

# Salish and Kootenai Housing Authority

Of the Flathead Reservation Pablo, MT, 59855

Request for Proposals (RFP)

for

Architect & Construction Management Services



Jody Cahoon Perez, Executive Director

Date Issued: April 24, 2023

Due Date: May 15, 2023

## I. Background

The mission of the Salish and Kootenai Housing Authority is to provide the highest quality, affordable housing to the people of the Flathead Reservation, utilizing all resources to ensure that services are provided in an efficient, economical, and timely manner. The Salish and Kootenai Housing Authority will plan and assess all future housing and support services to ensure all areas and individuals are served. The Salish and Kootenai Housing Authority will continually strive to improve the quality of life while maintaining the cultural integrity and identity of the Salish and Kootenai people.

In addition to administering several federally funded programs The Salish and Kootenai Housing Authority also manages approximately 500 units, including rental, homeownership, 50 tenant-based assistance units, a 65-block trailer park, and 28 community water and/or wastewater systems.

The Salish and Kootenai Housing Authority is a Tribally Designated Housing Entity of the Confederated Salish and Kootenai Tribes. Therefore, is managed by a seven-member Board of Commissioners who are appointed by the Tribal Council and serve a staggered four-year term. The commissioners employ an executive director, overseeing six different departments: Finance, Administration, Housing Resource, Occupancy, Maintenance, and Water and Sewer Department. A manager is assigned to each department to establish and carry out the goals of the Salish and Kootenai Housing Authority.

## II. Request for Proposal (RFP) Introduction

The Salish and Kootenai Housing Authority (hereafter referred to as "Housing Authority") invites proposals from Licensed Professional Architect/Engineering Firms to develop plans, and specifications and provide construction management services for new commercial shop activities as described under the scope of services section in this document. The fee proposal is to be presented in your response to this Request for Proposal. Please document any qualifications or special conditions affecting your fee proposal.

Proposals will be accepted until Monday, May 15<sup>th</sup>, 2023, at 12:00 pm. Proposals may be hand-delivered to the Housing Authority in Pablo Montana at 56243 US HWY 93 or mailed to PO Box 38, Pablo MT 59855. Proposals may also be emailed to [nmichel@skha.org](mailto:nmichel@skha.org). Proposal envelopes and/or email description lines must be clearly marked with "Proposal for Architect- Construction Management Services".

Salish & Kootenai Housing Authority will not reimburse any cost incurred in preparing or delivering proposals. Information supplied in response to this Request for Proposal becomes the property of the Housing Authority and will not be returned.

The Salish & Kootenai Housing Authority reserves the right to reject or waive any irregularities in the RFP process. The award will be made to the responsible firm whose proposal will be the most advantageous to the Housing Authority, price, and other factors considered. Unsuccessful firms will be notified promptly.

This is an Indian Preference Bid. Tribal contractors who wish to receive Indian Preference must obtain certification from the Indian Preference Office as a legitimate Indian-owned business before submitting bids. Proof of Indian Preference Certification must be included with your bid in the form of a copy of the Certificate issued by the Indian Preference Office. Be advised that evidence of your membership or affiliation with a Tribe **does not** constitute Indian Preference Certification. You must be certified by the Indian Preference Office in order to claim preference. The bidder is responsible for obtaining and providing proof of Indian Preference Certification from the Indian Preference Office.

Any questions please contact Nolan Michel at (406) 675-4491 ext.: 1521 or [nmichel@skha.org](mailto:nmichel@skha.org)

### III. Description of the Project

The project consists of one commercial shop, approximately 10,000 square feet, to be constructed at the Housing Authority's current office property located in Pablo, Montana. The commercial shop must be designed to comply with the current editions of the International Residential Code, Uniform Accessibility Standards, the Montana State Energy Code, the energy efficiency requirements of Mission Valley Power, and the Housing Authority's Building Specifications. The designated building location is suited to connect to the existing water well, and sewer drain-field connections. The Housing Authority is looking to bid in 2023 and start construction this year.

