

**Request for Qualifications (RFQ)
Pre-Construction and Construction Project Management:
Tsunami Vertical Evacuation Tower
Requested by the Shoalwater Bay Indian Tribe**

Call for Proposals

The Shoalwater Bay Indian Tribe has been awarded funding through the FEMA Pre-Disaster Mitigation Grant for the development and construction of a vertical evacuation tower.

The Shoalwater Bay Indian Tribe is seeking the services of an experienced individual, team, or firm to provide project management services for the pre-construction and construction of the vertical evacuation tower.

All proposals should reflect the experience and proven abilities in the areas of pre-construction and construction project management. The Selection Committee, which is comprised of experts from FEMA, Washington State EMD, DNR, NOAA, Pacific County, UW and the Tribe, will review and score all properly submitted proposals.

The Tribe maintains compliance with the requirements for Utilization of Small, Minority and Women's Business Enterprise, as well as Disadvantaged Business Enterprises (DBEs) in its procurement actions. Qualified proposals reflecting experience in working with Native American Tribes within Washington State will receive extra points in the scoring process.

Proposal Due Date: Dec. 19, 2018 by 3:30 p.m. Pacific Time

Proposal Submission will be accepted: Via e-mail, U.S. mail, other delivery services and/or hand delivery. All proposals must be received by 3:30 pm December 19, 2018, postmarks are not accepted. If submitting by email, the subject line should read **Tsunami Vertical Evacuation Project Management Proposal**

Proposal Address: Lee Shipman, Director
Emergency Management Department
Shoalwater Bay Indian Tribe
P. O. Box 130
Tokeland, Wa
E-mail: leshipman@shoalwaterbay-nsn.gov
Phone: 360-267-8120

Project Dates: Contractor chosen and notified by January 11, 2019
Professional Services Contract Executed before January 31, 2019
Project Management Start Date: January 31, 2019
Project Management Completion Date: December 1, 2020

Project Description and Introduction

The Tribe will be building a vertical evacuation tower for tsunami hazards, with the Maximum Considered Tsunami of a 2,475-year recurrence level (e.g. magnitude 9+ earthquake). The tower will have a capacity of up to 400 persons (using FEMA space per person guidelines) and will be constructed on tribally owned land, located near Kindred Avenue and Wye Drive, in Tokeland, WA.

The project management entity will provide one lead individual who shall bear overall responsibility for all pre-construction, construction, and post-construction / closeout management services as outlined in this RFQ. They shall report directly to the Tribe's designated project manager and/or team.

Proposal Requirements:

All proposals submitted must contain the following components: You are welcome to provide any additional information that may prove beneficial to the Tribe during the review and scoring process. Applicants are asked to refrain from submitting proposals that will not be easily duplicated such as those with spiral binding, photos and fold-out or other larger than letter-sized paper. Proposals that exceed 20 pages (excluding resumes, certifications and references) will not be eligible for review.

1. Contact name, address, telephone number, fax number and e-mail address.
2. Detailed description of skills, experience and ability to meet project requirements:
Needs to include identification and designation of roles/responsibilities of key project staff.
Needs to include copies of any professional certifications relevant to the proposal.
Needs to include the proper insurance information.
3. Client references including project type, dates, contact info and description.
4. Detailed description of project approach including all scopes of work requirements listed in the "Proposal Scope-of-Work" below.
5. Detailed project timeline and deliverables.
6. Statement of acceptance to perform services in compliance with FEMA Pre-Disaster Mitigation grant funding, Shoalwater Bay tribal policies and procedures as well as any other grant funder and/or tribal requirements.
7. Statement addressing minority, women, Native American business ownership.
8. Must meet the requirements of this proposal and be clearly demonstrated on how the Proposer meets or exceeds these requirements.

Proposal Scope-of-Work:

1. Pre-Construction Activities –
 - a. Maintain ongoing interaction and communication with the Tribe's designated project manager and with the Project Team in a format determined by Tribal Government.
 - b. Work with Tribal, State, County, and Federal agencies as needed for acquiring all appropriate and necessary permits.
 - c. Work with selected architectural and engineering contractor to assure the product meets and/or exceeds Tribal and FEMA construction design expectations, including ASCE 7-16 and finalized and approved plans by specified deadline.
 - d. Work with the Peer Review Team and provide information as requested.
 - e. Attend any public hearings and meetings as required by the Tribe's designated project manager and or team.
 - f. Prepare and provide public notices as required.
 - g. Prepare monthly written reports to the Tribe's designated project manager in the determined format. Reports should include –
 - i. Summary of the prior month's main accomplishments.
 - ii. Identification of key progress problems, action items and issues along with recommendations for solutions.
 - iii. Summary of progress payments, certified payrolls, change order disputes, submittals, RFI's and responses, and notices of noncompliance.
 - iv. Photographs of representative project activities provided to the Tribe in electronic format.
 - h. Provide monthly invoices, broken down by project component.
2. Attend and provide input to media and public meetings and/or inquiries as needed.
3. Construction Activities –
 - a. Develop RFQ and bid packet for the construction phase of the project, based on finalized and approved construction designs.
 - i. Advertise RFQ using approved sources.
 - ii. Manage the bid/selection process to secure the Construction Management Contractor/Team.
 - b. Work with selected Contractors/Construction Management Team during all phases of construction to obtain all necessary progress reports.
 - c. Ensure contractors have proper insurance.
 - d. Prepare monthly narrative written reports to the Tribe's designated project manager. Reports should include –
 - i. Summary of the prior month's main accomplishments.
 - ii. Overall contractor's conformance to contract schedule and quality requirements.
 - iii. Identification of key progress problems, action items and issues along with recommendations for solutions.

