



Quinault Indian Nation

POST OFFICE BOX 189 • TAHOLAH, WASHINGTON 98587 • TELEPHONE (360) 276-8211

Request for Proposals

The Quinault Indian Nation (QIN) is pleased to present a Request for Proposal (RFP) to perform Owner's Representative and Construction Project Management services for site development and construction of a Generations Building in Taholah, Washington to house its community center, elder's center and early childhood education center. This is a 30,000 SF building on a site in the Taholah Village Relocation Area. The site has been cleared of timber and is ready for site development, including grading, installation of a stormwater system, the extension of 1,700 LF of a 12 inch sewer line, connection to domestic water (which is adjacent to the site) and provision for Grays Harbor PUD to extend power to the building. The QIN selected the architectural firm of Harbor Architects, LLC, which has prepared complete construction drawings for the building and a comprehensive bid package.

This RFP presents our evaluation criteria and scoring for the submittals. Per QIN policy, preference is given to bidders that are Indian-owned (See QIN Indian Preference Policy, attached).

Request for Proposals

Introduction

The QIN is seeking a proposal for Owner's Representative and Construction Project Management (OR/PM) to provide project management services including contract administration and cost, time, safety and quality management of Project. The successful respondent will serve as the Owner's Representative and perform those functions identified in standard AIA construction contract documents. The successful respondent will provide day-to-day interface between the General Contractor, Architect, and Owner's operational personnel through the life of the Project as described below.

Services

The services requested are as follows:

A. Pre-Bid Phase

1. Bid package review and make recommendations for efficiencies, coordination, constructability, completeness and value.
2. Pre-bid conference and site review- Coordinate, participate in and assist with pre-bid conference and site review.

B. Bid and Award Phase

1. Project Management - The Owner's Representative/Project Manager (OR/PM)

will work with the Project Team to:

- Participate and assist in bid opening and evaluation per QIN policies and selection criteria, including TERO compliance plan
- Assist in the resolution of any bidding disputes
- Check references and assist with other determination of bidder responsiveness and responsibility, including responsibility of bidder's proposed subcontractors and suppliers
- Ensure permits and certifications are in place
- Ensure insurance and bonds are submitted and meet requirements

2. Cost Management. The OR/PM shall:

- Estimate or review estimates of all proposed addenda
- Make recommendation to the QIN for award based on the lowest responsive bid from a responsible bidder
- Conduct Value Engineering review to identify opportunities for costs savings, including evaluation of materials and systems.

3. Time Management. The OR/PM will coordinate with the Project Team to collectively respond to bidder questions regarding scheduling responsibilities so that each Contractor develops an approach to the construction sequence that will meet the major milestones established for the Project.

4. Quality Management. The OR/PM will oversee procurement process in a manner that will comply with all internal and external quality requirements, attempt to secure contractors capable of satisfying those quality requirements, and result in the successful and timely award of a contract for construction. The major elements of the procurement phase quality management and compliance are:

- Advertisement and solicitation of bids
- Instruction to bidders
- Pre-bid conference
- Proposal document protocol and bid opening
- Pre-award conference – including a Page Turn
- Contract award

5. Contract Award. The OR/PM will assist the QIN to obtain a responsible contractor and subcontractors for the Project, including:

- Bid evaluation. The OR/PM will evaluate bids for completeness, responsiveness, and pricing. The OR/PM will ensure that the

Architect performs technical reviews when appropriate. The OR/PM will prepare a direct comparison of bids and a written recommendation for award.

- Pre-award conference. The OR/PM will coordinate and conduct a pre-award conference with the apparent low responsive bidder to endeavor to:
 - Ensure the bidder fully understands the scope of work and conditions related to the award of the contract. The pre-award conference will include a page turn.
 - Construction Contract. The OR/PM will participate in the award of the Construction Contract.
 - Notice to proceed. The OR/PM will verify that all contract preconditions such as insurance, bonds, and permits have been met by the Contractor and issue a Notice to Proceed.

6. Safety Management. The OR/PM will ensure that the Contractor presents their proposed safety plan at the preconstruction conference. At this time, information should be provided concerning emergency response plans and procedures, safety meeting times and schedules, training requirements, site safety surveys, accident investigations, reporting procedures, and transmittal of all safety-related materials to all subcontractors and any lower tier. The Contractor will be solely responsible for the enforcement of their safety plan and practices. However, OR/PM will ensure that construction activities planned for the near term will not jeopardize the safety of the general public.

C. Construction Phase

1. Project Management. The OR/PM will expedite and improve the efficiency of the construction process through professional planning and execution of the Project and individual Project activities to ensure the scope, cost, quality and time requirements. The OR/PM overall management responsibilities include:
 - Serve as the Owner's Representative and coordinate with QIN representative and Architect for contract management per AIA contract forms. Maintain a daily construction log.
 - On-site and off-site facilities - Develop a site logistics and phasing plan. Ensure office space, storage, environmental controls, work areas, parking, general access, and utilities are provided for on-site. Coordinate QIN-purchased/acquired equipment and materials.
 - Coordination - Provide coordination of Project Team and individual design professionals and contractors. Ensure on-site work activities are coordinated with QIN functions. Maintain a Request For Information (RFI) log and address Contractor questions with Architect.

