

Request for Bids

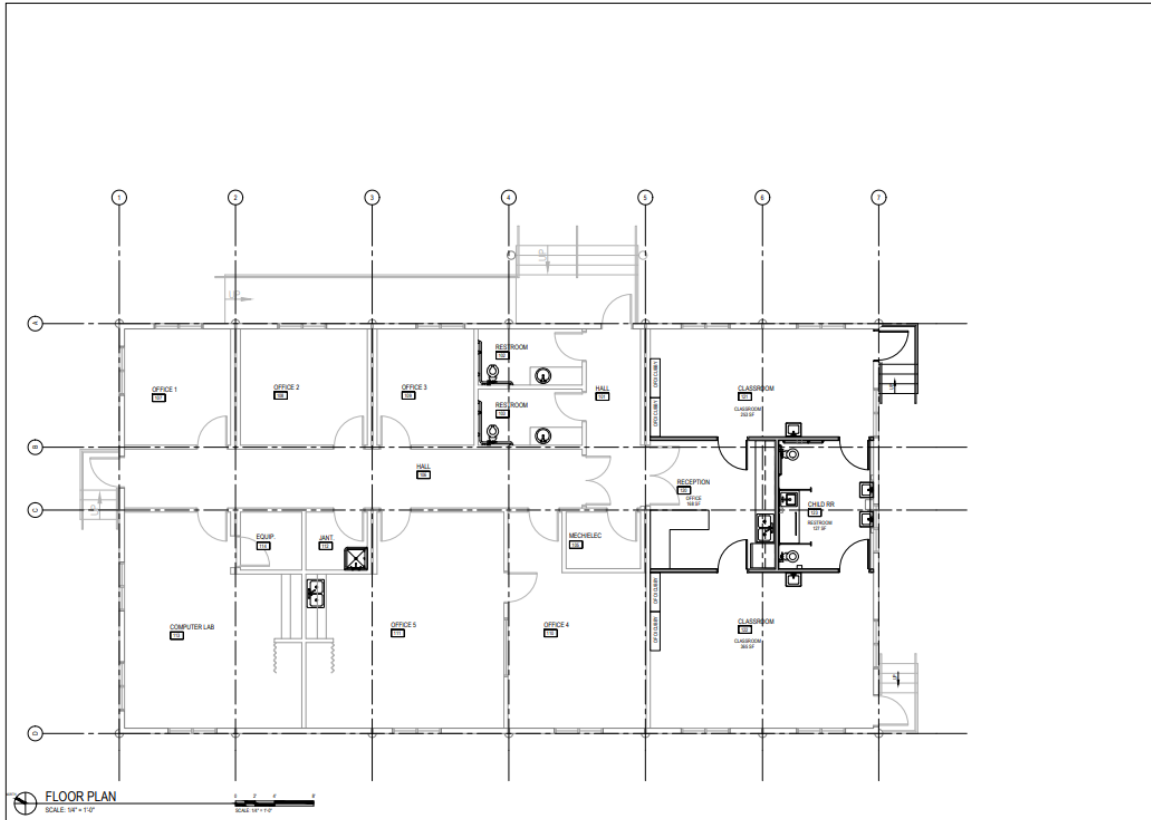
Renovation of the Education Building Space to an Early Learning Center

Requested by the Shoalwater Bay Indian Tribe

We are seeking bids from appropriately licensed contractors for the following renovations to the Shoalwater Bay Indian Tribe's (Tribe) Education Building, located at 2373 Tokeland Rd., Tokeland, WA 98590, to transform it into an Early Learning Center and Daycare with playground outside. Contractor will provide all labor, materials, and equipment and assist through any required permits needed including electrical. Project will need to be completed by 09/20/22 for final inspection.

Scope of Work:

- Contractor shall visit the site to become familiar with the project prior to bid on or make arrangements should they be unable to make it to the site during the regularly scheduled visit on 7/20/22 @ 4pm.
- Work with Tribe to find proper materials for Early Learning Center use.
- Build walls with half doors, windows, counter tops, and reception area.
- Install bathrooms and sinks as noted on the floorplan.
- Move lighting to match space changes.
- Add child safe electrical outlets.
- Renovate space in compliance with Washington State's WAC 100-300 which can be found here: <https://app.leg.wa.gov/wac/default.aspx?cite=110-300>.
- Remove landscape from side of building and install playground fencing, equipment, and appropriate ground cover.
- Arrange inspections with Tribe.



