



# Yavapai-Apache Nation

## Tribal Housing

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

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

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. YANTH is soliciting proposals from qualified firms/individuals for Construction Services related to the installation of the Roof Drainage. The prepared civil, building and construction plans are available for review and/or pickup at the Tribal Housing office located at 1500 E. Cherry Creek Road in Camp Verde, AZ.

The background, proposal requirements, and timeline are as follows: bid required no later than 4:00 pm 3/25/25

#### **I. PROJECT DESCRIPTION**

The housing project is 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 homes will be adjacent to Limited Partnership #8, which is currently under construction. Funding for this project is being provided through our Low-Income Housing Tax Credit #9 award. Construction for the roof drainage is expected to begin in April of 2025.

#### **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. Installation 4" sdr 35 pipe stubbed out for each building slab to be connected to 4-5 down spouts from each house roughly 5,600lf.
2. The gym will be stubbed for 6-4" sdr 35 pipe down spouts.
3. All 4" house runs will be connected to 1 6" sdr 35 main running east-west in the back yards of the houses on TC9 crossing under the paved road and draining into the gully on the east side of TC9, approximately 3,000lf.
4. The 3 cul-de-sacs will have 4 6" sdr 35 runs that cross the paved road- north south and connect to the east-west drain in the back yards of TC9.
5. Each house in the cul-de-sac will drain to the appropriate drain running north-south.
6. All under road crossings will be a backfilled and compacted to prevent crushing using standard practices.
7. Add a second 6" drain with 14"x14" plastic drain boxes in the back yards of lots 45-42. This will run parallel to the first 6" line and drain in the same gully.
8. Proposal to include all pipe, fittings, drain boxes, sleeves, excavation and appropriate bedding, backfill and compaction.
9. Must coordinate inspections with Housing inspector before any excavation is covered up.
10. Contractor will need to mob and de-mob as schedule dictates, every 4" drain line will be located after each slab is poured and before the house is framed.
11. Any deviation from the approved materials shall be approved in writing by YANTH, the Project Architect, or other designated entity.
12. 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.
13. 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, shade 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 Procedures of YANTH, 5% of all construction contract payments will be withheld as assurance 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 Helmericks at 928-274-9328 or email at [chelmericks@yan-tribe.org](mailto:chelmericks@yan-tribe.org).

## 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 Wednesday March 25, 2025 at 4:00 pm AZ time. Emailed bids will be accepted at the following email addresses:

[chelmericks@yan-tribe.org](mailto:chelmericks@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 – Roof Drainage”
- 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