



**-WOHEHIV-
The Morning Star**

Northern Cheyenne Tribe

600 Cheyenne Ave

P.O. Box 128

Lame Deer, Montana 59043



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Request For Proposal (RFP) PROJECT SUPERVISOR – FEMA Fencing

The Northern Cheyenne Tribe (N.C.T.) is accepting sealed bids for Project Supervision on Fencing Services to be performed on damaged fences due to Richard Springs Fire.

PROJECT OVERVIEW: The Richard Spring Fire burned approximately 75,000 acres on the Northern Cheyenne Reservation damaging approximately 103 mi of range unit fences. The Project Supervisor will be responsible for directing 1-5 fencing contractor crews. Construction is expected to take 2 seasons to complete all damages.

RESPONSIBILITIES:

1. Work closely with the D.E.S Coordinator and Project Manager to understand all aspects of the project, issues, and time frames.
2. Will supervise the contract crews to complete various types of fencing projects.
3. Material Procurement and Storage
 - a. Tribe is purchasing fencing material for all projects. Project Supervisor will be directly responsible for hauling materials from Montana Fence in Billings, MT.
 - b. Project Supervisor will be directly responsible for a material storage area that is secure and adequate for distribution. Location shall be agreed upon with DES Coordinator.
 - c. Materials shall be distributed to contractors as needed per project. Documentation shall be recorded and submitted with each invoice from contractors.
4. Inspect each project and ensure contractors are installing according to NRCS Specifications through all phases of the project.
 - a. Project Supervisor will be responsible for their own transportation to perform all inspections.
 - b. Track daily activities of contractors and provide documentation of work performed. Accept/Reject work performed as necessary.
 - c. Coordinate with DES Coordinator and PM to stake out each project for contractors.
5. Reporting and Invoicing
 - a. Provide documentation and report to attach for each invoice submitted by contractors.
 - b. Work directly with DES Coordinator and PM to track invoices and total project costs.
 - c. Provide weekly updates to inform budget and performance.
6. Other duties assigned as needed.

SUBMITTALS & QUALIFICATIONS STATEMENTS

The Northern Cheyenne Tribe reserves the right to award a contract for Project Supervisor based on initial submissions and makes no promises or commitments regarding this RFP; the Tribe reserves the right to reject any and all proposals regarding this solicitation and to terminate the process at any time for any reason.

1. 3-5yrs fencing experience preferred
2. Ability to work 40+hours/week overseeing fencing contractors
3. Good ethic, integrity, and professional demeanor
4. Project Supervision experience

5. Excellent interpersonal and communication skills
6. Ability to lift over 70 pounds on a consistent and daily basis
7. SUBMIT with Qualifications
 - a. Proposed Monthly fee for all responsibilities listed above, payments will be made bi-weekly
 - b. Work Force and equipment
 - c. Proposed Storage Area

PROPOSAL EVALUATION CRITERIA

For this RFP, Consultant's Qualifications will be evaluated and the most qualified Project Supervisor will be selected, subject to negotiation of fair and reasonable compensation.

INFO & SUBMISSIONS

Information on this project can be picked up at the Procurement Office, Little Wolf Capital Building, 600 Cheyenne Avenue South, Lame Deer, Montana, 59043. Please submit one proposal per contractor to the N.C. Tribe Finance Office before **April 22nd, 2022 at 4:00 pm**. **All proposals must be hand delivered or mailed and delivered, in a sealed envelope and received before the deadline and must be marked 'Project Supervisor – FEMA Fencing'** The company name must also be written on the sealed envelope. **Emailed or faxed proposals will not be allowed.** Late proposals will not be considered. All required documents must be in the sealed envelope prior to proposal opening. No proposals may be withdrawn after the scheduled time for the public opening of proposals. If you have any questions please contact Renessa Russette at the Procurement Office, 406-477-4810.

REQUIRED DOCUMENTS INCLUDE THE FOLLOWING:

INDIAN PREFERENCE. The owner will factor Indian preference into the bid analysis process however it will in no case be the sole deciding factor in awarding the work. Evidence of eligibility for Indian preference must be submitted with the proposal. Responsible bids will be accepted from Non-Indian owned contractors. In evaluation of bids, the Tribe may, within funding limitations, give preference in the amount of 5% above the lowest total bid, to qualified Indian owned firms.

TERO. Each contractor must be aware of the TERO Fees and implement them into their proposals. The contractor is required to comply with the requirements of the Northern Cheyenne Tribal Employment Rights Office. To receive an application for certification and information on TERO, please write to: Director, Tribal Employment Rights Office, P.O. Box 308, Lame Deer, MT 59043, or phone 406-477-6505. The contractor is responsible for payment of all TERO fees.

This Advertisement for Proposals does not commit the N.C. Tribe to award a contract. Nor to pay any costs incurred in the preparation of the bid(s) or to procure supplies.

The N.C. Tribe reserves the right to reject any and all proposals and to re-advertise according to the best interests of the N.C. Tribe. The N.C. Tribe reserves the right to waive any irregularities or informalities in regard to the bids and the bid process.

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