

IHS PROJECT PH20-V64; WA02-25
NORTH AND WEST COCOPAH INDIAN RESERVATION
Pre-Bid Meeting Minutes: Construction of Manhole Rehabilitation

Owner: Cocopah Indian Tribe
Reservation: North and West Cocopah Indian Reservation
Engineer: Indian Health Service
Bid Due Date: August 1st, 2025 by 11:00 AM
Start: 11:02 AM End: 11:38 AM
Location: Cocopah Indian Tribe Arts and Crafts Room in the Cultural Center Building

I. Introduction and Sign-In Sheet

II. Attendees:

A. Cocopah Indian Tribe

- i. Rudy Alcala- Public Works Director (*In-Person Attendance*)

B. Indian Health Service

- i. Joel Garcia- Field Engineer (*In-Person Attendance*)
- ii. Kristin Boyle- Field Engineer (*In-Person Attendance*)
- iii. Osvaldo Parra Huergo- Field Engineer (*In-Person Attendance*)
- iv. Samuel Zamora- Engineering Technician (*In-Person Attendance*)

C. Contractors

- i. Rickey McNabney- Accurate Excavation (*In-Person Attendance*)
- ii. Ricardo Ayala- Ayala Engineering (*In-Person Attendance*)
- iii. Jeremy and Rosana Douglas- Yuma Desert Contractors, LLC (*In-Person Attendance*)

- III. Project Description** – Manhole rehabilitation activities across the Cocopah Reservation including 12 manholes in North Cocopah and 37 in West Cocopah. Rehabilitation activities include, but are not limited to manhole cleaning and debris removal, installation of coating systems on manhole benches and adjustment rings, PVC sheet liner removal, PVC sheet liner welding, manhole bench rebuilds, and replacement, adjustment or rehabilitation of manhole frames and covers.

IV. Tribe, Consultant and IHS Coordination

Phone Numbers:

- | | |
|---|-------------------------------------|
| A. Tribe Contact: Rudy Alcala | (928) 210-1807 |
| B. IHS Engineer (Primary IHS POC): Joel Garcia | (480) 466-7840, (480) 217-0950 cell |
| C. IHS Engineer (Secondary IHS POC): Darren Ausdemore | (602) 541-5636 |

V. Administrative Items

- A. Relationship between Tribe and IHS: IHS is technical advisor to Tribe.

Comment: Field Engineer Joel Garcia stated that all the communication shall be directed to the Tribe and that IHS shall be CC'd on any emails.

- B. Bids for the construction of the Project will be received at the **Cocopah Indian Tribe's Tribal Headquarters located at 14515 S. Veterans Drive, Somerton, AZ 85350 within the Cocopah West Reservation, until Friday, August 1,**

2025 at 11:00 AM local time. At that time the Bids received will be publicly opened and read at the Cocopah Indian Tribe's Arts and Crafts Room in the Cultural Center Building located at **14529 Veterans Pl, Somerton, AZ 85350. The location coordinates for the Cocopah Tribal Headquarters are: (32.615840478594, -114.767627433186).** Contractor shall be responsible for making sure bids are received on time. The Owner is not responsible for delays in mail or courier services for bids.

- C. All items discussed in the pre-bid conference are intended to highlight various aspects of the bid package. Bidders shall submit all questions about the meaning or intent of the Bidding Documents to Owner's Consultant and Engineer in writing. Contact information and submittal procedures for such questions are as follows: All requests for information (RFI), questions and submittals should be directed through email to **Rudy Alcala (alcalar@cocopah.gov)** and a copy sent to **Joel Garcia, Indian Health Service Field Engineer (joel.garcia@ihs.gov)**. If any modifications to the bid documents are required, a formal bid addendum will be issued. Questions received less than seven days prior to the date for opening of Bids may not be answered.
- D. Bid Items:
- i. All seal bids shall be in a separate envelop marked "BID ENCLOSED"
 - ii. Properly Filled Out Bid Form with Bid Table (all blanks shall be filled in with unit price multiplied by estimated quantity)
 - iii. Bid Security (5% of total maximum bid)-Bid Bond Form
 - iv. A copy of a valid CONTRACTOR's license for the state in which the work resides, at the time of bidding or Certification of Renewal;
 - v. Bidders claiming Indian Preference must attach a properly completed "Indian Owned Economic Enterprise Qualification Statement" to the bid. Failure to submit this form will void the Bidder's claim for Indian Preference.
 - vi. Contractor's license number as evidence of Bidder's State Contractor's License or a covenant by Bidder to obtain said license within the time for acceptance of Bids;
 - vii. A copy of certification letter from the manufacturer of the Coating System (i.e., one of the approved products listed in the Technical Provisions) that the applicator intends to install in the manholes. The certification letter shall state that the coating applicator has been trained and is certified and approved by the manufacturer to apply the manufacturer's coating in sewer manholes.
- E. Qualifications of Bidders – To demonstrate Bidder's qualifications to perform the Work, after submitting its Bid and within 15 days of Owner's request, Bidder must submit items such as but not limited to the following: Written evidence establishing its qualifications, Contractor License information, subcontractor and supplier qualifications and other required information regarding qualifications.
- F. Evaluation of Bids (Responsible Bidder) – In evaluating whether a Bidder is responsible, Owner will consider the qualifications of the Bidder and may consider the qualifications and experience of Subcontractors and Suppliers proposed for those portions of the Work for which the identity of Subcontractors and Suppliers must be submitted as provided in the Bidding Documents.
- G. Evaluation of Bids (Indian Owned Firms)- In evaluation of the bids, the Owner may, within funding limitations, give preference in the amount of five (5) percent above the lowest total bid, to qualified Indian owned firms.
- H. Contract Time/Performance Period – 60 calendar days from Contract Commence Date to Substantial Completions with LD's - \$500/day.
- Comment: Field Engineer Joel Garcia stated that Contract Time/Performance Period should be noted to be 105 Days.**

- I. Contract Start/NTP: The Contract Times will commence to run on the day indicated in the Notice to Proceed. A Notice to Proceed may be given at any time within 30 days after the Effective Date of the Contract. In no event will the Contract Times commence to run later than July 28, 2025.

Comment: Field Engineer Joel Garcia stated that the Contract Times will commence to run no later than September 4th 2025.

- J. Performance and Payment Bonds for Full Contract Amount Required.
- K. Insurance Requirements.
- L. Days of the week/Hours of work – Normally no work on weekends & holidays.
- M. Permits, Taxes & Fees shall be the responsibility of the contractor and be incidental to the overall bid cost.
- N. Correction Period (Warranty Period): 1-year warranty after Substantial Completion Date.
- O. Contractor Responsibilities-Contractor is required to perform at least 33 1/3% of the Work, measured as a percentage of the Contract Price, using their employees and equipment.
- P. Owner's Responsibilities- Owner shall issue all communications to Contractor.
- Q. No provision of this Agreement will be construed by any of the signatories as abridging or any sovereign powers of the Tribe; affecting the trust-beneficiary relationship between the Secretary of the Interior, Tribe, and Indian Land Owner(s); or interfering with the government-to-government relationship between the United States and the Tribe.
- R. Federal Requirements-This Contract is expected to be funded in part with funds provided by the IHS.

Comment: Contractor asked about coordinating site visits. Field Engineer Joel Garcia responded that the site visit must be coordinated with Rudy.

Comment: Contractor asked if there is a ceiling price set. Field Engineer responded that there is not ceiling price set for this project.

VI. Tour of Project Site – Travel to MH 2AW, 6W, and 7W.

Comment: Contractor asked about traffic control requirements. Field Engineer responded yes there are requirements within the specifications.