



REQUEST FOR PROPOSAL (RFP)

DESIGN-BUILD SERVICES

**Walker River Paiute Tribe
Nutritional Wellness and Food Sovereignty Center**

April 24, 2023

Schurz, Nevada

Prepared by:

Hozhonigo Consulting LLC
Las Vegas, NV 89149

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GENERAL INFORMATION

A. INTRODUCTION AND PROJECT DESCRIPTION

The Walker River Paiute Tribe (“Tribe”) issues this Request for Proposal (“RFP”) to provide the selection process for DESIGN-BUILD (“Contractor”) services for the Walker River Tribe Nutritional Wellness and Food Sovereignty Center. This project is one of several infrastructure projects approved for funding under the tribe’s Indian Community Development Block Grant - American Rescue Plan Act (ARPA) funding allocation. Construction for this project must be completed no later than March 2024. Firms submitting a response to the RFP will be asked, at a minimum, to state their understanding/experience of the Project and offer their methodology for meeting the criteria noted in this RFP. The shortlisted finalists will then be requested to participate in an interview. At that stage of the selection process, respondents will be asked to include a fee proposal for the design work outlined in this RFP. Once the design is complete, the Contractor will provide a price for the construction, and the Tribe will decide whether to accept the price or to go out for bid for the construction contract.

Background

The Walker River Paiute Tribe, a federally recognized sovereign Indian tribe in west central Nevada, requests proposals for a Design-Build Company to design and build its Nutritional Wellness and Food Sovereignty Center.

Project Description:

Design and build a single-story Nutritional Wellness and Food Sovereignty Center (approx. 19,200 sq. ft.)

- Single building featuring:
 - Food pantry storage
 - Kitchen
 - Walk-in refrigerators and freezers
 - Storage area
 - Office space for the management of the program
 - Two community meeting and conference rooms
 - Septic system

Conceptual drawings can be reviewed, but the final plans are not required to follow the existing conceptual drawings.

B. LOCATION

The Project is located on the Walker River Paiute Reservation, Schurz, Nevada

C. BUDGET

The approximate overall project budget is \$828,000. The design/build construction value is **To Be Determined**.

D. GENERAL DESIGN-BUILD SCOPE OF SERVICES

The exact scope of services required by the Tribe will be set forth in the agreement between the Tribe and the selected Contractor. The contractor's Design Team will report to the Tribe and work with the Tribe's Project Management team. The scope of work will consist of designing the Project in compliance with the Tribe's needs and producing final construction plans and specifications. The contractor will assist the Tribe's staff and consultants in completing the pre-construction/design phase of the project and will prepare the plans for submission and final approval by the Tribal Council. With this approval, the Contractor will have also prepared a final Guaranteed Maximum Price (GMP) for construction, anticipated at 100% Design Documents. Upon approval by the Tribe's Governing Body (Tribal Council), the contractor will enter into a pre-negotiated contract to perform the construction management/general contracting services and design construction administration necessary to complete the project in compliance with the contract documents satisfactorily.

The Contractor's services during the Pre-Construction Services phase shall include, but may not be limited to, design and cost estimating of building and site, value engineering, scheduling, logistical planning, constructability analysis, bid package administration, bidding of trade contracts, and the submittal of a Guaranteed Maximum Price (GMP) Proposal for the Tribe's optional acceptance, reflecting the entire cost, scope of work and quality intent of the Project before any construction funds are committed. The GMP Proposal shall be supplemented with a clearly defined and detailed breakdown of costs for the entire Project. All construction costs must be clearly defined and included in the GMP Proposal. All proposed allowances shall be approved by the Tribe and include estimated quantities and values the Contractor justifies. All clarifications, exclusions, and exceptions must be identified within pricing packages and the GMP Proposal.

The Contractor's services during the Construction Services phase shall include but may not be limited to; construction management, design construction administration, field supervision,

coordinating subcontractors, maintaining quality, meeting schedules, and providing the general work for the Project.

The Contractor shall implement and maintain a project controls system with full access to the project information by all project stakeholders. The Contractor shall allow for an “open book” policy and facilitate review of all Project contracts, records, accounting, and other documentation and information, in any form, to the Tribe or persons designated by the Tribe for auditing purposes.

