IIPAY NATION OF SANTA YSABEL

 HOUSING DEPARTMENT

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IIPAY NATION OF SANTA YSABEL

REQUEST FOR PROPOSAL – ELECTRICAL UNDERGROUND TRENCHING

PROJECT NAME: 2020 IHBG SAN FELIPE

The Iipay Nation of Santa Ysabel is seeking proposal from qualified verified/veriforce persons for electrical trench in rural area for constructed home sites on the Santa Ysabel Reservation, Santa Ysabel CA. Details are specified in the SCOPE OF WORK below. You are invited to submit a proposal to be received by IIPAY NATION OF SANTA YSABEL no later than May 17th, 2023. This is a closed bid.

**SCHEDULE OF EVENTS**

**\*Release of RFP: May 3rd, 2023**

**\*Pre-Bidders conference & site visit: May 10th, 2023 @ 10am San Felipe BIA RT 51**

**\*Bids due: May 17th, 2023 @ 1pm INSY ADMIN Office c/o INSY HOUSING DEPARTMENT. Hand deliver at 100 SCHOOLHOUSE CANYON ROAD SANTA YSABEL CA 92070 OR EMAIL** dean@nativeecosolutions.com **and** lmangels@iipaynation-nsn.gov **. The funding for this project is from HUD grant. No change orders will be accepted. Davis Bacon ACT costs DO NOT APPLY.**

**Scope of Work:**  Iipay Nation of Santa Ysabel expects to sign a contract for this proposal no later **than** **May 17th, 2023** *and to provide the selected firm or persons a Notice to proceed on or thereabout* **May 18th, 2023.**All services within this scope of work should be predicated on the above date. The firm or person(s) shall perform professional services as follows:

1. Attachment A defines the general pad standards for the thirteen (13) homesites.
2. Attachment B defines the specific site requirements for each home site for underground trenching and conduit.
3. Attachment C is the cost summary proposal to be completed.
4. Water for grading will be provided by Iipay Nation of Santa Ysabel as necessary.
5. The proposal must provide a detailed description of work performed by each site
6. Contractor License number will be verified upon receipt of the proposal, and if significant findings are found against the contractor, the proposal will not be accepted nor proceed to the evaluation phase. Workman’s compensation insurance must be current.
7. A bidders site survey conference will be held on **May 10th, 2023 @ 10am**. No additional site visits will be permitted.
8. Ten (10%) percent of the contract price will be held until acceptance by the Iipay Nation of Santa Ysabel.
9. Cultural monitoring’s requirements: a representative from a cultural monitoring company/committee or Housing Director may be present during trenching. If the contractor’s equipment and or person uncover OR discover any type of relic ALL WORK on that site will be stopped at ONCE. Please provide cost of delay on the cost sheet.

**GENERAL SPECIFICATIONS**

A. Notice of Rights:

1. Iipay Nation of Santa Ysabel reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if is deemed to be in its best interest.

2. Iipay Nation of Santa Ysabel reserves the right not to award a contract pursuant to this RFP.

3. Iipay Nation of Santa Ysabel reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon ten (10) days written notice to the successful proposer.

4. Iipay Nation of Santa Ysabel reserves the right to determine the days, hours and locations that the successful bidder shall provide the services called for in this RFP.

5. Iipay Nation of Santa Ysabel reserves the right to retain all proposals submitted.

6. Iipay Nation of Santa Ysabel reserves the right to negotiate the fees proposed by the bidder.

7. Iipay Nation of Santa Ysabel reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to: incomplete Proposals and/or Proposals offering alternate or non-requested services.

8. Iipay Nation of Santa Ysabel shall have no obligation to compensate any bidder for any costs incurred in responding to this RFP.

9. The award from this RFP is dependent entirely upon federal funding. Therefore, no change orders will be accepted. The amount bid is a firm-fixed price.

**Award is to the bidder with the highest points.**

 **Indian Preference Requirements/Section 3(points for Indian Preference?)**: 1. The work to be performed under this proposal is subject to Section 7(b) of the Indian Self-Determination Act (25 U.S.C. 450 e (b)). Section 7(b) requires that to the greatest extent feasible: (I) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian Organizations or Indian-owned Economic Enterprises. 2. The parties to this contract shall comply with the provisions of section 7(b) of the Indian Act. 3. In connection with this contract, the contractor shall, to the greatest extent feasible, give preference in the award of any subcontracts to Indian Organizations or Indian-owned Economic Enterprises, and preferences and opportunities for training and employment to Indians. 4. The contractor shall include this section 7(b) clause in every subcontract in connection with the project and shall, at the direction of the recipient, take appropriate action pursuant to the subcontract upon a finding by the recipient of HUD that the subcontractor has violated the section 7(b) clause of the Indian Act.

