

Theodore Roosevelt School

NOTICE OF REQUEST FOR PROPOSALS

Request for Proposals No. #0999
Proposal Due Date May 16, 2023 Time: 3:00 MST
School Address P.O. Box 567
805 Apache St
Fort Apache, AZ 85926


Competitive sealed proposals for the following services will be received by Theodore Roosevelt School at the address specified above until the time and date cited, or emailed to mwilkerson@trswarriors.com.

- 1. Construct a Variable Refrigerant Flow System in Building 229 and upgrade building 230 HVAC for the school and cafeteria at Theodore Roosevelt School. A complete RFP with all design details will be emailed to anyone who requests one. Please email: mwilkerson@trswarriors.com or call 928-594-2957. The school is issuing two RFP's for refrigeration construction services. This RFP is for the school and cafeteria buildings; the second is for the residential building. The school may award both RFP's to one vendor based on contract cost and performance.**

Refer any questions regarding this Request for Proposals to:

Marla Wilkerson, CSA or Shawn Jones, Facilities Director
928-594-2957 or 928-338-4464
mwilkerson@trswarriors.com or sjones@trswarriors.com

April 26, 2023
Date


School Administrator
Marla Wilkerson, CSA

Theodore Roosevelt School REQUEST FOR PROPOSALS NO. 0888

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I. PURPOSE

The purpose of this Request for Proposals (RFP) is to enter into a contract with a contractor to construct a Variable Refrigerant Flow System Building 229 and upgrade building 230; the school and cafeteria buildings at Theodore Roosevelt School, with a total square foot approximately 30,000.00.

II. SCOPE OF SERVICES REQUIRED

The selected contractor will be required to construct the system as outlined in the schematic design documents for the project.

The scope of work for adding refrigerated cooling and upgrading the heating system of the school and cafeteria buildings would include the construction of the entire hot water heat system, removing the LPG gas heat and converting the entire building to a system designed around a VRF (Variable Refrigerant Flow) heat pump centered system, with ventilation in the forefront of the design, as well as considering the building is historical and all historical requirements are met. The buildings are within the historic Fort Apache, a designated National Historic Landmark. Design elements must meet applicable standards under the Secretary's guidelines for Historic Buildings and the Uniform Code of Building conservation.

The existing unit ventilators would be replaced with wall mounted indoor consoles that provide both heating and cooling. The classrooms and offices would have wall units which replace the current units and are better concealed for improved aesthetics. The refrigerant lines connecting the indoor units to the outdoor heat pumps would be concealed in the underfloor crawl space or through the attic space. The location of the outdoor heat pump units would be coordinated with the owner to be as inconspicuous as possible. The capability of long runs of refrigerant line piping with the VRF system allows the outdoor unit to be farther from the indoor unit for concealment. Mechanical screen walls would be constructed to screen the exterior units. The materials used for the screen walls will be carefully selected to harmonize with the existing stone aesthetic and tie into the original architecture of the building.

The existing electrical service on the Dormitory Building is 120/204 Volt, Single Phase, 3 wire. The fused switch is rated for 400 amps. The peak demand on this service (NEC meter number 540397) is 14,920 watts, recorded July 2020. Per NEC 220.87 the capacity of the existing fused disconnect available to service additional load is 322 Amps. The existing service must be upgraded to 3 phase to properly serve the proposed mechanical units which are only available as 3 phase units. The electric heat recommended as backup heat would require a larger upgrade to a 1,600 Amps service.

Changes in Services

Changes in the scope, character, or complexity of the service may be negotiated if it is mutually agreed that such changes are desirable and necessary. Such changes must be authorized in writing by Theodore Roosevelt School and approved by the School Governing Board and the Indian Affairs Facilities and Management division, prior to the performance of the service.

III. GENERAL INFORMATION

A. Mandatory Qualifications

The following qualifications are mandatory for Contractors submitting proposals:

1. Contractors must be properly licensed and bonded.

2. The contractor must not have a record of substandard work.
3. The contractor must demonstrate the capability to comply with National Historic Preservation Act standards, as applicable to the work.
4. The contractor will work closely with the schools' project manager and personnel from BIA to ensure the project is completed in compliance with the contract terms.
5. The school will prepare the standard-form construction contract for this project.