1. PRE-CONSTRUCTION SERVICES

The Contractor shall participate in the design process as an integral member of the Project Team and shall perform Pre-Construction Services that, in general, shall include but not be limited to the following:

- Assemble a Design Team consisting of architects and engineers as necessary to complete the design of the Project in compliance with applicable building codes.
- Schedule, attend, and manage all necessary design work sessions with the Tribe and Design Team to gather and distribute information on the Project as required.
- In conjunction with the Tribe and Project Management Team, immediately identify the Project requirements and prepare a comprehensive Construction Budget. The contractor is to identify all project-related construction costs, including (but not limited to) building and site construction, infrastructure improvement costs (on-site and off-site), and other such costs that may be of consequence to Tribe.
- Develop and continue to refine a comprehensive Project Schedule. Identify, set decision dates, and make recommendations to the Tribe and the Design Team on procurement of long-lead delivery items. Update and monitor the Project Schedule with the Tribe and the Design Team regularly to identify deviations and changes.
- Provide value engineering and life cycle costing for all materials, equipment, and systems mutually agreed upon to determine the best possible value to the Tribe. Conduct formal value engineering work sessions with the Tribe and the Design Team, and recommend design detail, system, and assembly alternatives.
- Prepare and monitor construction cost estimates during each design phase based on detailed quantity surveys of the Drawings and Specifications. Advise the Tribe and the Design Team if it appears that the construction budget will not be met and make recommendations for corrective action. Prepare and update with each cost estimate a

reconciliation report comparing the previous cost estimate, the current cost estimate, and the approved budget. Provide a narrative of the previous versions' changes and an updated construction billing and cash flow forecast. Provide this service at each design milestone: Schematic Design Package, Design Development (100% DDs); Permit Drawings (100%CDs). In addition to providing periodic estimates, it is expected that the Contractor will work cooperatively with Tribe and the Design Team to provide intra-phase pricing evaluations of building systems, assemblies, and component options to facilitate timely design-related decision-making as required by the Tribe and the Design Team.

- Review the drawings and specifications as they are being prepared, and recommend alternate solutions whenever design details affect budget, schedule, constructability, and consistency with local and traditional trade practice.
- Prepare a detailed approach to phasing the work, mobilization, logistics, quality control, and public safety for review by the Tribe and the Design Team.
- Prepare and submit a final Guaranteed Maximum Price (GMP) Proposal for the Tribe's optional acceptance reflecting the entire cost, the scope of work, and the quality intent of the Project before any construction funds are committed. The GMP Proposal shall be supplemented with a clearly defined and detailed breakdown of costs for the entire Project. All construction costs must be clearly defined and included in the GMP Proposal. All proposed allowances shall be approved by the Tribe and include estimated quantities and values the Contractor justifies. All clarifications, exclusions, and exceptions must be identified within your proposal.
- Identify and submit proposals for long lead items for direct purchase by the Tribe.

2. CONSTRUCTION SERVICES

If the Tribe elects to accept the GMP proposal, the Contractor shall construct the work according to the construction documents and specifications within the scheduled time frame agreed to with the Tribe.

- The Contractor will work with the Tribe's Owner's Representative Project Management Team to track project-related information.
- The Contractor will be required to provide close-out procedures such as assembling of punch lists, operations and maintenance manuals, record drawings, warranties/guarantees, third-party commissioning, start-up and testing, and all other necessary close-out functions. Warranty on items will be for a minimum of 2 years.

3. SCHEDULE

The final Project Schedule is to be determined. It is the Tribe's intent to provide Notice to Proceed for Pre-construction Services by June 1, 2023. Notice to Proceed for Construction Services is anticipated by July 30, 2023. Construction completion is anticipated by March 2024.

E. CONTACTS

Copies of this RFP are available from the Tribe's Owner Representative and on the tribe's website www.wrpt.org, under the RFP tab.

