OWYHEE, NEVADA

REQUEST FOR STATEMENTS OF QUALIFICATIONS AND EXPERIENCE FOR A CONSTRUCTION BUILDING SUPERINTENDENT

I. INTRODUCTION

The Owyhee Duck Valley Indian Reservation (SPONSOR) is soliciting qualification-based sealed Statements of Qualifications for the selection of a Construction Building Superintendent. Submittals will be accepted until 4:00 p.m., on Friday, September 13, 2019 (extension) COB, Friday, September 20, 2019 in the offices of:

HUGH CRANDALL
OWYHEE DUCK VALLEY RESERVATION
PO BOX 219
OWYHEE, NV 89832
208-759-3100 x1246

The SPONSOR plans to award an eight (8) month Professional Services Agreement, subject to approved funding for the Owyhee Detention Center project, to the Statement of Qualification based on overall Construction experience and Building Trades knowledge.

The PSA contract will be for Construction Building Superintendent as defined herein. The SPONSOR reserves the right to inquire into the prospective proposer's ability to provide professional services, as defined below. Our selection process is intended to be in select a qualified Construction Building Supervisor, in the area of commercial building construction.

II. BACKGROUND

The Construction work site will be approximately 5 miles north of the City of Owyhee, NV. The SPONSOR is seeking to select a qualified Construction Building Superintendent for the Renovation of the Owyhee Detention Center.

III. SCOPE OF WORK

Contemplated projects under this contract may include any of the following project:

A. Work on behalf of the Shoshone Paiute Tribes of the DVIR, as a Commercial Building Superintendent for the Renovation of the Owyhee Detention Center.
B. Duties will include interaction with the General Contractor, BIA representatives, Engineering Services- in regards to blueprints, schematics and drawings: with particular interest in the areas of detention facilities and masonry block work.
C. Interpret Scope of Work, drawings and interact with the Project Coordinator, to determine that the best interest and best value for the Tribes is adhered to.
D. The position is an independent contractor, and the pay will be with a 1099 Misc form, and is responsible for their own taxes, transportation, lodging, mileage, telephone, computer and internet services and access.
E. Project is estimated to last approximately 240 calendar days, approximately Mid-September 2019 to Mid- April 2020.
F. Reimbursements will be on a monthly basis, based on the percentage for the total contract completed.
G. Construction Superintendent must carry General Liability, for the full term of the project. Approximately 240 calendar days. And it is strongly recommended that Workers Comp. insurance for the individual; and required for the LLC or Corporation. As the Tribes will not carry it for the Construction Building Superintendent.

IV. CONTRACT LIMITATIONS

A. All parties competing for the work are advised that the work will be accomplished over the course of a single project.

B. All parties are advised that some of the services listed may not be required and that the SPONSOR reserves the right to initiate additional procurement actions for any of the services included in the initial procurement.

C. The services are limited to this project which are expected to be initiated within two weeks of the Notice to Proceed and is signed by Owner.

D. Do not include any information regarding your fee structure with your proposal. The negotiations of the fee services, i.e., those included in this procurement action but not in the initial contract, shall occur at the time services are needed. A cost analysis shall be performed for the negotiations. If a price cannot be agreed upon between the SPONSOR and the selected firm, negotiations may be terminated and a new procurement action initiated.

V. SELECTION PROCESS

The selection process will be in strict accordance with Tribal policies and the best value for the overall project completion. Cost or fee information is not to be submitted with this proposal.

VI. CONTENTS OF STATEMENT OF QUALIFICATIONS

A. Statements of Qualifications must be no more than 5 pages, exclusive of cover letters or letters of transmittal containing introductory language only. The Statement of Qualifications should include:

1. A cover letter
2. A general description of the individual or firm, including company organizational structure.
3. Identification and organization of those key individual or individuals who will be involved in the proposed project, setting forth their qualifications, backgrounds, experience, and specific responsibilities.
4. A narrative statement detailing the firm’s understanding of the requirements of the SPONSOR, and the capability to perform all or most aspects of the engineering projects proposed. Discuss familiarity, knowledge, and understanding of the local area.
5. A representative list of previous clients or references, plus projects comparable to the proposed duties and tasks that necessitates the completion of the project listed above. Please include contact person, projects(s), and phone numbers.
B. All submittals must be received at the address and by the date and time specified herein. Submittals must contain the name, address, and daytime telephone number for the individual authorized to enter into a contract (PSA) with the SPONSOR.

C. The SPONSOR invites individuals and firms to submit Statements of Qualifications to perform the above-described services. Interested individuals and firms should submit three (3) copies of the Statement of Qualifications no later than Friday, Sept. 13, 2019 at 4:00 p.m. to: Extended to COB, Friday, September 20, 2019

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D. Any submittal received after the identified date and time will be returned unopened.

E. All packages must be submitted in a sealed envelope and clearly marked on the outside: “STATEMENT OF QUALIFICATIONS FOR CONSTRUCTION SUPERINTENDENT SERVICES”.

F. Following the selection process, the proposal for the selected Proposer shall be made available for public review, except for any items that the Proposer has requested, in writing, to remain confidential under applicable law.

G. There will be a public bid opening on September 16, 2019 Monday, September 23, 2019 at approximately 10:00 am in the Projects Trailer Conference Room.

VII. REQUESTS FOR CLARIFICATION

Any requests for clarification of additional information deemed necessary by any respondent to present a proposal shall be submitted in writing, via postal service, or email to Mr. Hugh Crandall, Project Coordinator referencing this request; and date and time must be received prior to the date referenced above. Written requests must be received a minimum of seven (7) calendar days prior to the submission deadline. Any requests received after this deadline will not be considered. All requests received prior to the deadline will be responded to by Mr. Crandall in the form of an addendum addressed to all prospective respondents.

Direct contact with Tribal elected officials, members of the Executive Council, or SPT staff (with the exception of the Project Coordinator) during the selection process, except when and in the manner expressly authorized by the Request for Statement of Qualification documents, is strictly prohibited and may render the submittal as non-compliant. Violation of this requirement is grounds for disqualification from the process.

VIII. SELECTION

Selection criteria will be applied in the selection process. A short list will be developed from submittals received. If a decision cannot be made based on written materials, Consultants on the short list may be asked to attend an interview prior to final selection.
It is the intent of the SPONSOR to enter into a contract with the most qualified firm no later than September 16, 2019 September 23, 2019. The individual or firm selected to perform Construction Superintendent services for the above referenced project will be selected, and consulting fees will be negotiated.

A schedule of fees will be negotiated with the selected consultant for the services to be performed under the initial Request for Qualifications. Subsequent fees will be negotiated on an additional change order basis if additional funding is obtained.