



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 #10 and HELPING HANDS

Excavation and Grading

RFP Release Date 11-13-2025

The Yavapai-Apache Nation Tribal Housing department (YANTH) is actively constructing new homes and community amenities. Limited Partnership #10 is a 37-unit new home project. Helping Hands is a 3-unit home project adjacent to the TC10 and TC9 projects with Dry Well and associated drainage. YANTH is soliciting proposals from qualified firms/individuals for Construction Services related to the Excavation and Grading. The prepared civil, building and construction plans are available for review at the Tribal Housing office located at 1500 E. Cherry Creek Road in Camp Verde, AZ, or available for printing at Lois Blueprints in Cottonwood, AZ.

**A Pre-Bid, On-Site orientation will be held Thursday, November 20, 2025 at 1:00 pm.
Location: NE of the intersection of East Cherry Creek Road and Old Hwy 279 in
Camp Verde, AZ.**

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 #9, which is currently under construction. Funding for this project is being provided through our Low-Income Housing Tax Credit #10 award, and a State Housing Trust Fund award. Construction for the Excavation and Grading is expected to begin in December 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. Clear and Grub entire site and dispose of debris.
2. The Contractor will work from drawings provided by the Civil Engineer and finish grade will be required to be + or - two tenths of a foot.
3. Staking will be provided by a licensed Surveyor.
4. Installation of 2 6' Corrugated metal pipes and risers to continue the existing wash under TC10 building pads.
5. Installation of drainage riprap as shown on Civil drawings.
6. Installation of Dry Well (from old 279 culvert) and drainage per Detail on Civil plans, with drainage to run to existing wash.
7. All fill will be per Civil plans and inspected with YANTH prescribed inspection firm; contractor is responsible to coordinate appropriate inspections.
8. Proposal to include all pipe, fittings, drain boxes, sleeves, excavation and appropriate bedding, backfill and compaction.
9. Must coordinate inspections with YANTH inspector before any corrugated metal pipe or corrugated metal pipe connection is covered up.
10. A local cut area will be designated to bring in fill for the TC10 and Helping Hands pads.
11. Any deviation from the approved materials shall be approved in writing by YANTH, the Project Civil Engineer, 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.
14. Although the awarded contractor will perform the civil work for both TC10 and Helping Hands, we will need separate bids and billing for each project. The Helping Hands portion will be the drawing labeled as "Helping Hands Grading and Drainage Plan". For clarification, in addition to the mass excavation, this portion of the project also includes: Old 279 culvert dry well and drain, back fill and compaction behind IHBG homes, back fill and compaction of the roadway in front of the Helping Hands homes to old 279.

Important References:

Current spec book: TC10 Spec Book rev1.pdf dated 11/10/25

Current Civil dwg: TC10 Grading & Drainage Plan 11-5-25.pdf dated 11/12/25

Link: <https://ln5.sync.com/dl/c55ea0b20#dmdjzma9-b4dxe9es-8drw48ts-92kubmrm>

Helping Hands Grading & Drainage Plan 11-5-25.pdf dated 11/12/25

Link: <https://ln5.sync.com/dl/0a4aba3c0#d568y2gh-wxfmu5pv-bqs7836v-hvrxyzwqd>

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

Order of precedence: RFP, engineered dwg, spec book. Any conflict or concern please contact Dave Helmericks 928-274-9328, chelmericks@yan-tribe.org.

This project has a projected start date of December 2025.

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.

Utilities will be contracted out in another RFP, so coordination with other contractors 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. (Corrugated Metal Pipe and any other drainage pipe called out on the plans).
- 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.
- 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) and 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. All reasonable bids will then be qualified prior to the award announcement. This review will include Indian Preference (if applicable), references, experience with tribal and/or similar projects, and construction details (start date and construction timeline).

For questions on the specs or drawings, please contact Dave Helmericks at 928-274-9328 or email at 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 Thursday, December 4, 2025 at 4:00 pm AZ time. Emailed bids will be accepted at the following email addresses:

chelmericks@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 #10 and Helping Hands – Excavation and Drainage”.
- Each project must have separate bids: TC10 and Helping Hands. Each bid shall have Mobilization, Excavation/compaction, CMP & installation, Riprap & installation. All items must be bid separately and clearly marked.
- 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 60% or more Indian-owned. Documentation shall include organizational documents showing ownership structure along with 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 costs included
 7. Available to start date
 8. List of client references including project type, construction dates, and description of work completed
 9. Copy of AZROC relevant information including ownership, company structure and disciplinary actions
 10. Documentation that shows qualification as an Indian-owned business, if applicable