Owner's Representative- Hozhonigo Consulting LLC

Project Manager: Zack Haynes

Phone: 530-249-2130

Email: zack@hozhonigo.com

F. SCHEDULE OF EVENTS

The anticipated schedule below outlines milestones for the project (*all times listed are Pacific Standard Time.*)

DATE	TIME	EVENT
April 24, 2023		Contractor RFP Issued
May 9, 2023		Non-mandatory site visit
May 9, 2023		Non-mandatory bidder's conference. Interested bidders must register by May 8,2023.
May 11, 2023		Contractor to confirm if they will submit (not a requirement to submit but requested by the Owner)
May 11, 2023		Deadline for receipt of questions and inquiries
May 12, 2023		Final responses to questions, addendum one
May 16, 2023		Deadline for submission of proposals from Contractor candidates
May 17, 2023		Notification of short-listed candidates, issuance of addendum two with pricing requirements
May 22, 2023		Interviews of short-listed firms
May 23, 2023		Preferred Contractor recommended submitted to tribal council (anticipated)
May 24, 2023		Tribal Council to review/ approve
May 24, 2023		Contractor notified of award
May 31, 2023		Finalize contract negotiations (Anticipated)
June 1, 2023		Contractor Notice to Proceed (Anticipated)
Mar 31, 2024		Construction Complete

G. CONTRACT REQUIREMENTS

1. Insurance: If awarded the contract under this RFP, Contractor must maintain agreed-upon insurance coverages for Professional Liability/Errors and Omissions, Commercial General Liability, Commercial or Business Automobile Liability, and Worker's Compensation.

2. Payment and Performance bonds: The successful bidder shall furnish assurances of satisfactory performance, such as payment and performance bonds.

3. Indian Preference: The Walker River Paiute Tribe exercises Indian preference in contracting. You are encouraged to include any information in your response that would qualify you for Indian preference, including evidence that: (1) the majority owner of the firm consists of one or more persons who are members of a federally recognized tribe; (2) that the persons claiming tribal membership are actively involved in the management of the firm; and (3) of the structure, management, and financing affecting the Indian character of the firm.

Offerors must provide Indian preference in subcontracting, training, and employment and include Indian preference requirements in any subcontracts entered in connection with the Tribe's contract. Failure to submit the required Indian preference statements on subcontracting, training, and employment shall be grounds for rejection of the offer.

Improper or false Indian certifications shall be grounds for termination of a contract or the imposition of penalties.

4. Tribal Tax: As part of a project on Tribal Trust Lands, Contractors will comply with the Tribe's Tax laws. The Tribe has a Tribal Tax Code that requires the Tribe to collect sales tax on all materials for a given project delivered by the manufacturer, wholesaler, or retailer to the job site on Tribal Land. The Tribal sales tax on all deliveries shall be the same sales tax charged on the product cost in Mineral County. Which is currently 6.85%. The manufacturer, wholesaler, or retailer shall be advised that they shall not charge any tax to sources other than the Walker River Paiute Tribe. The Contractor doing business with the Tribe shall be responsible for paying the Tribal Sales Tax and shall make this a part of the bid proposals on the project. The Contractor shall be responsible for having all materials and supplies for the project delivered to the Reservation prior to purchase so that the transaction will be subject to the Tribe's Sales and Use Tax and not State taxes. For further information or explanation, Bidders may contact the Tribe's Tax Director at (775)773-2478.

5. TERO: Walker River Paiute Tribal Employment Rights Ordinance in contracting will apply. All entities awarding contracts or subcontracts for supplies, services, labor, and materials in an amount of \$5,000 or more where the majority of the work on the contract or subcontract will occur within the exterior boundaries of the Walker River Paiute Reservation shall give; (1) First preference to qualified entities that are 51% or more owned and controlled by

Tribal Members. (2) Preference in contracting and subcontracting to qualified entities that are certified by the TERO Commission as 51% or more Indian owned and controlled. In addition to the requirements for Contracting, the Contractor shall comply with the TERO concerning Tribal employment and training for work performed under this contract within the Reservation's boundaries. Finally, the Contractor will be required to pay a TERO fee of 3% of the total construction contract amount. For copies of the TERO or other information, contact: Sarah Lamkin at (775)773-2478.

