

Request for Proposals (RFP)

Confederated Tribes of the Umatilla Indian Reservation

Department of Natural Resources – Wildlife Program

Tátwin Field Office Roof Repair

CONTRACTORS INVITED TO SUBMIT PROPOSALS: Construction Firms, Roofing Firms, General Contracting Firms

Technical Contracts: Jerry Middel (geraldmiddel@ctuir.org) (541) 969-9925

Administrative Contact: RaeAnn Oatman (RaeAnnOatman@ctuir.org) (541) 429-7289

Key Dates:

Site Tour:	July 31, 2025
Proposal Submission Deadline:	August 12, 2025 (3:00pm)
Tentative Award Selection (est.):	August 18, 2025
Contract Award (est.):	August 26, 2025
Project Initiation (est.):	September 1, 2025
Project Completion:	September 30, 2025

Part I – General Information and RFP Process

Tátwin Wildlife Area Roofing Repair Services

1. Project Purpose and Location

The Confederated Tribes of the Umatilla Indian Reservation (CTUIR) seeks proposals for repairing, replacing or removing an existing leaking skylight at the Tátwin Wildlife Area in Columbia County, Washington State.

The field office where the roof and skylight repair job are located approximately 8 miles south of Dayton WA, at 813 South Touchet Road.

1.2 Scope of the RFP

This solicitation provides the specific services as well as information concerning the preparation and submittal of proposals, an explanation of how proposals will be evaluated, and terms and conditions of the contract that may be awarded as a result of the RFP.

1.3 Project Timeline

We anticipate this project beginning **September 1, 2025** and should be completed by **September 31, 2025** with all invoices submitted on or before **October 15, 2025**.

1.4 Closing Date for Submission

The closing date for submission will be **August 12, 2025 at 3:00 p.m. PDT**. Proposals received after the specified time will not be considered. Contractors must submit a hard and/or digital copy (via email, jump drive, CD, etc.) of their Proposal to:

raeannoatman@ctuir.org

Confederated Tribes of the Umatilla Indian Reservation
DNR Wildlife Program, Tátwin Wildlife Area
Attention: RaeAnn Oatman
46411 Timíne Way
Pendleton, Oregon 97801

The email subject line or outer envelope should clearly read **“TATWIN Roof Repair– SEALED PROPOSAL, DO NOT OPEN.”**

1.5 Proposal Format

Proposals shall be prepared digitally. No oral, facsimile, or handwritten proposals will be accepted.

1.6 Necessary Information

Proposals must contain all information requested in this RFP. The CTUIR will not consider additional information submitted after the closing date and may reject incomplete proposals.

1.7 Cost of Proposals

The CTUIR shall not be liable for any expenses incurred by Contractors in either preparing or submitting Proposals, evaluation/selection, or contract negotiation process, if any.

1.8 Requests for Clarification

Contractors may submit a written request for clarification via mail or email by **August 7th, 2025**. The CTUIR will not consider any requests submitted after the time period specified above. Questions regarding the RFP or request for clarification shall be sent to the Technical Contacts listed on page 1 of this RFP.

1.9 Response to Requests for Clarification

Responses to questions will be provided no later than **August 9th, 2024**.

1.10 Proposals Constitute Firm Offers

Submission of a Proposal constitutes Contractor's affirmation that all terms and conditions of the Proposal constitute a binding offer that shall remain firm for a period of ninety (90) days from the Closing Date.

1.11 Signature Required; Proposer Affirmations

An authorized representative of the Contractor must sign the original Proposal in ink. Contractor's signature and submission of a signed Proposal in response to the RFP constitute Contractor's affirmation that the Contractor agrees to be bound by the terms and conditions of the RFP and by all terms and conditions of the Contract awarded.

1.12 Type of Contract

The CTUIR shall execute a Subcontract for the proposal.

1.13 Confidential Information

Proposals are confidential until the evaluation and selection process has been completed and the CTUIR has issued a notice of tentative award. Any information a Contractor submits in response to the RFP that the Contractor considers a trade secret under ORS 192.501(2) or confidential proprietary information, and Contractor wishes to protect from public disclosure, must be clearly labeled with the following:

“This information constitutes a trade secret under ORS 192.501(2) or confidential proprietary information and is not to be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”

1.14 Requests for Further Clarification of Proposals

The CTUIR may request additional clarification from Contractors on any portion of the Proposal.

1.15 Cancellation of RFP

The CTUIR may cancel this RFP at any time upon finding that it is in the CTUIR’s best interest to do so.

1.16 Rejection of Proposals

The CTUIR may reject a particular Proposal or all Proposals upon finding that it is in the CTUIR’s best interest to do so.

