

Kiowa Tribe

REQUEST FOR PROPOSAL

Architectural design, construction, site preparation, transportation, and installation of three (3) modular buildings

PROJECT NAME: Head Start Modular Buildings
Kiowa Tribe
Attn: Procurement
PO Box 369
Carnegie, OK 73015

PH: 580-654-2300 FAX: 580-654-2188
hsrfp@kiowatribe.org

August 23, 2017

REQUEST FOR PROPOSAL

Head Start – (3) Modular Buildings
Anadarko, OK
Carnegie, OK
Lawton, OK

Article 1. Introduction

Kiowa Tribe requests your company make a proposal for your service on three (3) Head Start Modular Buildings. The following proposal will outline the project goals and detail the format you should submit your proposal. Please read the timeline carefully. In order for your proposal to be considered, your proposal must meet our deadlines included in the timeline under Section 2.02.

Section 1.01 Location

Your bid is for operation on three (3) Head Start Modular Buildings. One (1) building each, located at:

225 East Parker McKenzie Road, Anadarko, OK 73005
24 W. Wildcat Drive, Carnegie, OK 73015
1401 N.E. Lawrie Tatum Road, Lawton, OK 73501

Section 1.02 Management

Derek Tofpi and Kris Killsfirst will be managing this project. They will be off location during the project. Derek Tofpi and Kris Killsfirst will be responsible for the projects timely inspection.

Section 1.03 Contact Information

Please contact Derek Tofpi for questions about the proposal submission details:

Phone: 580-654-6375
Fax: 580-654-2188
E-mail: procure@kiowatribe.org

Please contact Kris Killsfirst for questions about the project details:

Phone: 580-450-1040
Fax: 580-654-2544
E-mail hsrfp@kiowatribe.org

Section 1.04 Acquisition Options

It is intended that three (3) modular buildings be purchased by Kiowa Tribe Head Start (KTHS) with approved supplemental funding under the Kiowa Tribe Procurement Policies. KTHS will be a part of the proposal selection committee for this project.

Section 2.01 Mission

Purchase three (3) modular buildings that will be designed, constructed and installed; one (1) each at the Anadarko, Carnegie and Lawton sites. Each building will be compliant with all applicable Model Tribal Head Start Health and Safety Code, Head Start and OKDHS requirements.

Section 2.02 Project Specifications

Please refer to the separate attachments (Attachment A) describing the Project Specifications.

Section 2.03 Kiowa Tribe Contribution

Kiowa Tribe will contribute the following reports and services to the project.

Geotechnical Investigation Reports for:

225 East Parker McKenzie Road, Anadarko, OK 73005
24 W. Wildcat Drive, Carnegie, OK 73015

Survey, Description and Plat of Survey for:

225 East Parker McKenzie Road, Anadarko, OK 73005

*Kiowa Tribe retains sole ownership of all reports and surveys.

The Kiowa Tribe Transportation Department will provide the following services if needed:

Clearing
Grubbing
Leveling
Removal of dirt
Trenching
All earth work necessary for project

Section 2.04 Contractor Requirements

Should your proposal be accepted, we expect you to contribute the following to the project:

1. Pre-construction architectural designs that meet requested specifications.
2. Site preparation designs.
3. Construction of modular buildings; including labor, supplies, tools, equipment, etc.
4. Transportation of modular buildings.

5. Installation of modular buildings.
6. Compliance with Davis-Bacon Act
7. Provide clearance and inspections for the modular buildings according to applicable building codes, regulations and standards.
8. Furnish a performance and payment bond covering the performance of the contract and payment of all obligations arising thereunder in such form as specified by the Kiowa Tribe in the amount of 100% of the contract sum.

Section 2.05 Timeline

In order to complete our mission, we have set the following timetable. This timetable is subject to change by the managers of this project.

Milestone:	Date:
Requests for Proposals Sent Out	August 23, 2017
Letter of Intent or No-Bid Letters Sent In	September 1, 2017
Deadline for Proposals	September 25, 2017
Contract Award Date	October 16, 2017
Project Start Date	October 21, 2017
Project Completion Date	March 1, 2018

Article III. The Proposal

Section 3.01 Summary of Proposal

(a) Expectations

Contracts will be awarded based on the information presented in the proposals received. We will award contracts based on the proposal expected to be the most beneficial to our project based on a variety of factors. Kiowa Tribe reserves the right to accept the lowest price offer and refuse any contract without obligation to Kiowa Tribe or to the company offering the proposal.

