

Request for Proposals Civil Engineering and Surveying

Proposals Due: MARCH 10, 2023

Submit Proposals to: Sharon Pacheco, Acting Housing Director
Fallon Paiute Shoshone Tribal Housing Department
2055 Agency Road
Fallon, NV 89406

Intent: Fallon Paiute Shoshone Tribe (FPST) is requesting proposals from qualified individuals and firms for professional services for preliminary civil engineering and surveying services for future housing within the Fallon Paiute-Shoshone Colony located in Fallon, Nevada.

Project Description: FPST is planning for future residential development within the Fallon Paiute-Shoshone Colony. The goal is to accommodate up to approximately 25 additional residential units by providing a combination of single-family, triplex or fourplex units. The potential site consists of additional units along Paiute Drive and the expansion of Tule St south of Paiute Drive. FPST is seeking to develop the necessary infrastructure and site planning in order to commence with residential building construction by January 2024. To accomplish this, FPST will need to properly define the proposed areas prior to May 2023 in order to apply for funding for the residential construction. The service provider's experience and ability to meet the required schedules will be key in evaluating their proposal.

Scope of Work: The intent of the RFP is to have the firms under consideration specifically address the services required and provide a well-considered proposal for these services:

Phase I

1. Development of a preliminary civil engineering concept site plan for the selected tract of land to define the overall concept for the site and prepare for the 2023 LIHTC application. Concept site plan to accommodate setbacks, site amenities, emergency vehicle accessibility, easements, utilities, pedestrian routing, stormwater considerations, and other applicable codes/ordinances.
2. Conduct a geotechnical investigation to prepare a report to determine site suitability for housing construction.
3. Develop a preliminary cost estimate for probable construction costs of the concept site plan.

Phase II

4. Should the project receive adequate funding and approvals (est. May/June 2023) full civil engineering plans will be necessary (inclusive of utility, water and sewer site design) for the project along with surveying to create legal descriptions and an ALTA survey (and subsequent as-built ALTA upon construction completion).
5. The selected offeror will be expected to collaborate with Tribe's Housing Department, as well as other consultants to prepare and coordinate all site civil planning, including all tasks necessary to fully entitle the site for residential development. This may include supporting site plan and zoning applications, if necessary, infrastructure design, phasing

plans, grading plans, utility designs, stormwater plan, drainage plan, roadway designs, etc.

6. Cost estimations and supporting bid packages for the project, including assisting in reviewing bids, providing engineers' opinion of costs, as well as providing drawings and responding to comments as part of the bid-package process along with the Tribe's selected general contractor.

Submission Requirements: The offeror must submit, at a minimum the following:

- A letter of transmittal signed by the person authorized to commit the offeror to perform the services in the proposal.
- Statement of Qualifications.
 - This should include evidence of the firm's ability to accomplish the work within the time required.
 - Describe your firm's size and structure.
 - Experience in working with public entities/tribal governments.
 - Professional Certifications/Licensing,
 - Describe the team who will work on the project and their experience.
- Proposed Schedule
- Proposed Fee Structure: Provide information on your fee structure. Please include a breakdown of fees for each phase of the scope of work and a schedule of hourly rates by employee classification, including terms and rates of overtime or additional work if requested.

Written Inquiries: All inquiries regarding this RFP shall be submitted via email to the Housing Director at 775-423-3321 on or before (7 days before RFP is due,). A response from the Tribe shall be sent via email to all known offerors (or posted on a website if the tribe puts their RFP's on one.)

Insurance Requirements:

- Commercial General Liability
 - Minimum limits of \$1,000,000.00 for Each Occurrence, \$2,000,000.00 General Aggregate.
 - Must show FPST as additional insured.
- Automobile Liability
 - Minimum Limits are required to be \$1,000,000.00 for each accident.
 - All vehicles used in the contract be covered.
- Workers Compensation
 - Must be maintained with the Statutory limits.
- Professional Liability Insurance
 - Minimum limits of \$ 1,000,000 per loss and \$2,000,000 aggregate.

Site Visit:

Interested firms can contact Sharon Pacheco, Acting Housing Director, Fallon Paiute Shoshone Tribal Housing Department at adminassistant@fpst.org, to schedule a pre-proposal site visit. A pre-proposal site visit is urged but not required.

