



# Fallon Paiute-Shoshone Tribe

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## Request for Proposals – Project Manager

**Proposal Submission Deadline: 12:00 Noon on August 13, 2020**

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### Introduction

The Fallon Paiute Shoshone Tribe (FPST) seeks proposals from qualified individuals to act as an independent contractor to manage the Tribe's COVID-19 related construction/renovation activities to ensure quality, cost and schedule on behalf of the Fallon Paiute-Shoshone Tribe. The Project Manager shall coordinate with contractors, subcontractors, Tribal Department Directors and maintenance staff to plan and coordinate construction/renovation activities, and will provide financial management and oversight of funding on projects and purchases. The contract will end March 31, 2021. This contract will be funded through federal COVID-19 CARES Act funding and must comply with all federal requirements.

### Contractor's Scope of work

- Plans and coordinates all construction/renovation activities for the Fallon Paiute-Shoshone Tribe.
- Responsible for the compliance of any necessary environmental assessments, if required.
- Become familiar with the Fallon Paiute-Shoshone Tribe's Procurement, financial and management policy and will be purchasing goods and services.
- Responsible for financial management and oversight of COVID-19 Funding.
- Assists in the planning of COVID-19 construction/renovation projects. Must be able to understand budget requirements on all remodel/renovation projects and stay within budget.
- Prepares bid documents for projects, if necessary.
- Serve as a spokesperson for the Fallon Paiute-Shoshone Tribe when reporting on the progress of the renovation/construction projects.
- Ensures that all construction and repairs are completed to the universal building, electrical and plumbing codes.
- Provides written reports on all renovation/construction projects.
- Prepares all construction bid packets with scope of work, drawings and timelines.
- Ensures that all change orders are properly completed in accordance with the Tribes Financial Management Policies.
- Reviews all payment requests for payments made by the contractors and inspects all work prior to payment prior to the submission for approval.
- Prepare payment requests for completed work assignments
- Adhere to a strict manner of confidentiality
- Must work during regular working hours.



- Will also receive direction from the Tribal Administrator and/or Tribal Chairman.

### Qualifications

The Project Manager may be an Indian or non-Indian, and a resident or non-resident of the Colony and Reservation.

- A two (2) year degree and diploma from a construction trade school or vocational institution or able to provide five (5) years' experience in the construction field; or two (2) years supervisory experience in the construction field or in similar duties.
- Must have 2 years financial/managerial accounting experience.
- Must have certification in inspecting homes and experience in Environmental Assessments; ability to quote cost estimates on remodel/renovation construction projects.
- Must have experience in computer operations, software programs (MS Word, Excel, Power Point, Publisher and MS Outlook) and Internet Access.
- Must have the ability to manage multiple contracts or projects, read blue prints, drawings and a clear understanding of site preparation for renovations, construction and construction management
- Must have a valid Driver's License and be insurable under the Tribe's Insurance.

### Submission of Application

Interested applicants should submit a letter of interest and proposal addressing their experience and qualifications, including hours of availability, proposed costs/fees, along with a current resume and the names of at least three professional references to:

Mailed/Hand-delivered: Melanie McFalls, Acting Tribal Administrator  
Fallon Paiute-Shoshone Tribe  
565 Rio Vista Drive  
Fallon, NV 89406  
Faxed: (775) 423-5202 ATTN: Melanie McFalls  
Emailed: [TribalAdministrator@fpst.org](mailto:TribalAdministrator@fpst.org)

### Inquiries

Inquiries pertaining to this RFP must be directed to Melanie McFalls, Acting Tribal Administrator at her office (775) 423-6075, ext. 231 or via email, [TribalAdministrator@fpst.org](mailto:TribalAdministrator@fpst.org)

### Reservation of Rights

The Tribe reserves the right to reject all or any part of any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the Tribe.

### Late Proposals

The Tribe will not be responsible for late mail deliveries and no proposal will be accepted if received after the date and time stipulated above. At the Tribe's discretion, late proposals may be returned unopened, if the respondent's return address is displayed.