



Yavapai-Apache Nation

Tribal Housing

P.O. Box 3310 - 1500 E. Cherry Creek Rd. – Camp Verde, AZ 86322

REQUEST FOR PROPOSAL (RFP) – CONSTRUCTION SERVICES FOR THE YAVAPAI-APACHE NATION LIMITED PARTNERSHIP #9 GYMNASIUM

The Yavapai-Apache Nation Tribal Housing department (YANTH) is actively constructing new homes and community amenities. Limited Partnership #9 is a 38-unit new home project with a gymnasium. YANTH is soliciting proposals from qualified firms/individuals for Construction Services related to the gymnasium. The prepared, reviewed, and approved construction documents are available upon request for bid purposes only by emailing Dave Schreiner at dschreiner@yan-tribe.org.

The background, proposal requirements, and timeline are as follows:

I. PROJECT DESCRIPTION

The gymnasium will be located on the Yavapai-Apache Nation Reservation near the intersection of Hwy 260 and E. Cherry Creek Road in Camp Verde, AZ. More accurately, the gymnasium will be adjacent to Limited Partnership #8, which is currently under construction. The new gym is approximately 11,670 square feet with a kitchen, office, small conference room, restrooms, and storage areas. Funding for this project is being provided through our Low Income Housing Tax Credit #9 award. Construction is expected to begin September 2025 with a completion target of September 2026.

II. SCOPE OF WORK

The submissions in response to the RFP (“the Proposal”) must meet the objectives and the functional requirements of the Scope of Work. Below is a basic list of objectives that must be minimally met.

1. Provide shop drawings for review by YANTH and Architect
2. Provide all materials necessary for the construction of the gymnasium
3. Provide services for the erection of the building, or provide options for these services
4. Records shall be maintained. Construct this gymnasium in accordance with the approved plans, to include all material schedules.
 - a. Any deviation from the approved materials, either rough or finished, shall be approved in writing by YANTH, the Project Architect, or other designated entity.
7. Comply with all rules and regulations of health, public, and/or other authorities controlling or limiting the methods and materials to be used, or the actions of those engaged in this kind of work.
8. Contractor shall comply with all tribal and federal regulations applicable to project.

III. PROJECT CONSTRUCTION REQUIREMENTS

This project has been designed and engineered prior to this advertisement and all drawings and specifications provided outline the necessary requirements to successfully complete the project.

All finishes will be contracted out to other contractors, so coordination with others may be required. YANTH's Project Manager or Site Foreman shall be responsible for ensuring communication between necessary parties.

Please note that Yavapai-Apache Sand & Rock must be your sole source for concrete and asphalt materials.

IV. PROJECT TERMS & CONDITIONS

Please see the sample Contract that is included with this RFP. This contract outlines the agreement between the contractor and YANTH, including but not limited to the Scope of Work, Duties, Rights, and Responsibilities, Contract Sum, Insurance requirements, Retainage, Governing Law, Warranty, and TERO compliance.

Note: The following items constitute a general description of the terms and conditions applying to this project:

- Native American Preference. Preference in the award of contracts shall be given to Indian-owned firms.

- Notice of Award. YANTH will issue a Notice to Proceed after terms and conditions are finalized and the contract is approved by Resolution.
- Performance and Payment Bonds: are not applicable to this project.
- Start Date and Final Completion Date. YANTH will include in the Notice to Proceed.
- Materials Submission. The Construction Contractor will be required to forward proposed material to YANTH for final approval.
- Project Retainage. Per the Financial Policies and Procedures of YANTH, 5% of all construction contract payments will be withheld as insurance of proper performance of the contract.
- Change Orders. All change orders, including time and material change orders, must be approved by YANTH and must be in written format.
- Davis Bacon Labor Rates are not applicable to this project.
- Tribal Employment Rights Ordinance. The Construction Contractor agrees to comply with procedures set forth in the Tribal Employment Rights Ordinance (“TERO”) of the Yavapai-Apache Nation, a copy of which is attached to this RFP.
- Eligible Workers. The Construction Contractor shall ensure that all employees complete the I-9 form to certify that they are eligible for lawful employment under the Immigration and Nationality Act (8 USC 1324a) shall comply with regulations regarding certification and retention of the completed forms.

V. SELECTION & EVALUATION CRITERIA

All bids will be opened by our staff at 9:00 am the day after the deadline for submission, with an impartial witness present. This will be a public opening, so attendance is optional. The location will be the Housing office located at 1500 E. Cherry Creek Road in Camp Verde, AZ. The lowest bid will then be qualified prior to the award announcement. Qualification will include Indian Preference (if applicable), references, history with tribal projects, and construction details (start date, length of construction, etc.)

For questions on the specs or drawings, please contact Dave Schreiner at 970-989-5537 or email at dschreiner@yan-tribe.org. You may also contact Sharie Benson at sbenson@yan-tribe.org or 928-830-2660.

VI. SUBMISSION INFORMATION

Please follow the guidelines set forth below when submitting bids:

- Bids will be due at our Housing office, located at 1500 E. Cherry Creek Road in Camp Verde by January 29, 2025 at 4:00 pm AZ time. Emailed bids will be accepted at the following email addresses:

dschreiner@yan-tribe.org or sbenson@yan-tribe.org

It is extremely important for you to confirm that we have received your email submission, as firewalls sometimes block emails from getting through.

- Job title should be “Yavapai-Apache Nation Limited Partnership #9 - Gymnasium”
- Each division/trade must be bid separately and clearly marked as such (only when applicable)
- Do not include any sales tax in your costs – the Nation does not pay sales tax on jobs within its boundaries. AZ Form 5000 will be provided to those contractors receiving construction awards.
- If you would like to be considered for Indian Preference, please submit documentation showing that your business is Indian-owned. To qualify for this preference, 60% of your business must be Indian owned and documented through tax returns and CIB.
- Do not include TERO fees in your bid – this will be determined at a later date
- All bids are to be sealed and submitted with the following information included:
 1. Contact name, address, telephone number, and e-mail address.
 2. Detailed description of skills, experience, and ability to meet project requirements.
 3. Estimated quantities of materials being used
 4. Statement of acceptance, ability, and willingness to enter into a Construction Services Contract
 5. Estimated duration for project completion
 6. Total price with all labor, materials, and miscellaneous included
 7. Available to start date
 8. List of client references including project type, dates, and description