

Request for Proposal (RFP)
Project Manager Renovation Projects
Klamath Tribes Housing Department
RFP # KTHD22-31-1RPMHAC-PCF

Introduction:

The Klamath Tribes Housing Department is requesting proposals from qualified contractors to provide project management services for two renovations projects on Tribally owned properties, specifically the Hilyard 16-unit Apartment complex in Klamath Falls, Oregon, and the Pe’peek’aak 14-unit Congregate facility in Chiloquin, Oregon.

The Housing Department will schedule a visit to each property and encourages prospective individuals to attend to see what is needed, give advice, and ask questions so they can articulate a proposal.

Schedule of Site Visits to view each building (one or two apartments and exterior/interior) is scheduled for Thursday, November 16, 2022 as follows:

11/16/2022 9 a.m. Hilyard Apartment Complex, 4045 Hilyard Avenue, Klamath Falls Oregon

11/16/2022 1 p.m. Pe’peek’aak Congregate Facility, 502 Charley, Chiloquin Oregon

Randee Sheppard, Office Manager and other staff will be at each property to help answer any questions that will help formulate proposals.

Schedule of Activities:

11/3/2022		Advertise RFP# KTHD22-31-1RPMHAC-PCF
11/16/2022	9 a.m. to 10:30	Site Visit at Hilyard Apartment Complex, 4045 Hilyard Avenue, Klamath Falls, OR
11/16/2022	1:30 p.m. to 2:30	Site Visit at Pe’peek’aak Congregate Facility, 502 Charley, Chiloquin, OR
11/17/2022	3 p.m.	Submit all questions to Randee Sheppard and Kathy Rich by email randee.sheppard@klamathtribes.com ; kathy.rich@klamathtribes.com Emailed questions will be answered with in two business days by email.
11/21/2022	4 p.m.	Closing date for RFP KTHAD22-31-1RPMHAC-PCF. Proposals submitted or received after this date and time will be disqualified. Submit Proposal via the method listed in Section E below.
11/22/2022		Opening will be started during the week of November 22, 2022 via zoom with a review panel. All responders will be notified by email once the review and selection is complete.

A. Scope of Services:

Described below are Scope of Work for the Renovation Project Manager, including the minimum essential characteristics and standards which Project Manager must meet. Responders should provide their knowledge, ability, and experience to carry out the duties required of this RFP as they relate to the tasks below.

1. This RFP is directed at licensed professionals who have the qualifications to provide Renovation Project Management services needed for two Klamath Tribal Housing renovation projects.
2. The Project Manager must perform project management services for the two renovation projects at the Hilyard Apartment Complex in Klamath Falls Oregon and at the Pe’peek’aak Congregate facility in Chiloquin Oregon.

3. The Project Manager shall advise the Office Manager of the best method of scheduling, starting, and completing both projects. Each project will need to be completed in a timely manner with minimal change orders as possible. The Project Manager will advise the Office Manager and General Manager on the soundness of each project.
4. The Project Manger must be available to be on site several times per week to oversee progress, answer questions, and report to Office Manager, Administrative Officer, and General Manager.
5. The Project Manager must understand the Klamath County permitting processes and timelines as well the legal requirements for working on the Tribes' reservation/trust lands. The Project Manager will advise the Tribes when it is best practice to get permits and inspections even on reservation/trust land. The Project Manager will advise the Office Manager if both projects will or will not need permits and provide a timeline for such permits.
6. The Project Manager must be able to work with the Tribes' Procurement Policy and processes as well as with other applicable Tribal laws, regulations, and policies.
7. The Project Manager will be required to give their professional opinion and report any recommendation that may benefit the Tribes and residents at each complex.
8. The Project Manager will be working closely with selected contractors and sub-contractors at each site. The Project Manager will also have regular contact and meetings with the Housing Department Office Manager and General Manager.
9. The Project Manager will need to acquire updated site plans, floor plans, and specs of each building and grounds.
10. The selected Project Manager must be bonded and insured.
11. The Project Manager must be able to meet by Zoom, in-person, and teleconference.
12. Both apartment complexes are full. Some of the residents will need to be relocated during each apartment renovation. The Project Manager will need to give an estimated time frame for completion at each site as well as an estimated time each resident will be in relocation status. Project Manager will need to coordinate work schedules with Tribal Housing Interim Director and staff so they can coordinate the date and time of tenant's temporary relocation until work is completed. Project Manager will also need to coordinate work completion details with the Housing Office Manager to move tenants back to their unit.
13. The Project Manager must be respectful to the Klamath Tribes and their possessions at all times. The Project Manager is encouraged to ask questions at any time for clarification or ask for a meeting to clarify processes.
14. The Project Manager will be responsible to handle the tasks associated to the renovation of each complex as listed in the Bidding Phase, Renovation/Construction Phase, Closeout Phase, and Warranty Phase as listed below. Proposer should respond to each phase.
15. See list of noticeable repairs and renovations at the end of this RFP.

