



Quinault Housing Authority

P.O. BOX 160 | Taholah, WA 98587
(360) 276-4320 | FAX (360) 276-4778 | 1-888-891-0017

Request for Proposals Construction Manager

The Quinault Housing Authority (QHA) is seeking a firm or individual to provide construction management services for new residential construction. The anticipated construction schedule is anticipated to be up to two years to construct up to fourteen houses.

Whether a firm or an individual, must have proper licensing in the state of Washington. QIN business license will need to be obtained after award of contract.

QHA will provide a construction trailer for the job site, a laptop computer and phone for the duration of the project.

The construction manager will be responsible for being onsite every day that construction is in progress. Typical duties would include:

- Recording daily activities on the project site.
- Reading of architectural and engineering drawings and specifications.
- Ensuring that any field changes to the original drawings are recorded.
- Monitoring construction activities to ensure that the drawings, specifications and contract documents are being followed. Advise QHA of any deviations.
- Communicate with the contractor's delegated representative and QHA.
- Advise QHA on contractor-initiated change order requests.
- Keep a record of all materials delivered to the site.
- Document personnel on site daily.
- Monitoring compliance with stormwater management plan.
- Monitoring that inspections are being called for at the specified stages.
- Keeping a daily log of site conditions.
- Other related duties as necessary.
- Coordinate meetings between contractor and QHA, at intervals agreed to between QHA and project manager.
- Accompany building inspector on inspections.
- Communicate with TERO office as needed to ensure that TERO compliance is being followed.

I. Indian Preference (20 pts)

The Quinault Indian Nation has enacted a TERO Ordinance governing Indian Preference, and the Quinault Housing Authority has adopted an Indian Preference Policy, set forth in section 3000.10 of the QHA Procurement Policy. To the greatest extent feasible, preference shall be given to Indian organizations and Indian-Owned economic enterprises in the award of all contracts and subcontracts.

- A. An Indian, Indian –Owned economic enterprise or Indian organization is eligible for Indian Preference **(15 points)**
- B. Proposals shall include a statement describing how you will provide for Indian preference in subcontracting, training and employment in this contract, including the number or percentage of Indians to be employed and trained, in accordance with Section 3000.10 of the QHA Procurement Policy. All proposals must include this statement. **(5 points)**

II. Cost (30 pts)

Provide a complete per month cost to perform the work.

III. Experience & Ability to Perform (50)

Provide a detailed description of experience performing construction management services. Specify any previous experience working with tribes or tribal housing authorities.

Provide at least two references from clients that you have performed this service for in the past. With the most recent listed first.

Other provisions

- The consultant selected must have all required insurance, including worker's compensation, general liability insurance of not less than \$500,000.00 per occurrence and \$100,000.00 aggregate.
- Consultant selected will be required to complete a TERO compliance plan and pay the 1.75% TERO fee; per QTC 97.03.040 (d) the TERO fee cannot be included in the bid price.

The consultant will be required to follow all TERO regulations; including hiring from the TERO hall, if required by the TERO office.

- The consultant will be required to obtain a QIN business license.

Bids are due no later than February 20th 2026 at 4:30pm; proposals can be emailed to the address below.

Jeff Tottie
Procurement Compliance Coordinator
Quinault Housing Authority
Ph: 360 276-4320
Fax: 360 276-4778
Email: jtottie@quinault.org