



**REQUEST FOR PROPOSALS (RFP)
The Wichita and Affiliated Tribes
Child Care Development Center**

CONTACT INFORMATION:

Project Name or Description: The Wichita Child Care Development Center

Company name: The Wichita and Affiliated Tribes

Address: P.O. Box 729 (physical address 1.25 miles north of Anadarko on highway 281)

City, State, Zip Code: Anadarko, Oklahoma, 73005

Procurement Contact Person: Sonya Nevaquaya

Telephone Number of PCP: (405) 247-2425 ext. 109

Email Address of PCP: sonya.nevaquaya@wichitatribe.com

Fax Number: (405) 247-2430 ext. # 109

Background:

The Wichita and Affiliated Tribes complex consists of governmental offices serving over 3,600 tribal members with over twenty (30) main programs consisting of multiple sub-programs. The Tribe offers a variety of social, education and health services to its tribal people. Currently we are seeking a Design-Build service for a General Contractor for a building renovation.

The Tribal location in need of renovation are as follows:

WSRP location: 101 E. Coronado Circle, Anadarko OK, 73005

Scope of Work:

The Wichita and Affiliated Tribes is seeking qualified General Contractors to renovate our child care development facility.

Requirements from Vendor

Local support

Multiple Certifications for all equipment/solutions proposed.

Compliant with all regulations

Must be knowledgeable of TERO requirements

General Contractor is responsible for obtaining all permits and following all State and local Building Code Requirements.

Must provide a (1) year warranty on work after completion

BUDGET:

Proposal is to include detail of all cost of completion. The proposal must include materials, equipment, labor, license fee(s) and other applicable cost:

- Hallway laminate floor tile replaced with commercial wood tile
- Entry lobby floor assessed and possibly replaced with commercial tile
- Paint all walls in facility
- Playground extended with fence addition.
- Kitchen floor deep cleaned
- Six restrooms replaced with age appropriate fixtures
- Blinds replaced for all windows
- Prefer work completion on weekends so daily operations are not interrupted
- Disposal of all and any materials
- May request additional work if needed. All additional work must be approved through official change order

Synopsis of Installation and Overall Scope.

The Wichita and Affiliated Tribes are looking for a General Contractor that will meet our needs in providing a renovation for our facility that will create a good environment for our programs that cater to our children.

KEY DATES:

Issue RFP: 8-17-21

Deadline for written requests for information or clarification: 8-31-2021 at 5 PM

The Wichita and Affiliated Tribes will issue a written response to any such requests, via email, to All Bidders within one business day of receipt, but in no case later than 5pm on 2nd business day

Site visit appointments schedule: Aug. 24 through Sept. 1, 2021, contact Kathy Hopen, CCS Administrator (405)648-7095 or email kathy.hopen@wichitatribe.com

Deadline for receipt of proposals: 9-07-2021 at 5 PM

Proposals must be submitted according to this Request for Proposal document.

Selection & Interviews:

The Tribe intends to make selection of those to be interviewed in September.

Interviews will be scheduled September 14, 2021, date is subject to change.

Anticipated Start Date:

The Tribe anticipates that the start date would be no later than October 1, 2021.

TERMS OF PROPOSAL REQUEST

Before submitting a Bid, each Bidder shall carefully read and examine all requirements in this Proposal and visit the site. Each Bidder shall fully inform themselves prior to bidding as to all existing conditions and limitations under which work is to be performed. No allowance will be made to any Bidder due to lack of examination or knowledge. The submission of a bid will be construed as conclusive evidence that the Bidder has made such examination.

Proposals which are not responsive to all sections of the Proposal Requirements will not be considered.

By submitting a proposal, the prospective Bidder represents that”

- The proposer has reviewed and understands the requirements of the RFP and the proposal is in accordance with such requirements.
- The proposer has visited the Site, become familiar with local conditions, and has correlated his personal observations with the requirements of the Proposal Request.
- The proposal is based upon materials, equipment, and labor required by the Proposal Requirements without exception.
- The proposer has reviewed the baseline scope of work.
- Request for clarification or information shall be directed in writing to:

The Wichita and Affiliated Tribes
Attn: Sonya Nevaquaya, Prop. & Procurement Administrator
P.O. Box 729
Anadarko, Ok 73005
sonya.nevaquaya@wichitatribe.com

PROPOSAL SUBMISSION:

Proposals in PDF format shall be delivered electronically to:

Sonya Nevaquaya, Property & Procurement Administrator: sonya.nevaquaya@wichitatribe.com

With copy to:

Terri Parton, President: terri.parton@wichitatribe.com

Beth Parker, COO: beth.parker@wichitatribe.com

Kathy Hopen, CCS Administrator: kathy.hopen@wichitatribe.com

- Proposals delivered after the due date and time will not be opened.
- Once submitted, revisions will not be accepted.
- Terms of the proposal shall be binding for 60 days period commencing on the proposal due date.

Consideration of Proposals:

- The proposals will be reviewed by the Owner privately.
- Contents of the proposal will be kept confidential from the other proposers.
- The Owner has the right to reject all proposals and waive any and all informality.

The Owner has the right to accept the proposal which is considered most favorable to the Owner's interests. The successful proposal may not be the lowest price.

Additionally, the Owner may, in its evaluation, subjectively rate past performance, references, project approach and company experience in determining a selection.

REQUIREMENTS FOR RESPONSE TO RFP INCLUDE:

- Company Background
- Must be knowledgeable of TERO requirements
- Past Performance & References
- Project Approach
- Expected Start Date
- Expected End Date
- Possible Roadblocks or Unforeseen Issues that may arise
- Quoted Price
- Terms and Payment Requirements
- Bonding and Insurance

Phasing:

The Wichita and Affiliated Tribes intends to contract with a General Contractor that meets requirements presented in this RFP

Current Project Status:

No work has begun