

Confederated Tribes of the Umatilla Indian Reservation  
(CTUIR)

**REQUEST FOR PROPOSAL (RFP)  
FOR PROJECT MANAGEMENT SERVICES  
TRIBAL FACILITIES BUILDING 131 RENOVATION**

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**ISSUED:  
JUNE 7, 2024  
DUE: BY JUNE 21, 2024, 2:00 PM,**

## **1. BACKGROUND**

The Confederated Tribes of the Umatilla Indian Reservation (CTUIR) is currently accepting proposals for Project Management Services for the renovation of Building 131.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations; conduct a fair and extensive evaluation based on the criteria listed herein and select the firm with the best capacity and experience to serve as the Owner's Representative for successful completion of the Building 131 upgrade project.

## **2. PROJECT SCOPE**

The renovation of Building 131 is intended to upgrade the existing facility previously used as the Nixyáawii Community School building. The interior remodel project includes a secure reception window, new flooring, replacing ceiling tiles, renovated restrooms, updated ADA access, a staff kitchen, and an employee lounge. Building 131 will be upgraded with conference rooms capable of virtual meetings, a computer lab with eighteen stations, and two large training rooms. The exterior of the building will receive a fresh coat of paint and new sign, removal, and replacement of asphalt, and reconstruction of the walking path and designated ADA parking spaces. The existing deck and ramp on the south side of the building will be reconstructed along with rebuilding the CMU block retaining wall on the west side of the building area with integrated xeriscaping in the planters. Completing this project will serve the Workforce Development Department in providing a safe, comfortable, upgraded space for education in their programmatic roles and responsibilities.

## **3. PROPOSAL GUIDELINES**

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 2 pm PST June 21, 2024. Any proposals received after this date and time will not be considered and will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must subcontract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in the proposal must be all-inclusive to include any subcontracted work. Any proposals that call for subcontracting work must include the name, scope of work, and qualifications of the organizations being subcontracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be included in a Professional Service Agreement subject to review by the Tribe's legal department and will include the scope of work, budget, schedule, and other necessary items pertaining to the project.

#### **4. PROJECT PURPOSE AND DESCRIPTION**

The purpose of this project is to renovate Building 131 to meet ADA requirements in a safe accessible space to serve the needs of workforce development.

#### **5. PROJECT SCOPE**

The scope of this project includes pre-design services, coordinating with design firms, requests for proposals, bidding and assisting in the development of an agreement with the general contractor(s), overseeing contractors selected and construction management services, as well as serving as the liaison between the general contractor(s) and their subcontractors and the Owner – the Confederated Tribes of the Umatilla Indian Reservation – and its Public Works Project Team. The Owner is acting by its governing body, the Board of Trustees, and the Public Works Project Team designated by the Board of Trustees.

The following criteria will be followed during any construction projects:

##### **Design Phase**

- Assist with the RFP and selection of the Architect/engineering firm for tribal facility infrastructure & interior and exterior development.
- Coordinate selection process for all contractors and vendors including contract negotiations
- Make design recommendations relating to constructability, cost-effectiveness, and suitability and develop cost estimates.
- Coordinate project permitting process and ensure all permits are submitted as required
- Coordinate with the contractor and TERO office to develop and implement a plan to maximize Tribal hiring as required

##### **Construction Phase**

- Act as Owner's Representative and liaison between the contractor(s) and design consultants as appropriate
- Conduct project meetings and ensure that accurate meeting records are produced
- Review and make recommendations to the Owner related to contractor's Requests for Information (RFI) and Change Order Requests (COR)
- Monitor project schedule and take appropriate action to ensure compliance with agreed milestones and completion dates
- Monitor construction costs and take appropriate action to ensure compliance with an agreed construction budget
- Monitor project quality and take appropriate action to ensure compliance with contract documents
- Review and make recommendations to the Owner for approval of progress billings

- Coordinate other project consultants such as Commissioning Agent, Building Envelop Consultant, Testing/Inspection Firm, and FF & E consultants

#### **Warranty and project closeout phase**

- Manage project closeout process to ensure timely and acceptable completion of punch-lists, as-built drawings, O & M manuals, occupancy permits, and final payment releases
- Maintain files of all pertinent correspondence and documentation

## **6. REQUEST FOR PROPOSAL AND PROJECT TIMELINE**

### **Proposal Timeline:**

All proposals in response to this RFP are due no later than 2 pm PST June 21, 2024.

Evaluation of proposals will be conducted from June 21, 2024, until June 25, 2024. If additional information or discussions are needed with any bidders during this window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than June 25, 2024.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by July 1, 2024

Notifications to bidders who were not selected will be completed by June 28, 2024.

### **Project Timeline:**

Project initiation must be started by July 8th, 2024.

Project completion is currently proposed to be September 30, 2024.

## **7. BUDGET**

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC) or monthly recurring costs (MRC).

NOTE: All costs and fees must be clearly described in each proposal.

Include a copy of your company's pay rate schedule.

## 8. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in planning, building, and successful completion of past projects
- List how many full-time, part-time, and contractor staff in your organization
- Anticipated personnel you will assign to this project (total number, role, title, experience)
- Project management methodology
- Local involvement and history of working with Indian Tribes

## 9. PROPOSAL EVALUATION CRITERIA

CTUIR will evaluate all proposals based on the following criteria. Your proposal should follow the format below. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria in:

- Firm Background (10 points): Describe your firm including ownership structure, service area, volume of project management services, length of time in the industry and financial stability.
- Local Knowledge (10 points): Describe your understanding of the locality of the project site and the unique considerations of working on the CTUIR Reservation. Describe your firm's plan to help maximize the economic impact on the Tribal community. Provide specific examples of your track record.
- Previous experience and work (10 points): Provide recent experience on similar facilities, clearly noting work performed. Provide a reference contact person and telephone number for these projects.
- Staffing plan (25 points): Provide a detailed and specific discussion of your firm's proposed staffing plan. Include an organizational chart, description of staff roles, resume and other relevant information. Describe your plan to effectively provide services on several concurrent projects.
- Approach (15 points): Provide a general discussion of your management philosophy. Include a description of your firm's involvement from the planning phase through the completion of the project. Provide examples of your methods to ensure quality, budget, and schedule control.
- Value and cost (25 points): Provide a detailed breakdown of your proposed fee, clearly stating any items not covered by your fee. State whether your proposed fee is a lump sum or not-to-exceed amount.
- Indian Preference and TERO Certification (5 points): Provide documentation to confirm your firm is at least 51% Native-owned and that your firm is certified as Native-owned by the CTUIR TERO program.

Each bidder must submit their proposal to [ctuirpublicworks.gov](http://ctuirpublicworks.gov) by June 21, 2024, at 2 pm PST

Attachments: Project Site Map