Bidding Phase:

1. The Project Manager must be able to use and explain to contractors and sub-contractors the Klamath Tribes Housing Department's Tribally Determined Wage Rates for each renovation job under contract or sub-contract at the Hilyard and Pe'peek'aak buildings and grounds.
2. Project Manager in coordination with the Office Manager and General Manager will determine the need for architectural and engineering services; and solicit if needed. Project Manager will be responsible to prepare bid and contract documents consistent with Procurement Policies and requirements of the Klamath Tribes, Bureau of Indian Affairs (BIA), Housing and Urban Development (HUD) and US Department of Agriculture (USDA). All regulatory and statutory considerations required by the Tribe are to be include in the construction documents, a copy of which shall be provided by the Klamath Tribes Housing Department and Procurement office.
3. Project Manager will advertise for bids in accordance with Klamath Tribes Procurement Policy and, BIA, HUD and USDA requirements.
4. Project Manager will schedule and conduct a pre-bid conference and site visits to allow prospective bidders to look at the properties and ask questions.
5. Project Manager will review and respond to bidder's Request for Information (RFI) within the Klamath Tribes required timelines.
6. If required, Project Manager will coordinate between Architect & Engineer (A&E) Request for Information (RFI) for clarifications, substitutions and request reviews.
7. Project Manager will prepare all addendums and change orders; and make every attempt to keep change orders to a minimum.
8. Project Manager will conduct bid opening at the Klamath Tribes Administration or via Zoom with written Documentation of date, method, and places of IFB(s) advertisement is required. Documentation of bid opening, if bid met requirements such as time received, cost, and potential bid award. Documentation of Subcontractors and costs/rates as provided by bidding contractors, including the time submitted. Documentation must be kept at minimum 3 years and must be provided in hard copy and/or scan to the Office Manager and Grant & Contract Compliance Officer.
9. Project Manager will oversee bid review and advise The Klamath Tribes Housing Department of Qualifications of prospective contractors and assist the Klamath Tribes Housing Department in evaluating competitive bids, awards and contract negotiations.
10. Project Manager will prepare the contract for the architect, engineer, and general contractor. (Notice of Intent to award, Notice of Award, Notice to Proceed, etc.).

Construction Phase – General administration of the renovation/construction shall include the following:

1. Preparation of supplemental drawings as necessary.
2. Review of contractor's schedule of values.
3. Perform regular weekly site visits to review the progress and quality of work and to determine if work is proceeding in accordance with the contract documents.
4. Review and respond to change orders, submittals, substitution requests, RFI's, and clarifications.
5. Coordinate A&E substitution, RFI, and clarification review.
6. Coordinate A&E renovation/construction and start-up observations.
7. Review contractor's applications for payment, determine amounts owed to the contractor and issue certification of those amounts for payment by The Klamath Tribes Housing Department.
8. Collect certified payroll and deliver to Owner.
9. Inspection Services - Ongoing inspection of construction activities shall be a component of this contract. It is expected that the chosen offeror shall provide detailed inspections of the construction work as called for in the renovation/construction documents and shall provide written inspection reports to The Klamath Tribes Housing Department and General Manager.

Project Closeout Phase – Upon completion of the project, the chosen offeror shall:

1. Determine the date of substantial completion and final completion.

2. Receive, review and forward to The Klamath Tribes Housing Department the specified written guarantees assembled by the Contractor.
3. Prepare pre-final and final punch lists.
4. Certify project completion in compliance with the construction documents.
5. Prepare record drawings.
6. Prepare project closeout documents.
7. Review and certify final payment application.

One-Year Warranty Phase – Upon one year of the final project acceptance date the chosen offeror shall:

1. Perform a one-year warranty walk through with the Owner and prepare deficiency letter to contractor.
2. Certify deficiency correction and compliance with contract documents.

