

Kiowa Tribe
Solicitation & Request for Proposal
ABOVE GROUND STORM SHELTERS



RFP KT-25-004-CC

A – Solicitation

A. Type of Contract to be Awarded

The Kiowa Tribe is seeking proposals from qualified Contractors for the project entitled: “Build of two (2) above ground concrete storm shelters to serve 4-12 years of age at 502 S Country Club Road, Anadarko, Ok 73005, and one (1) above ground concrete storm shelter to serve 0-3 years of age at 1602 Independence Street, Anadarko, OK 73005, in accordance with the Kiowa Tribe Procurement Policies and Procedures and under the CFR part 200 Uniform Guidance. All proposals are to be received by email or mail no later than **Friday, April 3, 2026, by 4:00 p.m.** Each Proposal should be clearly marked **“PROPOSALS Build Above Ground Storm Shelters”**.

These proposals should be mailed or delivered to:

The Kiowa Tribe
Attention: Toni Tsatoke-Mule - Executive Director – Education Agency
P.O. Box 369
100 Kiowa Way
Carnegie, OK 73015

B. Scope of Contract:

Questions regarding the build of the above ground storm shelters shall be directed to: Jonna Beartrack, Child Care Director, Kiowa Tribe, (405) 480-2668 or email jbeartrack@kiowatribe.org

General proposal questions should be directed to: Joanne Belgarde, Procurement/Contracts, jbeldgarde@kiowatribe.org 405-480-2009.

The proposals will become part of The Kiowa Tribe files without any obligation to your organization.

Type of Contract to be Awarded

The Kiowa Tribe, a federally recognized tribe based in Carnegie, Oklahoma intends to award a firm fixed price contract from this solicitation/RFP under the Kiowa Tribe Procurement Policies and Procedures and under the CFR part 200 Uniform Guidance.

Bid Process:

Upon receipt of at least three bids, a contracting team will identify the contractor who is the most responsive and responsible bidder. A rating system will be used by the contracting team to determine other factors than just the low bidder. Best value along with the price will be the determining factor on who receives the award. You will be contacted via telephone and by letter of your award. Once you are awarded the contract, a Notice to Proceed, the days to be completed may be negotiated by the Tribe and the Contractor. The NTP will be issued as soon as the

contractor has been cleared through proper debarment checks and background check, if applicable.

The Kiowa Tribe may use Indian preference where possible and feasible.

Bid Pricing:

Contractor shall provide a lump sum price to include labor and materials to complete the project as outline in the Scope of Work. In addition, a detailed breakdown of labor and material costs must be submitted along with timelines of each specific part of the scope of work. Sub-contractors must be identified as their role, title, and prices for each sub-contractor. Engineering, design, and quality assurance must be submitted in your Statement of Work on how each of these roles will be managed along with detailed breakdown of costs associated with these roles. A cost/price analysis will be conducted with all invoices submitted.

TERO Certification:

Indian preference will be given only to bidders who provide proof of current certification from the Kiowa Tribe Tero office located in Carnegie, Oklahoma telephone number (508)654-2300. Proof of TERO certification must accompany and be included in bid submittal

Tero Requirements: Kiowa Tribe TERO Office requirements apply to award of agreement; including a 3 percent fee on all jobs that are over \$1,000 in value. Successful bidder must complete required TERO paperwork and pay all applicable fees in accordance with the current Legislative Act for this project. Please contact Kiowa Tribe TERO at 580-654-2300 with any questions. The successful bidder must have fees and all paperwork submitted to TERO for agreement to be considered fully executed.

Conflict of Interest and Restriction:

If any contractor, contractor's employee, subcontractor, or any individual working on the proposed contracts may have a possible conflict of interest that may affect the objectivity , analysis, and / or performance of the contract, it shall be declared in writing if the conflict is significant and material and if so, may eliminate the contractor from submitting a bid.

Subcontracts:

The successful bidder is special is specifically advised that any person, firm or other party to whom it is proposed to award a subcontract under this contract must also be acceptable to Kiowa Tribe. Any proposed subcontracts must be approved by Kiowa, and the TERO office must be consulted prior to subcontractor being on site to ensure all appropriate forms, paperwork, and approvals are in place. Successful bidder will be required to complete the Request for Acceptance of Subcontractor at time of contract signing if subcontractor to be utilized. All sums due to any suppliers or subcontractor must be paid or will be paid within ten (10) days of receipt of any money received from the Kiowa Tribe under any executed Agreement.

Drug Free Workplace and Tobacco Free Workplace:

Any Contractor performing work for the Kiowa Tribe agrees to publish a statement notifying all employees, subcontractors, and other workers that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor’s workplace and specifying the actions that will be taken against violators of such prohibition. The Kiowa Tribe will consider lack of enforcement or lax enforcement of the statement by Contractor a default of the contract. The Contractor further agrees to provide all persons engaged in performance of the contract with a copy of the statement. A copy of the bidders’ Drug Free Workplace statement shall be included with the proposal or else the successful bidder will be deemed to accept and agree to use the statement provided by Kiowa Tribe. The Contractor understands and recognizes that all Kiowa Tribe buildings, whether leased or owned, and the grounds surrounding those facilities are considered by the Kiowa Tribe to be tobacco free workplace. The Contractor will ensure all employees, subcontractors, and other workers will abide by this policy.