The Contractor shall:

- i. Have adequate financial resources to perform the nature, scope and size of the proposed construction contract, or the ability to obtain them;
- ii. Be able to comply with the required performance schedule;
- iii. Have a satisfactory performance record. A prospective contractor that is or recently has been seriously deficient in contract performance shall be presumed to be non-responsible, unless the School determines the circumstances were properly beyond the contractor's control, or that the contractor has taken appropriate corrective action. Past failure to apply sufficient tenacity and perseverance to perform acceptably is strong evidence of non-responsibility. Failure to meet the quality requirements of the contract is a significant factor to consider in determining satisfactory performance. The BIA upon request can supply past performance evaluations from the Federal CPARS system. The School shall consider the number of contracts involved and the extent of deficient performance in each contract when making this determination;
- iv. Have a satisfactory record of integrity and business ethics.
- v. Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them, and design-build quality control and assurance measures, and safety programs applicable to the design-build project.
- vi. Have the necessary design, and technical equipment and facilities, or the ability to obtain them.
- vii. Be otherwise qualified and eligible to receive an award under applicable Federal laws and regulations and the laws of the White Mountain Apache Tribe. The prospective contractor shall not be disbarred or suspended from participation in Federally Assisted contracts or grants.
- viii. Have secured or able to secure verifiable bonding sufficient for the services required within this statement of work. The school shall obtain and verify all bonding information from the prospective contractor(s).

B. Governing Law

The Contract will be governed under the laws of the White Mountain Apache Tribe with the adoption of the contract laws of the State of Arizona to resolve contractual disputes. The contractor will comply with the applicable laws of the Tribe, including Tribal Employment Rights Office regulations.

C. Procedures and Time Frame for Submitting Proposals/Awarding Contract

Interested, qualified Contractors may submit a proposal to Theodore Roosevelt School at the following address:

Marla Wilkerson

P.O. Box 567

805 Apache St

Fort Apache, AZ 85926

Two (2) copies of the proposal are required. They should be prepared in accordance with the proposal format requirements discussed in this RFP and packaged in such a manner that the outer wrapping clearly indicates the RFP number and contractor's name and address and be subject to the following conditions:

1. The contractor will contact the school directly if they have questions concerning this RFP. The contractor will conduct an on-site to determine existing conditions and layout.
2. Sealed proposals must be received 3:00 p.m. Mountain Standard Time, on May 16, 2023, at the School address listed above. Proposals sent by email or facsimile will not be accepted. No proposals will be accepted after the time indicated. Proposals received after the deadline will be stamped with time and date and returned unopened.
3. Proposals will be evaluated on May 17, 2023. Please have staff available at that time to respond to questions.
4. Discussions with individual contractors may be held to clarify proposals upon request.
5. Contract award is expected to be made on or before May 26, 2023. The contract will be awarded on the basis of demonstrated competence and qualifications to perform the required services at fair and reasonable compensation. However, after the contractor is selected, the Governing Board will review the proposed contract and approve or disapprove it. Only upon approval of the proposed contract by the Governing Board will the contract be signed by the school administrator and the selected contractor. The board will also consider applicants that apply to both RFP's, the residential RFP #888 as well as the cafeteria and school buildings RFP # 999.
6. The School will consider applicants that apply to both RFP's, the residential RFP #888 as well as the cafeteria and school buildings RFP #999.
7. The school will inform each contractor that submitted a proposal, in writing, whether the proposal accepted or rejected.
8. Work may begin as soon as the Governing Board approves the proposed contract. Work must be completed by May 31, 2024 or before. An earlier completion date is preferred; however, to address slow supply chain issues, a generous time frame has been written into this RFP.

9. Cost and price information provided in the proposal will be held confidential and will not be disclosed to competing contractors prior to selection of the Contractor.

