

## **REQUEST FOR PROPOSALS FROM QUALIFIED DESIGN FIRMS AND ENTERPRISES**

The Yurok Indian Housing Authority requests proposals from qualified architect firms and enterprises for design, engineering and inspection services required to construct, repair and replace Single Family Homes.

**Proposals are to be received no later than 1 p. m. July 26, 2010 at the following location:**

**Yurok Indian Housing Authority  
15540 US Highway 101 North  
Klamath, California 95548-9351**

**Collect calls will not be accepted with reference to this request.**

- 1. Project Overview:** Yurok Indian Housing Authority funding through the Department of Housing and Urban Developments (HUD) Indian Housing Block Grant (IHBG) and the Bureau of Indian Affairs (BIA) Housing Improvement Program (HIP) for the construction, repair, and replacement of single family homes.
- 2. Indian Preference:** Indian Preference is given to Indian-owned firms and enterprises. The proposal is subject to the following provisions:
  - a. Preference and opportunities for training and employment in connection with the administration of these activities shall be given to Indian and Alaskan Natives.
  - a. Any offeror claiming Indian Preference must give evidence to support its claim. An Indian-owned economic enterprise is defined as any Indian-owned commercial, industrial, or business activity established or organized for the purpose of profit provided such Indian ownership and control shall constitute not less than 51% of the enterprise. To successfully claim preference under this part, evidence of Indian ownership must be submitted with the proposal that is independently verifiable by an outside agency.
- 3. Scope of Services:** This RFP is directed at the design, engineering, testing and inspection service required to facilitate the construction of the proposed project. Services to be provided under this offering include design development, construction documents, construction bidding review, testing of construction materials, professional construction monitoring, and onsite construction inspection. The professional services as necessary for planning and designing the project, including architectural, site planning, structural engineering, mechanical and electrical engineering, civil engineering, landscape architecture, cost estimating and other services required for the complete performance of the design element of this project, including geotechnical investigations, if required. All plans shall be stamped and approved by a California licensed architect and/or engineer as appropriate. The property plans and specifications and other architectural exhibits must be of sufficient detail to allow lenders, appraisers, and HUD to readily review the scope of work and analyze costs. Development shall conform to, and to cause the unit to be constructed in conformance with all requirements of HUD

**Each of the Basic Services considered by this request is further described as follows:**

- (A) **Design Phase:** Includes design programming conferences with Yurok Indian Housing Authority staff and Board of Commissioners, and from time to time may include the Bureau of Indian Affairs, utility providers, and others. Field investigations (topographic mapping, geotechnical investigation) will be performed as necessary. Once a basic design program is approved, the professional prepares schematic design documents consisting of site plans, elevations, perspective drawings and other documents illustrating the scale and relationship of project components. Included at this step are considerations of utility connections and materials.
- (B) **Design Development Phase:** Includes the preparation of more detailed drawings and other data relating to the structure, mechanical and finishes, and other essentials. The professional also submits a further Statement of Probable Construction Cost.
- (C) **Construction Documents Phase:** Includes the preparation of working drawings and specifications describing in technical detail the construction contract work to be done and related site work, utility connections and special equipment. The professional also assists Yurok Indian Housing Authority in preparation of information for bidders, bidding and proposed contract forms, and conditions of the contract covering responsibilities during construction. All regularly and statutory considerations required by the Tribe, Lender or the HUD, and/or BIA are to be included in the construction documents, a copy of which shall be provided to the Yurok Indian Housing Authority.
- (D) **Bidding Phase:** Advising Yurok Indian Housing Authority of the qualifications of prospective contractors, and assisting Yurok Indian Housing Authority in evaluating competitive bids. Attendance (with written reports) at both a pre-bid conference and a bid opening is anticipated in this phase.
- (E) **Construction Phase:** Includes the preparation of supplementary drawings as necessary, review of contractor's schedule of values, the provision of a maximum of a sufficient set of plans and specifications to the contractor and other required submissions. General administration of the construction contract including periodic visits to the site to review the progress and quality of work and to determine if work is proceeding in accordance with the contract documents. Review of the contractor's applications for payment, determination of amounts owing to the contractor and issuance of certificates for payment in such amounts. Preparations of change orders covering authorized changes in work. Determination of the date of substantial completion and final completion; completion of final as-built schematics; receiving, reviewing, and forwarding to the Yurok Indian Housing Authority the specified written guarantees assembled by the Contractor and issuance of the final certificate for payment.
- (E) **Inspection Services:** The ongoing inspection of construction activities shall also be a component of this contract. It is expected that the chosen firm shall provide for the detailed inspection of the construction work as called for in the construction documents and shall provide a written inspection report on a weekly basis to Yurok Indian Housing Authority. The Lender, HUD or the BIA may determine that additional compliance inspections are required throughout the construction period to ensure that the work is progressing in a satisfactory manner.

