



COCOPAH INDIAN TRIBE
14515 S. Veterans Drive
Somerton, AZ 85350
928-627-2102
email: administrator@cocopah.com

Request for Proposals for

WEST RESERVATION OFFICE BUILDING RENOVATION

Scope of Work:

This scope of work will be issued under contract between Cocopah Indian Tribe and contractor. Renovate and refurbish (1) 12-office building with kitchen, dining area and outdoor interior patio. The work includes debris removal, cleaning, interior renovation and exterior refurbishment with area beautification.

1. Objectives

1.1 Cleaning Services & Debris Removal

- a) Relocate storage items from office spaces
- b) Clean & service kitchen range hood

1.2 Repairs/Renovations

- a) Sheetrock and water-damaged ceiling insulation replaced
- b) Remove/Replace Portions of ceiling & ceiling popcorn finish
- c) Plumbing repaired/replaced as needed; hardware assessed for stability
- d) Replace toilets with comfort height water saver units
- e) Interior doors repaired/replaced as needed
- f) Replace damaged floor tiles, strip & buff tile throughout; assess foundation stability
- g) HVAC system repaired/replaced as needed
- h) Lighting and electrical repaired/replaced as needed; replace 4' fluorescent lights in main office reception area and kitchen
- i) Install ceiling fans in office spaces
- j) Install solar tubes in offices & hallway
- k) Replace carpet in offices/tile (Cost efficiency)
- l) Replace lattice & bird guard in open air area
- m) Exterior paint to include metal roof, metal windows, door casings
- n) Repair & Replace exterior doors, locks & lighting installed; replace rusted and damage areas around exterior doors and windows; repair exterior soffit in open air area

1.3 Superficial & Furnishing

- a) Paint interior throughout
- b) Install kitchen area upgrades including: kitchen sink & faucet, new stove, seating area furniture and refrigerator

(Please present bids for 1.4/5 work separately; itemized out from existing Scope of work)

1.4 Finalization

- a) *New furnishings and furniture for tribal office spaces acquired and set*
- b) *Phone lines & Avaya acquired, programmed and placed*
- c) *IT assessment for computer & electronic placement*

1.5 Cleaning/Area beautification

- a) *Repair roof (leaking roof - approximately 2% of building), exterior stucco*
- b) *Basic landscaping/ watering system*
- c) *Designate and pave parking area*

2. Location of Work

Cocopah Indian Tribe West Reservation in the vicinity of 14515 S. Veterans Drive Somerton, AZ 85350.

3. Period of Performance

Contractor is to identify time frame in which all work will be completed satisfactorily given a specific start date. Deductions may be made for failure to complete work on time.

4. Who Does What When Report

The "Who does what when" report shall be provided by the contractor with the initial submission, and again following negotiations. This report will be used by the Tribe to assess the adequacy of the resources proposed by the contractor to accomplish the Scope of Work.

5. Incremental Payments

Incremental payments may be issued, as agreed, by completion, reporting and meeting of acceptable standards of work. Incremental payments may be listed.

6. Progress/Compliance

The Tribe requires the following from contractor in order to monitor progress and ensure compliance:

Weekly Status Report
Weekly Meetings
Monthly Progress Report
Project Management Team (PMT) Meetings
Program Reviews
Outlines and Drafts

7. Standards

All work to be completed meeting acceptable standards as defined in the Universal Commercial Code as adopted by Yuma County with special consideration to inclement weather of the desert southwest.

8. Acceptance Criteria

Upon completion of ***Deliverables***, the Cocopah Indian Tribe designated representative will engage in a "walk" with contractor through area of completion to determine that contracted ***Objectives*** were met according to ***Standards***.

9. Projected Cost

Total cost of project is to be stated. Contractor may at their discretion, increment by design section as to facilitate future improvements of a modified installation such as:

- Phase 1) Solar and cost
- Phase 2) Water lines and cost
- Phase 3) Sidewalks
- Phase 4) Patio Designs
- etc.

Contractor may also itemize incremental payment requirements. Payment may be included in incremental completion matching phases, as long as deadlines are met, i.e.

10. Changes/Modifications

If for any reason, changes must be made, notification must be received in writing and approved by Tribal Administration prior to modification.

11. Miscellaneous

Contractor is to provide certificate of insurance indemnifying Cocopah Indian Tribe and providing Cocopah Indian Tribe as additional insured in the amount of no less than one million dollars per occurrence with two million aggregate. Contractor is to avoid traffic congestion in and around work area, secure work area during and at end of work day.

Letters of interest, emails or calls must be received no later than MARCH 04, 2015
Walk through of the area at West Reservation; MARCH 06, 2015 at 10:00am

BIDS due no later than MARCH 13, 2015

*Contact: Tribal Administrator, Christopher J. Nunez
(928)627-2102*

email administrator@cocopah.com

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