C. Review of Proposals and Evaluation Criteria

The School and any outside experts the School considers necessary will evaluate the proposals. If several proposals are very closely ranked, the School may arrange for oral discussions with the Contractors to assist in making the selection.

Proposals will be evaluated using 5 sets of criteria: Cost, capacity and capability, experience, and availability (lead time), and tribal preference. Contractors meeting the mandatory criteria will have their proposals evaluated and scored for both technical and cost criteria.

IV. PROPOSAL FORMAT

The proposal must conform to the format specified below. The school will make no reimbursement for the cost of developing or presenting proposals in response to the RFP.

A. Title Page

Each proposal must contain a title page that identifies the RFP number and subject and provides the contractor's name, address, and telephone number; the name and title of a contact person; and the date the proposal was submitted. The title page must also state the period the proposal is effective (non-rescindable).

B. Table of Contents

The proposal's table of contents should include a clear and complete identification of the materials submitted by section and page number.

C. Letter of Transmittal

A brief letter of transmittal should be submitted that includes the following information:

1. The contractor's understanding of the work to be performed.
2. A positive commitment to perform the service within the time period specified.
3. The names of persons authorized to represent the Contractor, their titles, addresses, and telephone numbers.
4. The fee amount should not be divulged elsewhere in the proposal.

D. Contractor's Profile and Qualifications

The following information should be included:

1. A description of the Contractor, including size; whether the organization is local, regional, national, or international in operations; the number of professional staff by level; and a description of the range of activities performed.

2. Affirmation that the Contractor meets the mandatory qualifications set forth in section II.A. above.
3. A statement of the Contractor's expertise in: 1) remodeling of Arizona school Schools/installing HVAC systems
4. A description of prior experience with contracting services of a similar or related nature, including references. The description should include a list of names and dates of projects completed.
5. Identification of senior staff to be assigned to the project, including the manager or school's direct contact.

E. Contractor's Approach to the Project

The technical portion of the proposal shall include, as a minimum:

1. A work plan detailing the approach the Contractor intends to follow. The work plan should completely cover what work will be accomplished and in what time frame it will be completed.
2. A plan for organizing and staffing the project, with an estimate of time for each phase of the project, and a reporting plan to the school.

F. Sealed Cost Proposal

The cost portion of the proposal must be submitted along with the proposal, but in a separate sealed envelope. **Note: The cost proposal should include a breakdown of expenses. Any fees that will be paid by the Contractor to include TERO.**

G. Bid Bond

A bid guarantee equivalent to five percent of the bid amount must accompany the proposal.

V. DESCRIPTION OF SCHOOL.

A. General

Theodore Roosevelt School is a tribally controlled school, located on the White Mountain Apache Reservation. The School serves approximately 150 students.

The School operates on a July 1 to June 30 fiscal year.

B. Reporting Entity

This project is being funded by BIA and regular reports are required on the cost and progress of the project.

H. Additional Information

Students are residing in the residential facility from August to May. Two employees are residing at the facility.

VI. EXIT CONFERENCE REQUIREMENTS

The Contractor must be available to participate in 1 or more exit conferences with members of the school and the School Governing Board. Exit conferences must be coordinated through the project manager (Shawn Jones) and may or may not be necessary. The purpose of the exit conferences is to discuss the progress, identify any areas of concern, and gain information from the contractor.

VII. RIGHT TO REJECT/REVISE

The School reserves the right to:

- A. Reject any or all proposals submitted.
- B. Request additional information from all Contractors.
- C. Conduct discussions with responsible Contractors that submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements.
- D. Negotiate modifications to the Contractor's proposal prior to final award for the purpose of obtaining best and final offers.
- E. Negotiate a contract that may be terminated for lack of funds.

VIII. ASSISTANCE AVAILABLE TO CONTRACTORS


- A. **AHERA Reports (Latest asbestos reports)**
- B. **School Assistance**

School officials and staff will be available to assist the Contractor by providing information, documentation, and explanations as required. Marla Wilkerson, CSA and Shawn Jones, Project Manager will be available to the contractor upon request.