1.17 Tentative Award and Contract Negotiations

The CTUIR will provide a written tentative award notice to the highest-ranking Contractor, selected based on the process described in Part 1.23. The CTUIR will enter into negotiations with the highest ranking Contractor on the following contract terms: (a) Contract tasks; (b) Staffing; (c) Performance Schedule; and (d) A maximum, not to exceed Contract price (Schedule B of this Proposal), which is consistent with Proposal and fair and reasonable to the CTUIR, taking into account the estimated value, scope, complexity, and nature of the services to be provided. The CTUIR may also negotiate the statement of work and, at its discretion, add to the scope of services

based on a Contractor's recommendations (but still within the scope of this RFP) or reduce the scope of services.

Final award will be contingent upon successful negotiation of a contract within 14 days after the tentative award.

CTUIR may terminate negotiations with the highest ranked Contractor if they fail to result in a contract within a reasonable time. The CTUIR will then enter into negotiations with the second ranked Contractor, and if necessary, the third ranked Contractor. If the second or third round of negotiations fails to result in a contract, the CTUIR may formally terminate the solicitation.

1.18 Protest of Tentative Award Selection

A notification of tentative award to the highest-ranked Contractor will be mailed to all Contractors that submitted a Proposal in response to this RFP. A Contractor who claims to have been adversely affected by the selection of a competing Contractor shall have seven (7) calendar days after receiving the notice of selection to submit a written protest of the selection to the RFP contact listed in Part 1.4. The CTUIR will not consider protests submitted after the date established in this Part. The protest must specify the grounds upon which the Protest is based.

1.19 Award

After expiration of the seven (7)-calendar day selection protest period and resolution of all protests, the CTUIR will proceed with final award.

1.20 Investigation of References

The CTUIR reserves the right to investigate the references and past performance of any Contractor with respect to its successful performance of similar services, compliance with RFP and contractual obligations, and its lawful payment of suppliers, sub-contractors, and employees. The CTUIR may postpone award or execution of the contract after the announcement of the apparent successful Contractor in order to complete its investigation. The CTUIR reserves the right to reject any proposal at any time prior to the execution of any resulting contract.

1.21 Amendments

The CTUIR reserves the right to amend the Contract that results from this RFP. Amendments could include but are not limited to changes in the statement of work, extension of time or consideration of changes for the Contractor. All amendments shall be in writing and signed by all

approving parties before they become effective. Only the CTUIR has the final authority to execute changes, notices or amendments to Contract.

1.22 Tour of Site

A site tour is scheduled for July 31, 2025. Meet at 813 South Touchet Road at 9 am. Please notify Jerry Middel (geraldmiddel@ctuir.org; 541-969-9925) if you plan to attend. If you are unable to attend the tour, access to the site on another date can be arranged.

Part II – Services to be Provided

2. Applicable Documents

2.1 Appendix A contains maps showing the project area.

3. Technical Requirements

3.1 Overview: The intent of this sub-contract is to obtain professional general contracting services for the repair, replacement or removal of a leaking skylight at the Tátwin Wildlife Area Field Office at 813 South Touchet Road. The skylight leaks during heavy rain. Skylight has been resealed twice annually since 2010, but the leak is getting harder to seal and has resulted in minor laminate floor damage in the field office kitchen.

Consulting services needed:

- 1) Physically assess the skylight roof and laminate floor for water damage.
- 2) Determine the best solution for ending leaking water from the skylight.
- 3) Repair either by replacing or removing the skylight.
- 4) Replace the few damaged laminate floor sections affected by the leak.

4. Payment

An invoice for one lump sum will be submitted to reimburse the subcontractor.

5. Cultural Resources: This project will not affect cultural resources.

Part III – Proposal Requirements

For the purposes of this RFP, each interested Contractor should submit a proposal package to the Confederated Tribes of the Umatilla Indian Reservation (CTUIR) Department of Natural Resources, Wildlife Program that includes the following sections:

1. COVER LETTER

A cover letter must express the Contractor's interest in the project and commitment to the obligations expressed in the RFP. This letter should include the original signature of an authorized representative of the Contractor and indicate that the Contractor accepts all of the terms and conditions contained in the RFP.

2. FIRM SUMMARY

The Contractor will provide general information regarding their particular firm. This should include information about the company size, location, consulting experience within the region, areas of expertise, and types of services provided.

3. FIRM QUALIFICATIONS AND EXPERIENCE

The proposal will list the qualifications and relevant experience of the Contractor, and that of other personnel who would assist with the proposed work. Experience with general contracting is required.