**Proposal Evaluation Criteria**: An award will be made on a competitive basis in accordance with the selection criteria contained herein. The factors for ratings and the points for each factor are provided below. A maximum of 100 points may be given under Rating Factors 1 through 4. To expedite the review of your proposal and ensure that your proposal is given a thorough and complete review of all responses to each of the components of the selection criteria, keep the responses in the same order as the selection factors listed below. Only include documentation that will clearly and concisely support your response to the rating criteria.

**Rating Factor 1. Capacity and Capability (45 Points)**

This factor addresses the extent to which you have the organizational resources to successfully perform the Scope of Work in accordance with your implementation schedule. This rating factor is made up of three subfactors as follows:

**A. Technical Qualifications (15 Points)**

Evidence of the firm or person’s ability to perform the Scope of Work, as indicated by profiles of the principal(s) and staff’s professional knowledge and technical competence. The extent to which your proposal describes the roles and responsibilities of your project team and that of your overall principal and staff in charge, including the day-to-day manager, consultants (if any), and subcontractors involved in implementing the Scope of Work. *A site-specific work description must be provided for each of the four home sites.*

(15 Points) The proposal describes the firm or person’s specialized professional training and technical competence to perform the Scope of Work, as indicated by a profile

of the principal(s) and staff’s professional knowledge and technical expertise and adequately describes the roles and responsibility of the overall proposed principal in charge and staff, including the day-to-day manager, consultants (if any), and subcontractors involved in implementing the Scope of Work. *The site description exceeds the required specifications.*

(8 Points) The proposal describes the firm or person’s specialized professional training and technical competence to perform the Scope of Work, as indicated by a profile of the principal(s) and staff’s professional knowledge and technical expertise but the proposal does not adequately describe the roles and responsibilities of the overall proposed principal in charge and staff, including the day-to-day manager, consultants (if any), and subcontractors involved in implementing the Scope of Work. *The site descriptions are adequately defined.*

(0 Points) A profile of the principal(s) and staff’s professional training and technical competence is not included or a profile of the principal(s) and staff’s professional training and technical competence is included but is not relevant to the type of services to be performed as identified in the Scope of Work. *No site descriptions were provided.*

**B. Experience (15 Points)**

With respect to those listed in Rating Factor 1(A) above, experience will be judged in terms of recent, relevant and successful experience like that to be undertaken in the Scope of Work. In rating this factor, experience within the past 3 years will be considered recent; experience pertaining to the specific activities performed similar to those to be undertaken in the Scope of Work to be relevant; and experience producing specific accomplishments achieved similar to those to be undertaken in the Scope of Work to be successful. *Grading for manufactured homes, coordination with Indian Health Services on water/wastewater, coordination with the manufactured home supplier and SDG&E.*

(15 Points) The proposal adequately demonstrates that the principal and staff in charge, including the day-to-day manager has recent, relevant and successful experience pertaining to specific activities performed like those to be undertaken in the Scope of Work.

(8 Points) The proposal adequately demonstrates that the principal and staff in charge, including the day-to-day manager has recent, relevant experience similar to those specified to be undertaken in the Scope of Work but has not shown specific accomplishments achieved similar to those to be undertaken in the Scope of Work.

(0 Points) The proposal does not adequately demonstrate that the principal and staff in charge, including the day-to-day manager has recent, relevant experience like those specified to be undertaken in the Scope of Work.

 **C. Past Performance (15 Points)**

This factor addresses the firm or person’s past performance record on similar work as to be undertaken in the Scope of Work in terms of work quality, sensitivity to tribal concerns, timely delivery of products, and reports as reported by other clients. As a part of your response, provide a list of all clients over the past three years, including contract dates, contact names, and telephone numbers.

(15 Points) A list of at least two tribal clients over the past three years, including contract dates, contact names, and telephone numbers, is included in the proposal, and evaluations of a sampling of referenced client responses indicate client’s satisfaction with past performance in terms of work quality, sensitivity to tribal concerns, and timely delivery of products and reports.

(8 Points) A list of all clients over the past three years, including contract dates, contact names and telephone numbers, is included in the proposal and evaluations of a sampling of referenced client responses indicate the client’s partial satisfaction with past performance in terms of work quality, or sensitivity to tribal concerns, or timely delivery of products and reports.

(0 Points) A list of all clients over the past three years, including contract dates, contact names and telephone numbers, is not included in the proposal or evaluations of a sampling of referenced client responses indicate client’s non**-**satisfaction with past performance in terms of work quality or sensitivity to tribal concerns, or timely delivery of products and reports.