(b) Response Deadline

Please forward a letter of intent by September 1, 2017 if you intend to submit a proposal. Likewise, if you do not intend to make a proposal, please forward a no-bid letter by the same date.

(c) Proposal Deadline

All proposals must be received by Kiowa Tribe on or before close of business, 4:30 p.m., September 25, 2017 to be considered for their contribution to Head Start Modular Buildings.

(d) Incurring Cost

Any cost incurred by the respondent in preparing, transmitting, presenting or modifying the proposal or materials for this RFP shall be the responsibility of the respondent.

(e) Ownership of Proposals

All documents submitted in response to this RFP shall become the property of the Kiowa Tribe and will not be returned to the respondent.

(f) Selection Criteria

All offers submitted will be considered based upon the materials provided in the proposal. Consideration will be given to performance projections as well as cost and staff requirements. Only those proposals submitted by the deadline above will be considered. The following criteria will be the primary considerations for selecting a proposal:

1. Submission of all proposals in the correct format by the stated deadline.
2. The perceived effectiveness of the proposal's solution for the Kiowa Tribe's stated mission.
3. The perceived ability for the proposing company's ability to deliver their services set forth in their proposal.
4. The proposing company's past performance in delivering such services.
5. Availability of sufficient high quality personnel with the required skills for the specific approach proposed.
6. Overall cost of the proposal.
7. Consideration will be given to Native American and /or Veteran Owners.

Kiowa Tribe may suspend or discontinue proposals at any time without notice or obligation to the company that submitted the proposal.

(g) Proposal Format

All proposals must be typewritten on standard 8 1/2" X 11" paper and placed within a binder with tabs delineating each section. Larger paper is permissible for designs, charts, maps or the like. An original RFP response and two (2) copies must be provided in sealed envelope.

Section 3.02 Proposal Details

Proposals should adequately address the details of the proposed contract. Details should include:

(a) Contractor Summary

Include a brief history of your company including your past experience in dealing with similar projects. Also include the owners' names or those persons authorized to sign contracts for your business.

(b) Capabilities and Methodology

Detail your company's capabilities in delivering the requests in this proposal. You should use this section to outline specifically your proposed method for achieving your goal. This should include a detailed timeline of milestones for completing the project.

(c) Expected Results

Use this section to summarize the expected results of your methodology listed above. This should include a summary of your timeline for completing the project.

(d) Executives, Staffing, and Management

List the high level executives or officers in charge of completing the project and a summary of their background. You should also use this section to list the projected staffing and management necessities and their estimated cost. Specify how you will obtain the staff to complete the project and comply with Davis-Bacon Act with prevailing wages.

(e) Communication

Explain how you intend to communicate between executives, management and staff in addition to how you will communicate to the project manager to ensure the project stays on schedule.

(f) Equipment

Detail the equipment necessities as well as their estimated cost. If you will need additional services or space from Kiowa Tribe you should list those requirements here with a brief explanation.

(g) Expense Breakdown

Build a detailed list of all expected expenses.

(h) Expense Summary

Give a brief summary of the total costs for your proposed contract.

(i) Licensing and Bonding

Include the details and proof of your licenses and bonds for the services you are proposing. Bid Bonds will be required with submission of proposal. Within five (5) days of Contract Award, Contractor will furnish performance and payment bond for 100% of contract sum. .

(j) Insurance

Provide certificate of liability insurance with details of insurance your company will provide for your staff and the project.

(k) References

Provide three (3) references for similar past projects.

(l) Payment Terms

Progressive payments will be made. Payment terms will be agreed upon by Kiowa Tribe and Contractor and identified in the Contract.

Section 3.03 Legal Review

All respondents must agree to be bound by the general requirements contained in this RFP. Any concerns should be brought to the attention of the Procurement Officer immediately. Any formal appeals shall abide by the decision of the Southern Plains Region, CFR Courts, Anadarko, Oklahoma.