Scope of Work:

The Director of the Kiowa Child Care Program is requesting one (1) storm shelter be completed at 1602 Independence Street, Anadarko OK, 73005 and two (2) at 502 S. Country Club Road, Anadarko, OK 73005. The proposed storm shelters will serve the facility in the capacity of a safe place to shelter if weather mandates that response. The shelter requirements and scope are listed below:

Design Criteria	Must meet ICC-500-14 and other relevant building codes, ensuring they can withstand extreme winds and debris Code section references: 320.1, 320.2, 320.3. Must meet FEMA P-361 and ICC 500 standard which outlines the design and construction of safe rooms for tornadoes and hurricanes.
Structural Safety	Shelters should be constructed with strong, reinforced materials such as steel or concrete.
Building Codes	Installation will be required to be inspected by local and state zoning, licensing and must meet safety standards.
Construction Standards One (1) storm shelter at 1602 Independence Street – Anadarko, OK	Shelter should include ventilation systems and accessibility features to accommodate all users, including two (2) emergency baby cribs, and for those with disabilities, first aid and emergency kits. Shelter shall be 8’ x 20’ in size (photos attached)
Construction Standards Two (2) storm shelters at 502 S. Country Club Road, Anadarko, OK	Shelter should include ventilation systems and accessibility features to accommodate all users including those with disabilities, first aid and emergency kits. Each shelter shall be 8’ x 12’, one (1) located on north side and one (1) located on south side of building.

To build an above-ground concrete storm shelter for a childcare center in Oklahoma, the following requirements must be met:

- Building Permit: A building permit is required for any storm shelter installation. This ensures that the shelter is installed correctly and meets safety standards.
- Documentation: Gather necessary documentation, including a completed building permit application, site plan, and manufacturer's specifications.
- Engineer's Certification: Obtain an engineer's seal or certification that the shelter meets FEMA standards for wind resistance and structural load.
- Compliance with Codes: Ensure compliance with the International Residential Code? (IRC?) and other relevant state and federal building codes.
- Installation: The shelter must be installed by professional service.
- It is crucial to follow these requirements to ensure the safety and legal compliance of the storm shelter for the childcare center.

To meet licensing requirements for building a concrete storm shelter used by a childcare center in Oklahoma, consider the following:

- Foundation and Anchoring: Ensure the foundation can resist uplift, overturning, and sliding forces during extreme wind events. This is crucial for safety during tornadoes.
- Design Standards: Follow the ICC 500 standard, which provides minimum requirements for the design and construction of storm shelters. This includes structural design criteria and sitting requirements.
- FEMA Guidelines: If using federal grant funds, adhere to FEMA P-361, which outlines the design and construction of safe rooms for tornadoes and hurricanes.
- Inspections: Ensure that the shelter is built according to approved plans and undergoes necessary inspections to verify compliance with safety codes.
- For detailed requirements, refer to the FEMA P-361 document and the ICC 500 standard.

Add addendum

Additional Addendum:

Changes could be made to this project as needed if both parties agree to make it safe for the children and parents.

1. Certificate of Liability Insurance
2. Workers' Compensation (Personal and ADV Injury)
3. Bid and performance bonds
4. W-9 on file with Kiowa Tribe Finance
5. Wage rates that you are paying to each of your categorical laborers
6. Timeline of events, delays, start, and completion dates of each phase of the contract
7. Subcontractor Information
8. Company historical information
9. Past Performance/Testimonials
10. BBB/D&B and other affiliates' information
11. Resume of On-Site Supervisor

12. Twenty-four notice schedules of power or water outage needed
13. Material costs/justification for pre-payment
14. Disclosure of non-debarments from contractual work

Selection and Evaluation Criteria:

All proposed contractors will be evaluated based on the following criteria and selected based on the score given by the selection committee.

1. **Individual and/or Firm Qualifications:** Experience of the individual and/or firm in providing requested services and experience in providing those services to Native American tribes. Identify what distinguishes your firm from others. **(25 Points)**
2. **Project Team:** List and describe the expertise of the members of your team who will be responsible for completing the project. Be sure to indicate the roles and responsibilities of each team member. **(25 Points)**
3. **Project Understanding, Approach, and Schedule:** Please provide a discussion of your firm's understanding of the project along with your approach to providing the necessary services. **(25 Points)**
4. Understanding of the needs of the Tribe and familiarity of the area **(20 Points)**
5. **Tribal Member Ownership:** Provide proof of ownership constituting not less than 51% of the enterprise. **(5 Points)**

Selection of the individual and/or firm will be made after a review and analysis of the proposals written by the Selection Committee. Other experts of interested parties or employee representatives may be consulted to advise the Selection Committee during the review and analysis process. Respondents may be reduced to a list of "finalists" that may be requested to meet with the Selection Committee, Tribal Executives, or other representatives of the Kiowa Tribe to Expand on proposal qualifications and experience.

Those selected as "Finalists" will be notified of the time and date of presentations. The Kiowa Tribe reserves the right to reject any and/or all proposals. Indian Preference will be applied in awarding the contract.

The Contracting Officer for this Solicitation is Joanne Belgarde, you may reach her at (405) 480-2009. Her email address is jbelgarde@kiowatribe.org, The Contracting Officer's Technical Representative (COTR) for this solicitation is Patrick Poolaw. You may reach Mr. Poolaw at (405) 480-0776. His email address is ppoolawkiowatribe.org. The project advisor is the Director of Child Care Center who is Jonna Beartrack. Her telephone number is (405) 480-2668 and her email is jbeartrack@kiowatribe.org.





