

Request for Bids

In an effort to successfully construct a Model Activity, hereafter referred to as Training Facility. This project will be a new 6,300 square foot Training Facility, located on the Pala Indian Reservation, the Pala Tribal Council through the Pala Housing Department are inviting qualified entities to submit bids to construct a new commercial building as described in the attached Scope of Work (SOW).

December 21, 2020

Issued by:

Pala Band of Mission Indians
Pala Housing Department
Annalee H. Trujillo, Executive Director
PMB 50, 35008 Pala Temecula Road
Pala, CA 92059
atrujillo@palatribe.com
760-891-3530

Al Jimenez
Consultant
Al Jimenez Building & Safety
68090 Alva Court
Cathedral City, CA 92234
ajinspection1@msn.com
760-218-2712

Introduction & Background

The Pala Housing Department at the direction of the Pala Tribal Council is inviting interested and qualified General Contractors and developers to bid on the construction of a new 6, 300 square foot Training Facility. The prepared, reviewed, and approved construction documents are available upon request for bid purposes only.

This project will be subject to the application of the 2019 California Building Code Standards and will also be subject to inspection by the Tribal Inspector of Record.

All site utilities, dry and wet shall be required to developed and brought to the building. Coordination with SDG&E, the Tribal Public Works Department and other Tribal entities is required to ascertain any infrastructure need and availability.

It is the intent of the Pala Tribal Council and the Pala Housing Department to develop an efficient, effective, and aesthetically pleasing facility to serve the needs of the Tribal members and to set the standard for future development on the Pala Reservation.

The Tribal Council is seeking the right firm to help bring this project to a successful completion.

A PDF of the approved construction documents shall be available on the Tribal webpage:

<http://www.palatribe.com/government/departments/> Pala Housing

SOW:

01. Construct a new 6300 SF total, Type V-N, fully fire-sprinklered, type B (office) occupancy facility consisting of 2 buildings:
 - a. 1 - 4400SF office building and
 - b. 1 – 1900 SF classroom building
 - c. Includes site utility development for interconnection of the building for use and occupancy.

02. Project includes an approximate 11,700 SF parking lot, consisting of
 - a. 36 space parking lot which includes 3 ADA spaces and 3 compact parking spaces
 - b. Concrete sidewalks and 2 driveways
 - c. Site lighting, type and quantity to be determined
 - d. All appropriate site signage

03. Site grading per approved construction documents
 - a. Includes a retaining wall at the perimeter of the site except frontage
 - b. Provide and implement a Temporary Erosion Control Plan throughout construction project. [CGBSC 5.106.1.2]
 - c. Provide and maintain a SWPP Plan. [CGBSC 5.106.1]

04. Provide and implement a site sanitation plan to include rubbish, construction debris removal and temporary restroom facilities throughout construction project. [CGBSC 5.408]
 - a. Records shall be maintained. [CGBSC 5.408.1.4 - attached]

05. Construct this facility in accordance with the approved plans, to include all material schedules.
 - a. Any deviation from the approved materials, either rough or finish, shall be approved by the Pala Housing Department, the Project Architect or other designated entity.
 - b. Field modifications approved by the Inspector of Record shall be filed with the Pala Housing Department.

The objective of this Request for Bids is to locate a source or sources that will provide the best overall value to the Pala Indian Tribe. While price is a significant factor, other criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this Request for Proposal below.

Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Proposal:

- A. Only qualified General Contractors or firms with prior experience on projects such as this should submit proposals in response to this Request for Bids.
- B. Interested parties intent on submitting a bid, having any inquiries, or needing any clarification, should communicate such by contacting the representatives identified on the cover page.
- C. Bidders must list at least five (5) projects that are substantially similar to this project as part of their response, including references for each. Examples of work should be provided as well.
- D. A technical proposal must be provided that is not more than ten (10) pages. This technical proposal must provide an overview of the proposed solution as well as resumes of all key personnel performing the work. In addition, the technical proposal should provide a proposed schedule and milestones, as applicable.
- E. A price proposal must be provided that is not more than five (5) pages. This price proposal should indicate the overall fixed price for the project as well as hourly rates and an estimated total number of hours, should the Pala Tribal Council decide to award a contract on an hourly rate basis.
- F. Bids must be signed by a representative that is authorized to commit bidder's company.
- G. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
- H. A bond shall be required in the amount sufficient to cover the proposed bid but not less the two million dollars [\$2,000,000.00], whichever is greater.
- I. Proof of Worker's Compensation Insurance shall be furnished.
- J. A 'Hold-Harmless' waiver/statement shall be furnished releasing the Tribe from any future liability, forbearance, or legal action.
- K. Complete and sealed bids must be received no later the 11:59PM on 2/10/201, to be considered.
- L. Bids must remain valid for a period of 30 days.

The Pala Tribal Council anticipates selecting at least two General Contractors or firms to have more in-depth discussions with and will make an award to one of these “down-selected” individuals or firms.

Project Description

The purpose of this project is as follows:

To build a new, from the ground up, Training Facility and Business Offices. This facility must be fully functional in its service to the Tribe and its members.

