

Request for Proposals

Construction Supervisor Services For Design and Construction of New Construction



The Native American Rehabilitation Association of the Northwest, Inc. (NARA NW) is seeking proposals from qualified firms for Professional Services to assist NARA NW in planning, design, development, and construction of a new building for our Adult Residential Treatment Center, funded through a federal grant from the Indian Health Services (IHS). NARA NW expects the Construction Supervisor to develop and maintain a cooperative team approach with all parties involved throughout the construction process.

Background

The Native American Rehabilitation Association of the Northwest, Inc. (NARA NW) is an Indian owned and Indian operated private non-profit organization. Founded in 1970 as an outpatient substance abuse treatment program, the scope of services expanded to add the Residential Treatment Center in 1980 and the Indian Health Clinic in 1993. Located in Portland, Oregon, the agency operates a residential substance abuse treatment program, a primary health care clinic, outpatient mental health services and outpatient substance abuse treatment services.

Recovery services and sobriety is at the heart that links our vision and mission and is the standard of care that we have based all our services on for the past 52 years. Our current residential site is a place of healing, sobriety, and connection to culture. The treatment environment extends outside our physical building to include the sweat lodge, healing garden, as well as nature and the medicine from those who previously attended treatment here. Many alumni revere this land as a touchstone and come back for celebrations on this site for generations.

Many of our buildings were built in the early to mid-1900s leading to concerns related to age and maintenance adding constant concern for continuity of services within these locations. NARA NW has been awarded funding from Indian Health Services (IHS) to construct a new building (either at the current location or on a new site) to house our Adult Residential Treatment Center.

The NARA Residential Treatment Center is a unique regional resource serving members of the 43 federally recognized Indian tribes in the northwest states of Oregon, Washington, and Idaho. Located on a rural campus of eleven acres east of Portland, Oregon, the 70-bed facility serves

approximately 100 adults and 35 children annually. It has been in continuous operation since 1980.

The facility is one of the few substance abuse treatment centers in the region where parents may have their children with them in residence during the course of residential substance abuse treatment. As the parents receive counseling for alcohol and/or drug use disorders, the children receive childhood development services as well as early childhood education, children's mental health services and pediatric care - all on site at the residential facility. The treatment team includes Certified Alcohol and Drug Counselors, Licensed Mental Health Therapists, Physicians, a Cultural Director, and a psychologist. This fully integrated treatment model reflects the traditional Native American healing approach of the Medicine Wheel – with emphasis on restoring a state of balance to the physical, emotional, mental and spiritual dimensions of the client's life.

American Indian and Alaska Native cultural practices are incorporated into all aspects of program activities. The client's tribal cultural traditions are seen as an individual strength that can provide an important source of support for their recovery from alcohol and drug dependency. The client may choose to include a variety of traditional Native American cultural activities in their treatment plan such as sweat lodge ceremony, fire ceremony, traditional drum, singing, flute playing, painting, beading and leather craft.

NARA is currently assessing whether to proceed with a complete rebuild of the facility at the existing site or relocation to an alternative site. This decision will be made by April 2023.

Scope of Work

The project management firm, partnership or individual will provide, under the direction of NARA NW's Chief Operating Officer and NARA NW's Project Leadership Team, management services for the project. The firm or individual will represent NARA NW's interests throughout all phases of the work and be independent of any construction, engineering and/or architect contractors. This position is expected to work full-time on this project for its duration, expected to be 3-5 years. The position must also spend a significant portion of time on-site to effectively manage this project.

NARA NW expects that the representative(s) of the management firm, partnership, or individual will develop and maintain a cooperative team approach with all parties associated with the project throughout all phases of the work identified below, including definition of project packages, and selection of design teams.

Services Required

- Act as NARA NW's representative during all designated phases of the construction project.
- Provide and distribute, throughout all phases, management reports detailing project progress, schedule, and financial status.

- Assist NARA NW in creation and implementation of format(s) to disseminate this information to the public at large.
- Establish a NARA NW capital construction office, including maintenance of related records, documentation, design data, drawings, correspondence, etc., pertaining to the construction program.
- Provide management to ensure compliance with all public entity rules and regulations.
- Develop material specifications consistent with NARA NW's facilities management standards.
- Provide periodic presentations/tours as directed by NARA NW.

Scope of Work for Each Project Phase

Conceptual Planning Phase

- Develop an overall management plan for the project to include a preliminary master schedule, critical dates, preliminary contracting strategy for all elements of the project, and other pertinent issues.
- Assist NARA NW and/or project architects in the development of educational specifications for each project and convert program information into design criteria to be used by the consultants.
- Verify project and program master budget including cost projections for each phase of the project. Provide a financial management system including a cost model to maximize value within available funding through all phases of the work. Study and report on financial feasibility.
- Develop project reporting, communication, and documentation systems to include progress, schedule, financial, and other information to be distributed to appropriate parties throughout all phases of the work.
- Develop procedures for administration of the project.
- Develop and negotiate contracts in conjunction with NARA NW-staff when requested.
- Obtain required survey and soil tests.

