

Request for Proposals

Structural Plans

CONTACT PERSON:	Moriah McGill, NCIHA Construction Department Program Assistant
PROPOSALS DUE:	Tuesday, March 13, 2018 by 1pm
SUBMIT PROPOSALS TO:	Northern Circle Indian Housing Authority, 694 Pinoleville Drive, Ukiah, CA. 95482
PRE-PROPOSAL SITE VISIT:	Tuesday, March 6, 2018 at 11am

Intent: The Northern Circle Indian Housing Authority (NCIHA) requests proposals from qualified individuals, firms, and enterprises for development of structural plans for proposed wall on the Mooretown Rancheria.

Future Project Description: The proposed project consists of the construction of a 6' (high) x 1503' (long) concrete cinderblock (or like material) wall that replaces the existing fence line. Proposed fence line stretches along the backside (southern side of the street) of the existing housing development on Concow Maidu Drive, Mooretown Rancheria. Attached you will find a map showing the proposed fence line to be replaced. Funding anticipated to be used for this project consist of Native American Housing Assistance and Self Determination Act (NAHASDA).

Statement of Work: The proposer will oversee and coordinate all activities required to successfully complete engineered structural plans for the cinderblock wall:

1. Development of Plans:
 - a. Provide engineer stamped structural plans for the proposed concrete cinderblock wall (or like material) at 6' in height and 1503' in length
 - i. 1 Digital
 - ii. 3 Hard Copies
2. Inspection Services:
 - a. Provide inspection services during construction

Anticipated Project Length: 45 days (Plans), As needed (Inspections)

Provisions:

1. Termination: This Request for Proposal can be terminated by NCIHA at any time.
2. 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.
3. Communication: Any notice regarding this solicitation shall be directed to NCIHA at the address provided.
4. Access to Records: The Tribe, HUD, the Comptroller General of the United States, or other authorized representative, 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.

5. Disclosure of Interest: No Board member, officer or employee of NCIHA, no member of the governing body of member tribes of NCIHA, and no other public official of such locality or localities who exercises any function or responsibilities with respect to the project, shall during this tenure or for 1 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.
6. Negotiation: Provisions not addressed by this solicitation will be negotiated with the professional once a selection has been made.
7. Agreement: The selected professional will enter an enforceable agreement
8. Selection Procedures: Will be utilizing Competitive Proposals (24 CFR 200.320 (d)) for procuring services under this RFP. This request contains the scope of services to be provided, identifies significant evaluation factors and explains the method of evaluation of the proposals which are received. NCIHA reserves the right to reject any or all proposals based upon the documented reason including the determination that any or all proposals are non-responsive.
9. Method of Review: NCIHA 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. NCIHA may accept any given proposal as submitted, or may negotiate with an offeror to establish terms most advantageous to NCIHA. The decision of NCIHA shall be final and not subject to appeal.

Significant Evaluation Factors:

- (40 points) the technical qualifications of the firm and of the proposed technical staff, as indicated by their experience with emphasis on current experience. The qualification section of the proposal should reflect demonstrated ability and the offering of professional services 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.
- (20 points) A record of integrity, judgment, performance, and timeliness in the execution of previous contracts.
- (15 points) Experience of the firm and familiarity of the proposed staff with the unique challenges of successfully completing similar plans for federally recognized Indian Tribes.
- (15 points) Cost considerations such as the rates charged for each category of employee under the contract, overhead notes, and costs of reimbursable and total fee proposed.
 - Offerors are to provide a total cost for item 1 (Development of Plans) of the Statement of Work and an hourly rate for item 2 (Inspection Services) of the Statement of Work
- **(10 points) Evidence of Indian ownership of the proposing firm and inclusion of Indian preference in hiring.**

Proposals: NCIHA encourages offerors to submit proposals electronically; however, if the offeror wishes to submit hard copy proposals, NCIHA request that offeror provide three (3) copies. All proposals, electronic or hard copy, are to be received by NCIHA no later than **1pm on Tuesday, March 13, 2018.**

For more information please contact:

Moriah McGill, Construction Department Program Assistant
Northern Circle Indian Housing Authority
707.468.1336 ext. 112 or moriah@nciha.org