4. PROPOSED WORK PLAN

This section will outline a plan for completing the proposed work. The Work Plan should provide a timeline that includes anticipated start and end dates and an expected rate of completion.

5. COMPLETED BID FORM (SCHEDULE B)

Schedule B is provided below.

6. REFERENCES

References are required from at least three projects similar to the proposed project. Please include contact name and telephone number, a description and location of the work, project completion date, and the relationship of the contact person to the project referenced.

Part IV – Selection Criteria

Proposal selection will be completed through a quality-based selection process by a review team. A score of 0-10 will be given to each of the following selection criteria to evaluate the content of the written proposals:

- | | |
|-----------------------------------------------------------------------------------------------------------------|---------------------------------------|
| 1) Work plan | (20% weight given to this criterion) |
| 2) Qualifications of project-dedicated personnel | (20% weight given to this criterion) |
| 3) Quoted rate for completing marking contract (please provide this information on Schedule B of this Document) | (35% weight given to this criterion); |
| 4) References, including record of previous experience and employer references from similar projects | (20% weight given to this criterion); |
| 5) Completeness and professionalism of proposal | (5% weight given to this criterion). |

These criteria will be used to calculate a weighted grade of up to 100 total points.

Two additional preference points will be given for each of the following: Indian-owned business, veteran-owned business, or woman-owned business. More than 50% of the business must be owned by these groups and proof of ownership will be necessary prior to contracting.

Part V
SCHEDULE B: Bid Sheet

Task	Quantity (Hours)	Rate	Total Cost
Assess the damaged roof and flooring			
Obtain County Building Permits			
Fix the leak by replacing or removing skylight			
Replace damaged flooring			
Haul away all trash associated with project			

Hourly rate for additional services (optional): \$ _____ /hr

Name of Firm: _____

Address: _____

Phone Number: _____

By: _____
 (signature)

Title: _____

Bid Rate(s) Valid for _____ days

Conditions that may make this bid invalid:

APPENDIX

Location of Field Office, 813 South Touchet
Road, Dayton WA, 99328

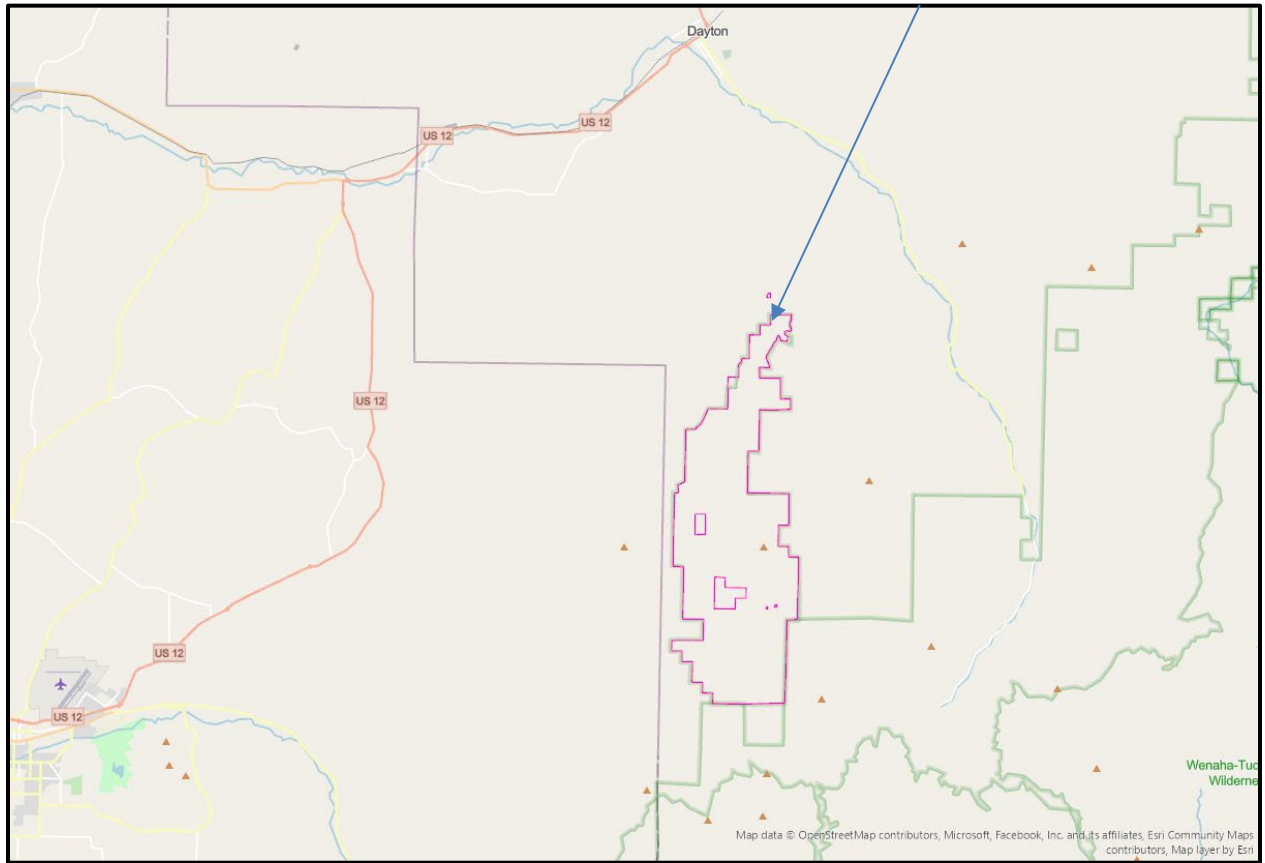


Figure 1. Vicinity Map of Field Office, Columbia County, WA.

Project Location, 813 South Touchet Rd,
Dayton WA.

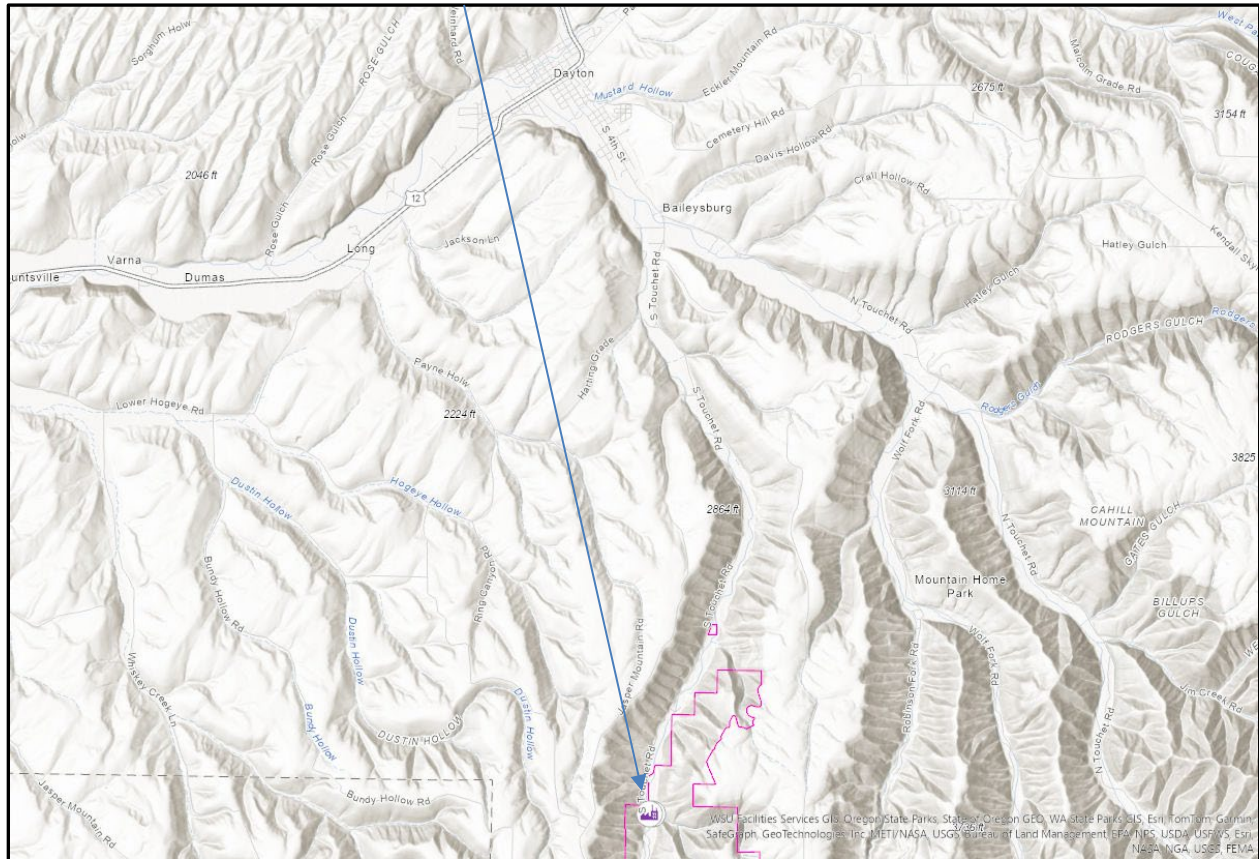


Figure 2. Location of Field Office, 813 South Touchet Road, Dayton WA.