

**Kiowa Tribe**  
**Request for Proposal**  
**Law Enforcement Services**  
**Renovation of OLD Dollar General**



**KT RFP-25-009-LES**

The Kiowa Tribe is soliciting proposals from qualified companies for the renovation of the property located at 110 N. Carnegie St, Carnegie, OK. The renovation will be awarded under the Kiowa Tribe Procurement Policies and Procedures and under the CFR part 200 Uniform Guidance.

Potential contractors may submit your bid as soon as you receive the solicitation but no later than 4:00 p.m. on April 24, 2025. Please email your bid to [jbelgarde@kiowatribe.org](mailto:jbelgarde@kiowatribe.org). Contractors may ask any questions needed for work clarification, etc. After bid closing, a Selection Committee will review proposals and 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 email and by letter of your award. Once you are awarded the contract, and Notice to Proceed (NTP), the days to be completed may be negotiated by the Tribe and Contractor. The NTP will be issued as soon as the contractor has cleared through proper debarment checks and a background check, if applicable.

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

## **A. GENERAL PROVISIONS**

This contract is for buildout of an approximately 9600 sq. ft. building (previously a Dollar General building). The building currently includes 4 outer walls, bathrooms in the front, central heat and air, drop down ceilings, and tile flooring. A walk-thru of the property may be requested. Drawings and information is attached that specifies what the Tribe would like to be bid on. This facility will house the Kiowa Tribe Law Enforcement Agency.

We desire all outer walls be insulated to protect from heat and cold. We would also like internal walls to have insulation to help prevent sound travelling from one room to another. Currently the ceilings are drop-down ceilings. Solid ceilings throughout are also acceptable. You may bid on selected phases and/or provide a bid for the overall project.

## **B. BID SCHEDULE**

B. Pricing for complete project. Contractor shall provide a lump sum price to include labor and materials to complete the project as outlined in the Scope of Work. In addition, a detailed breakdown of labor and material costs must be

submitted along with timelines. Sub-contractors must be identified by their role, title, and price for each. Engineering, design, and quality assurance must be submitted in your Statement of Work regarding 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.

Length of Job. With your bid, please state how long it will take you to complete the project from start to finish. Also state when you could begin the renovation.

State any changes you would suggest making to the project that would save time or materials and lower the price. You will be given additional points for creative ideas that are accepted.

Phase 1. Pricing for Offices. Please see the Phase 1 buildout attachment for specific offices in yellow. This phase will have walls and completely finished offices as highlighted in yellow. Provide a bid for framing, drywall, tape and texture, installation of doors with handles, trim and baseboards, and paint. Walls are 9'6" to attach to existing ceiling.

Phase 2. Electrical. Please see the Phase 2 buildout attachment for the overall building electrical. Most likely existing wiring and lighting will need to be removed and new lines laid. Put no less than one electrical outlet on each wall of each office. Provide ceiling lights and fans common to offices. Bid shall be for coverage of entire building electrical needs.

Phase 3. HVAC. Please see the Phase 3 buildout attachment for overall HVAC needs throughout the entire building. Provide duct work, vents, and dampers, as needed, to provide appropriate airflow throughout the building. Connect to 4 existing HVAC units on the roof. Also, add vents in old bathrooms at the front and riser rooms in the SE corner of the building.

Phase 4. Plumbing. Run a water line on north wall inside the double wall that will be insulated. Plumbing line will need to support new men's restroom, women's restroom, laundry washer, kitchen sink, and dishwasher.

Also provide a gas line run on the north wall to accommodate a gas stove in the kitchen. We will also need water heaters in appropriate places.

Phase 5. Framing. Bid the cost to frame out everything not framed in Phase 1. This framing will be used so electrical, HVAC, and plumbing will know where to

put their needed drops, etc.

### **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 580.919.8744.

### **TERO Requirements**

Kiowa Tribe TERO Office requirements apply to award of contract, including a fee of 3% of contract award. 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 405.480.2598 with any questions. The successful bidder must have fees, and all paperwork submitted to TERO for the 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 contract 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 and is specifically advised that any person, firm, or other party to whom it is proposed to award a subcontract under this contract must all be acceptable to Kiowa Tribe. Any proposed subcontracts must be approved by the Kiowa Tribe and the TERO Office must be consulted prior to the subcontractor being on site to ensure all appropriate forms, paperwork, and approvals are in place. Successful bidder must complete the Request for Acceptance of Subcontractor at time of contract signing if subcontractor is used. 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 an 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 bidder's Drug Free Workplace statement shall be included with the proposal. 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 workplaces. The Contractor will ensure all employees, subcontractors, and other workers will abide by this policy.