All construction equipment, construction debris and similar to be removed from site daily – or properly safeguarded during non-business hours.

Bids that reflect experience working with Native American tribes with proven abilities in the areas of renovation and construction will be the most competitive.

The Tribe reserves the right to waive any informality in the bid process and will award the contract(s) based upon the qualifications and experience of a contractor that best meets the type of work necessary and that is deemed to be in the best interest of the tribe.

Bid Due Date: 7/29/2022 by 4:00 p.m. Pacific Time

Instructions for Submitting Bids:

- 1. Submissions by email must be submitted to:
solicitations@shoalwaterbay-nsn.gov
Subject line: SBIT ELC Renovation Bid

2. Submissions of bids must be mailed to the following address:

Procurement
Shoalwater Bay Indian Tribe
P.O. Box 130
Tokeland, WA 98590

Bids shall be clearly marked stating- "SBIT ELC Renovation Bid – Do Not Open"

3. For any questions on the bid and requirements, please contact solicitations@shoalwaterbay-nsn.gov by email only. All questions will be placed on and answered on the Tribe's website. Questions will be accepted until 07/20/22.

An introduction meeting to the project will be held on 07/20/2022 @ 4pm at the Shoalwater Bay Indian Tribe tribal center meeting room. We will review the requirements of the grant and tour the property and discuss the vision for the project. This meeting will detail work by the A/E firm. It is recommended that prospective bidders attend this meeting as the availability to provide this information at a different time may not be feasible.

Closing/Opening Date and Time and Method of Solicitation:

1. Bids will be accepted by email up to **4:00 pm Pacific time on 07/29/2022**, late submissions will not be considered. All timely responses to this RFP will be considered. The Tribe reserves the right to reject any and all bids.
2. This RFP has been published through the Tribe's website as well as local news and media.

Disputes: Protests must be in writing, within 14 days after the bid has been awarded and the submitters notified, the protest must be on valid grounds, and the Tribal Administrator or an assignee will review the protest and make a determination, which will be final and cannot be appealed. To start the deadline for the protest claims, all submitters will be informed by certified mail their bid was not accepted.

Bid Requirements

Bid must contain the following components. Additional information that may prove beneficial to the Tribe during the rating and awarding process is welcomed. Proposers are asked to refrain from submitting bids that are not easily duplicated such as those with spiral binding, photos and fold-out or other larger than letter-size paper. Bids in excess of 30 pages – excluding sample projects, resumes and certifications – will not be reviewed.

1. Contact name, address, and telephone number, fax number and email address.
2. General overview of consulting firm's company profile and qualifications.
3. Detailed description of skills, experience and ability to meet project requirements including identification and designation of roles/responsibilities of key project staff, including any subcontractors anticipated. The bid will specify the team structure with one Point of Contact.

4. Client references including project type, dates, contact info and description. (Provide references of similar related projects or services performed)
5. Statement addressing minority, woman, and/or Native American business ownership (if applicable) Extra points are awarded for ownership by a minority, woman, or Native American.
6. Must meet the requirements detailed above. Bids should clearly demonstrate how the proposer meets or exceeds these requirements.

Grant requirements

Funding provided by the Child Care Development Fund (CCDF) through the South Puget Inter-Tribal Planning Agency (SPIPA). The CCDF is a federal and state partnership program (over \$5 billion in federal funding) authorized under the Child Care and Development Block Grant Act (CCDBG) and administered by states, territories, and tribes with funding and support from the Administration for Children and Families' Office of Child Care.

Qualified candidates must provide the following:

- Timeline to completion as we are on a very tight timeline for funding;
- Resume or qualification papers showing relevant work performed;
- At least two references for relevant work performed;
- UEI number, EIN, SSN, or CCR number; and
- Acknowledgment of willingness to submit to a background investigation if selected.

Qualified candidates must meet the requirements as eligible to do business with the Federal Government as stated in Subpart 9.4—Debarment, Suspension, and Ineligibility <https://www.acquisition.gov/far/html/Subpart%209.4.html>

Evaluation Factors and Scoring

Indian preference points: 10 points are added to the possible 100 points possible.

DBE's, WBE's and MBE's points: 5 points are added to the possible 100 points possible.

