise incurred prior to the receipt of an executed contract will be borne by the individual or firm. Please include a statement acknowledging this in the Proposal.

11. Indian Ownership Evidence - Evidence showing fully the extent of Indian ownership / interest or evidence of structure, management, and financing affecting the Indian character of the enterprise, including major subcontracts and purchase agreements; materials or equipment supply arrangements; and management salary or profit-sharing arrangements; and evidence showing the effect of these on the extent of Indian ownership and interest.

## **VIII. CRITERIA FOR SELECTION**

All Proposals received shall be subject to evaluation by the Director, other staff involved in the Project and its funding, and legal counsel. The following areas of consideration will be among those used in making the selection:

1. Understanding of the Task and Responsibilities - This refers to the Contractor's understanding of the Project objectives, and the nature and scope of the work involved.
2. Contractor's Qualifications - This includes the demonstrated ability of the Consultant to meet the terms and requirements of the RFP in a qualified and timely manner. The Contractor should possess knowledge and background in accordance with the scope of work requirements.
3. Soundness of Approach - Emphasis here is on the techniques used, the sequence and relationships of major steps, the methods of performing the Project, and the thoroughness of task identification, development, and completion.
4. Cost - This area will be weighed, but it will not be the sole determining factor. ***However, costs will be the largest determining factor and the Tribe encourages respondents to provide the most competitive but realistic budget possible.***
5. Potential Conflicts of Interest / Independence - In order to ensure an independent Project and provide maximum credibility to the recommendations, Proposals will not be accepted that could pose any conflicts of interests, influence judgment or impair objectivity, or give the appearance of such conflicts.
6. Priority in selection will be given to Native-owned organizations.
7. Current or past performance as determined by reference checks.

## **IX. REJECTION OF PROPOSALS**

Any and all proposals received may be rejected by the Owners during the selection process. Negotiations may be undertaken with the Contractor whose price and other factors indicate that they are qualified, responsible, and capable of performing the work. Negotiations may be entered into separately with competing individuals or firms.

## **X. QUESTIONS AND PROPOSAL SUBMISSION**

**RESPONSE DATE:** *To be considered, Proposal bids must be received on or before September 3, 2021.* Questions and requests for project information such as architectural plans and housing specifications are to be directed, and Proposals should be submitted electronically by e-mail to:

*Robert Marquez  
Housing Director  
Robinson Rancheria  
P.O. Box 428  
1645 East Highway 20  
Nice, CA. 95464  
rmarquez@rrcbc-nsn.gov  
707-275-0527 ext 114*

*With a copy to Little Fawn Boland at [littlefawn@ceibalegal.com](mailto:littlefawn@ceibalegal.com). Please note in the e-mail subject line: "Response to Home Building RFP."*

## **XI. INTERVIEWS**

Interviews may be conducted over the phone or in-person. All applicants should be prepared for an interview on short notice.