Building Criteria

Classrooms

Large enough to provide 35 sq. ft . of usage space per child
Hand washing sink in classroom with tile flooring under sink area
Restroom with 4 ½' wall with door - for child privacy and teacher supervision
 Two (2) child sized toilets with partition
 One (1) Hand washing sink
 Tile flooring
 Area large enough for diaper changing near hand washing sink
Carpet with padding for impact cushion
Two (2) exits
2' X 4' observation windows
Teacher work area with wall locker, storage shelf and cabinets

Full Kitchen

Three (3) compartment sink with sprayer
Cabinet – enough space for cooking pots and pans and dishes
Drawers for eating and cooking utensils
Pantry with shelving
Commercial sanitizer/dishwasher
Six (6) burner stove
Commercial vent/backsplash
Two (2) door commercial refrigerator
Upright freezer
Hand washing sink
Tiled floor with floor drain

Separate eating area from classrooms with tiled floor – adjacent to kitchen area

Office

Enough room for two (2) desks and storage for teaching supplies
Wired for computers etc.

Storage/Copier Room

Wired for computer connection
Closet space for storage

Front Desk- Reception Area

Wired for computer

Parent Meeting Room

Used for one on one counseling
Monthly parent meetings
Wired for computer use
Large enough to accommodate 20 people

Cleaning Closet

Mop sink
Floor drain
Mop rack and storage space for buckets, brooms and vacuum
Cabinet to store chemicals

(1) Patron/Staff Restroom

Handicap accessible
Floor drain

Building Requirements

All handwashing sinks equipped with regulators to prevent scalding
All lighting equipped with shields
Phone drop
Intercom system
Fire alarm "J" box
ADA Doors
ADA Ramps and decks
All safety requirements met
All codes met
All civil requirements adhered to

Informational Resource

<https://eclkc.ohs.acf.hhs.gov/sites/default/files/pdf/head-start-design-guide.pdf>

Anadarko Building

225 East Parker McKenzie Road
Anadarko, OK 73005

The Anadarko building will be a one (1) classroom facility. This facility will provide service to 20 children.

Carnegie Building

24 Wildcat Drive
Carnegie, OK 73015

The Carnegie building will be a two (2) classroom facility. This facility will provide service to 34 children.

Lawton Building

1401 N.E. Lawrie Tatum Road
Lawton, OK 73501

The Lawton building will be a two (2) classroom facility. This facility will provide service to 37 children.

OKLAHOMA UNIFORM BUILDING CODE COMMISSION

International Residential Code ®, 2015 Edition (IRC®, 2015) November 1, 2016
748:20-5-1 through 748:20-5-28

International Building Code ®, 2015 Edition (IBC®, 2015) November 1, 2015
748:20-1-1 through 748:20-1-19

International Existing Building Code®, 2015 Edition (IEBC®, 2015) November 1, 2015
748:20-7-1 through 748:20-7-9

International Fire Code ®, 2015 Edition (IFC®, 2015) November 1, 2015
748:20-3-1 through 748:20-3-15

International Fuel Gas Code ®, 2015 Edition (IFGC®, 2015) November 1, 2015
748:20-11-1 through 748:20-11-10

International Mechanical Code ®, 2015 Edition (IMC®, 2015) November 1, 2015
748:20-13-1 through 748:20-13-11

International Plumbing Code ®, 2015 Edition (IPC®, 2015) November 1, 2015
748:20-15-1 through 748:20-15-17

National Electrical Code ®, 2014 Edition (NEC®, 2014) November 1, 2015
748:20-9-1 through 748:20-9-8

ADA Requirements, Federal, State, Local and Tribal

The exit requirements of the NFPA Life Safety Code shall be used instead of the requirements in the national model building code. (I.E. two routes of egress)

Provide hot water supplies accessible to children with a controlled temperature not to exceed 105° F

A fire detection, alarm, and communications system should be installed in all centers that meet the requirements of the NFPA Standards No. 70, NEC, NFPA 72, Standard for the Installation, Maintenance and Use of Protective Signaling Systems, NFPA 72E, Standard on Automatic Fire Detector. The design should comply with local and state fire safety requirements. In the event of conflict, the more stringent requirements should apply.