**Rating Factor 2. Timely Performance (15 Points)**

This factor addresses the approach to providing and managing the Scope of Services by the extent and detail to which your implementation schedule identifies the specific tasks, benchmarks and timelines by you and others as listed in Rating Factor 1(A) above, that will be undertaken to complete the Scope of Work within the time(s) specified. If awarded, this schedule will be incorporated into the contract as an attachment and used for monitoring the performance of the contract*. Must provide a brief description for each home site to ensure acceptance by the* *Iipay Nation of Santa Ysabel.*

(15 Points) The proposal includes a project implementation plan that clearly specifies tasks and timelines. The document identifies specific tasks and subtasks, milestones, assigned individuals, duration, and interdependences between tasks to ensure deliverables, outputs and outcomes as identified in the Scope of Work and within the overall timeframe specified. The document identifies the steps in place to adjust the work plan if tasks fall behind in order to meet the overall completion date. *The acceptance plan is clearly defined and includes benchmarks. Final finish grade acceptance criteria are provided*.

(8 Points) The proposal includes a project implementation plan that clearly specifies tasks and timelines. The document identifies specific tasks and subtasks, milestones, assigned individuals, duration, and interdependences between tasks to ensure deliverables, outputs and outcomes as identified in the Scope of Work and within the overall timeframe specified, but the document did not identify the steps in place to make adjustments to the work plan if tasks fall behind in order to meet the overall completion date. *The acceptance plan is clearly defined and includes benchmarks. A final acceptance criterion is not provided*.

(0 Points) The proposal did not include a project implementation plan, or the proposal included a project implementation plan but does not clearly specify the tasks and timelines, including specific tasks and subtasks, milestones, assigned individuals, duration, and interdependences between tasks to ensure deliverables, outputs and outcomes as identified in the Scope of Work.

**Rating Factor 3. Indian Preference (10 Points)**

This factor satisfies the Indian preference requirements as stated above. This rating factor is made up of two subfactors, as follows:

 **A. Indian organization/Indian-owned Economic Enterprise (15 Points)**

Provide evidence showing the extent of Indian ownership and interest by submission of the Indian Enterprise Qualification Statement fully.

 **1. Documentation of 51% or greater ownership in the company.**

 **2. Valid Tribal Enrollment Card.**

 **3. No points will be given if preference cannot be evidenced.**

 **B. Employment and Training Opportunity Statement (5 Points)**

Describe the extent of employment and training opportunities you will provide to Native Americans under this proposal. Use a separate attachment. No points will be given for an incomplete or unsigned statement.

**Rating Factor 4. Price (30 Points)**

This factor addresses the total lump sum costs for services identified to carry out the Scope of Work. Provide a detailed cost breakdown by phase or task for each home site. This is a fixed-fee contract. The funding for this project is from Federal Funds, therefore, no contract changes or price modifications will beallowed upon Notice to Proceed. *A separate line item is required in the event work is halted for Cultural monitoring. The line item is the daily cost for person-hours and equipment for the delay on that site. Reference attachment C*

(25 Points) The proposal’s Fixed Fee price is within 5% of the lowest proposal received and the submission included a detailed cost breakdown by phase or a task for each home site includes a not-to-exceed cost for each site.

(20 Points) The proposal’s Fixed Fee price is within 10% of the lowest proposal received and the submission included a detailed cost breakdown by phase or a task for each home site includes a not-to-exceed cost for each site.

(10 Points) The proposal’s Fixed Fee price is within 20% of the lowest proposal received and the submission included a detailed cost breakdown by phase or a task for each home site includes a not-to-exceed cost for each site.

(0 Points) The proposal’s Fixed Fee price is over 20% of the lowest proposal received or the submission did not include a detailed cost breakdown by phase or a task for each home site and a not-to-exceed cost for each site.

**Submittal of Proposals and Additional Information:** An original and three (3) copies of the proposal must be received at the location and time specified above, in a sealed packet and clearly marked, “Proposal for Iipay Nation of Santa Ysabel 2020 IHBG UG Trenching for Electrical for 13 Manufactured Home Sites”. The date and time received will be recorded on each proposal. Proposals received after the deadline will not be considered for review. Proposals will not be accepted via facsimile. Award of the proposal will be based on the evaluation criteria above by a selection panel and within available funds. The use of interviews to further evaluate the proposal will be at the discretion of the Housing Committee. If deemed appropriate, negotiations will be conducted with selected firms or person(s) found acceptable and will include at least one principal and the proposed project manager. Selection and award will be made to the firm or person(s) with the best and final offer most advantages to the Iipay Nation of Santa Ysabel.

The Iipay Nation of Santa Ysabel reserves the right to reject any or all proposals, and to waive technicalities that serve the best interest of the Housing Department.