

Nez Perce Tribal Housing Authority (NPTHA)

Request for Proposals for

Construction Oversight Manager/Consultant

October 2024

Project Title(s): Little Village New Construction:

Construction project oversight for the construction of five (5) quadplex apartment buildings in Lapwai, Idaho.

Proposal Deadline: Monday, November 18, 2024 (4:00 p.m., PST)

Purpose: The NPTHA is seeking Construction Oversight Manager to assist the Owner's Representative and the Architect to ensure quality construction of the proposed project.

Project Description:

The Nez Perce Tribal Housing Authority is soliciting proposals to provide construction oversight management on a construction project to build five apartment buildings, each containing four apartments for a total of 20 new units. The construction costs estimated to be a minimum of \$6 million. The selected consultant will be one that can address a fast-track construction schedule in parameters of the RFP. The project site was an old trailer park and will include renovations to upgrade or replace water, sewer, and electrical services lines, as well as new driveway and parking area.

Architectural schematic design and specification are near completion of the project and the Construction Oversight Manager shall assist in review of construction documents for quality, clarity, and compliance along with review of cost estimates and analysis for the final cost of construction. The Construction Oversight Manager will provide building inspection services during the construction phase, Tribal Employee Rights Office (TERO) coordination, completion of any Tribal Historical Preservation Officer (THPO) cultural assessments, fees or permits, and represent the Owner's interest during the construction phase.

Selection Criteria:

- Construction experience, compatibility of views, and approach to the project implementation.
- Understanding and experience with the Tribal Employment Rights Office (TERO).
- Understanding of federal procurement regulations.
- Professional integrity.
- Effective communication skills.
- References to validate personal and professional skills.

- Knowledge/certification in Journeyman level building trades and current building codes.
- Proposed fees.
- Indian preference.

Project Scope of Services:

The firm or individual selected shall complete all necessary services to fulfill the requirements of the Construction Oversight Manager as directed by the Owner and include, but not limited to the following services:

1. Provide construction monitoring, coordination and administration of the approved design and specifications in consultation with the Project Team, which includes the Owner's Representative, Maintenance Manager, Finance Manager; Architect firm, General Contractors and any other Consultants or Committees, as assigned.
2. The Construction Oversight Manager reports directly to the Owner's Representative (Executive Director).
3. Review and be familiar with all construction documents, make recommendations and assist with review of cost projections to best achieve the objectives of the project.
4. Monitor and inspect the work in progress to advise the Architect and Owner of any deviations, defects, or deficiencies in the work; during construction activity, on-site monitoring will be required.
5. Work in close coordination with the TERO to develop effective programs for the training and employment of Nez Perce Tribal members and other Native Americans living on or near the Nez Perce Indian Reservation.
6. Participate, as necessary, with the Tribal Historical Preservation Office (THPO) for the completion of a cultural assessment of the property site locations where construction may occur and assure all compliance requirements are completed.
7. Consult with the Architect, Owner, General Contractor and Inspectors throughout the design and construction administration process to ensure that constructability and value engineering feedback is consistent throughout the construction process.
8. Manage and procure the owner-approved furniture, fixtures, and equipment (FF&E) as requested.
9. Coordinate with the Management Information Systems and Project Team to ensure projects are properly designed and installed to accommodate present and

future data/communication systems.

10. Maintain daily construction monitoring logs, including but not limited to construction activity, number of personnel on site, weather conditions and periodic payroll interviews. Provide prompt notification of any instances of non-compliance or matters that may require authorization for modifications to the project work schedule, materials, or discrepancies; prepare periodic project progress reports and financial information reports required by the Project Team.
11. Review the General Contractor project related invoices and an application for payment to ensure percentage of work completed and inventory are accurate, along with the Architect review and submittal.
12. Evaluate change orders in consultation with the Architect and Contractor, and make recommendations to the Owner.
13. Assist in communication to the tribal public about the opportunities and responsibilities for successful project completion.
14. Develop a punch list with the Architect to determine the final project completion and close out process.
15. Utilize efficient skills in software programs/applications and other technology to provide open lines of communication, professional and confidential reporting, and efficient documentation of progress activities.