## **C. SPECIFICATIONS/DRAWINGS**

### **C. 1) Scope of Work**

The Kiowa Tribe is requesting a buildout of the property located at 110 N. Carnegie Street in Carnegie, OK. Please provide bids for work stated in paragraph B above.

#### **Additional Addendum:**

Changes could be made to this project as needed if both parties agree to it. The following documents will be required.

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 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. Resume of On-Site Supervisor
11. Twenty-four-hour notice schedules of power or water outage needed
12. Material costs/justification for pre-payment
13. Disclosure of non-debarments from contractors 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 your team members responsible for completing the project. Be sure to indicate the roles and responsibilities of each team member. (20 points)

## **3. Project Understanding, Approach, and Schedule**

Please discuss your firm's understanding of the project and your approach to providing the necessary services. (15 points)

## **4. Understanding of the needs of the Tribe and familiarity of the area**

Please provide a brief narrative regarding the location of the individual or firm with regards to the proximity to the proposed Kiowa Tribe property located in Carnegie, OK and include your familiarity with the area. Evaluation of the firm's approach to the service's scope will be based on understanding the responsibility. (15 points)

## **5. Compensation**

List a total not to exceed fees, including expenses, to accomplish the scope of services with your preferred method of remuneration for our services. Specify any fee, commissions, or compensation received from or aid to others. Clearly indicate what services if any fall outside this level of compensation. (25 points)

## **6. 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 written proposal 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, if needed.

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 Ms. Joanne Belgarde. You may reach her at 405.480.2009. Her email address is [jbelgarde@kiowatribe.org](mailto:jbelgarde@kiowatribe.org). The Contracting Officer's Technical Representative (COTR) for this solicitation is

Winona Morris. You may reach Ms. Morris at 580.591.1742. Her email address is [wmorris@kiowatribe.org](mailto:wmorris@kiowatribe.org).

## BID SCHEDULE

Contractor may bid on specific phases or all phases.

Bid for Total Completion of Project. \_\_\_\_\_.

Estimated state date \_\_\_\_\_ and end date of the project \_\_\_\_\_.

Recommendations that could make this buildout more efficient, i.e. type of materials, changes to layout, etc.

