

Salish and Kootenai Housing Authority

Of the Flathead Reservation Pablo, MT, 59855

Request for Proposals (RFP)

for

Architectural & Construction Management Services



Jody Cahoon Perez, Executive Director

Date Issued: November 27th, 2023

Due Date: December 14th, 2023

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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 523 units, including rental, homeownership, 50 tenant-based assistance units, a 47-block trailer park, and 48 community water and/or wastewater systems.

The Salish and Kootenai Housing Authority is the 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, who has oversight of six different departments: Finance, Administration, Housing Resource, Occupancy, Maintenance, and Water/Sewer Department with a manager 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") is inviting proposals from Licensed Professional Architectural/Engineering Firms to develop plans, and specifications and provide construction management services for new residential home construction 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.

PROPOSAL DEADLINE: All proposals will be accepted at the following address no later than noon local time on December 14, 2023.

PROPOSAL SUBMISSION:

Proposals may be hand-delivered to the Housing Authority's office 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. Proposal packages and or the email description line must be clearly marked with the words

"RFP Proposal Response".

During the period between the issuance of this RFP and the proposed due date, no oral interpretation of the RFP's requirements will be given to any prospective Offeror. Requests for interpretation (and other questions) must be made in writing at least 7 days before the submission due date and time to: nmichel@skha.org

III. Description of the Project

This project consists of a total of nine multi-family dwellings. More specifically, eight duplexes and one fourplex shall be constructed on various sites throughout the Flathead Indian Reservation in Lake County, Montana. All homes must be designed to comply with the current editions of the International Residential Code, Uniform Accessibility Standards, the energy efficiency requirements of Mission Valley Power, and the Housing Authority's Building Specifications. Each Building location is unique and will require different approaches to incorporate existing or future utility improvements such as water, sewer, power, sidewalk, and paved road access. In short, the Housing Authority is seeking to procure one set of building plans to construct a Duplex multi-family dwelling and one set of building plans to construct a Four-Plex home in addition to site-specific plans for each site. Each unit shall consist of two bedrooms, and one bathroom and shall be approximately 985 sq. ft in size. Refer to "APPENDIX A" for the project site locations.

The Housing Authority is seeking to bid out the construction portion for Ronan and Polson in the spring of 2024, and the remaining units during the summer of 2024.

IV. Scope of Services

A. Preliminary Design

The selected firm and Housing Authority will coordinate to produce a mutually accepted design approach to produce only one home 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 parking location.
5. Preliminary cost estimates based on unit costs and square footage allocations.
6. Review of funding source and local jurisdiction requirements.

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 structures, grading, drainage and landscape, and connection to existing utilities if applicable.
2. Floor Plans
3. Exterior Elevations
4. Building and Wall Sections
5. Architectural 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. Respond 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 the Contractor's applications for payment.
8. Interpret requirements of the construction documents, respond to requests for interpretation, and change proposal requests as necessary.
9. Review and approve/deny the 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 each residence.
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 for thirty (30) days following the advertised closing date.
- C.** The proposal shall consist of a clear, concise, and relevant presentation of requested information which shall demonstrate the firm's compliance with this RFP in accordance with the following format:
 1. Cover letter
 2. Table of Contents
 3. Executive Summary of Proposal – In accordance with the scope of services as 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. 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-scored 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

The 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 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 prior to the submission of 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. It is the sole responsibility of the bidder to obtain and provide proof of Indian Preference Certification from the Indian Preference Office.

Please email questions or requests for interpretation to Nolan Michel at nmichel@skha.org

APPENDIX-A

PROJECT SITE LOCATION(S) MULTI-FAMILY DWELLING RFP

RONAN

POLSON

ST. IGNATIUS

ARLEE

ELMO

Lily of the Valley Ronan

Terrace View



Rd E

Terrace Lake Rd

Ronan - 3 duplexes
Beaverhead Ln

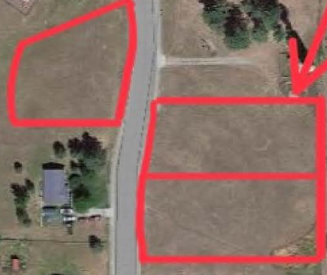
Pache Ln

Sundown Ln

Pache Ln

Beaverhead Ln

Beaverhead Ln





Eighth Ave W

Apostolic United Pentecost Church



Skate Park

9th Avenue Group Home

9th Ave W



10th Ave W

Shawn's homemaker

5th St W

4th St W

11th Ave W

Polson -1 four plex
10th Ave W

5th St W



St Ignatius -2 duplex homes
Joscum Ln



Arlee -2 duplexes Pow Wow Rd



Bouch St

Shorty Ln

Pow Wow Rd

Arlee Community Center

Arlee Fire Department

line Pizza

Sky Sasquatch

200



Elmo -1 duplex Ann Ln



Community Health
& Wellness Center