6. Tribal and Federal Requirements: By submitting a proposal, the proposer has acknowledged acceptance of and the intent to abide by all the terms and conditions of this Solicitation, including but not limited to:

- a. Compliance with all applicable Tribal and Federal Laws and regulations, including Indian Preference.
- b. Compliance with Executive Order 11246 of September 24, 1965, Entitled Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapters 60).
- c. Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C §874) as supplemented in Department of Labor regulations (29 CFR Part 3).
- d. Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) as supplemented by Department of Labor regulations (29 CFR Part 5).
- e. Compliance with applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S. C. §7606), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15).

H. PROPOSAL INSTRUCTIONS.

- Pages in the proposal shall be typed, in an 11pt times new roman font, with the maximum number of pages limited to **thirty** (30), including all cover sheets and attachments numbered sequentially.
- Submit a **single electronic PDF file of your entire proposal** by the submittal date/time aforementioned; **email to the Owner's Representative contact listed above.**
- **No Proposing Firm may submit more than one proposal.** Multiple submissions under different names will not be accepted from one firm, Joint Venture, or association.
- Each respondent must comply with the submission requirements as outlined. **Submittals that fail to comply with the requirements as specified may be deemed non-responsive.** Such determination will result in no further consideration of that respondent or the respondent's submittals by the Tribe. At any stage, the Tribe reserves the right to terminate, suspend or modify this selection process; reject any or all submittals at any time; and waive any informalities, irregularities, or omissions in submittals, as the best interests of the Tribe may require.

I. PROPOSAL REQUIREMENTS

To be considered responsive, the proposal must address the following. Additional narratives and attachments supporting the proposal's quality and responsiveness of the bid may be attached, provided the proposal remains within the page limit as described. Please do not include highly-graphical marketing materials. Please ensure all responses and attachments directly address this project and the prompts below in a meaningful, material way. Our staff's time is limited and valuable in providing fair and thorough reviews of all bid materials.

1. A summary of your or your firm's experience and results in design-build services, including experience relevant to the design-build of food storage and services facilities, offices, and community meeting spaces. The summary should include any experience with services provided to entities receiving state and federal funds and experience providing services to federally recognized Indian tribes or other governments.
2. A summary of your or your firm's experience in and familiarity with tribal communities and issues, if any.
3. Three client references, including reference name, email, phone number, and a short explanation of the similar project(s) you have completed for each reference.

4. As a separate attachment, please provide a statement of proposed fees and costs, including tribal tax and TERO fees. This rate sheet should be organized in a table, and include all costs and fees associated with the project described herein.
 - a. Detail all costs by type of labor/service/supply, hourly labor or per unit materials rate, and costs + fees or margin if fixed or variable.
 - b. Clearly identify all subcontractor costs and mark-up, materials handling fees, and any shipping and transport, travel, etc.
 - c. Provide appropriate contingency for both labor and supply chain, inclusive of all cost escalations to the conclusion of the project.
5. A proposed scope of work includes anticipated time by staff level, anticipated deliverables, and a detailed timeline.
6. Any information that may be relevant to assessing whether a conflict of interest exists;
7. A statement of information relevant to Indian preference, if any, as described below, as well as supporting documents.
8. Organizational Chart: graphically indicating how your firm would staff and structure the proposed team (both in the field and in the office) during the Pre-Construction and Construction phases.
9. Statement committing to providing a surety bond or letter of credit related to this project. Identify at least three prior projects where such an item was provided, the amount, and the instrument's duration.
10. Resumes/CVs of any key personnel delivering aspects of this project or as part of the project team.