Proposals: FPST requires offerors to submit a sealed bid by mail. All proposals are to be received by FPST no later than March 10, 2023 at 3:00 pm at the following address: 2055 Agency Rd. Fallon, NV 89406.

Sharon Pacheco, Acting Housing Director
Fallon Paiute Shoshone Tribal Housing Department
2055 Agency Road
Fallon, NV 89406
775-423-3321

Fallon Paiute-Shoshone Tribal Laws and Policies Applicable to Government Contractors

Indian Preference: Selection may be restricted to qualified Indians, Indian Organizations or Indian-Owned economic enterprises if the Tribe receives the required minimum number of statements of intent. The Tribe shall solicit bids from non-Indian as well as Indian, Indian Organizations or Indian-Owned economic enterprises if the Tribe decides not to restrict the solicitation; or, an insufficient number of qualified Indians, Indian Organizations or Indian-Owned economic enterprises submit responsive proposals in response to a solicitation; or, a single proposal is not accepted.

To qualify as Indian or Indian-owned, the business must demonstrate to the satisfaction of the Tribe (which shall be made at the Tribe's sole discretion) that the majority of owners of the company are members of Federally Recognized Indian tribes. The business may be required to complete specific Tribal forms documenting Indian ownership of the business.

Tribal Taxes:

As part of doing a project on Tribal Trust Lands, Contractors will comply with the Tribe's Tax laws. The Fallon Paiute-Shoshone Tribe has a Tribal Tax Code which requires the Tribe to collect taxes on all materials used on a given project.

For further information or explanation, Bidders may contact the Tax Administrator. The Fallon Paiute Shoshone Tribe's Tax Administrator is:

Melanie McFalls, Tax & TERO Administrator
565 Rio Vista Drive, Fallon, NV.
775-423-6075, ext. 1017
taxdirector@fpst.org

TRIBAL EMPLOYMENT RIGHTS ORDINANCE (TERO)

(a) Fallon Paiute Shoshone 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 Fallon Paiute Shoshone 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, with a first

preference to qualified entities that are 50% or more owned and controlled by local Indians.

- (b) These requirements shall apply to the award of contracts awarded directly by the Fallon Paiute-Shoshone Tribal Council. They shall also apply to any contracts awarded by any commercial enterprises of the Fallon Paiute-Shoshone Tribe, even if said contracts must be submitted to the Fallon Paiute-Shoshone Tribal Council for approval. Tribal Programs or divisions other than commercial enterprises shall be required to comply with these requirements when submitting a contract to the Fallon Paiute-Shoshone Tribal Council for approval, to indicate the steps taken to award the contract to a tribal member contractor. These requirements shall apply to all subcontracts awarded by a Tribal, federal, state, direct contractor or grantee, whether or not the prime contract was subject to those requirements. All covered entities shall comply with the rules, regulations, guidelines and orders of the Commission which sets for the specific obligations of such entities in regard to Indian Preference in contracting and subcontracting.
- (c) In addition to the requirements of the section entitled “Indian Preference in Contracting” the Contractor shall comply with the Tribal Ordinance concerning Tribal employment and training for work performed under this contract within the boundaries of the Fallon Paiute-Shoshone Indian Reservation. Preference will be given to qualified Indian applicants in accordance with the provisions of Section 703(i) of Title VII of the Civil Rights Acts of 1964 and the TERO Ordinance. The Fallon Paiute-Shoshone Tribe is an Equal Opportunity Employer.

TRIBAL EMPLOYMENT RIGHTS ORDINANCE (TERO) FEE

- (a) In accordance with Section 12 of the TERO Ordinance every covered employer with a construction contract in the sum of \$10,000 or more shall pay a one-time fee of 2.5% of the total amount of the contract. Such fee shall be paid by the employer prior to commencing work on the Fallon Paiute-Shoshone Reservation. However, where good cause is shown, the TERO Director may authorize a construction contractor to pay said fee in installments over the course of the contract; or,
- (b) Every covered employer other than construction contractors with ten (10) or more employees working on the Fallon Paiute Shoshone Reservation.
- (c) To obtain copies of the TERO Ordinance or other information, contact:

Fallon Paiute-Shoshone Tribe TERO Department
Melanie McFalls, Tax & TERO Administrator
565 Rio Vista Drive
Fallon, Nevada 89406
Tel: (775) 423-6075, ext. 1017
taxdirector@fpst.org