

Quileute Tribe
Request For Proposal:
Construction Project Manager

90 Main Street
La Push WA 98350
Posted March 8, 2024

REQUEST FOR PROPOSAL
CONSTRUCTION PROJECT MANAGER

Due **March 22nd, 2024** on or before 3:00 p.m. PST

Proposals shall be received via **email only** and no later than **March 22nd, 2024** at **3:00pm PST** by John Simpson of Quileute Tribe at john.simpson@quileutenation.org. Emails will be clearly marked with an appropriate subject line: **Quileute RFP- Construction Project Manager**.

Any **questions** regarding this RFP should be directed via email to John Simpson prior to **3:00pm PST March 18th, 2024**.

SCOPE AND PROJECT INFORMATION

Owner:

The Quileute Tribe
90 Main Street
P.O. Box 279
La Push, WA 98350

Contact:

John Simpson, *Quileute Public Works and Janitorial Maintenance Director*
john.simpson@quileutenation.org
Cell: 360.640.5493

Scope:

The Quileute Tribe is seeking an experienced Construction Project Manager to provide oversight on a variety of construction and development projects for the Quileute Tribe. The Project Manager will work in conjunction with both internal and external personnel to ensure that planned job activities are executed in a satisfactory manner. This position will report directly to the Quileute Public Works and Janitorial Maintenance Director.

It is the responsibility of the Project Manager to initiate projects and bring them to conclusion with maximum profitability. Provide accurate and timely information and feedback on project progress, change orders, and maintaining adequate project documentation.

Project Management encompasses all aspects necessary for the successful completion of projects including but not limited to contracting, procurement, scheduling, and ensuring best construction practices are followed.

The successful bidder will serve as the owner's representative on these projects and will coordinate with department directors to ensure projects are completed in a timely manner in accordance with the determined budget and scope identified.

Responsibilities:

- Manage, advise, and instruct tribal staff on any "in house" construction projects as requested.
- Assist with oversight of infrastructure upgrades and repairs to tribal owned properties and enterprises.
- Guide department directors through constructability reviews, project prioritization and service continuity during construction.
- Develop Requests for Proposals and/or Requests for Qualifications with department directors and actively seek proposals from qualified contractors or firms follow QTC procurement policies.
- Collect, review, and deliver qualified bids to department directors with final recommendation on awarding project.
- Serve as a point of contact for other contractors when multiple firms are assigned to the same project to ensure team actions remain in synergy.
- Review invoices and submit approvals or recommendations to department directors as necessary for their associated projects.
- Ensure that all permitting and inspection requirements with various agencies are met (as applicable).
- Manage and oversee "Punchlist" or change orders with department heads.
- On-call as needed to manage technical components of projects in support of tribal staff.
- Monitor job progress by reviewing field reports and job cost data; communicate with subcontractors in a timely manner to discuss remedial actions needed.
- Coordinate value engineering efforts.

Anticipated Schedule:

The time of performance is expected to be between **April 1, 2024 – September 30, 2025**. Continuation of contracts beyond September 30, 2025, will have periods based on the tribal fiscal year depending upon satisfactory performance.

Anticipated Level of Effort Required: FTE – 1776 hours (Fed. Gov't guideline for # of productive hours).

B&O Tax: A **5% B&O Tax** will be levied on all “on-reservation” labor, which must be factored into the contractor’s final price proposals.

Quileute Business & Occupation Tax Required. All fees for services (not expenses, goods or materials) paid under this Contract shall be deemed to be “gross sales” within the meaning of the Quileute Tribe’s Business Licensing and Tax Ordinance and CONTRACTOR shall be liable for Quileute Business and Occupation (B&O) Tax in the amount of five percent (5%) of gross sales generated within the Quileute Reservation. By its signature below, CONTRACTOR agrees that it will transmit payment for B&O tax it owes under this paragraph to the Tribe at a minimum of every calendar quarter; furthermore, CONTRACTOR agrees that if it does not make such payment, the TRIBE will withhold five percent (5%) payment for each invoice submitted as payment of the applicable B&O tax.

Tribal Employment Rights Ordinance (TERO): In accordance with Section V, Paragraph 5, of Exhibit E, a **TERO Fee of 1.75%** will be assessed on the total gross contract price, which must be factored into the final price proposals.

RFP Evaluation Criteria

If an award is made as a result of this RFP, it shall be awarded to the respondent whose proposal is most advantageous to the Quileute Tribe with price and other factors including, but not limited to: demonstrated technical ability and expertise, demonstrated experience working with Tribal organizations, reference calls and/or recommendations, and any additional criteria deemed appropriate by the Tribe which would lend itself to establishing the vendor’s viability to perform the work as outlined in this RFP.

Selection Criteria:

- 1 Qualifications
- 2 Experience
- 3 Bid Proposal and Hourly Rates
- 4 Interview- Proposals that meet desired qualifications will be selected to participate in an interview for final selection.

The selection criteria will be weighted equally, and a decision will be made based on the best overall candidate as judged by the Tribe to be most responsive to this RFP.

