Northern Cheyenne Tribe

P.O. Box 128
Lame Deer, Montana 59043

Request for Proposal
CONSTRUCTION PROJECT MANAGER
Northern Cheyenne Tribe Board of Health
April 13, 2020

The Northern Cheyenne Tribe (N.C.T.) (Owner) is now accepting sealed proposals on behalf of the Northern Cheyenne Tribal Board of Health (NCTBH) for a Construction Project Manager to undertake all construction management obligations and services with respect to and in connection with the Addition of Modular Buildings (Project) adjacent to or attached to the new Wellness Center which is located within the exterior boundaries of the Northern Cheyenne Indian Reservation, Lame Deer, Montana. The Construction Project Manager serves as the primary person responsible for on-site construction contract administration and observation. The individual will act as a liaison between the Northern Cheyenne Tribal Board of Health and the design architect’s firm in order to facilitate construction by reviewing plans and specifications, inspecting construction sites, and maintaining all related construction documents.

The Construction Project Manager has direct responsibility for the (NCTBH) construction project through day-to-day on-site management and administration of the project. The Construction Project Manager will hire the design firm (Architects & Engineers) acceptable to the (NCTBH) to perform the required complete design for the project. Activities may include cost management, project budgeting, project scheduling and procurement services from the start to the completion of the project.

The Construction Project Manager obligations shall include, without limitations, the following: consult and advise the Owner on all aspects of the Project including the consideration of green alternatives proposed by the architect in the schematic design phase; consult with the Owner in connection with the preparation of budgets, reports, scheduling, evaluations and cost estimates. Advise Owner on required permits, complying with applicable Federal and Tribal laws. Develop safety plan program and advise Owner as to the types and amounts of insurance that Owner should carry with respect to the Project.

Purpose

NCTBH is seeking Construction Project Manager services to initiate and complete the construction project. The Construction Project Manager will assist and make recommendations to the Owner/NCTBH in regards to the following items which will be performed by the architect/engineers team (the design team): 1. Planning 2. Needs assessment 3. Master plan 4. Development justification documents 5. Predesign site investigations 6. Feasibility studies 7. A Program of Requirements (POR).
The current project is to add Modular Buildings adjacent to or attached to the new Wellness Center for additional office space.

This RFP is the means for prospective firms to submit their proposals to the Northern Cheyenne Tribe, Northern Cheyenne Tribal Board of Health for the services necessary to provide a complete
Construction Project Management services package as described in this document.

**SCOPE OF WORK:**
Proposals for the Construction Project Manager Services shall include but are not limited to the following:
Responsibilities include:
Leadership, teamwork and communication
- Completes work in compliance with Federal and Tribal policies.
- Participates in Project meetings and Project closeout.
- Construction management services in administrative support services; coordination and monitoring oversight of the planning, design and construction process of the architect and engineering (design team) activities.
Subcontractor Management
- Clearly identifies the scope of work, roles and responsibilities of planning.
- Preparation of Tribal organization’s construction subcontracts.
- Responsible for the construction management process which includes development, design and the construction phase.
- Effectively negotiates with subcontractors and suppliers on all issues affecting cost, schedule, and quality.
- Properly manages Project closeout and ensures all warranties and closeout documents are submitted properly.
- Develops scopes of work for subcontractors and suppliers as required.
Financial Management/Contract Management
- Proactively manages subcontractor pay applications and suppliers invoicing to insure timely payments and accuracy.
- Manages subcontractor performance and insures that back charges are managed properly and costs are recovered.
- Receives all proposals for change orders and reviews, processes, and approves applicable change orders.
- Completes Projects on time and on or under the Budget.
- Manages all Project costs throughout the duration of the Project lifecycle.
- Solicits proposals for added work and credits for deleted work.
Schedule Management Planning
- Leads the team in the development of schedule that clearly communicates the Project milestone goal(s).
- Monitors the schedule to demonstrate the overall sequencing for a Project with support from the Administration.
- Develops and manages the overall Project schedule.
- Insures the Project is turned over to Operations on date promised.
- Insures the Certificate of Occupancy arrives on the date promised to Operations.
- Leads the team in the development of scheduling goals.
Safety Management
- Promotes zero injury culture amongst subcontractors.
- Ensures work is performed on sites in accordance with applicable TERO/OSHA Standards.
- Ensures Projects are consistently and proactively completing weekly safety meetings and
inspections.