Phase 1. Office Buildouts. \_\_\_\_\_

Phase 2. Electrical. \_\_\_\_\_

Phase 3. HVAC. \_\_\_\_\_

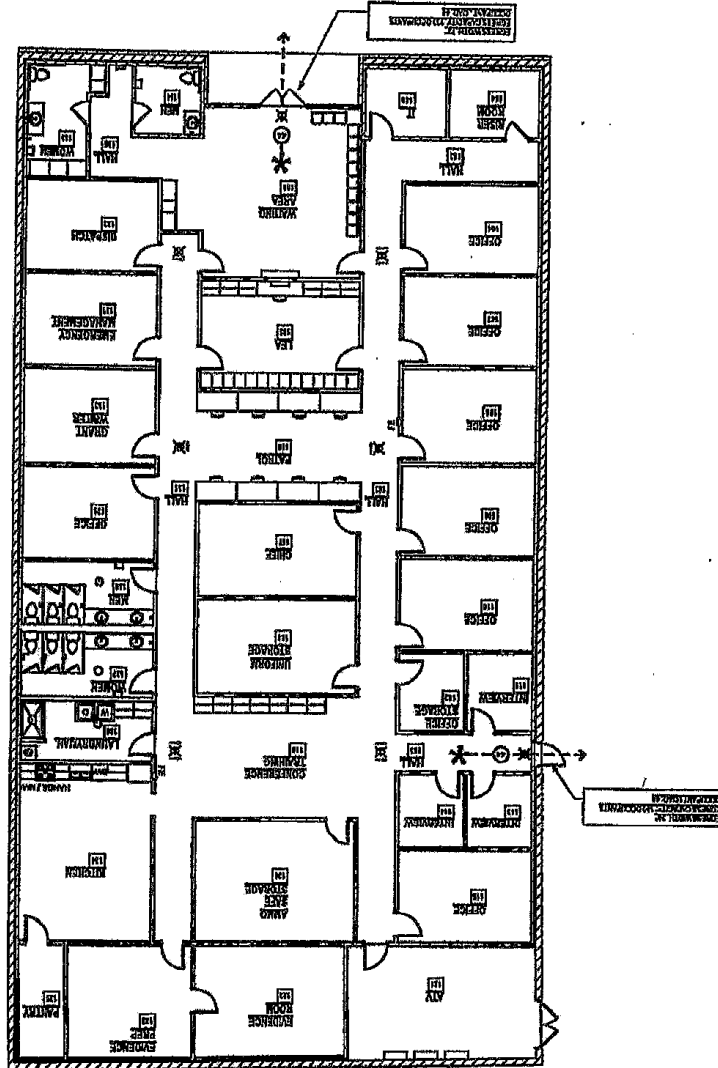
Phase 4. Plumbing. \_\_\_\_\_

Phase 5. Framing. \_\_\_\_\_





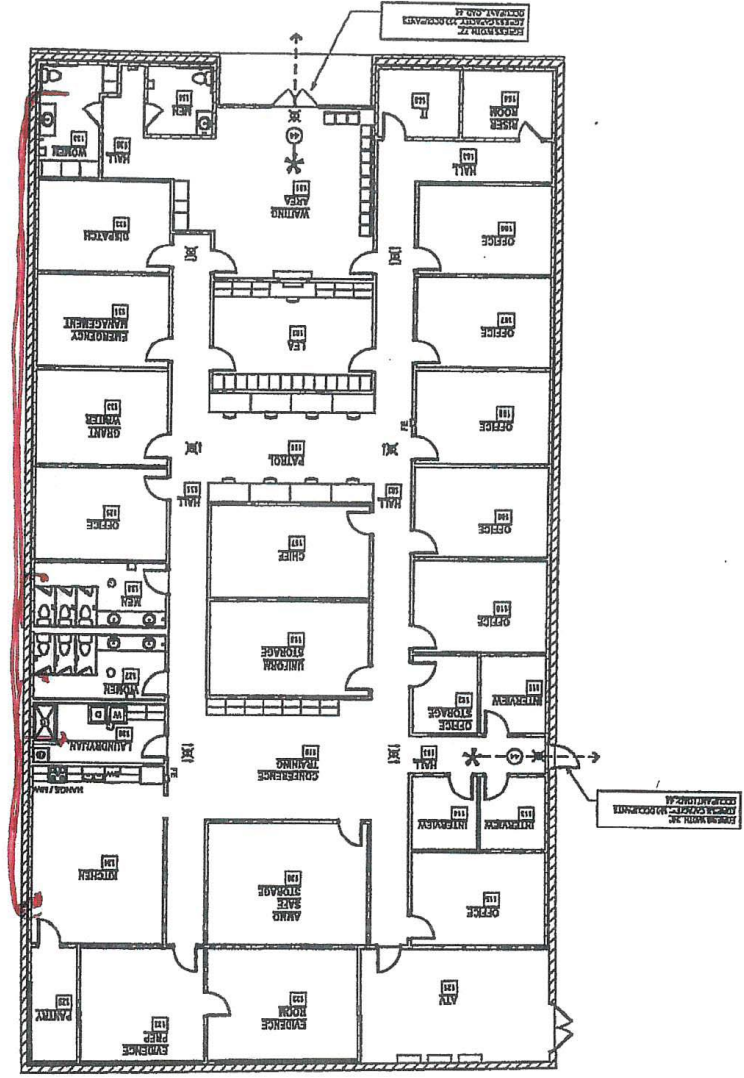
# Kiowa Tribe Law Enforcement



## Phase 3.

HVAC - Duct work and vents and dampers as needed to provide appropriate airflow throughout the building. Connect to 4 existing HVAC units on the roof. Also add vents in old bathrooms at the front and riser rooms in SE corner of bldg.

# Kiowa Tribe Law Enforcement



## Phase 4.

Run a water line on north wall inside the double wall that will be insulated. Will need to support new men's restroom, women's restroom, laundry washer, kitchen sink and dishwasher. Also need a gas line run on the north wall to accommodate a gas stove in the kitchen and water heaters.