J. QUESTIONS, INQUIRIES, AND AMENDMENTS REGARDING THIS RFP

Questions and inquiries regarding the RFP should be directed to Hozhonigo Consulting via email to zack@hozhonigo.com by May 11, 2023. Responses to all questions will be emailed to all responding parties who have filed one or more questions by May 12, 2023 and made available publicly on the tribe's website at www.wrpt.org under the RFP tab. **Questions should not be submitted to the Tribe or other parties; doing so will cause this candidate's removal from the RFP process.**

K. PROPOSING FIRMS TO FULLY INFORM THEMSELVES

Proposers are required to fully inform themselves of all project conditions which may impact their proposal and the Tribe's requirements prior to submitting a proposal. Proposers should become acquainted with the nature and extent of the services to be undertaken and make all necessary examinations, investigations, and inspections prior to submitting a proposal. Firms proposing are responsible for examining and determining the location and nature of the proposed work, the amount and character of the labor and materials required, and the difficulties that may be encountered. If requested in advance, the Tribe will provide the Firm proposing access to the site to conduct such examinations as each Proposing Firm deems necessary for submitting a proposal. The Tribe will not consider any claims arising from failure to take such actions.

L. EVALUATION & SELECTION CRITERIA

The Tribe reserves the right to reject any or all responses to this RFP. The final selection of the short-listed Contractor candidates will be on the basis of their apparent ability to meet the overall expectations of the Tribe best, as determined solely by the Tribe.

The Tribe reserves the absolute right to conduct investigations as it deems necessary for evaluating any proposal and to establish the experience, responsibility, reliability, references, reputation, business ethics, history, qualifications, and financial ability of the firm responding. The purpose of such investigation is to determine that the Contractor has the ability, experience, resources, and reputation necessary to perform the work and to support all warranties in accordance with the contract documents.

1. Proposal Evaluation.

The following items will be reviewed to provide a basis for selection.

Evaluation	Points
Qualifications and experience of the teams, as indicated by prior successful completion of similar projects	25
Qualifications and experience of the key individuals who will be assigned to this project, as indicated by prior involvement in similar projects	25
The proposed approach to completing the scope of work and understanding the project and project issues	20

References	15
Demonstrated ability to provide acceptable surety by bond or letter of credit	5
Indian Preference	10
Total	100

2. Interview & Fee Proposal Phase of Selection:

Those respondents deemed best qualified will be invited to participate in an interview with the Selection Committee. An interview invitation will be sent out to approx. three (3) Candidates with the highest RFP submittal scores (from the above Qualifications Proposal Phase) on the date noted in the schedule of events. The invitation will explain the interview requirements and provide the time and location. The purpose of the interview is to ensure a full understanding of the RFP responses and to introduce key members of the Contractor Team.

Note – Although the project cost will be a major component of the selection process, other factors will also be considered. The contract may not be awarded to the firm providing the lowest proposed fee.

3. Selection Process

- The Tribe will review all responses to this RFP that meet requirements and are received prior to the designated closing date and time.
- Upon review of the qualified firms, the Tribe will select the proposal which best reflects the Tribe's needs and requirements.
- The top firm's proposal, based on qualifications, will be reviewed and if necessary, negotiations will commence.
- If a satisfactory agreement with the proposer cannot be reached at a price that is determined to be fair and reasonable, negotiations with that firm shall be formally terminated. Negotiations with the second-ranked proposer may then be initiated. Failing to come to an agreement the second-ranked proposer, the Tribe shall formally terminate negotiations. It may then undertake negotiations with the third-ranked proposer or re-issue the RFP at its discretion.
- The Tribe will have sole determination of which proposal is in the Tribe's best interest.

4. Right of Rejection

The Tribe reserves the right to accept or reject any or all responses to this RFP and to enter into discussions and/or negotiations with one or more qualified Proposing Firms if such action is in the best interest of the Tribe. The Tribe has the right, in its sole and absolute discretion, to select the proposal or proposals that the Tribe determines best meet its needs.

5. Modification and Withdrawal of Proposal

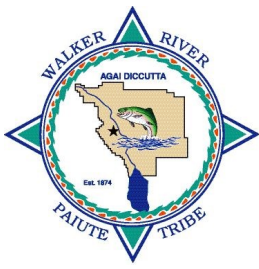
Withdrawn proposals may be resubmitted up to the time designated for the receipt of proposals' due date/time, provided that they are entirely in conformance with the RFP.

Within twenty-four hours after proposals are opened, any company that provides written notice to the Tribe and promptly thereafter demonstrates to the reasonable satisfaction of the Tribe that there was a material and substantial mistake in the preparation of its proposal, that company may withdraw its proposal. Thereafter, that company will be disqualified from further bidding on the Work.