- iv. Summary of progress payments, certified payrolls, change order disputes, submittals, RFI's and responses, and notices of noncompliance.
 - v. Weekly photographs of representative project activities provided to the Tribe in electronic format.
 - e. Construction progress meetings.
 - i. Schedule and lead weekly construction progress meetings with the Contractors
 - 1. Provide meeting agendas prior to all meetings that include schedule, near-term activities, submittals, RFI's, change orders and any problems that need resolution. Prepare minutes of the meetings with identified action items; reviewed by Tribal representative. After approved, distribute minutes to attendees within two working days and include the minutes in the monthly progress reports.
 - f. Inspect construction activities to ensure that the work is in accordance with the contract documents and applicable regulatory requirements; noting any anomalies, and provide a written report of those deviations to the Tribal Representative as soon as possible.
 - g. Receive and create a log for all Contractor RFI's and submittals.
 - h. Lead resolution of day-to-day construction issues raised. Coordinate as needed to reach resolution. Enforce site and construction safety and housekeeping.
 - i. Identify, prepare, log and monitor all potential contract change orders, extra work and disputes; ensuring that Tribal representative is notified and briefed.
 - j. Resolve scope of extra work and changes to the contract with the Contractor and the Tribe.
 - k. Prepare written justification, schedule impact, cost estimates for each change order, and negotiate costs with the contractor. Justification shall include a statement of the extra work or change; detailed description of the extra work or change; background leading to the issue; resolution alternatives and resolution recommendation for action by the Tribe. Submit recommended change orders to the Tribe for review and approval prior to finalization.
 - l. Assist and support the Tribe in analyzing, responding to, negotiating, and resolving any disputes.
 - m. Review inspection and testing reports for completeness in documenting the Contractor's work and for potential change order items or deviations from the contract documents.
 - n. Review Contractor's monthly payment request with the Tribe's designated project manager. Submit payment requests to the Tribe's designated project manager.
 - o. Review Contractor's baseline and monthly schedules.
 - p. Assure site cleanup at the end of the construction phase in compliance with Tribal law.
4. Project Closeout
 - a. Prepare detailed project punch lists at substantial completion of the project. Coordinate the correction of deficiencies; schedule, coordinate and conduct a

final walk-through prior to the acceptance of work with a team consisting of the design engineer, the Tribe's designated project manager and/or team, and others as directed by the Tribe's designated project manager.

- b. Provide inspections by qualified/certified inspectors to ensure that the Contractor's work complies with the contract documents and the Tribe and partner agencies.
- c. Check and submit final payment requests from the Contractor following filing of Notice of Completion.
- d. Review and certify that the Contractor's project record drawings are complete and accurate.
- e. Compile and submit operation and maintenance manuals, instruction manuals, parts lists, spare parts, and warranties for equipment procured as required by the Tribe contract documents. Collect relevant data and information from the Contractor and material/equipment suppliers and develop a comprehensive O&M manual.
- f. Prepare a final written report, which provides; an executive summary, a complete overview of the contract; Contractor's performance accomplishments, a comparison of preliminary and final project costs, cash flows, schedules, and recommendations for alleviating design, construction management, and construction problems experienced on the project, 60 calendar days following the filing of the Notice of Completion.
- g. Furnish all original project documents and final project reports to the Tribe within 60 calendar days following the filing of the Notice of Completion. Project documents shall be delivered to the Tribe in a form and fashion acceptable to the Tribe that consist of a document inventory and catalog of submissions. Deliver the original project documents to the Tribe's designated project manager in storage boxes with all documents labeled in accordance with the project filing system and in standard file folders. Boxes shall be sequential and include a sheet for each box listing the contents: scan or otherwise provide all project files, reports, logs and all other project documents in electronic format. All documentation, to include electronic files and hard-copy documents created during the project to the Tribe's designated project manager.

Project Schedule

The Tribe anticipates that the process for selection of a consultant and awarding the contract would be according to the following tentative schedule (subject to change).

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| ➤ Contract with project management entity | Jan. 30, 2019 |
| ➤ Contract with engineering/design entity | Dec. 15, 2018 |
| ➤ Kick Off Meeting with all contractors | Feb. 12, 2019 |
| ➤ Approved engineering/design | April 16, 2019 |

- Permitting completed April 30, 2019
- Construction bid process Apr. 16 - May 21, 2019,
- Ground breaking and site prep June, 25, 2019
- Construction and development of tsunami tower June 25 – Oct 22, 2019
- Construction completion Oct. 31, 2019
- Final project inspections Nov. 1, 2019
- Final reports, closeouts, billings Jan. 15, 2020