Hogansburg (Akwesasne), NY

Bid Package #26

Request for Proposals

Hard Tile for the Hotel

September 18, 2012

REQUEST FOR PROPOSALS

Hard Tile for the Hotel

1) INTRODUCTION/OVERVIEW

(A) Background

Located in New York's North Country, the Akwesasne Mohawk Casino (AMC) is one of two gaming enterprises under the St. Regis Mohawk Tribe. The St. Regis Mohawk, or Akwesasne, are presently situated on over 30,000 acres of tribal land extending from New York into Quebec and Ontario.

The Tribe's gaming enterprises are just two of over 120 tribally-registered businesses and one of the largest employers not only of the local community but of Northern New York as a whole. All revenue generated is generously donated back into the community at large.

The St. Regis Mohawk tribal culture adds a richness and diversity to Northern New York with their history and current influence.

AMC has embarked on a facilities expansion/improvements program, which when completed will result in the addition of over 30,000 square feet of gaming space with 150 slot machines and a new 150 room hotel.

To assist them with this important endeavor, St. Regis Mohawk Tribe (SRMT) has retained Encompass – Develop Design Construct (EDDC) to act as the Owners Representative with this process.

The objective of this RFP and the resulting contract is to identify and contract with a qualified firm or company to assist SRMT/EDDC, by providing the construction services/resources described herein to insure complete and successful addition.

(B) Inquires

Direct all questions, in writing, related to this RFP via e-mail to Kim Maikranz kmaikranz@encompass-ddc.com . Include the RFP page number(s), and paragraph number(s) in question.

The deadline for receipt of questions is 2:00 PM Local Time, Wednesday, September 26, 2012. All questions will be addressed in an Addendum after the above-referenced date.

SRMT/EDDC, as it deems necessary, may conduct discussions with responsible Vendor/Consultants determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to solicitation requirements.

2) SCOPE OF WORK AND MINIMUM REQUIREMENTS

(A) SCOPE: ***Hard Tile Installation***

SRMT/EDDC has initiated the process to engage the services of a qualified Subcontractor to construct the referenced addition and improvements, on schedule and within budget and with the selected company to identify and implement all of the tasks and services required to accomplish the addition.

Attached, please find a copies of the: Construction Documents – **Attachment "A",** Policy on Mohawk Preference, Construction Contracting **– Attachment "B"** and**–** Contractors Qualification Statement **Attachment "C",** Sample Sub Contract **Attachment "D".**

The tasks and/or services listed below, are the minimum required for the response to this RFP, and are not meant to be all inclusive or representative of the final contract:

1. **Improvements Included (See Attachment "A"):**
   a) Floor and wall tile in the Hotel Guest restrooms, 150 each.
   b) Floor and wall tile in the Hotel Spa area.
   c) All labor, materials, tools, equipment, receiving, unloading and transporting of materials, supervision for a complete package.
   d) Daily clean up.

2. **Services Required:**
   a) Permitting and Approvals
   b) Day-to-Day Management of project
   c) Receiving, hoisting and unloading of materials
   d) Supervision
   e) Scheduling
   f) Solicitation/Contracting with Subcontractors including addressing and documenting requirements identified in **Attachment "B"**.
   g) Reporting
   h) Payment Applications
   i) Close-out Document

(B) QUALIFICATIONS:

The following items are the basic terms, conditions and other governing factors that should be addressed in all proposals:

- Approach to construction and scheduling/phasing
- Sensitivity to balancing design/construction challenges and budget realities
- Responsiveness to SRMT/EDDC pre-construction initiatives
- The ability to provide leadership to the construction team and for the duration of the project
- Proven/Positive track record of projects of a similar size and scope
- Knowledge and expertise in directing and coordinating the construction of specific SRMT/EDDC systems
- Demonstration of functionality, practicality, ingenuity and creativity
- Ability to meet scheduling deadlines for the project
- Demonstrated ability to work within a pre-determined budget.

- 100% Payment and Performance Bond

<u>ADDITIONAL CRITERIA:</u> SRMT/EDDC Will Use to Determine the "Responsibility" and "Qualification" of Each Offeror

- Does the Offeror demonstrate an understanding of SRMT/EDDC needs and proposed approach to the project?
- Does the Offeror possess the ability, capacity, skill, licenses, and financial resources to provide the service?
- Can the Offeror take upon itself the responsibilities set forth in the RFP and produce the required outcomes in a timely manner?
- Does the Offeror have the character, integrity, reputation, judgment, experience, and efficiency required by the project?
- Has the Offeror performed satisfactorily in previous contracts of similar size and scope; or, if the prime contractor has not performed a contract of similar size and scope, has it (and/or its team members) otherwise demonstrated its capability to perform the contract SRMT/EDDC seeks to establish through this RFP?