**4. Standards and Guidelines:** All current applicable minimum standards and guideline must be met for proposed work executed under this contract.

**5. Provisions:**

- a. **Termination:** Request for Proposals may be terminated by Yurok Indian Housing Authority at any time for cause.
- b. **Non-Collusive Understanding:** Each person and firm submitting a proposal is certifying that he/she has not colluded with any other person, firm, or corporation in regard to securing the services being solicited.
- c. **Communications:** Any notice regarding this solicitation shall be directed to Judith Marasco at (707) 482-1506, extension 1002 or Theta Taylor at extension 1004.
- d. **Access to Records:** Yurok Indian Housing Authority, the Department of Housing and Urban Development, the Comptroller General of the United States, or their authorized representatives, shall have access to all books, records, and papers of the professional and subcontractors pertinent to their contract for a period of not less than 3 years after completion of the project.
- e. **Disclosure of Interest:** No member of the governing body of the tribe, employee of the Tribe and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the project shall, during his tenure or for one year thereafter, have any interest, direct or indirect, in the project or in any property included or planned to be included in the project, or in this contract or any other contract or proposed contract relating to the project.
- f. **Negation:** Provisions not addressed by this solicitation will be negotiated with the professional once a selection has been made.
- g. **Agreement:** The selected professional will enter into an enforceable agreement that fully conforms to the contracting provisions pursuant to OMB Circular A-87 and Circular A1-33. Copies of these requirements are available for review at the grantee's offices.

**6. Selection Procedures:** Yurok Indian Housing Authority utilizes this formal advertising of Request for Proposals to award the contract to the most highly rated offeror subject to negotiation of fair and equitable compensation. Yurok Indian Housing Authority reserves the right to reject any and all proposals based on documented reasons including determining any or all proposals to be non-responsive.

**7. Method of Review:** Yurok Indian Housing Authority and its authorized representatives will review all proposals received, and may contact offerors to request further information, either in written form or in the form of a presentation. Yurok Indian Housing Authority may accept any given proposal as submitted, or may negotiate with an offeror to establish terms most advantageous to the Authority. The decision of the Yurok Indian Housing Authority shall be final and not subject to appeal.

**8. Significant Evaluation Factors:** All offerors should understand the factors which will enter into the evaluation of proposals and their relative importance. Factors for evaluation in this case will fall into four priorities.

- a. **(50 points) Statement of Work and Technical Qualifications.** The technical qualifications of the firm and of the proposed technical staff, as indicated by their experience. The qualification section of the proposal should reflect demonstrated ability and the offering of professional services as covered by the statement of work. Consideration will be given to the offerors relevant experience and to any proposed designs provided with the proposal or subsequent interview.
- b. **(20 points) References:** A record of integrity, judgment, performance and timeliness in the execution of previous contracts.
- c. **(10 points) Experience with Tribes:** Experience of the firm and familiarity of the proposed staff with the unique challenges of designing projects for federally recognized Indian Tribes.
- d. **(10 points) Cost Considerations:** Cost considerations such as the rates charged for each category of employee under the contract, overhead costs, cost of reimbursables and total fee proposed.
- e. **(10 points) Indian Preference:** Evidence of Indian ownership of the proposing firm.