Quality Management

- Review of work to ensure compliance with the POR and/or the construction contract.
- Works with the administration to develop the site utilization plan and organizes the construction site to facilitate efficient construction.
- The construction includes programs for the planning, design, construction, repair, improvement and expansion of buildings or facilities, including but not limited to, housing, law enforcement and detention facilities, sanitation and water systems, roads, schools, administration and health facilities, irrigation and agricultural work, water conservation, flood control, and port facilities, and environmental, archeological, cultural resource, historic preservation, and conduct of similar assessments.
- Identifies, investigates, and resolves any issues that could possibly affect quality of the Project.
- Schedules/manages walk-thru to identify warranty items.
- Ensures the design and construction of the Projects meets and exceeds the quality expectations.

Vendor’s Statement of Qualifications (SOQ) should clearly and accurately demonstrate the company’s capabilities to perform all functions necessary in executing Construction Project Management. Such functions will include:

1. General contracting license. Must provide documentation and proof contractor is bonded/licensed.
2. Ability to provide services for all phases of construction. Phases include, but are not limited to; pre-construction/site work, permitting, installation, building design, construction, and the planning, purchasing and the determination of office space and location of the modular buildings.
3. Ability to review site conditions, according to applicable local codes, regulations and standards.
4. Only proposals from companies/firms certified by the Northern Cheyenne Tribal Employment Rights Office (TERO) will be considered. All work done under this contract is subject to the rules and regulations of the TERO Office.
5. Specialized knowledge and experience as indicated via Projects of similar size, scope, and complexity.
6. Eight to ten years minimum Construction Project Manager experience in commercial ground up construction and commercial building renovations.
7. Completion of vocational school or college degree preferred in construction project management.
8. Proficient in understanding building plans and specifications and maps.
9. Ability to remain calm, focused and effective under time pressured situations.

The work location will be in the Northern Cheyenne Tribal reservation. The point of contact will be the Northern Cheyenne Procurement Planning Officer.

Only proposals from companies/firms certified by the Northern Cheyenne Tribal Employment Rights Office (TERO) will be considered. All work done under this contract is subject to the rules and regulations of the TERO Office. Applications for TERO certification and related information may be requested directly from the office located in Lame Deer, MT., by calling the office: 406-477-4810 or by mail: P.O. Box 128, Lame Deer, MT. 59043. The Contractor is responsible for payment of all TERO fees.

No consideration will be given to any proposals which do not conform to all of the requirements listed in
this request for proposal.

1. Procedure and Timelines:
All proposals shall include all required documents and be hand delivered or mailed in a sealed envelope marked "Construction Project Management Services proposal" to Renessa Russette, Northern Cheyenne Tribal Procurement Planning Officer, on or before April 24, 2020 at 4:30 p.m.

   a. Emailed or faxed proposals are not allowed and late proposals will not be considered. Only one proposal per contractor. No proposal may be withdrawn after the scheduled time for the public opening of proposals.

   b. The proposals will be evaluated to determine responsibility. Factors considered in determining responsibility include, but are not limited to: past performance record, contractor's integrity, compliance with public policies and laws, financial resources and physical resources.

   c. Upon completion of the evaluation, the Northern Cheyenne Tribe's Procurement Planning Officer shall select the firm with the proposal that is in the best interest of the Northern Cheyenne Tribe, or may reject all proposals.

   d. If you have any questions on the NC Procurement Policies, please contact the Procurement Planning Officer, Renessa Russette at 406-477-4810.

2. Indian Preference:

   a. Proposals will be accepted from all Responsible Contractors, Indian and Non-Indian alike, however the Procurement Officer may, within funding limitations, give preference to qualified Indian owned firms if they are within 5% of the lowest total bid.

   b. While the Procurement Planning Officer shall take Indian preference into account when evaluating the proposals, it will in no case be the sole deciding factor in awarding the contract.

   c. To be considered for Indian preference, the firm must meet the eligibility criteria listed in Section 11 of the NC TERO Ordinance.

   d. Evidence of eligibility must be submitted with the proposal in the form of a Certified Degree of Indian Blood Form or a Tribal Identification card.

3. Disclaimers:

   a. This Advertisement for Request for Proposal shall not be construed as binding the N.C. Tribe to award a contract, to pay any costs incurred in the preparation of the Proposal(s), or to procurement of supplies.
b. The N.C.T. reserves the right to reject any and all Proposal and to re-advertise according to the best interests of the N.C. Tribe. The N.C. Tribe reserves the right to waive any irregularities or informalities in regard to Proposals and the Selection process.

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Renessa Russette, Procurement Planning Officer  
P.O. Box 128  
Lame Deer, Montana 59043  

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