Schematic Design Phase

- Provide general direction to the project consultants and architects. Monitor their activities and review all consultant work produced. Review and recommend the payment of consultant billings.
- Provide a detailed design schedule. Monitor the design process by reviewing design documents for thoroughness, code compliance. Review cost estimates for each project in each phase of the design process.
- Assist with value engineering and energy efficiency design protocols. Assist with constructability analysis.
- Coordinate the design process with the master schedule.
- Work with NARA NW and other consultants on the development of the specifications for the administration of work during the construction process.
- Assist with bid package format (designation of additive and deductive alternates, etc.).

- Identify long lead items and collaborate on processes to ensure timely delivery in alignment with the master project schedule.
- Begin permitting processes.
- Prepare local Planning or Zoning Board applications.
- Update master construction schedule.
- Design Development Phase
- Confirm final selection of components and systems.
- Assist with establishment of bidding schedule.
- Establish general conditions planning.
- Coordinate with governmental agencies and utilities.
- Refine project budgets.
- Evaluate and identify prospective responsible general contractors available to bid on all phases of the project.

Contract Document Review

- Conduct final pre-bid review of project manual(s), plans, and specifications.
- Assist in preparation of instructions to bidders.
- Prepare a cash flow schedule based on an updated master project schedule.

Bidding and Contract Award Phase

- Consult with NARA NW and its consultants regarding bid document preparation, bidding strategies, evaluation of bids, and notification of qualified bidders.
- Take part in pre-bid conferences.
- Assist NARA NW in evaluation of bid responses and bid award in alignment with project master budgets.
- Set disbursement schedules with contractor(s).

Construction Phase

- Assume responsibility for the administration of the construction contracts, quality assurance, and special inspection requirements. Prepare construction procedures and conduct site progress meetings.
- Attend construction meetings and on-site inspections as needed to monitor general and subcontractor's work to assure conformance to codes and project design specifications.
- Prepare and coordinate preparation of periodic progress and financial information reports required by NARA NW, periodically brief NARA NW staff and its Board on project status, progress, and financial aspects. Update construction schedule(s) as required.
- Confirm work completed and materials received and approve progress payments.
- Communicate change orders and construction change directives to the Superintendent or designee for authorization.
- Work with the general contractor to assure site safety and security during construction.
- Track and communicate NARA NW's occupancy schedule(s).
- Assist with punch list development. Confirm completion of identified punch list items.
- Confirm substantial completion, temporary occupancy, and final occupancy.

- Train NARA NW staff on building systems and coordinate turnover process.

Post Construction Phase

- Participate in construction contract close-out activities including punch lists, final payment and release of retainage.
- Assist with documentation of warranty issues for ongoing administration by NARA NW staff.
- Provide final project close-out financial information with comparator(s) to master project budget(s).
- Energy Incentives Coordination
- Provide analysis and documentation necessary for NARA NW to obtain the maximum amount of energy incentives available through the State of Oregon, the Oregon Department of Energy (ODOE) and/or local utility incentives.
- Responsibilities shall include but are not limited to:
 - determining requirements for available incentives through cooperation with ODOE and the local utility.
 - completing all required documentation for submission; and
 - ensuring that all required timelines are met.
- Coordinate with NARA NW to resolve any potential issues to ensure that documentation is submitted when required.

Other Services

- Assist NARA NW in coordination, research, report preparation, and other tasks required for project execution.
- Assist NARA NW in communicating with its staff, community, and news media to enhance understanding and develop ongoing support for the projects.

Required Qualifications

- 10+ years of experience in construction project management, with demonstrated healthcare project experience.
- Demonstrated experience with federally funded construction projects.
- Capacity to support this project for the anticipated duration of 3-5 years.
- Must be able to work under federal government funding rules and regulations and able to do business in the State of Oregon.
- Must not be debarred or suspended from doing business with the federal government.
- Project lead must have a master's degree in engineering/Construction, Architecture or related discipline; Bachelor's degree may be accepted with commensurate experience.
- Proficiency in standard industry tools such as Primavera, Microsoft Project, and ProCore.
- Preference will be given to proposers with demonstrated experience working with Native American/Alaskan Native communities.
- Within scope of Indian Preference, all applicants receive equal consideration. Preference in selection is given to qualified Native Americans in accordance w/the Indian Preference Act (Title 25, US Code, Section 472 &473).

