



FALLON PAIUTE – SHOSHONE TRIBE

REQUEST FOR PROPOSALS (RFP)

PROJECT MANAGER SERVICES

The Fallon Paiute-Shoshone Tribe (also referred to as “The Tribe”) is soliciting proposals from qualified firms/individuals for Project Management services to oversee assigned projects to ensure all work is being carried out in accordance with Contract Documents and Specifications. Background information, proposal requirements, and timeline are outlined below.

BACKGROUND:

The Fallon Paiute-Shoshone Tribe is a federally recognized Tribe with trust lands located in Churchill County (Fallon) and Lyon County (Fernley, Mound House). The Tribe currently has two large projects underway that include our NTIA Tribal Broadband Infrastructure Project #NT23TBC0290012, Low Income Housing Tax Credit (LIHTC) Project #1, and the Fallon Paiute-Shoshone Tribal Cultural Center. These projects will be the top priority of the Project Manager but other smaller projects may be assigned as well.

NTIA Tribal Broadband Project #NT23TBC0290012:

The Tribe was awarded roughly \$1.6 million dollars to connect 100% of unserved households, businesses and community anchor institutions on the Fallon Reservation and Colony with internet speeds higher than 25/3 mbps. The project will provide homes located in 4 subdivisions (3 on the Reservation, 1 at the Colony) with fiber to the home, while the remaining scattered home sites on the Reservation will be served by Wi-Fi via a system installed on the Tribe’s water tower.

LIHTC Project #1:

The Tribe has started construction on a housing development consisting of 22 townhomes, a community building and a playground located on Colony. With units ranging in size from one bedroom to four bedrooms, the FPST LIHTC #1 will be home to families, singles and elders. A&K Earthmovers Inc. was awarded the horizontal contract and Pavilion Construction was awarded the vertical contract.

FPST Cultural Center:

The Tribe was awarded \$10 million dollars as part of the National Defense Authorization Act (NDAA) for Fiscal Year 2023 for construction of a Cultural Center. The Tribe is working with Bodwé Professional Services Group for the design and site layout.



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SCOPE OF WORK:

The firm/individual selected will be responsible for the overall successful completion of the NTIA Tribal Broadband Project, LIHTC Project #1, FPST Cultural Center and other projects as assigned. This includes oversight of General Contractors and Sub-Contractors to ensure a high quality project is delivered on-time and in accordance with contract terms and adheres to all relevant building codes and industry standards. The Project Manager will provide administrative support which includes record keeping, reporting, project scheduling and coordination with Tribal departments, Tribal Administrator and the Fallon Business Council.

Essential Duties & Responsibilities:

1. Monitor day to day operations, incorporate, implement and facilitate documentation for record keeping and timeline tracking for active projects.
2. Assists the Tribal Administrator and/or Project Team with planning and coordinating all program projects for the Fallon Paiute Shoshone Tribe.
3. Initiate new Contracts in compliance with the Fallon Paiute-Shoshone Tribe's Financial Management Policy.
4. Assists in the planning of projects and budgeting for new projects. Must be able to understand budget requirements for all projects and stay within budget.
5. Assists the Tribal Administrator and/or Project Team with preparation of project bid documents for contracting of projects.
6. Will be responsible for the inspection of work sites to ensure contract compliance and general safety enforcement.
7. Will develop punch lists of completed projects prior to closing a project, when second inspection is conducted ensure that the defects have been corrected.
8. Ensures that all construction and repairs are completed to the universal building, electrical and plumbing codes.
9. Prepares scopes of work, materials needed, cost estimates and project schedules and provide to Tribal Administrator and the Fallon Business Council.
10. Assures that all materials for project are on hand before start of project.
11. Reviews change order requests on contracts, with Project Team when appropriate, and makes recommendation to the Tribal Administrator and Fallon Business Council.
12. Reviews all requests for payments made by the contractors and inspects work to ensure the work has been completed according to specifications prior to the submission to the Tribal Administrator for approval.
13. Will meet regularly with Tribal Administrator, directors and staff on projects.
14. Adhere to a strict manner of confidentiality
15. Other job related duties as assigned by Tribal Administrator.