M. COST OF PROPOSALS

Expenses incurred in preparing proposals in response to this RFP are the Proposing Firm's sole responsibility. The Tribe assumes no responsibility for payment of any expenses incurred by any Proposing Firm as part of the RFP process.

* * * End of Proposal Form * * *



Walker River Paiute Tribe

May 24, 2021

Walker River Paiute Tribe Food Pantry.

Mission Statement:

The Food Pantry is to eliminate hunger and hardship in our community by providing access to healthy & nutritious foods.

The food pantry is designed to provide the community with healthy and nutritious foods in collaboration with the Food Bank of Northern NV.

A food bank and a food pantry are two very different things.

A FOOD BANK is an organization that collects product from the food industry and food drives, inventories and stores it, and distributes it to agencies – such as food pantries, soup kitchens, Kids Cafes and shelters – that provide food directly to individuals in need. A food bank has the capacity to distribute millions of pounds of grocery product every year. Food banks make it easy for agencies to obtain nutritious food at low cost in the quantities they need for their clients.

A FOOD PANTRY is an individual site that distributes bags or boxes of food directly to those in need who reside in a specified area. A food pantry is a member agency of, and obtains food from, a food bank. Both food pantries and food banks share the same commitment: to provide food to those in need.

Target Market:

We would be targeting the tribal and community members who are in hardship and/or need of food assistance.

Market size:

0-1 months 25 households
2-3 months 35-40 households
6-12 months 50+ households

Marketing plan:

We would use social media, public postings, alert media and mailers via USPS. We would inform the community of upcoming events, promotions, seasonal food items, etc.

Business Goals-

Short-term goals:

- Provide healthy foods to community household
- Hire an Agriculture Coordinator to oversee both programs and who will continue to develop programs for the Tribe and community.
- Hire a two (2) workers for Pantry to provide food & additional services to households on

- more days with designated hours
- Acquire Oasis data base system, yearly payment (Food Bank of Northern NV)
- Absorb the food sovereignty program (Garden Area) under food pantry
 - o Hire three (3) part-time workers
 - Seasonal time frame – March to October (seasonal)
 - Would like make year-around with green houses
 - Assistant – will maintain administrative i.e monthly reporting, etc.
- Installation of the fresh water well system (Parson Drilling)

Long term goals:

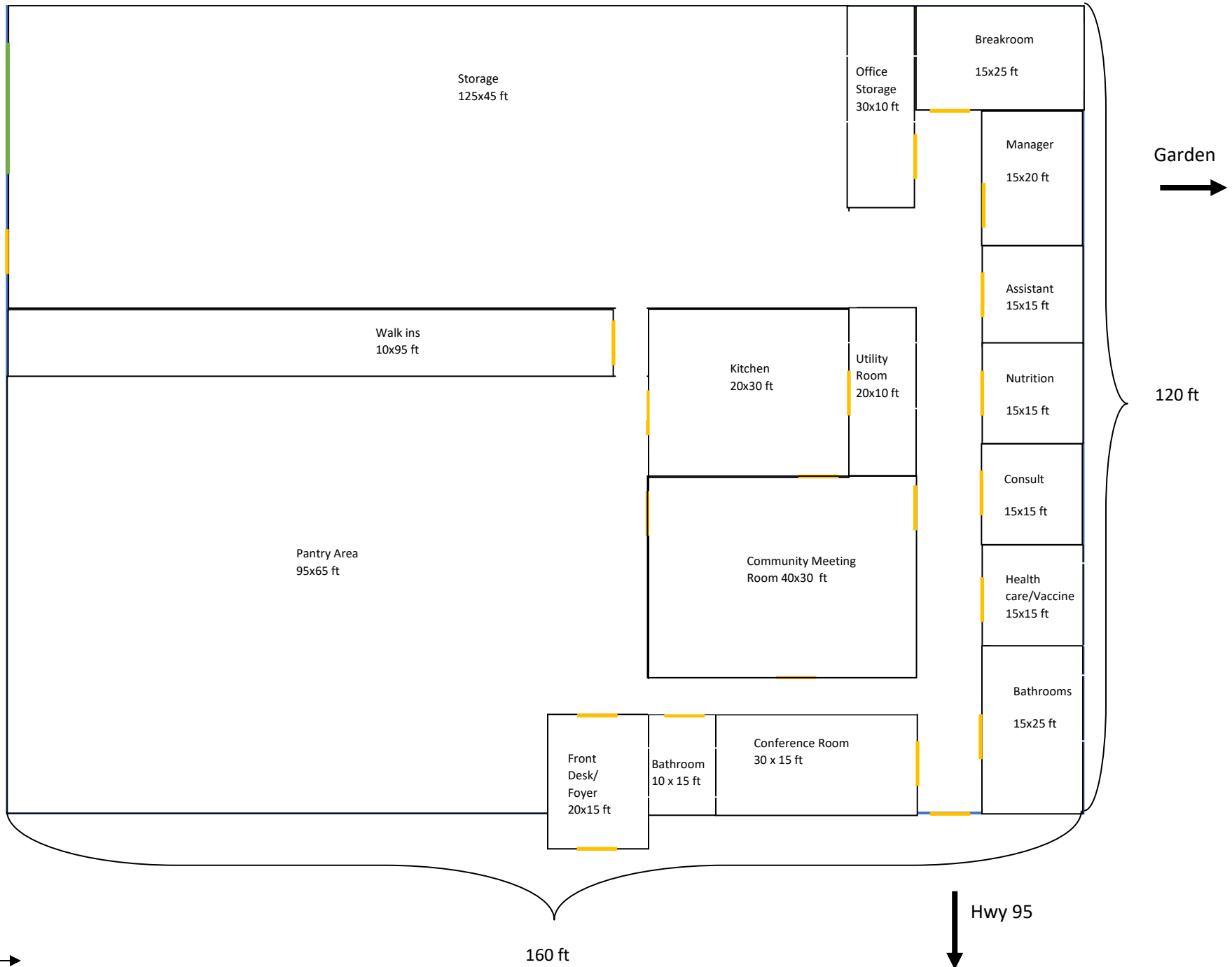
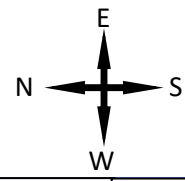
- Increase intake numbers of household's participants
- Increase the availability of healthy food items to households
- Sustain a long-term viable program
 - o Hired helpers in the store
 - o Hired helpers in the garden
- Apply for grants to sustain the program & building.
 - o O&M expenditures, and
 - o Funding to purchase additional food items & supplies, and
 - o Request for tax funds to support the functions of the pantry & gardens
- Acquire the Commodities program that will be in conjunction with Food Pantry
- Acquire a larger sized warehouse to house the food pantry, commodities & garden foods
- Acquire 5 larger green house for year around growing
- Collaborate with Diabetes program to create an Rx section for diabetic patients to have access to sugar-free foods and fresh vegetables.
- Acquire a location to have bees to harvest local honey. Bees are perfectly adapted to pollinate, helping plants grow, breed and produce food. They do so by transferring pollen between flowering plants and therefore keeping the cycle of life turning.
- Acquire a location to plant traditional plants i.e. huckleberries, etc., however, due to these plants being highly invasive would require a separate location to grow
 - o This would create a traditional growing, harvesting, cultural, language to our people especially the youth.

Functions:

The food pantry does require an Intake form to be completed to sign-up for the program, this will be on an annual basis each January. The intake form only asks for minimal information of your household. This is used for reporting purposes that we are required to do each month.

The food pantry had begun on January 19, 2021 for pickups ONLY. The tentative designated days will be Tuesdays & Thursdays 2:00PM to 4:00PM pickup only at this time at the Technology Center. However, will be moving to Tuesday, Wednesday & Thursdays for in person shopping when all restrictions are lifted.

**As of May 24, 2021, the Food Pantry has served 2343 food boxes to 269 households & 678 family members.



Scale

1 in = 20 ft

160 ft

Hwy 95