

REQUEST FOR PROPOSAL (RFP)
PROJECT MANAGEMENT
CEDAR BAND TRAVEL PLAZA ENTERPRISE

PAIUTE INDIAN TRIBE OF UTAH
440 NORTH PAIUTE DRIVE

CEDAR CITY, UT 84721

OCTOBER 18, 2017

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1. SUMMARY AND BACKGROUND

The Paiute Indian Tribe of Utah (hereinafter referred to as, the “Tribe” or “PITU”) has been awarded an Indian Community Development Block Grant (ICDBG) for the purpose of an economic development project for the Cedar Band of Paiutes. The ICDBG project is for the construction of the Cedar Band Travel Plaza on the west side of Interstate 15 at Exit 51 between Cedar City and Kanarraville, Utah.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5 pm MDT November 17, 2017. Any proposals received after this date and time will not be considered. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Paiute Indian Tribe of Utah and the Cedar Band of Paiutes legal department and will include scope, budget, schedule, and other necessary items pertaining to the project.

3. PROJECT DESCRIPTION

Project Description:

The Paiute Indian Tribe of Utah is seeking proposals from qualified Project Management Firms who are able to provide professional services and perform the tasks required to oversee and coordinate the design, build and furnish of the Cedar Band Travel Plaza Enterprise. Design of the structure, furnishings and appurtenances shall be performed in close cooperation with Cedar Band of Paiutes personnel and their designated representatives.

4. PROJECT SCOPE

The scope of this project includes the oversight and coordination of all design, development, contracting and oversight of construction of the Cedar Band Travel Plaza Enterprise.

The selected bidder will be responsible for planning and conducting all tasks associated with the design, construction and development for the Cedar Band Travel Plaza Enterprise.

The selected bidder shall perform all of the following tasks, and all others not specifically listed, to bring this project to completion for the Paiute Indian Tribe of Utah and the Cedar Band of Paiutes:

- Engage design professionals and produce a complete set of Contract Documents including Civil, Architectural, Structural, Electrical, Mechanical and Utility Piping drawings. Any other schedules or detail drawings shall also be prepared to provide a clear and complete set for project bidding and construction;
- Submit plans for project to Iron County Building Department to ensure compliance with applicable codes and regulations;
- Prepare RFP's and solicit bids from approved licensed contractors for all phases of work in accordance with the Tribe's Procurement Policies. A General Contractor may be used for all the work in accordance with the Contract Documents;
- All Contract Documents shall be memorialized on standard AIA forms. Contracts on AIA forms shall be reviewed and submitted to the Cedar Band of Paiutes and the Paiute Indian Tribe of Utah prior to notification of winning bidders;
- Project Schedule shall be prepared and maintained by selected bidder for transmission to the Cedar Band of Paiutes and the Paiute Indian Tribe of Utah;
- Invoices for progress payments during construction shall be reviewed and submitted to the Cedar Band of Paiutes for review for payment on AIA forms. Lien releases for payments shall be furnished with invoices by those entities submitting the invoice. Approved invoices will be submitted to the Paiute Indian Tribe of Utah to process payment;
- Project Budget shall be prepared and maintained by Project Manager for all aspects of the project. It shall be maintained and submitted to the Cedar Band of Paiutes and the Paiute Indian Tribe of Utah on a frequency to be agreed upon;
- Site visits by the Tribe may occur at any time, whether the Project Manager is present or not;
- All testing reports and certifications shall be the property of the Cedar Band of Paiutes and the Paiute Indian Tribe of Utah, and shall be furnished to the Cedar Band of Paiutes and the Paiute Indian Tribe of Utah prior to final payment of funds owing to contractors or Project Manager;
- Site should be compatible with all current web browsing technology and easily upgradeable; and
- A Certificate of Occupancy shall be provided by Iron County Building Department, Fire Marshal and any other applicable organization.

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than 5:00 p.m. MDT on November 17, 2017.

Evaluation of proposals will be conducted from November 20, 2017 until December 1, 2017. If additional information or discussions are needed with any bidders during this two-week window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than December 4, 2017.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed no later than December 15, 2017.

Notifications to bidders who were not selected will be completed by December 15, 2017.

Project Timeline:

Project initiation phase must be completed no later than December 31, 2017.

Project planning phase must be completed no later than January 15, 2018. Project planning phase will determine the timeline/schedule for the remaining phases of the project.

6. BUDGET

All proposals must include proposed costs to complete the tasks described in the project scope. Estimated costs should be stated for the project and refined as bids are received for the project. Preliminary Budget for the project shall be prepared and submitted to the Paiute Indian Tribe of Utah and the Cedar Band of Paiutes.

Project Manager Fee:

Amount of Project Manager Fee and Schedule for Payment

Project Budget:

Final Project Budget shall be prepared upon completion of Contract Documents

7. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in design, and building of retail outlets;
- List of how many full-time, part-time, and contractor staff in the organization;
- Examples of 3 or more projects designed and constructed by the organization;
- Testimonials from past clients on project design and building;
- Anticipated resources the bidder will assign to this project (total number, role, title, experience);
- Timeframe for completion of the project; and
- Project management methodology.

8. INDIAN PREFERENCE REQUIREMENTS:

1. The work to be performed under this proposal is subject to Section 7(b) of the Indian Self-Determination Act (25 U.S.C. 450 e (b)). Section 7(b) requires that to the greatest extent feasible: (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations or Indian-owned economic enterprises.
2. The parties to this contract shall comply with the provisions of section 7(b) of the Indian Act.
3. In connection with this contract the contractor shall, to the greatest extent feasible, give preference in the award of any subcontracts to Indian organizations or Indian-owned

economic enterprises, and preferences and opportunities for training and employment to Indians.

4. The contractor shall include this section 7(b) clause in every subcontract in connection with the project, and shall, at the direction of the recipient, take appropriate action pursuant to the subcontract upon a finding by the recipient that the subcontractor has violated the section 7(b) clause of the Indian Act.

9. PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated by a multi-disciplinary team, which does not have a conflict of interest, based on the following evaluation criteria. The use of interviews to further evaluate the proposal will be at the discretion of the evaluation team. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner;
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project;
- Previous work: Bidders will be evaluated on examples of their work pertaining to project type as well as client testimonials and references;
- Value and cost: Bidders will be evaluated on the cost of their management fees based on the work to be performed in accordance with the scope of this project; and
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience.

Each bidder must submit five (5) copies of their proposal, including one (1) electronic copy (CD or Flash Drive) to the address below no later than November 17, 2017 at 5:00 p.m. (MDT):

Paiute Indian Tribe of Utah
ATTN: Tyler Prisbrey
440 North Paiute Drive
Cedar City, UT 84721

10. MISCELLANEOUS

1. The Paiute Indian Tribe of Utah reserves the right to reject any and all proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, in the Tribe's sole judgment, best meets the requirements of the project in accordance with the evaluation criteria mentioned above.
2. The RFP creates no obligation on the part of the Tribe to award a contract or to compensate the proposer for any costs incurred during proposal presentation, response, submission, presentation, or oral interviews (if held). The Tribe reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.

3. The Tribe further reserves the right to make such investigation as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this purpose as the Tribe may request.
4. The successful proposer awarded said contract will be subject to the Paiute Indian Tribe of Utah's procurement policies and procedures, codes and ordinances.