B. Quality Requirements:

The Klamath Tribes Housing Department Director will award this contract to a responsive and responsible company who has the ability to perform successfully under the terms and conditions of the proposed contract. In determining the responsibility of a party, Administration will consider such matters as

- Integrity;
- Compliance with public policy;
- Record of past performance;
- Financial and technical resources

Required

1. Provide one proposal with a Cover page; Introduction letter; Table of Contents; unbound; single sided with page numbers.
2. Proposal must provide any experience with renovations and project management.
3. Proposal must provide proof of being bonded from a Guarantee or Surety Company acceptable to the U.S. Government and authorized to do business in the State of Oregon.
4. Proposal must include Federal ID#, Social Security or TIN # and State Registry# or equivalent
5. Proposal must include current Certificate of Insurance (COI) for general liability and automobile insurance.
6. Proposal must provide proof to claim Indian preference (if applicable).
7. Proposal must provide three (3) references for the last two (2) relevant jobs completed (include name, telephone number, and email).
8. Proposers must meet the following minimum requirements:
 - a. Minimum of three (3) years' work experience in project management/team development.
 - b. Degree in the field of architecture, or engineering or be a licensed contractor.
 - c. Must not be debarred or suspended from doing business with the federal government.
 - d. Preferable if the party is registered with the System for Award Management (sam.gov).

C. Cost:

The proposal shall include a section for Total Cost broken out for each building/property and a grand total. Total Cost shall include hourly rates for all employees who will provide services at both buildings, supplies, equipment, travel and any other necessary and reasonable costs associated with this RFP and project.

D. Evaluation Factors and Scoring:

1. Selection Procedures: The Klamath Tribes' Administration utilizes this formal advertising of Request for Proposals to award to the most highly rated proposal subject to negotiation of fair and equitable compensation. All timely, responsible, and responsive proposals submitted in response to this RFP will

be considered. Klamath Tribes' Administration reserves the right to reject any and all proposals based on its sole discretion that such proposals are not responsible or responsive, or in the best interests of the Tribes.

2. Method of Review: The Klamath Tribes' Administration and its authorized representatives will review all proposals received and may contact the party to request further information. The Klamath Tribes' Housing Department may accept any given proposal as submitted or may negotiate with the party to establish terms most advantageous to the Tribes. The decision of the Klamath Tribes' Administration shall be final and not subject to appeal.
3. Method of Scoring: All proposals received on time will be evaluated and scored as follows:
 - a. (0-30 points) Section A. Scope of Services and Phases. The proposal must demonstrate ability to carry out requirements listed in Section A.
 - b. (0-30 points) Section B Quality Requirements. Provide adequate information for each requirement in Section B.
 - c. (0-20 points) Cost: Cost will be determined by formula method, if possible.
 - d. (0-20 points) References: A record of integrity, judgment, performance and timeliness in the execution of previous jobs will garner higher points.
 - e. Indian preference: At minimum 15% of the evaluation points shall be granted to proposers who demonstrate entitlement to Indian Preference, which points shall not be available to non-Indian bidders when using Method #3 of the Klamath Tribes Procurement Policy.
 - f. In the case of duplicate proposals, the earliest postmarked envelope will be received and reviewed, unless otherwise advised in writing by the applicant that the later proposal is the appropriate one to review.

100 TOTAL POINTS POSSIBLE (*without Indian Preference*)

E. Instructions for Submitting Proposals:

1. Return proposal in an envelope clearly marked according to the following instructions below. Provide ONE original proposal single sided, unbound with page numbers to the address below. Alternate or email proposals will not be accepted.
2. Sealed Proposals can be submitted in person, through US Postal Service, or by ground delivery to:

The Klamath Tribes
Administration Office
Attention: Jackie Galbreath, Purchasing Agent
P.O. Box 436
501 S. Chiloquin Blvd.
Chiloquin, OR 97624

3. At this time, Klamath Tribes cannot accept proposal's by email.

4. On outside of sealed envelope write:
“RFP # “KTHD22-31-1RPMHAC-PCF” and your name or your company’s name.
5. Questions about the RFP requirements can be directed to Jana DeGarmo, at (541)783-2219, ext. 155 or email jana.degarmo@klamathtribes.com. Questions about the project and job can be directed to Randee Sheppard at randee.sheppard@klamathtribes.com or 541-827-5163.
6. Schedule of RFP activities :
 - 11/03/2022 Advertise RFP # KTHD22-31-1RPMHAC-PCF
 - 11/16/2022 Site visits at Hilyard Apartment Complex and Pe’peek’aak Congregate Facility to view sites and ask questions.
 - 11/17/22 By 3 p.m. submit all questions by email to Randee Sheppard and Kathy Rich at randee.sheppard@klamathtribes.com and kathy.rich@klamathtribes.com. Questions will be answered within two business days by email.
 - 11/21/2022 4 p.m. Closing Date for proposals to be submitted via method outlined above.
 - Starting the Week of November 22, 2022, the Grant and Contract Compliance Officer (GCCO) will begin opening Proposals with a Review Panel via Zoom. It may take up to two weeks or more to complete the opening review and selection. GCCO will notify all parties by email who responded after a selection is made.

