



REQUEST FOR PROPOSAL (RFP)

PROJECT MANAGEMENT SERVICES – TRIBAL EARLY LEARNING EDUCATION FACILITY

ISSUED BY

CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION (CTUIR)
PUBLIC WORKS DEPARTMENT

ISSUE DATE: OCTOBER 24, 2025

PROPOSAL DUE DATE: FRIDAY, NOVEMBER 21, 2025, 2:00PM PST

SUBMISSION INSTRUCTIONS

SUBMIT FIVE (5) COPIES OF YOUR PROPOSAL TO:
CTUIR PUBLIC WORKS DEPARTMENT
ATTN: JUSTIN NORTHERN
46411 TIMINE WAY, PENDLETON, OR 97801
OR PUBLICWORKS@CTUIR.ORG

⚠ FACSIMILE PROPOSALS WILL NOT BE ACCEPTED ⚠

CONTACT INFORMATION

FOR QUESTIONS REGARDING THIS RFP, CONTACT:
JUSTIN NORTHERN
PUBLIC WORKS DIRECTOR
541-429-7508
JUSTINNORTHERN@CTUIR.ORG

IMPORTANT DATES

RFP ISSUED	OCTOBER 24, 2025
DEADLINE FOR QUESTIONS	NOVEMBER 07, 2025
PROPOSAL DUE DATE	NOVEMBER 21, 2025
ANTICIPATED AWARD DATE	DECEMBER 05, 2025

1. INTRODUCTION

The Confederated Tribes of the Umatilla Indian Reservation (CTUIR) is seeking proposals from qualified firms to provide project management services for the planning, design, and construction/renovation of a new Tribal Early Learning Facility. This facility will serve as a modern, culturally significant learning environment that supports academic excellence, cultural programming, and targeted educational groupings while maintaining operational efficiency.

This project is in support of the CTUIR Education Department, which is a Tribal entity of the Confederated Tribes of the Umatilla Indian Reservation. The CTUIR is currently accepting proposals for project management services to determine the feasibility and expansion of operational functions of the Education Department, specifically the Átaw Miyánašma (Precious Children) Learning Center (AMLC) under the department's Early Childhood Services Program.

2. PROPOSAL GUIDELINES

This Request for Proposal (RFP) outlines the requirements for an open and competitive process. Proposals will be accepted until 2:00pm pacific standard time (PST) Friday, November 21, 2025. Any proposals received after this date and time 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 contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any contracted work. Any proposals which call for contracting work must include a name and description of the organization(s) being contracted and type of work to be performed.

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 CTUIR Office of Legal Counsel and must include scope, budget, schedule, and other necessary items pertaining to the project.

3. PROJECT PURPOSE

The CTUIR has been evaluating its education facilities and programs with the goal of rehabilitating an existing facility to better serve the Tribal community.

Project management services are needed:

1. Evaluate the feasibility and cost of renovating the existing structure and site at 46576 Mission Road, Pendleton, OR 97801 for use as an early childhood education center as part the CTUIR Education Department, and;
2. Upon budget approval from the CTUIR Board of Trustees, to provide project management services for the design, planning, and renovation of the facility.

4. PROJECT OVERVIEW

The Education Department's goal for this project is to utilize grant funding to renovate an existing property for the provision of high-quality, comprehensive educational and cultural programming for forty (40) students ages 2.5 to 5. The facility shall reflect both cultural significance and academic excellence through the incorporation of structural and technological features that enhance efficiency in both areas. It must support flexible educational configurations for targeted Pre-K learning groups while considering operational efficiencies, including coordinated maintenance with other Tribal buildings, optimized traffic flow, and adequate utility infrastructure. This project will provide a high-quality childcare option in the immediate Tribal community and provide flexibility in choice for its members and government employees.

The project will require coordination across planning, budgeting, design, construction, and stakeholder engagement to ensure a successful outcome.

The project management firm will be expected to:

- Provide oversight of project scope, schedule, and budget.
- Serve as the primary liaison between CTUIR, design teams, contractors, and other stakeholders.
- Ensure compliance with Tribal policies, building codes, and funding requirements.
- Support decision-making and reporting to Tribal leadership.

5. SCOPE OF SERVICES

The selected project management firm will provide, at a minimum, the following services:

- Project Planning & Coordination: Develop detailed project schedules, budgets, and work plans.
- Procurement Support: Assist with contractor and consultant selection processes.
- Design Phase Oversight: Coordinate with architects and engineers to align design with project goals.
- Construction Phase Management: Monitor progress, review change orders, track costs, and ensure quality control.
- Compliance Management: secure all necessary permits throughout each phase of the project.
- Reporting & Communication: Provide regular updates to CTUIR leadership, including written reports and presentations; including the hiring of a subject matter expert to develop a comprehensive business plan.
- Close-Out Services: Ensure project completion, final inspections, and turnover of facility operations.

6. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than 2:00pm PST, Friday, November 21st, 2025.

Evaluation of proposals will be conducted from November 24th, 2025, until December 5th, 2025. 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 December 10th, 2025.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by January 16th, 2026.

Notifications to bidders who were not selected will be completed by December 12th, 2025.

Project Timeline:

Project initiation must be started by February 2nd, 2026

Project completion must be completed by February 2nd, 2027

7. BUDGET

All proposals must include proposed costs to complete the tasks described in the project scope. Any subcontract work should be clearly stated and separated.

8. PROPOSAL REQUIREMENTS FOR BIDDERS

Proposals should be no longer than 10 pages, single-sided, and use a minimum 11-point font. Facsimile or emailed submissions will not be accepted. Each proposal must include:

1. Firm Background
 - Ownership structure, service area, length of time in the industry, and financial stability
2. Experience and Past Projects
 - Successful completion of similar projects, including specific project names
 - References which include contact information
 - Testimonials from past clients
3. Local Knowledge
 - Understanding of the project site and unique considerations of working on the CTUIR Reservation
 - Specific examples of prior work with Tribal governments or Native communities
4. Staffing Plan
 - Organizational chart, staff roles, and resumes of key personnel
 - Discussion of capacity to manage multiple concurrent projects.
 - Number of full-time and part-time staff
5. Value and Cost
 - Detailed breakdown of fees, identifying any exclusions
 - State whether proposed fee is a lump sum or not-to-exceed amount

6. Indian Preference and TERO Certification
 - Documentation confirming at least 51% Native ownership, if applicable
7. Local Involvement
 - Description of the firm's history of working with Native American Tribes and commitment to the local community

9. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- Relevant firm experience and past project success
- Demonstrated knowledge of local context and CTUIR needs
- Quality and depth of staffing plan
- Cost effectiveness and value
- Indian Preference/TERO certification
- Strength of references and client testimonials

10. SUBMISSION INSTRUCTIONS

Submit five (5) copies of your proposal to:
CTUIR Public Works Department
Attn: Justin Northern
46411 Timine Way, Pendleton OR 97801
Or email to PublicWorks@ctuir.org

- Deadline: Friday, November 21st, 2025, by 2:00pm (PST)
- Late or incomplete submissions will not be considered.

11. TERMS & CONDITIONS

- CTUIR reserves the right to reject any or all proposals.
- CTUIR may request additional information from bidders as needed.
- Submission of a proposal does not guarantee award of contract.
- All costs incurred in the preparation of a proposal are the responsibility of the bidder.