Proposal Format: Proposals shall contain the following components:

- A. Business and contact information:
  1. Name of your firm and provide a statement of interest in our projects
  2. Location of principal offices and branch offices
  3. Length of time in business
  4. Firm ownership structure
  5. Names, resumes, and credentials of the principals to work on this project; and provide a list of similar projects each has worked on relevant to this project.
- B. Firm/Consultant Experience This section should detail the background, qualifications, experience, and past performance in the management of similar tribal projects for each principle for the firm and each principal that will work on this project. Please include the following information:
  1. Project name, location and brief description
  2. Project owner and contact information
  3. Project duration and key responsibilities provided
  4. Total project cost

C. Financial Capacity:

Provide current financial statements or other relevant evidence of financial ability to carry out the project. Provide current insurance coverages for general liability and automobile. Upon acceptance of the proposal, the Nez Perce Tribal Housing Authority, its officers, employees, agents, representatives, and volunteers shall be named as "additional insured" and a "waiver of subrogation" shall be included in favor of the Nez Perce Tribal Housing Authority. The insurance shall be with insurers with a Best's rating of at least A+.

Certificates of insurance including all of these requirements are required prior to execution of the contract.

D. Approach: Describe your approach to the services requested.

1. Demonstrate knowledge and history of managing similar projects.
2. Discuss your communication methods and interaction techniques with internal and external project team members.
3. Describe the process, methods and techniques for the following:
  - i. Project monitoring and compliance reporting
  - ii. Construction activity logs and tracking
  - iii. Action item tracking

E. Litigation: Describe any legal claims pending or asserted within the last three years affecting you or your firm.

F. Proposed fees: Provide proposed fees according to a typical construction schedule and the services requested:

1. Hourly, weekly and monthly fee based on an 8-month schedule from planning to final inspection. Daily activity based on construction and/or planning activity.
2. Reimbursable expenses anticipated.
3. Maximum fees.

Rating Factors:

The rating factors and values to be used in the award of this contract are as follows:

Criteria	Maximum Points
Ability to perform work, as indicated by: <ul style="list-style-type: none"><li>• Professional and technical profiles of the principals and staff.</li><li>• Financial capability as management firm or individual consultant.</li><li>• Experience with federal projects rules and regulations.</li><li>• Experience with Tribal TERO rules and regulations.</li></ul>	30
Approach and capability to provide professional services in a timely manner as indicated by: <ul style="list-style-type: none"><li>• Techniques/delivery/project mgmt. methods.</li><li>• Present and projected workload, availability.</li><li>• Construction experience.</li></ul>	20
Past Performance in terms of quality of work and compliance with performance schedules. Provide references for a minimum of three recently completed similar projects including contact names and phone numbers.	25
Cost: Lowest 15 points; next lowest 10 points; next lowest 5 points; all others 0 points.	15
Indian Preference: Firms that have at least a 51% ownership by an enrolled member of a federally -recognized Tribe.	10

NOTE: Items mentioned above which are not included in the proposal will be rated as zero (0). The NPTHA reserves the right to waive minor informalities; to reject any proposal not in compliance with all prescribed procedures and requirements; negotiate changes to the proposals and may reject any and all proposals if it is in the best interest of the NPTHA to do so.

Selection Process: After evaluation of the proposal submittals, proposals will be selected for an interview. The final firm selected will be expected to start immediately and must assure availability.

Proposal Due Date: **Monday, November 18, 2024 (4:00 p.m., PST)**  
Proposals received after the date and time shall be rejected as non-responsive.

Submit to: **"Construction Oversight Manager Proposal"**  
Attention: Anna Lawrence, Interim Executive Director  
Nez Perce Tribal Housing Authority  
PO Box 188  
Lapwai, ID 83540