- Safety - Ensure Contractor and all site personnel implement a safety program that correctly interfaces with the QIN's operations and the community.
- Meetings - Establish and conduct a pre-construction orientation meeting. Establish construction meeting schedule for overall Project management, and coordinate and conduct regularly scheduled meetings to ensure coordination, schedule, cost, and quality of work in progress. Coordinate:
 - Special meetings as required
 - To discuss and resolve Project issues. Ensure that minutes are promptly prepared and distributed.
 - Time management
 - Monitor the Project master and construction schedules and keep the Owner informed of progress on a weekly and monthly.
 - Budget and cost management
 - Prepare and manage the Project budget..
 - Shop drawings
 - In collaboration with the Architect, monitor and confirm that appropriate procedures are established, implemented and followed for expediting the processing and approval of Shop Drawings, Product Data, Samples and other submittals.
 - Payment requests
 - Review and recommend approval of requests for payment.
 - Change orders
 - Review and approve of change orders.
 - Claims management
 - Implement a claims avoidance program and, perform merit evaluation, entitlement evaluation, negotiations, and prompt settlement of claims.
 - Quality management
 - Perform ongoing quality assurance function during construction.

- Owner-purchased materials and equipment
 - Identify long lead items for pre-purchase and coordinate purchase, scheduling, on-site delivery and storage, and installation and testing of these materials and equipment.
- Record drawings
 - Ensure records are maintained by the Contractor. Review for completeness of final as-builts.
- Record keeping
 - Establish a systematic method for contract document management.
- Management reporting - Keep Project Team and Owner informed of construction progress and issues.
- On-site communication procedures to ensure effective communication during construction:
 - Project directory.
 - Communications flow chart.
 - Contractor correspondence files.
 - Chain of responsibility and authority.
 - Submittal flow chart and logs.
 - Field orders.
 - Coordination meetings.
 - Quality assurance/quality control.
 - Substitutes.
 - Directives and reports.
 - Cost and schedule performance data.

2. Cost Management. The OR/PM will implement the cost management procedures and monitor costs through the completion of construction. The OR/PM role includes:

- Develop and monitor Project Budget and monitor Contractor's Cost Report to ensure all project costs are tracked in a timely and accurate manner and reported in regular updates.

- Advise Owner of cost variance and available means to mitigate variances. Advise Owner on options with differing impact or consequences.
 - Establish a schedule of values with the Contractor for payments.
 - Establish and implement a change order control system using Owner's process.
 - Perform independent estimates for change orders to determine reasonableness.
 - Perform trade-off studies on materials, systems, equipment, work practices, and accessories.
 - Establish and maintain a detailed financial record system for subsequent audits, claims, or investigations.
3. Time Management. The OR/PM will ensure that the approved Contractor's construction schedule supports the master schedule and milestone dates. The OR/PM will monitor the Contractor and master schedules as follows:
- At least weekly, review and assess the performance of the Contractor and other members of the Project Team.
 - Establish a systematic procedure for gathering and analyzing the progress of the Project.
 - Establish a regular schedule of Project meetings.
 - Prepare a monthly narrative report for the QIN on the status of the overall Project. Address progress to date and those areas or activities having problems or requiring management attention and pay attention to the critical path and near critical path activities.
 - Clearly document and maintain time extension requests, including those granted, pending, and denied.
 - Prepare independent time impact analysis to substantiate time changes for critical path activities.
 - As necessary, recommend recovery of lost time or time delays and develop a recovery schedule with the Contractor.
 - In the event of Project claims, prepare reports and supporting information to resolve the dispute or defend against the claim. Upon request, make specific recommendations and work with legal counsel to resolve the claim.
4. Quality Management. The PM/CM will assist the Project Team to ensure that construction is completed in accordance with the requirements of the contract documents and will obtain documentation to verify that such compliance was

achieved. The major elements of the construction phase quality management plan are:

- Preconstruction conference
- Construction planning and scheduling
- Inspection and testing
- Reports and record keeping
- Control of changes in the work
- Document control and distribution
- Nonconforming and deficient work
- Final review, documentation, and punch list work completion
- Occupancy
- Substantial and final completion
- Final Acceptance

5. Project / Contract Administration. The OR/PM will ensure that documentary evidence of proper contract implementation is managed, maintained, and focused upon fulfilling the scope, cost, quality, and time requirements for all phases of the Project.

- Project site meetings
 - The Program Manager will assist the Project Team to organize, conduct, and record regularly scheduled meetings involving the Program Manager, the Contractor, the Architect, and appropriate Owner staff. The purpose of the meetings is to:
 - Review progress and discuss short-term and long-range plans for Contractor.
 - Discuss and resolve scheduling/coordination problems.
 - Obtain answers and clarifications to any questions.
 - Review and resolve monthly payment requests, specifically noting concurrence with the Architect on the Contractor's invoices. Ensure proper format and documentation is submitted.
 - Coordinate long-lead procurement.