Refer any questions regarding this Request for Proposals to:

Marla Wilkerson, CSA
938-594-2957
mwilkerson@trswarriors.com

April 26, 2023
Date



School Administrator

Marla Wilkerson

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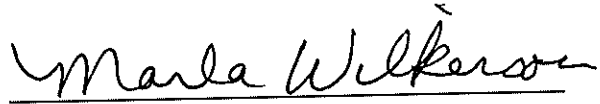
Competitive sealed proposals for the following services will be received by Theodore Roosevelt School, at the address specified above until the time and date cited, or emailed to mwilkerson@trswarriors.com.

- 1. Construct a Variable Refrigerant Flow System Building 231 HVAC the residential facility at Theodore Roosevelt School. A complete RFP with all design details will be emailed to anyone who requests one. Please email: mwilkerson@trswarriors.com or call 928-594-2957. The school is issuing two RFP's for refrigeration construction services. This RFP is for the residential facility and the second is for the school and cafeteria buildings. The school may award both RFP's to one vendor based on contract cost and performance.**

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I. PURPOSE

The purpose of this Request for Proposals (RFP) is to enter into a contract with a contractor to construct a Variable Refrigerant Flow System Building 231 HVAC the residential facility at Theodore Roosevelt School, with a total square foot approximately 30,000.00.

II. SCOPE OF SERVICES REQUIRED

The selected contractor will be required to construct the system as outlined in the schematic design documents for the project.

The scope of work for adding refrigerated cooling and upgrading the heating system of the residential building would include the construction of the entire hot water heat system, removing the LPG gas heat and converting the entire building to a system designed around a VRF (Variable Refrigerant Flow) heat pump centered system, with ventilation in the forefront of the design, as well as considering the building is historical and all historical requirements are met. The buildings are within the historic Fort Apache, a designated National Historic Landmark. Design elements must meet applicable standards under the Secretary's guidelines for Historic Buildings and the Uniform Code of Building conservation.

The existing common area unit ventilators would be replaced with wall mounted indoor consoles that provide both heating and cooling. The living quarters and offices would have fan units which replace the current units and are better concealed for improved aesthetics. The unsightly ceiling hung units with exposed piping in the common restrooms would be replaced with ceiling or wall console units. The refrigerant lines connecting the indoor units to the outdoor heat pumps would be concealed in the underfloor crawl space for the lower floor and the attic of the upper floor. The location of the outdoor heat pump units would be coordinated with the owner to be as inconspicuous as possible. The capability of long runs of refrigerant line piping with the VRF system allows the outdoor unit to be farther from the indoor unit for concealment. Mechanical screen walls would be constructed to screen the exterior units. The materials used for the screen walls will be carefully selected to harmonize with the existing stone aesthetic and tie into the original architecture of the building.

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- iv. Have a satisfactory record of integrity and business ethics.
- v. Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them, and design-build quality control and assurance measures, and safety programs applicable to the design-build project.
- vi. Have the necessary design, and technical equipment and facilities, or the ability to obtain them.
- vii. Be otherwise qualified and eligible to receive an award under applicable Federal laws and regulations and the laws of the White Mountain Apache Tribe. The prospective contractor shall not be disbarred or suspended from participation in Federally Assisted contracts or grants.
- viii. Have secured or able to secure verifiable bonding sufficient for the services required within this statement of work. The school shall obtain and verify all bonding information from the prospective contractor(s).

B. Governing Law

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VIII. ASSISTANCE AVAILABLE TO CONTRACTORS

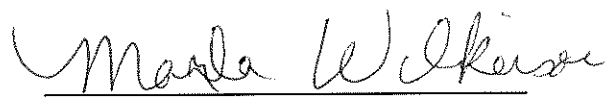
- A. **AHERA Reports (Latest asbestos reports)**
- B. **School Assistance**

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Marla Wilkerson, CSA
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School Administrator

Marla Wilkerson