It is the desire of the Tribal Housing Department to accomplish these goals by starting the work within the first quarter of CY 2021 with a completion date to be determined.

To accomplish the above stated goals, the Tribes is aware that the project(s) may be too broad and/or specialized for any one Contractor or firm to undertake, thus the Tribe is amenable to selecting a single bid that proposes the use of multiple subcontractors as long as those contractors are identified and are equally to meet the Tribal standards for the primary awardee.

Project Criteria

The criterial set forth below should be met to achieve successful completion of the project:

- Criteria 1: Complete the contracted work in a timely manner.
- Criteria 2: Complete all work utilizing industry best practices and the most efficient and necessary materials.
- Criteria 3: Coordinate all required inspections and ensure access for the same.
- Criteria 4: Be responsive to any and all requests as may be made by the Tribal Housing Department.
- Criteria 5: Assist in creating and maintaining a work schedule that would not hinder the forward progress and eventual completion of this project.

Acceptance of the work is contingent on the following acceptance criteria:

- Criteria 1: Satisfy all contractual obligations.
- Criteria 2: Complete all aspects of the contracted scope of work.
- Criteria 3: Pass all inspections.

RFP & Project Timelines

The Request for Proposal timeline is as follows:

1. Request for Proposal Issuance: 12/21/2020
2. Open question period, via email correspondence: 12/21/2020 – 02/10/2021
3. Pre-Bid Conference/Site Visit: 01/05/2021 [time TBA]
4. Bid submittal deadline: 02/10/2021 at 11:59PM
5. Bid opening: 02/11/2021 [time TBA] public forum
6. Contract Award / Notification: 02/18/2021

The project completion desired date is 4 – 6 months from contract award date. Bidders may propose a date earlier or later and will be evaluated accordingly. Successful bidder shall provide a Gantt Chart outlining the projected timeline(s).

Evaluation Factors

The Pala Tribal Council will rate proposals based on the following factors, with cost being the most important factor:

1. Technical expertise/experience of bidder and bidder’s staff and relevant past project performance, to include samples of work.
2. Section 3 compliance.
The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent possible, provide training, employment, contracting and other economic opportunities to low- and very low-income persons, especially recipients of government assistance for housing, and to businesses that provide economic opportunities to low- and very low-income persons.
3. Indian Preference.
The Prime Proposer must be an Indian-Owned-Enterprise to receive the preference points. Lessor points are possible depending on the Indian Business Enterprise contract participation.
4. Cost.

Evaluation Process

When contracting for service using the competitive proposal method (CPM) of procurement, the goal is to acquire the services of a highly qualified firm at a reasonable price. Under the sealed bid method (SBM), only price is considered. Under the competitive proposal (CPM) method of procurement, the award is made to the responsible offeror whose proposal is most advantageous, considering price and other stated factors.

When using the CPM, there is a sequence of activities that the Housing Department must follow to ensure fairness, openness, and competitiveness.

The evaluation criteria as previously stated will be followed and is described in the following enclosed table.

NO.	MAX POINT VALUE	CRITERION DESCRIPTION
1	40	SPECIALIZED KNOWLEDGE, EXPERIENCE, and TECHNICAL COMPETENCE that the proposer displays for the work required, based upon the work history (especially in Indian Housing development), and the resumes submitted for the staff proposed to perform the work, including major subcontractors. The PAST PERFORMANCE of the proposer on prior work of the same or similar nature , based on the letters of reference and/or client lists submitted, and based upon the results of any consultation that the Housing Department chooses to conduct with such. The CAPABILITY the proposer displays, in that the proposal submittal shows: (a) knowledge and understanding of the scope of work to be performed; and (b) a realistic proposed approach to the performance of the required work.
2	10	Experience with and application of “Green/Energy efficient construction” techniques, application of the California Building Code Standards, and practice and ability to perform the services in a timely manner.
3	5	Section 3 Program compliance.
4	10	Indian Preference – (Prime Proposer must be an Indian-Owned-Enterprise to receive the preference points. Lessor points are possible depending on the Indian Business Enterprise contract participation)
5	35	The proposed COST of construction; including consideration of quality of materials proposed, labor costs, as well as overhead and profit margins.
	100	Total available points

The technical evaluation panel or committee performs the following functions:

1. Review of all technical proposals (utilizing the RFP’s evaluation criteria as standards).
2. Meet to discuss the evaluations and reach a consensus on the ratings assigned.
3. Prepares a formal written report to the Contracting Officer.
4. Participates in negotiations, if requested by the Contracting Officer.
5. Evaluates best and final offers, if required, and provides an amended evaluation report based the evaluation.

The Pala Tribal Council reserves the right to award a contract or contracts to the bidder(s) that presents the best value to the Pala Tribal Council as determined solely by the Pala Tribal Council in its absolute discretion.

Attachment:

1. Construction Waste Management (CWM) Plan
2. Construction Waste Management (CWM) Worksheet
3. Construction Waste Management (CWM) Acknowledgment

Construction Waste Management (CWM) Plan

Note: This sample form may be used to assist in documenting compliance with the waste management plan.

