



# 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 FULL REMODEL OF 2235 Sine Street

The Yavapai-Apache Nation Tribal Housing department (YANTH) is actively constructing new homes and community amenities along with the renovation of homes. 2235 Sine Street will be stripped down to the framing, add approximately 500sf. with new Mechanical, Plumbing, Electrical, Drywall, Flooring, Roof and siding. YANTH is soliciting proposals from qualified firms/individuals for Construction Services related to this remodel. The prepared YANTH construction plans are available for review and/or email 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:

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

The housing project is located on the Yavapai-Apache Nation Reservation in the Middle Verde section of Camp Verde, AZ. More accurately, 2235 Sine St. Construction for the remodel is expected to begin in October 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. Demolition of existing roofing, siding, roof sheeting, drywall, electrical, above ground plumbing, appliances, existing HVAC unit and ducting, hot water heater

and existing side walk per plan. Contractor responsible for haul off and dump fees. Any items to be reused will be determined by building official.

2. Rebuild/ subcontract per plans attached, check for current plan prior to starting construction.
3. Dumpster, port a john and perimeter fencing to be included in the Scope of Work for selected contractor
4. Any item not listed on the plans will need a submittal including a spec sheet to be signed off by the owner and the building official. Any deviation from the plan notes page and drawings shall be approved in writing by YANTH's building official
5. All inspections will be performed by YANTH building official.
6. Supply and install all finishes and appliances per plan.
7. Contractor shall comply with all tribal regulations applicable to the project.
8. Depending on Budget please price the following Deducts: a) leaving existing roof & tie into it with the addition. b) leaving existing concrete entry and pouring ramp on top of existing. c) cost of standard stucco and paint instead of synthetic stucco.

#### Important References:

Current Architectural 2235 Sine remodel: drawn by YANTH staff dated 8/20/25: 2235 PLAN.pdf, 2235 ELEVATION.pdf, 2235 NOTES.pdf

TERO compliance plan as per Title22(digital copy title 22.pdf 5/15/25)

Order of precedence: RFP, architectural dwg. Any conflict or concern please contact Dave Helmericks 928-274-9328, [chelmericks@yan-tribe.org](mailto:chelmericks@yan-tribe.org).

### 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.

The contractor is responsible for all coordination with all utilities to complete the project in a timely manner.

**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 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 Helmericks at 928-274-9328 or email at [chelmericks@yan-tribe.org](mailto:chelmericks@yan-tribe.org). You may also contact Sharie Benson at [sbenson@yan-tribe.org](mailto: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 Friday September 19 , 2025 at 12:00 pm AZ time. Emailed bids will be accepted at the following email addresses:

[chelmericks@yan-tribe.org](mailto:chelmericks@yan-tribe.org) and [sbenson@yan-tribe.org](mailto: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 “2235 Sine Street remodel”
- 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.
- Use the Yavapai-Apache tribal housing home renovation bid breakdown sheet to show costs.
- 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 as there are no TERO fees associated with this project
- 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