Items that may disqualify a respondent from consideration:

- Evidence of collusion with any other respondents.
- The respondent is not qualified for the work or to the full extent of the RFP.
- The respondent has been convicted of a crime arising from a previous public contract, excepting convictions that have been pardoned, expunged, or annulled.
- At the time of RFP opening, the respondent is not authorized to do business with the Quileute Tribe, or lacks a necessary license, registration, or permit.
- Any other reason deemed proper by the Tribe.

Recipients of this RFP are advised that nothing stated herein, or any part thereof, or any communication during the evaluation and selection process, shall be construed as constituting; offering or awarding a contract, representation, or agreement of any kind

between the Tribe and any other party, except for a formal written contract, properly executed by both parties.

Responses to this RFP will become the property of the Tribe and will form the basis of negotiations of an agreement between the Tribe and the successful consultant.

The Tribe is not liable and will not be responsible for any costs incurred by any consultant for the preparation and delivery of the RFP responses, nor will the Tribe be liable for any costs incurred prior to the execution of an agreement.

Completeness:

The proposals will be evaluated on the completeness and quality of content as described. Failure to supply complete information as required may result in the proposal being disqualified from consideration.

Minimum Qualifications and Interview:

All proposals received on or before the proposal due date and time and at the location specified in the Request for Proposals will be evaluated to determine whether they meet the minimum qualification requirements set forth in this request. Proposals determined to meet minimum Qualification Requirements will be invited to conduct an interview for final determination.

Submittal Requirements

Letter of Interest:

A letter of interest and the proposal shall be delivered to the email address below. The letter must state the name(s) of the person(s) authorized to represent the prospective firm in any negotiations and the name(s) of the person(s) authorized to sign any agreement that may be negotiated. The letter of interest and proposal must be signed by a representative of the prospective consulting firm who is authorized to bind the firm to contractual matters.

Firm Qualifications:

Please supply the Tribe with a brief history of the firm. This should include the firm's size, expertise, and any other pertinent information. Also provide a list of a minimum of three references from past clients on similar projects.

Statement of Experience:

The consultant is required to provide evidence of experience regarding construction and other contracting projects related to building construction, repairs, and maintenance including but not limited to knowledge of the following fields: electrical, plumbing, roofing, carpentry, home building, etc. Consultant should demonstrate their experience managing such projects including but not limited to, RFP/bid development and selection, contract negotiations, budget tracking, change order requests, schedule development, etc.

Bid Proposal/Hourly Rates:

The consultant/firm should provide hourly rates of service for all team members involved

who will be utilized in this scope of work outlined in this RFP.

Insurance:

The consultant shall include proof that the firm carries professional liability and commercial general liability insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work.

Delivery:

All proposals must be received no later than 3:00 PM, Friday, March 22nd, 2024, by electronic submission. Electronic proposals must be submitted to John Simpson with the subject Quileute RFP- Construction Project Manager. Electronic submissions by email must have a sent date/time no later than that above:

Electronic Delivery Address: johns.simpson@quileutenation.org

Contract Award and Execution

The Tribe will select the proposal that, in its sole discretion, is the most advantageous to the Tribe. The Tribe reserves the right to make an award without further discussion of the proposal submitted; there may be no best and final offer procedure. Therefore, the proposal should be initially submitted on the most favorable terms the consultant can offer.

The Tribe shall attempt to negotiate a contract with the respondent who offered the most advantageous proposal at the price which the Tribe determines is fair and reasonable. If the Tribe is unable to negotiate a satisfactory contract with the firm selected at a price the Tribe determines to be fair and reasonable, negotiations with that firm shall be formally terminated and the Tribe shall select the next best proposal and continue until an agreement is reached or the process is terminated.

Right of Selection/Rejection Waiver of Informalities or Irregularities

The Tribe reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the Tribe. Selection of a consultant solution shall not be construed as an award of contract, but as commencement of contract negotiation, including but not limited to the contract price proposed.

Errors in Proposal

The Tribe will not be liable for any errors in the consultant's proposal. Consultants will not be allowed to alter proposal documents after the deadline for proposal submission.

The Tribe reserves the right to make corrections or amendments due to errors identified in proposals by the Tribe or the consultant. This type of correction or amendment will only be allowed for such errors as typing, transposition, or any other obvious error. Consultants are liable for all errors or omissions contained in their proposals.

Single response

A single response to the RFP may be deemed a failure of competition, and in the best

interest of the Tribe, the RFP may be cancelled or re-advertised with modifications.

RFP Revisions

The Tribe reserves the right to change the schedule or issue addendums to the RFP at any time. The Tribe also reserves the right to cancel or reissue the RFP at any time. Addendums or a notice of cancellation will be sent to all known RFP respondents.

Questions from respondents regarding this RFP

RFP questions from respondents must be submitted via email and sent to the RFP contact john.simpson@quileutenation.org. Questions from respondents will be answered so long as they are received by **3:00 PM, Monday, March 18th, 2024**. Answers to all pertinent questions will be sent to all known respondents.