**100 TOTAL POINTS POSSIBLE**

Attachment 1 to this RFP is a recommended format for proposals. Should a firm decide not to follow the format recommended by Attachment 1 that firm should be sure to include all information required by that Attachment so that the proposal may be evaluated accordingly. Yurok Indian Housing Authority reserves the right to reject any proposal that does not contain all information required by Attachment 1.

If further information is required, please contact Judith Marasco or Theta Taylor at the Yurok Indian Housing Authority Office: 15540 US Highway 101 North, Klamath California 95548-9351 or telephone (707) 482-1506.

**Attachment 1**  
**(Attach separate sheets as necessary)**

**Format for Proposals - Yurok Indian Housing Authority**

a. Firm Name: \_\_\_\_\_

b. Contact Person: \_\_\_\_\_

c. Telephone and Fax Numbers: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

d. Business Address: \_\_\_\_\_

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e. **Abstract of Organization:** One paragraph description of the business, experience and capabilities of principles. Provide specific examples of HUD funded single-family homes designed by your firm.

f. **Work Plan/Statement of Intent:** Explain in detail what services will be performed, how they will be performed and the final products. Include any sketches, drawings, and plans.

g. **Procedures and Time Frames:** A brief general discussion, including when work can begin and how long the project will take to complete.

h. **Indian Preference:** Submit evidence showing the following:

1. Certification of Indian ownership control and interest.
2. 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.

i. **Record of Performance:** List at least three similar previous projects; be sure to include contact person with telephone number for each. Provide scope of work, design considerations, construction cost and current status information regarding each project in a separate attachment. Identify **all** design/construction projects your firm has completed in the California area.

<u>Project Identification</u>	<u>Amounts Paid</u>	<u>Contact Person</u>	<u>Telephone #</u>
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1.

2.

3.

**Fee Breakdown**

State basis on a separate sheet such as anticipated number of drawings, minimum man-hours to be spent, hourly rates for employees, etc. \$

**Estimate of Reimbursements**

**Long Distance Telephone** \$

**Travel and Mileage** \$

**Reproduction Expense** \$

**Materials and Supplies** \$

**Other** \$

**Consultant Services (if Applicable)**

**Testing** \$

**Geotechnical** \$

**Surveyor** \$

**Other** \$

**TOTAL ANTICIPATED COST** \$

I, \_\_\_\_\_, of \_\_\_\_\_ certify that to the best of my ability the above depicts a reasonable estimate of the anticipated professional fees in accordance with the requirements of this solicitation. I further understand that these fees will constitute a basis for entering into an agreement with the grantee to accomplish the professional services required. I understand that all submissions become the property of Yurok Indian Housing Authority and that submitting firms are advised to make copies of their work, as submissions will not be returned.

Principal

Date of Submittal

\_\_\_\_\_ additional sheets have been attached to this format for proposals.  
(number)

**Yurok Indian Housing Authority  
Rating Form for Architectural Design Proposals**

Name of Applicant: \_\_\_\_\_

*Significant Rating Factor:* *Points Possible*    *Points Scored*

**A. Statement of Work and Technical Qualifications** **50**

The technical Qualifications of the firm and of the proposed technical staff, as indicated experience. The qualifications section of the proposal should reflect demonstrated ability and the offering of professional services as covered by the statement of work. Consideration will be given to the offeror's relevant experience and to any proposed designs provided with the proposal or subsequent interview.

**B. References** **20**

A record of integrity, judgment, performance, and timeliness in the execution of previous contracts.

**C. Experience with Tribes** **10**

Experience of the firm and familiarity of the proposed staff with the unique challenges of designing projects for federally recognized Indian Tribes.

**D. Cost Considerations** **10**

Cost considerations such as the rates charged for each category of employee under the contract, overhead notes, cost of reimbursables and the total fee proposed.

**E. Indian Preference** **10**

Evidence of Indian Ownership of the proposing firm.

**Total Points** **100**

*Reviewer* \_\_\_\_\_ *Date* \_\_\_\_\_