



Please submit responses via email only to: rteliszczak@glitc.org

Please submit no later than: **March 3, 2025; 4:30 PM**

Please put **ARWC Project Manager RFBP** in the subject line of the email. No mailed submissions are allowed.

REQUEST FOR BID PROPOSAL

Project Title

Adolescent Recovery and Wellness Center Project Manager

Under the direct supervision of the Chief Executive Officer, this position is responsible for planning, implementation, monitoring and tracking, as well as inspection of all projects at the Adolescent Recovery and Wellness Center to be built in Bowler, Wisconsin. The Project Manager will oversee all aspects of assigned projects and summarize progress to report to the Chief Executive Officer of each project.

Request for Proposals Information:

RFP Number:	ARWC2-02-04-2025
RFP Name:	GLITC ARWC Project Manager
Date Issued:	July 19, 2024
Contact Person:	Ron Teliszczak, HR Director
Telephone Number:	(715) 588-1069
Email Address:	rteliszczak@glitc.org
Submittals Accepted Until:	Monday, March 3, 2025, 4:30PM
Submittals Delivered To:	Ron Teliszczak, HR Director, at rteliszczak@glitc.org

GENERAL INFORMATION

Purpose

Great Lakes Inter-Tribal Council, Inc. is soliciting requests for proposals *to partner with a Construction Project Manager* for its Adolescent Recovery and Wellness Center (ARWC). The ARWC is a 36-bed residential facility to serve all GLITC Member Tribes and urban Indians. It will provide culturally relevant services and responsive residential substance abuse treatment for Native American youth, ages 13 – 17, who are suffering from Substance Use Disorder (SUD) and any co-occurring mental health conditions. Priority will be given to Native American youth, and the facility will be available to non-Native American youth as well. The expectation is that the Project Manager will live in close proximity to the building site in Bowler, Wisconsin.

Program Description

This ARWC request for proposal is designed to solicit a professional Project Manager who will plan, implement, monitor and track all projects tied to the construction of this facility. The ARWC will align with organizational models and program options analyzed and presented in the GLITC Business Plan for a Regional Substance Abuse and Mental Health Treatment Facility dated July 2018. This youth treatment/wellness facility will specialize in the treatment of SUD and any co-occurring mental health conditions in a culturally centric way for Native Americans.

The ARWC will accept all forms of reimbursements including Indian Health Services (IHS) reimbursements; be fully certified or licensed, and accredited to provide all forms of FDA approved medications for OUD; and provide a full spectrum of coordinated, wrap-around behavioral health, substance abuse, and individual or family services necessary to **support an individual's reintegration into home, personal, and community life.**

The ARWC is a new approach to delivering effective treatment and recovery for youth with SUD and any co-occurring mental health conditions. For two decades, the opioid pandemic has been disproportionately affecting Native Americans. Even before the global COVID-19 pandemic, the rate of opioid drug overdose deaths for Native Americans has been above the national average. This is a stark reminder that since the beginning of the opioid pandemic, Native Americans have been 50% more likely to die from an opioid overdose than non-Native Americans. The healing practices taken will be to TREAT the PERSON not the DISEASE. Each person with a dependency on alcohol, drugs, and other substances has their own story, their own history, their own cultural identity, all of which needs to be considered for individualized treatment and to provide the most appropriate wrap-around recovery care services in their communities. At the center, youth will be provided the necessary tools, life skills, rehabilitation services, and cultural mentorship to strengthen their cultural identity, enabling them to lead healthy and productive lives.

Scope of Services

The ideal candidate will be able to bring the project from the beginning of construction through to the completion and opening of the facility. Vendors shall provide a scope of services and project proposal in accordance with the information provided in this request. The proposal must include a detailed work plan that identifies all major areas of work, including the following elements:

- Ability to prepare, plan and manage the project to completion, including effective communications, budget review, time requirements and compliance with relevant State and Tribal codes, policies and procedures.
- Review of routine response proposals, bids and contract modifications. Prepares all Requests for Proposals (RFPs).
- Develops a schedule for project completion that effectively allocates resources to the activities. Reviews project schedule with all staff affected by project activities.
- Acts as the main focal point of contact for all communications with legal, finance, procurement and other departments for resolutions of contract issues and disputes.
- Identifies, conceptualizes, defines and oversees analysis of problems in terms of management and operations needs according to contract language.
- Develops forms and records to document project activities.
- Sets up files to ensure all project information is appropriately documented and secured.
- Monitors and documents progress of projects with 3rd party inspectors to adjustments as necessary to ensure the completion of all projects as outlined.
- Establishes a communications schedule to update stakeholders including appropriate staff in the organization on the progress of each project.
- Reviews work quality completed with the project team on a regular basis to ensure it meets all project standards.
- Works with legal counsel to ensure adherence to and consistency with current ordinances and policies.
- Monitors budget projections and reports actual budgets and any variances to senior management on a regular basis, either monthly or bimonthly.
- Prepares and manages financial reports and supporting documentation for funders as outlined in funding agreements.
- Works with the CFO to handle all purchase order requests, invoices and pay requests from contractors.
- Coordinates and documents contract review progress meetings with cross-functional teams from project start times through final closeout, along with completing final project evaluations for submittal to procurement.
- Develops and writes standard operating procedures related to project activities with the intent of improving operating efficiencies and maintaining internal control procedures.
- Preparation of monthly project status reports.
- Evaluates project outcomes as established during the planning phase.
- Prepares final Punch List and warranty reviews to ensure all as-built document procurements are satisfied according to contract.
- An estimated proposed timeline for deliverables, to include cost estimates. The project timeframe is Spring, 2025 to approximately November, 2025.
- Minimal travel required. Expenses reimbursed at the federal mileage rate contingent upon advance approval.
- The expectation is that the Project Manager will live in close proximity to the building site in Bowler, Wisconsin.

Submittal Requirements

Responses to this RFP must include the following information:

- A cover letter / statement of interest indicating the **firm's or individual's** interest in the project and highlighting qualifications to perform this project.
- A statement of qualifications, to include the following:
 - Demonstrated competence and work experience to develop a project of this type.
 - Examples of such projects.
 - Related experience with similar types of projects.
 - Resume and specific qualifications, including any experience working with non-profit entities, Tribal nations and Tribal communities.
- Scope of Work and Project Proposal.
- A minimum of three references relating to completed projects for the services being requested. Each reference should include full name, title, address, telephone number and email address.
- Response should be limited to no more than 20 pages including specific project examples, references, resumes and cover letter. Font point size requested is 11 point minimum.

Proprietary Proposal Material

Any proprietary information revealed in the proposal should be clearly defined as such.

Contract Negotiation

Great Lakes Inter Tribal Council reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the contract. The contract will include provisions for data security, data sovereignty, and confidentiality. All materials developed and all work products produced will be the property of and owned by Great Lakes Inter Tribal Council.

Questions

Please direct any questions on this project to Ron Teliszczak, HR Director, at rteliszczak@glitc.org.