1. Selection Procedures: The Tribe is utilizing a formal advertising of Request for Bids to award to the most highly rated bid subject to negotiation of fair and equitable compensation. All timely responses to this RFP will be considered. The Tribe reserves the right to reject any and all bids.
2. Method of Review: The Tribe and their authorized representatives will review all bids received and may contact the party to request further information. The Tribe may accept any given bid as submitted or may negotiate with the party to establish terms most advantageous to the Tribe.
3. Method of Scoring: All bids received on time will be evaluated and scored in the following categories.
 - a. (0-30 points) Timeline – Completion of Project by 9/20/22.

- b. (0-30 points) Scope of Work, Credentials and Qualifications. The bid must fully demonstrate satisfaction of required credentials and qualifications and the ability to carry out each requirement listed in the scope of work. Services proposed beyond the minimum scope of work will gain score points. Partial points may be awarded for those bids that do not fully meet the required credentials and qualifications or scope of work standards.
- c. (0-25 points) Cost: The award amount is stated, cost considerations will take into account the proposed services beyond the minimum stated in this RFP.
- d. (0-15 points) References: A record of integrity, judgment, performance and timeliness in the execution of previous jobs will garner higher points.
- e. In the case of duplicate bids, the earliest postmarked envelope will be considered unless otherwise advised in writing by the applicant that the later bid is the appropriate one to review.

115 TOTAL POINTS POSSIBLE (*including possible Indian preference and/or MBE/WBE points)

The entity or individual qualifies for Tribal preference if the following conditions are met:

- The company must be at least fifty-one (51) percent Native owned;
- Native ownership is only established by a Member(s) of a US Federally recognized Native American Tribe, nation or band, which includes Members of Federally recognized Alaskan Native villages, communities, and corporations;
- The qualifying Member(s) must be an active participant(s) in the company (not just a figure head(s));
- The company must have appropriate business license(s) and company and/or staff must have appropriate certifications for specific field(s); and
- The company must have the requisite experience and staff expertise to complete the contract.

Applicants seeking Tribal preference shall submit the following documents during the procurement/bidding process:

- Documentation of membership by a US Federally recognized Native American Tribe,
- Nation or band, including member of federally recognized Alaskan Native villages, communities, and corporations and proof of at least 51 percent Native ownership
- Business license certifications, business structure documents (sole proprietor, partnership, incorporations, LLC), insurance and bonding capabilities.
- Tribe shall require all other necessary licensing documentation specific for the service provided
- (Industry Standard) Portfolios that include proof of the experiences and staff expertise in the specific field listed, resume of jobs completed, and references.
- Business plan that includes proof of the experience and staff expertise in the specific field, projected financials and references.

- Any other documentation or pertinent information required by the Tribe. The Tribe shall have sole discretion in determining other requirements under this policy.
- For compliance and enforcement purposes each entity seeking Tribal preference is required to maintain a separate UBI and Federal 10 number.

Provisions

1. The selected contractor will be required to submit to and satisfactorily pass a background investigation.
2. The selected contractor will be required to provide professional indemnity insurance or a performance bond for coverage of 100% of the contract price.
3. If required, all parties must submit with their bids a statement detailing their employment and training opportunities and their plan for providing preference to Indians. All contractors must observe the Tribe's preference policy.
4. The Tribe shall conduct all procurement transactions in a manner that provides fair, full and open competition.
5. The Tribe shall provide fair and equitable treatment for all persons or firms who are in the business of supplying goods and services.
6. The Tribe wish to assure that supplies, services, and construction are procured efficiently, effectively, and at the most favorable prices available.
7. The Tribe shall take reasonable affirmative steps to assure that DBE's, WBE's and MBE's are used when possible but without infringing on Indian preference where Indian preference is applicable.
8. The Tribe shall not use federal grantor funds to do business with any entity who is debarred in accordance with the Federal Government Disbarment list.
9. Request for Bids may be terminated by the Tribe at any time for cause.
10. Each party submitting a bid is certifying that he/she has not colluded with any other person, firm or corporation in regard to securing the services being solicited.
11. No employee, Officer, or agent of the Tribe may solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontractors.
12. Negotiation: Provisions not addressed by this solicitation will be negotiated with the professional once a selection has been made.
13. Agreement: The selected contractor will enter into an enforceable agreement that fully conforms to the contracting provisions pursuant to OMB 2 CFR 200. Copies of these requirements are online at <https://www.gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-sec200-320>.