Project Site Description & Address-56243 US Highway 93 N Pablo, MT



#### General Shop Use Description

- 3 Offices
- 2 Bathrooms
- 1 Mechanical Room
- Warehouse -Storage Space
- Attached Storage
- Work Shop
- Parking Overhangs

## IV. Scope of Services

### A. Preliminary Design

The selected firm and Housing Authority will coordinate to produce a mutually accepted design approach for the purposes of producing a commercial shop design, during which time the selected firm shall prepare preliminary design documents.

The Preliminary Design Phase should also include:

1. Customer consultation(s) and site visit(s).
2. Code analysis and assessment of local regulations
3. Preliminary design of floor plans and elevations
4. Site design to incorporate the structure, landscaping, and location for parking.
5. Preliminary cost estimates based on unit costs and square footage allocations.

### B. Design Development and Construction Documents

Based on the approved preliminary design documents, the selected firm will prepare Construction Documents consisting of Drawings and details setting forth the requirements for the construction of the project including:

1. Site plans, locations of structure, grading, drainage and landscape, and connection to existing utilities.
2. Floor Plans
3. Exterior Elevations
4. Building and Wall Sections
5. Architect and Finish Details
6. Window and Door Schedules
7. Finish Schedules and Color Board
8. Project Specifications
9. Electrical/Data layout and fixture specifications
10. Mechanical layout and equipment specification

### C. Construction Management

The selected firm will provide a course of necessary construction management services including:

1. Assemble bid instructions and forms, develop bid schedule
2. Assist in the advertisement and distribution of the project document for bidding
3. Provide a response to inquiries in the form of addenda
4. Conduct pre-bid meeting
5. Conduct bid opening if desired
6. Conduct pre-construction meeting
7. Periodic Site Inspections to be familiar with the progress and quality of the work, generally aligned with Contractor's applications for payment.
8. Interpret construction document requirements, and respond to interpretation and change proposal requests.
9. Review and approve/deny Contractor's submittals, such as shop drawings, product data, and samples if required – for conformance with the design concept of the work, and with the information given in the construction documents.
10. Review and approve/deny Contractor correspondence and application for payment.
11. Conduct a punch inspection and provide a punch list for completion.
12. Conduct final inspection and assist with project closeout.

## V. Proposal Form and Content

- A. All proposals are to be signed and dated by the person or persons legally authorized to bind the firm and enter into contracts.
- B. Proposals should be held open and remain valid thirty (30) days after the advertised closing date.
- C. The proposal shall consist of a clear, concise, and relevant presentation of the requested information which shall demonstrate the Developer’s compliance with this RFP in accordance with the following format:

- 1. Cover letter
- 2. Table of Contents- Number all pages of the Proposal.
- 3. Executive Summary of Proposal – per the Scope of Services defined in section IV.
- 4. Introduction and Qualifications of Proposer- Include professional and technical qualifications and licensure to operate, depth of personnel, areas(s) of specialty, and outline any experience working on tribal projects.
- 5. Compensation Schedule- The Proposer shall prepare and submit a lump sum compensation proposal for the RFP. A payment schedule broken into the following categories shall be submitted as described. Requests for payment for specific phases shall not exceed the scheduled amount prior to the completion of the Initial Phase:

Design Development Phase	\$ _____
Bidding Documents & Assistance	\$ _____
Construction Administration Phase	\$ _____
Total Contract Amount	\$ _____

- 6. Project Schedule -The following template may be used as a component of the project

Date	Schedule Item
	Preliminary Design Completion
	Design Development & Construction Documents Completion
	Bid-Out Construction

## VI. Proposal Form and Content

### A. Evaluation Criteria

Respondents will be evaluated and scored according to the following:

1. Qualifications -15%
2. Depth of Personnel-10%
3. Related Experience on Similar Projects-15%
4. Compensation Schedule-15%
5. Project Schedule-20%
6. Firms Location-10%
7. Indian Preference-15%

Upon receipt of responses, selection committee members will evaluate all responsive proposals and assign scores based on the stated evaluation criteria provided. The Housing Authority **may** opt to engage in competitive negotiations with the firm that presents the most qualified, highest-scoring proposal. As a result, the contract will be awarded after both sides reach an appropriate price for the deliverables described in section IV. Scope of Services. If an appropriate agreement cannot be reached with the highest-ranked firm negotiation engagement will be made with the second-ranked firm, and so on.

## VII. Disclaimer

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