Project Name: _____

Job #: _____

Project Manager: _____

Waste Hauling Company: _____

Contact Name: _____

All Subcontractors shall comply with the project's Construction Waste Management Plan.
All Subcontractor foremen shall sign the CWM Plan Acknowledgment Sheet.

Subcontractors who fail to comply with the Waste Management Plan will be subject to backcharges or withholding of payment, as deemed appropriate. For instance, Subcontractors who contaminate debris boxes that have been designated for a single material type will be subject to backcharge or withheld payment, as deemed appropriate.

1. The project's overall rate of waste diversion will be ____ %.
2. This project shall generate the least amount of waste possible by planning and ordering carefully, following all proper storage and handling procedures to reduce broken and damaged materials and reusing materials whenever possible. The majority of the waste that is generated on this jobsite will be diverted from the landfill and recycled for other use.
3. Spreadsheet I, enclosed, identifies the waste materials that will be generated on this project, the diversion strategy for each waste type and the anticipated diversion rate.
4. Waste prevention and recycling activities will be discussed at the beginning of weekly subcontractor meetings. As each new subcontractor comes on-site, the WMP Coordinator will present him/her with a copy of the CWM Plan and provide a tour of the jobsite to identify materials to be salvaged and the procedures for handling jobsite debris. All Subcontractor foremen will acknowledge in writing that they have read and will abide by the CWM Plan. Subcontractor Acknowledgment Sheet enclosed. The CWM Plan will be posted at the jobsite trailer.
5. Salvage: Excess materials that cannot be used in the project, nor returned to the vendor, will be offered to site workers, the owner, or donated to charity if feasible.
6. [HAULING COMPANY] will provide a commingled drop box at the jobsite for most of the construction waste. These commingled drop boxes will be taken to [Sorting Facility Name and Location]. The average diversion rate for commingled waste will be ____%. As site conditions permit, additional drop boxes will be used for particular phases of construction (e.g., concrete and wood waste) to ensure the highest waste diversion rate possible.
7. In the event that the waste diversion rate achievable via the strategy described in (6) above, is projected to be lower than what is required, then a strategy of source-separated waste diversion and/or waste stream reduction will be implemented. Source separated waste refers to jobsite waste that is not commingled but is instead allocated to a debris box designated for a single material type, such as clean wood or metal.

Notes:

1. Waste stream reduction refers to efforts taken by the builder to reduce the amount of waste generated by the project to below four (4) pounds per square foot of building area.
2. When using waste stream reduction measures, the gross weight of the product is subtracted from a base weight of four (4) pounds per square foot of building area. This reduction is considered additional diversion and can be used in the waste reduction percentage calculations.
8. [HAULING COMPANY] will track and calculate the quantity (in tons) of all waste leaving the project and calculate the waste diversion rate for the project. [HAULING COMPANY] will provide Project Manager with an updated monthly report on gross weight hauled and the waste diversion rate being achieved on the project. [HAULING COMPANY]'s monthly report will track separately the gross weights and diversion rates for commingled debris and for each source-separated waste stream leaving the project. In the event that [HAULING COMPANY] does not service any or all of the debris boxes on the project, the [HAULING COMPANY] will work with the responsible parties to track the material type and weight (in tons) in such debris boxes in order to determine waste diversion rates for these materials.
9. In the event that Subcontractors furnish their own debris boxes as part of their scope of work, such Subcontractors shall not be excluded from complying with the CWM Plan and will provide [HAULING COMPANY] weight and waste diversion data for their debris boxes.
10. In the event that site use constraints (such as limited space) restrict the number of debris boxes that can be used for collection of designated waste the project Superintendent will, as deemed appropriate, allocate specific areas onsite where individual material types are to be consolidated. These collection points are not to be contaminated with non-designated waste types.
11. Debris from jobsite office and meeting rooms will be collected by [DISPOSAL SERVICE COMPANY]. [DISPOSAL SERVICE COMPANY] will, at a minimum, recycle office paper, plastic, metal and cardboard.

Construction Waste Management (CWM) Worksheet

Note: This sample form may be used to assist in documenting compliance with the waste management plan.

Project Name:	_____		
Job Number:	_____		
Project Manager:	_____		
Waste Hauling Company:	_____		
Construction Waste Management (CWM) Plan			
	DIVERSION METHOD:		
WASTE MATERIAL TYPE	COMMINGLED AND SORTED OFF SITE	SOURCE SEPARATED ON SITE	PROJECTED DIVERSION RATE
Asphalt			
Concrete			
Shotcrete			
Metals			
Wood			
Rigid insulation			
Fiberglass insulation			
Acoustic ceiling tile			
Gypsum drywall			
Carpet/carpet pad			
Plastic pipe			
Plastic buckets			
Plastic			
Hardiplank siding and boards			
Glass			
Cardboard			
Pallets			
Job office trash, paper, glass & plastic bottles, cans, plastic			
Alkaline and rechargeable batteries, toner cartridges, and electronic devices			
Other:			
Other:			
Other:			
Other:			