F. Closing/Opening Date and Time and Method of Solicitation:

1. Proposals will be accepted at the address above up to **4 p.m. on November 21, 2022**. All timely, responsible and responsive proposals submitted in response to this RFP will be considered. The Klamath Tribes reserve the right to reject any and all proposals including those proposals received after the closing date and time. If at the time of the scheduled closing date the Klamath Tribal Administration office is closed, proposals will be received up to 3 p.m. on the next regular business day.
2. Proposals will be opened via email and Zoom beginning the week of **November 22, 2022**. The Grant and Contract Compliance Officer will provide the responses to a Review Team to start review. Review and scoring may take up to two weeks and once completed, all contractors will be notified by email.
3. This RFP has been published by:

	Publication in a Newspaper of general circulation
x	Direct solicitation of proposals from an adequate number of known sources
x	Klamathtribes.org

G. Indian Preference:

1. To the greatest extent feasible, preference and opportunities for training and employment shall be given to Indians, and preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned economic enterprises.
2. Certain federal laws allow for the application of a Tribal-specific preference, and where those laws apply the Tribes will provide preference for Klamath Tribal members or businesses owned by Klamath Tribal members.
3. Preference and opportunities for training and employment in connection with the administration of these activities shall be given to Indians and Alaskan Natives.
4. The Klamath Tribes Procurement Policy shall be followed for any individual/firm claiming Indian Preference.

H. Provisions:

1. All contractors must observe the Klamath Tribes' Indian preference policy as set forth in the Klamath Tribes Procurement Policy.
2. The Klamath Tribes shall conduct all procurement transactions in a manner that provides fair and open competition.
3. The Klamath Tribes shall provide fair and equitable treatment for all persons or firms who are in the business of supplying goods and services.
4. The Klamath Tribes wish to assure that supplies, services, and construction are procured efficiently, effectively, and at the most favorable prices available.
5. The Klamath Tribes shall take reasonable affirmative steps to assure that DBE's, WBE's and MBE's are used when possible but without infringing on Indian preference where Indian preference is applicable.
6. The Klamath Tribes shall not use federal grantor funds to do business with any entity who is disbarred in accordance with the Federal Government Disbarment list.
7. This Request for Proposals may be terminated by The Klamath Tribes' Administration at any time at its sole discretion that doing so is in the best interests of the Tribes.
8. Each party submitting a proposal is certifying that he/she has not colluded with any other person, firm or corporation in regard to securing the services being solicited.
9. No employee, officer, or agent of the Klamath Tribes may solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontractors.
10. Negotiation: Provisions not addressed by this solicitation will be negotiated with the professional once a selection has been made.
11. Agreement: The selected professional will comply with Klamath Tribes Procurement Policies

List of Work that is noticeable.

(Table 2) Item #	Specification	Description of Item	Cost Each	Total Cost
1	Rehabilitate/Reinforce	Apartment Stairway (Demo, Installation)		
2	Remodel	Laundry Room (s) (Demo, Framing, Replace Sub-flooring, Flooring finish, Drywall, Replace Fixtures), New Doors/with locks		
3	Addition	Frame out upstairs storage rooms, exterior/interior walls, roofing, venting, electrical, plumbing)		
4	Replace	Apartment flooring (Sub-Flooring, new floor finishes), interior paint, new energy efficient lighting fixtures		
5	Install	Mount, install, and wire addition outdoor building lights for better area coverage		

6	Install	Install and program surveillance system in Laundry Rooms		
7	Replace	New roof for all buildings (Fans/Vents)		
8	Replace	All damaged windows		
9	Remove	Dead Trees at front entrance		
10	Addition	Add landscape features to front entrance		
11	Install	Gutter on front/back of roof		
12	Replace	Upstairs patio (Floor/Decking, Railing, Trim)		
13	Replace	Exterior Siding (Only Damaged areas), Trim, Fascia		
14	Replace	Energy Efficient Water Heaters		
15	Install	Retractable Awning in each upstairs apartment patio		
		TOTAL FIRM FIXED PRICEBID		