- Resolve any other issues brought to the Project Team.
- Contract documentation procedures
 - The Program Manager will establish systems for receiving, handling, and distributing the following:
 - Contract documents.
 - Contractor requests for information.
 - Change orders and construction change directives.
 - Submittals-receipt and approvals.
 - Unforeseen conditions.
 - Claims.
 - Meeting minutes.
 - Project reports.
 - Daily Field Reports.
 - Payment requests and payment reports.
 - Photographs.
 - Cash flow projections.
 - Cost summary reports.
 - Schedule variance reports.
 - Special record keeping.
 - As-built drawings.

D. Commissioning and Close-Out Phase

1. Project Management. The OR/PM will manage an effective commissioning and start-up program, schedule and participate in the occupancy permit process, and close out all Project contracts.
2. Cost Management. The OR/PM will summarize the total Project cost in a final report, listing all change orders and identifying any unresolved issues that may have a cost impact.
3. Project/Contract Administration. OR/PM will perform the following activities related to administration:
 - Maintenance manuals and operating procedures are obtained,

indexed, and organized for future maintenance.

- Spare parts and warranties are reviewed for contract compliance and safely archived.
- Final permits are obtained and meet agency requirements.
- Move-in plan established.
- Start-up of major equipment and confirmation of performance is verified.
- Punch list items completed.
- Final payment conditions met.
- Contract close-out.
- Close-out reports prepared.
- Contractor/subcontractor evaluation completed and submitted to Owner

Proposal Submittal

Firms are solely responsible for all costs incurred in the preparation and submittal of the RFP. Submittal becomes the property of the QIN and will not be returned. Proposals will be evaluated based on the firm's experience of the assigned project manager and team. Site visit is optional by appointment. Respondents shall submit three (3) copies of their response to this RFP by May 3, 2019. Send your submittals to:

Ryan Allen, Grants and Contracts
Quinault Indian Nation
PO Box 189
Taholah, WA 98587
bids@quinault.org

Proposals shall demonstrate that the firm has the professional capability and availability to complete all the tasks in a satisfactorily manner. Responses shall include:

1. The firm's legal name, address, telephone number and principal contact email address.
2. The principal assigned to this project and a brief description of their qualifications (experience, professional registration, education) and list of projects and date of completion for projects similar in scope and experience working with Indian tribes.
3. A proposed work plan for services requested.
4. A proposed fee for services by phase based on the proposed services requested/proposed work plan, hourly rates by team members proposed, anticipated hours by team members proposed, and anticipated reimbursable costs;
5. Necessary or recommended subcontractors.
6. A minimum of three references that are knowledgeable regarding the firm's performance on projects of a similar nature. The references shall be for projects of a similar nature on which the Project Manager has performed.

7. Proof of insurance coverage as required in QIN Independent Contractor Agreement.

Evaluation Criteria and the Selection Process

The basis of the award will be to the respondent receiving the most points based on the following criteria:

- Project Understanding, scope of work, work plan and schedule (30 points)
- Qualifications/Experience of Project Manager (25 points)
- Past performance/references (15 points)
- Bid for Services (30 points)

Selection of the successful proposal shall, in part, be based upon the completeness of the submittal, the quality and cost of the services, the reputation of the respondent, and the ability of the respondent to meet all deadlines for delivery of the item(s).

Preference will be given to qualified Indian-owned Firms per the QIN's Indian Preference Policy. Respondents must not have been suspended or debarred by the federal government. This RFP does not commit QIN to award a contract, to pay any costs incurred in preparation of a response to this invitation, or to procure or contract for services or supplies. Bidders will not offer any gratuities, favors or anything of monetary value to any employee, officer, or agent of the Nation for influencing favorable disposition toward either their proposal or any other proposal submitted as a result of this RFB. All proposals submitted hereunder become the exclusive property of the QIN.

The QIN reserves the right to accept or reject all or part of the proposal/bid, and to negotiate with the respondents to ensure that the QIN receives appropriate deliverables within the required timeframe.

The successful respondent will sign the attached Standard Independent Contractor Agreement with the QIN, sign a Certification of Debarment Form, provide a W-9, and obtain Quinault Indian Nation business licenses for all firms/subcontractors doing work on the Quinault Reservation. The successful bidder will also comply with all TERO requirements of the QIN, including submission of a TERO Compliance Plan, and pay a TERO fee as follows: Employers with five or more Employees working on the Reservation, or with gross sales or income on the Reservation of \$10,000.00 or more shall pay a quarterly fee of 1.75 percent of the gross quarterly payroll for those Employees Engaged in Work on the Reservation, which shall be paid within 30 calendar days after the end of each quarter. Subcontracts must be approved by the Quinault Indian Nation.