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Knowledge, Skills & Abilities:

1. Ability to exercise initiative and sound judgment in carrying out the responsibilities of the position in a professional and businesslike manner; able to work with the public and diverse groups.
2. Will be utilizing computer software to develop all records. Use of MS Word, Excel, MS Outlook and MS Project Manager desirable.
3. Ability to manage multiple contracts or projects and read blue prints.
4. Ability to develop schedules and cost estimates for materials needed for projects.
5. Ability to track costs of projects.
6. Ability to work with minimal supervision.
7. Ability to monitor site activities during all phases of the project timeline.
8. Knowledge of Housing and Urban Development (HUD) and Environmental Protection Agency (EPA) regulations, federal and tribal contracting regulations, FPST TERO regulations, and general industry safety compliance and enforcement.

Qualifications Requirements:

(To perform this job successfully an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)

1. Bachelor's degree in Civil or Mechanical Engineering or a closely related field required.
2. Must have two (2) years' experience in Project Management or two (2) years' experience in Construction management.
3. Tribal Project Management or Project Management Professional (PMP) certification preferred.

GENERAL INSTRUCTIONS:

Proposals must contain the following components. Additional information that may prove beneficial to the Tribe during the rating and awarding process is welcomed.

1. Contact name, address, telephone number, and e-mail address.
2. Detailed description of skills, experience and ability to meet requirements.
3. Statement of acceptance, ability and willingness to enter into a Construction Services Contract.
4. The Proposal must contain the following appendices:
 - Outline of services that will be provided and cost associated with those services.
 - Any office space, equipment, reimbursements that are expected to be provided by The Fallon Paiute-Shoshone Tribe.
 - List of client references including project type, dates, and description.
 - Certificate of Liability Insurance and endorsement of the Tribe being additional insured *****preferred, but not required. The Tribe is willing to work with selected firm/individual on this requirement*****



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EVALUATION OF PROPOSALS & CONTRACTING:

Proposals will be evaluated to determine which proposal best meets the needs of the Tribe. Evaluation and selection will be based on the information submitted in the Proposal. Proposals will be evaluated based on the offeror's specific plan to meet the objectives of the Scope of Work and of the Tribe. Preference may be given to those Proposals detailing relevant past experience in similar projects with Tribal organizations in the construction of Tribal facilities.

Further information may be required by the Tribe for clarification purposes after the Proposals are submitted. After meeting the mandatory requirements, the Proposals will be evaluated on their functional, support, and cost aspects. The Tribe reserves the right to accept or reject any or all proposals, or any part of any proposal, and to waive any defect or technicality, and to advertise for new proposals on any basis and without disclosure of reason. The failure to make such a disclosure shall not result in accrual of any right, claim, or cause of action by any unsuccessful bidder against the Tribe. The Tribe also reserves the right to award in whole or in part, by items, group of items, or by section where such action serves the Tribe's best interests. Complete and accurate responses to all items are necessary for fair evaluation of proposals. The Tribe is not responsible for any deficiencies or defects in any proposal.

This RFP is non-restricted, but Indian Preference applies to the award of this contract in accordance with applicable regulations and policies. Successful applicants will be required to enter into a contract with the Fallon Paiute-Shoshone Tribe and will be independent contractors, not employees of the Tribe. As such, they will be required to maintain necessary licensing and insurance.

The Fallon Paiute-Shoshone Tribe retains the right to cancel the RFP process at any time if it is in the Tribe's best interest. The Fallon Paiute-Shoshone Tribe shall not be responsible for costs incurred by proposers for proposal preparation. This RFP does not obligate The Fallon Paiute-Shoshone Tribe or any applicant until a contract is signed and approved by both parties.

DEADLINE:

Proposals must be received (not postmarked) by 5PM on May 12, 2025. All late proposals will be rejected.

SUBMISSION:

Proposals may be mailed, hand delivered, e-mailed or faxed. Proposals for this RFP should be addressed to:

<i>Mailing & Delivering:</i>	<i>565 Rio Vista Drive Fallon, NV 89406</i>
<i>Attention:</i>	<i>Philip Johnson, FBC Secretary Fallon Paiute-Shoshone Tribe</i>
<i>Phone Number:</i>	<i>(775) 423 6075</i>



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Fax Number: (775) 423 5202

E-Mail: secretary@fpst.org

Additional information and/or questions can be submitted via e-mail or by calling the Tribal Administrator's Office:

*Rosalinda Berreman
Tribal Administrator Assistant
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(775) 423 6075
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