

REQUEST FOR PROPOSALS FOR A CONSTRUCTION MANAGER AT RISK CONSULTANT

COUSHATTA TRIBE OF LOUISIANA

The Coushatta Tribe of Louisiana (Tribe) is accepting proposals from consultants for construction project management services required by the Tribe for the implementation of an EDA Disaster Supplemental Grant. The Coushatta Community Middle Mile Fiber Access Project totals \$2,200,000.00 The project for which funds will be requested consists of:

Construction of 24 miles of fiber optic cable along US 165 from CTLA to I-10.

CONSTRUCTION MANAGER AT RISK

The level and scope of services will be determined by the Tribe. The Tribe has determined that a cost reimbursement contract is the appropriate type of contract for the project and will negotiate the actual reimbursement for services accordingly. EDA funds can be utilized for the payment of the overall program administration costs that are associated with the funded program; such costs must be within the amounts allowed under the EDA Disaster Supplemental Grant Program. Scope of services must be completed within 5 years of acceptance of grant award.

The Coushatta Tribe of Louisiana has determined that the following scope of services is required:

- a. Prepare the Environmental Review Record.
- b. Prepare the Requests for Payments to ensure consistency with the procedures established for the Program.
- c. Ensure that the Tribe has an acceptable financial management system as it pertains to the finances of the EDA Program. An acceptable system includes, but is not limited to, cash receipts and disbursements journal, cash control register, property register, and accompanying ledgers, and should conform to generally accepted principles of municipal accounting.
- d. Establish project files in the Tribe's office. These files must demonstrate compliance with all applicable state, local, and federal regulations. Monitor project files throughout the program to ensure they are complete, and that all necessary documentation is being retained in the community's files.
- e. Assist the Tribe in conducting public meetings. This includes but is not limited to such things as assisting in public hearings, preparing public notices, etc.
- f. If applicable to the program, assist the Tribe in complying with regulations governing land acquisition (real property, easements, rights of way, donation of property, etc.).
- g. Assist the project engineer in the preparation of all bid documents and supervise the bidding process consistent with state and federal regulations.
- h. Secure the Department of Labor's federal wage decision and include it in the bid documents.
- i. Prepare or assist in preparing construction contracts which comply with state and federal regulations. Examples of the regulations include, but are not limited to, Access to Records, Copeland Anti-Kickback Act, Safety Standards, Architectural Barriers, Flood Insurance, Clean Air and Water Act.
- j. Obtain clearance from EDA for all "prime" contractors.
- k. Check weekly payrolls to ensure compliance with federal wage decision(s). Conduct on-site interviews and compare the results with appropriate payroll.

- l. Monitor construction to ensure compliance with equal opportunity and labor standard provisions.
- m. Make progress inspections and certify partial payment requests.
- n. Attend and assist the Tribe during the EDA's monitoring visit(s). Prepare the Tribe's response to all monitoring findings.
- o. Assist the Tribe in meeting the federal financial reporting requirements.
- p. Prepare documents and complete actions necessary to comply with Section 504 requirements.
- q. Prepare close out documents.
- r. Ensure selected entity completes Lobbying Restriction Form (Form CD-512).

EVALUATION AND SELECTION CRITERIA

All responses are subject to a determination of "responsive" and "responsible" prior to award. The Tribe is the sole judge as to proposer "responsiveness" and "responsibility." The Tribe reserves the right to request additional information to assist in the evaluation process. This includes references and business capacity information. The Tribe will objectively evaluate proposals according to following criteria:

QUALIFICATIONS

Proposers will state the academic and professional qualifications of all firm personnel to be assigned to this project. Proposer shall submit resumes containing their general academic accomplishments and for personnel performing financial management tasks; their degrees and/or semester hours in accounting.

EXPERIENCE

The proposer's project experience will be rated on the proposer's experience. The proposer shall submit a list of all funded EDA projects in the last 8 years and number of all completed/closed-out EDA projects within the last 5 years. The proposer with the most projects funded receives the most points. All other proposers will receive reduced points.

CAPABILITIES

Proposers will state how many total personnel work for the firm. Proposers will state how many firm personnel will be made available to this project.

COSTS

In order to meet the cost reasonableness requirements of Federal grant procurement not using price only competitive bidding, all proposers will be required to prepare a cost reasonableness schedule for the required task based upon the estimate of time required and rate of compensation to establish a cost per task. This will not necessarily preclude the contracting and billing of services on a price basis.

RANKING

The Tribe will review all proposers and reserves the right to request necessary modifications, waive minor technicalities, reject all proposals, reject any proposal that does not meet mandatory requirement(s) or cancel this RFP, according to the Tribe's best interest. The Tribe will evaluate responses with a weighted evaluation system. The categories and points assigned for each category are:

Qualifications	20
Experience	25
Capabilities	25
Cost	30

100 points is the total possible points. It is the intention of the Tribe to make an award based upon objective review and evaluation of the proposals as submitted and does not anticipate interviews will be required. It is the intention of the Tribe to make an initial assessment of the submitted proposals and determine which offers are acceptable for further review. Proposals that are not deemed acceptable will not be considered further. All proposals will be scored and ranked with the highest rated firm being awarded a contract. Upon a tie after review and evaluation, proposers may be invited for oral interviews and presentations, or additional written material may be requested. After additional review by the Tribe, a selection will be made by the Tribe of the firm most advantageous to the Tribe. The Tribe will make best efforts to receive an adequate number of sources.

PROPOSALS

In order to be considered, proposals must be received by the Tribe by October 1, 2024 at 4pm CST. The response to this request must be hand-delivered or mailed to the following addresses in such a manner that it is received no later than October 1, 2024 at 4pm CST.

Hand-Delivered:

Coushatta Tribe Administration Building
 1940 CC Bel Road
 Elton, LA 70532
 ATTN: Kristian Poncho

Or:

By mail:

Coushatta Tribe of Louisiana
 Administration Building
 1940 CC Bel Road
 Elton, LA 70532
 ATTN: Kristian Poncho

The Tribe reserves the right to extend the submission deadline to promote free and open competition. The Tribe will not conduct a proposal meeting. Any further questions should be directed to Kristian Poncho, 337-584-1401 for the Coushatta Tribe of Louisiana, or by email to KPoncho@coushatta.org.

SUBMISSION CRITERIA:

In addition to the items identified in "EVALUATION AND SELECTION CRITERIA," the proposal must include:

1. A brief history of the firm and a resume of each person in the firm who will be assigned to the project.

2. A list of local governing bodies for which the firm has been under contract with for EDA Grant administration during the last eight (8) calendar years. This list will be used for reference purposes.

Two copies of the proposal and the required supplemental information should be provided. All proposals should be sealed and identified on the outside as: EDA Disaster Supplemental Grant Program—Administrative Consultant Proposal.”

The Tribe is an Equal Opportunity Employer. We encourage all small and minority-owned firms and women’s business enterprises to apply.