3) <u>RESPONSE/PRICING FORMAT:</u>

a) Each Vendor is to provide a "Cover Letter" expressing their interest in providing the services described herein for the referenced project. This letter shall be a brief formal letter from the offeror that provides information regarding the firm, its ability to perform the service/requirements of this RFQ. <u>The letter must be signed by a person who is authorized to commit the offeror's organization to perform the work included in the proposal,</u> and shall identify all materials and enclosures being forwarded in response to the RFQ. The letter should also include the following Proposers's contact information:

Primary Point of Contact Name, e-mail, and phone number.

Secondary Point of Contact Name, e-mail, and phone number.

Letter should also specifically address Offeror's intent to comply with all requirements set forth in **Attachment "B"**, if awarded a contract for the work. ***Certified payroll shall be submitted with all pay requests in order to ensure compliance with Attachment "B".***

b) Pricing:

1. **Lump Sum** Price below for accounting purposes only:

   a. **Hotel Guestroom Restrooms** **$**_____

   b. **Hotel Spa Area** **$**_____

   TOTAL BASE BID **$**_____

2. **Unit Pricing:**

   a. **Hotel Guestroom floor tile** **$**_____**<u>SF</u>**

b. Hotel Guestroom wall tile (shower) **$_____SF**

c. Hotel Guestroom wall tile (mirror) **$_____SF**

c) Qualifications:

1. Copy Licensed General Contractor or Subcontractor New York State
2. Copies other applicable license, certifications and registrations
3. Copy of completed Encompass CQS form (Attachment "C")
4. Corporate and Team Experience and Capacity
5. 100% Payment and Performance Bond

- Provide as an attachment any information that documents your firm's and consultants qualifications to produce the required outcomes, including its ability, capacity, skill, and financial strength.
- Attach a copy of your most recent Financial Statement (audited financials are given more credibility and may be required). PDF files are preferred.
- Provide ratings from Standard and Poor, Moody's or other agencies.
- How long has your company been providing this service.
- How many full-time employees do you have in the key areas providing this service? Please list by class such as technical, sales, etc.
- Submit contact information concerning your major government and corporate accounts.
- Attach resumes of all managers and senior-level supervisors who will be involved in the management of the total package of services, as well as the delivery of specific services. Provide full name, address, phone number, and e-mail address (if applicable)
- Provide information that documents your firm and consultants qualifications to produce the required outcomes, including its ability, capacity, skill, financial strength, and number of years of experience in providing the required services.
- Failure to provide complete and accurate client information, as specified here, may result in the disqualification of your proposal, or cancellation of the contract and your suspension or debarment from further business with SRMT/EDDC.

5. Client References for Similar Work Performed

- List three professional references for work of similar size and scope to SRMT/EDDC that can provide testimony to qualifications of the firm and personnel. Include the following information:

Company name
Address
Description of services provided
Time period of the project or contract
Company's contact reference name,
Company's contact reference, phone number and e-mail address.

4) DELIVERY OF PROPOSALS

All proposals are to be delivered electronically, via e-mail, before 2:00 pm, Wednesday, October 3, 2012 to the following location:

Mr. Kim Maikranz
Encompass Develop Design Construct
106 East Jefferson Street
La Grange, KY 40031

kmaikranz@encompass-ddc.com

Please forward copies to:

rjames@encompass-ddc.com

Proposals received after 2:00 PM may be rejected by SRMT/EDDC.

Vendor/Consultant must submit an electronic copy of the complete proposal response in a .pdf or .doc file

(A) Proposals and Presentation Costs

SRMT/EDDC will not be liable in any way for any costs incurred by any Vendor/ Consultant in the preparation of its proposal in response to this RFP, nor in the presentation of its proposal and/or its participation in any discussions or negotiations.

(B) Validity of Proposals

All proposals shall be valid for a period of 90 days from the submission date.

5) Final Evaluation and Award

The Evaluation Team may discuss with one or more Vendor's to request clarification or supplementation of their proposals. The Team will accord Vendor's fair and equitable treatment with respect to any opportunity for discussion and revision of proposals. Following all discussions, the Committee will seek a final consensus on which proposal is most advantageous to SRMT/EDDC still using the evaluation factors listed above.

6) Contract Negotiation and Execution

If necessary, contract negotiations will occur between SRMT/EDDC and the successful Vendor. If the negotiations yield a mutually acceptable contract, final approvals and signatures of both parties are obtained. If not, negotiations are undertaken with the Vendor having the next most advantageous proposal until a mutually acceptable contract is attained. A valid and enforceable contract exists when an agreement is fully executed between the parties and has been approved by all necessary SRMT/EDDC entities.

7) Confidentiality Agreement

Each Vendor agrees that all information related to this project is confidential and must not be disclosed to anyone for any reason outside of the Vendor's own offices.