RFP Timeline

Deadline for submitting RFP Questions	5:00 pm PST, March 20, 2023
Answers to pre-application questions posted to NARA NW website	March 27, 2023
Deadline for Submitting Proposals:	5:00 pm PST, April 3, 2023
Proposal Review	April 4 – April 11, 2023
Notice of Selection for Interview	April 12 th , 2023
Final Candidate Interviews	April 14 th and 17 th , 2023
Previous Client Reference Checks	April 17 th – 20 th
Anticipated Notice of Winning Bidder	April 24 th

Proposal Requirements

Proposals must be submitted as a PDF document, minimum 12-point font and 1-inch margins, and include the following components:

1. **Title page** including the firm's name, name, address, telephone number of a contact person, and the date of the proposal. (Maximum 1-page)
2. **Company Profile**
 - 2.1. This section should state the size of the firm, the type of firm, firm background, the location of the office from which the work on this project is to be performed. (Maximum 1-page)
3. **Experience**
 - 3.1. The proposal should include details of experience with projects of similar size and complexity to the project described in this RFP. Please list only those projects where your firm was the construction manager of record, in which your firm's role was that of a pure Construction Manager and not a prime contractor, general contractor, architect/engineer, sub consultant, or subcontractor. (Maximum 4-pages)
 - 3.2. List your firm's experience with healthcare construction and/or renovation projects. Include Owner's name; contact's name, title and phone number; a brief description; contract amount; and completion date. (Maximum 2-pages)
 - 3.3. List your firm's experience working with Tribes and/or Urban Indian organizations in Oregon or elsewhere. (Maximum 2-pages)
 - 3.4. List your firm's current CM projects including names, contract amounts and completion dates. (Maximum 2-pages)
4. **Specific Project Approach**
 - 4.1. Please provide details regarding your preconstruction and construction phase services and the approach your firm would use to achieve the owner's objectives. (Maximum 2-pages)
5. **Project Team**

5.1. Indicate the proposed team organization and identify all key personnel, noting how the individual(s) or team meet the minimum qualifications. Please include resumes for all key staff, outlining their roles on similar projects. (Maximum 2-pages exclusive of resumes)

6. Compensation

6.1. Please complete the budget template in Appendix A outlining the proposed fees for performing the Scope of Services identified in this RFP.

7. References

7.1. A list of references who may be contacted should be included in the proposal. This list should include at least two past and present clients where your firm was the Construction Manager of record in the past five years. Include project contact name, email and phone number and a brief description of the project and your role in it.

TERMS AND CONDITIONS

1. The project outlined in this proposal shall be awarded by NARA NW in accordance with all applicable federal and state rules and requirements.
2. NARA NW is not liable for costs incurred in the preparation of this proposal and any other subsequent proposals or presentations.
3. The contents of the successful firm’s proposal may become part of the contractual obligations if deemed appropriate by NARA NW.
4. NARA NW reserves the right to accept or reject any proposal when it is considered to be in the best interest of NARA NW.
5. The successful Construction Manager shall not discriminate against any individual in accordance with applicable federal, state or local laws.
6. The contract entered into as a result of this Request for Proposal, shall be between the selected firm and NARA NW.

Proposal Submission

The respondent’s proposal shall be submitted to: RFP@Naranorthwest.org by no later than 5:00 pm PST on Monday, April 3, 2023.

Confirmation of receipt of proposal will be sent within 24 hours of submission.

Evaluation Factors and Scoring

All timely responses to this RFP will be considered by a panel of NARA NW staff and subject matter experts. NARA NW reserves the right to reject any and all proposals based on documented reasons including determining any or all proposals to be non-responsive.

Method of Review: NARA NW will review all proposals received and may contact the party to request further information. NARA NW may accept any given RFP as submitted, or may negotiate with the party to establish terms most advantageous to NARA NW. The decision of NARA NW shall be final and not subject to appeal.

Method of Scoring: All proposals received on time will be evaluated and scored as follows:

Criteria	Points
Experience and Qualifications	(0-30 points)
Healthcare (inc. Behavioral Health) and/or Residential project experience	(0-10 points)
Experience working with Tribes and/or Urban Indian organizations and/or	(0-10 points)
Proposed Approach	(0-30 points)
Cost	(0-20 points)
Maximum Score	100 points

NARA NW will select bidders to move on to an interview round based on the scores outlined above. All applicants will be notified by email upon completion of review. Final selection will be based on interview detail and references. NARA NW reserve the right to reject any and all proposals including those proposals received after the closing date and time.

Questions on the RFP can be directed to NARA NW Project Team via email. Please submit your question(s) to RFP@Naranorthwest.org and use RFP questions as the email subject line. Questions must be submitted by no later than 5:00 pm PST on Monday, March 20, 2023.

Proposals will be accepted at the email address above up to 5 p.m. on Monday, April 3, 2023. All timely responses to this RFP will be considered.