

**REQUEST FOR QUALIFICATIONS FOR ASSISTANCE IN THE DEVELOPMENT OF
NUMERICAL WATER QUALITY STANDARDS FOR TRIBAL WATERS 2017**

Saginaw Chippewa Indian Tribe of Michigan (Tribe)

General Information and Requirements

A. Purpose

The purpose of this Request for Qualifications (RFQ) is to inform Professional Service Companies (hereinafter called "Consultants") that the Tribe is seeking qualifications and fee proposals for developing numeric values for water quality standards. In return, the Consultants, if interested, are requested to submit qualifications and a fee proposal relative to the expected work. After the RFQs have been received, they will be evaluated by a Review Committee, which may include an interview between the Consultant and the Review Committee.

After receipt of Qualifications, final recommendations will be made on the basis of most qualified Consultant. Recommendations for selection will be evaluated on the following criteria: recent similar experience, personnel to be assigned to this work, proven capacity to deliver the project requirements on time and on budget. Upon qualification selection, proposal cost will be evaluated to verify it is within project budget.

Background

The Saginaw Chippewa Indian Tribe of Michigan (SCITM) is situated in the Isabella Reservation in Isabella County with additional portions of the reservation being located in Arenac County. The Tribe owns and operates a resort located east of US-127 and adjacent to Michigan State Route 20 in Isabella County. The exterior boundaries of the Isabella Reservation include approximately 138,240 acres, of which 2,540 acres are in trust status and an additional 382 acres owned in fee status. The Arenac County portion of the Isabella Reservation consists of 799 acres in trust status and an additional 124 acres in fee status.

B. Issuing Office

The Saginaw Chippewa Indian Tribe of Michigan Planning Department, 7070 East Broadway Road, Mt. Pleasant, Michigan 48858. All enquiries related to this RFQ should be direct to Carey Pauquette, Environmental Manager, cpauquette@sagchip.org.

APPROVED AS
TO LEGAL FORM
Am 12-22-16
INITIALS DATE

C. Scope of Services

The Saginaw Chippewa Indian Tribe is seeking a qualified consultant to provide the technical assistance necessary to assist in the development of numeric water quality standards for the surface waters of the Saginaw Chippewa Indian Tribe. The following are specific tasks involved.

- Kick-off meeting with SCIT Environmental staff associated with project
- Assist with research and development of water quality standards and regulations necessary for Clean Water Act 303 and 401 application to US Environmental Protection Agency
- Assist in the analysis of Tribal water quality data to establish and suggest standards for potential designated uses
- Provide technical assistance on development of anti-degradation policy for Tribal Water Quality Standards

All work to be completed by September 15, 2017.

D. Agreement

The Consultant selected to provide the above referenced services would be expected to enter a Saginaw Chippewa Indian Tribe of Michigan standard contract. The Consultant must recognize the sovereignty of the Saginaw Chippewa Indian Tribe of Michigan, the laws of the Saginaw Chippewa Indian Tribe of Michigan, and the dispute resolution process that will govern this contract.

E. Insurance

The Consultant will be required to adhere to the insurance requirements and indemnification language as stated in the contract.

F. Rejection of Qualifications and Fee Proposal

The Saginaw Chippewa Indian Tribe of Michigan reserves the right to reject any and all of the responses received as a result of this RFQ. The Saginaw Chippewa Indian Tribe of Michigan does not intend to pay for the information solicited or obtained in the qualifications. In addition, the Saginaw Chippewa Indian Tribe of Michigan reserves the right to reject any and all Qualifications and Fee Proposal Packages on the basis of potential conflict of interest.

G. Incurred Cost

The Saginaw Chippewa Indian Tribe of Michigan will not be liable for any cost incurred by the Consultant for any work performed through and including the execution of a contract for professional services.

H. Addenda to the RFQ

In the event it becomes necessary to revise any part of this RFQ, a copy of all addenda will be mailed to the Consultants.

I. Completeness of the Qualifications and Fee Proposals

1. The Qualifications and Fee Proposal submitted by the Consultant shall address all items completely and thoroughly, in accordance with the format provided in Part II, and shall be signed by an officer of the firm or the team authorized to bind the Consultant to its provisions.
2. The Qualifications and Fee Proposal shall not be distributed by anyone other than the Issuing Office for this RFQ.
3. The contents of the Qualifications and Fee Proposal shall remain firm for sixty (60) calendar days from the submittal due date.
4. Debarment - By submitting Qualifications and a Fee Proposal, the Consultant certifies that it is not currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Michigan or the U.S. Government and that it is not an agent of a person or entity that is currently debarred from submitting bids or contracts issued by any political subdivision or agency of the State of Michigan or the U.S. Government.

J. Consultant Responsibilities

The Consultant shall be capable of providing all professional services as described under Scope of Services and to maintain those capabilities until notification that their RFQ was unsuccessful. Exclusion of any service for the project may serve as cause for rejection.

K. Acceptance of Qualification and Fee Proposal Content

The Review Committee will evaluate the contents of the Qualifications. An interview between the Consultant and the Review Committee may be requested.

After receipt of Qualifications a final decision will be made based upon the Review Committee's review of the Qualifications received in response to this office's Request for Qualifications. The qualifications will be scored by the Review Committee on various points such as, but not limited to the following: experience, local knowledge, and capacity to deliver the project requirements on time and on budget.

L. Agreement / Compensation

The Saginaw Chippewa Indian Tribe of Michigan will negotiate a formal agreement (contract) with the selected consultant.

M. Responses

To be considered, four (4) copies of the Qualifications and Fee Proposal must be submitted to the Saginaw Chippewa Indian Tribe of Michigan **no later than 3:00 p.m., January 27, 2017**, at the following address:

Carey Pauquette
Saginaw Chippewa Indian Tribe of Michigan
Planning Department
7070 East Broadway Road
Mt. Pleasant, Michigan 48858

Consultants mailing the Qualifications should allow normal mail delivery time to ensure timely receipt.

Please place Qualifications and Fee Proposals in separate sealed envelopes. Each envelope shall be clearly marked “Qualification Proposal: Numeric Water Quality Standards 2017” and “Fee Proposal: Numeric Water Quality Standards 2017” respectively.

N. Disclosure of Contents

All information provided in the RFQ will be held in confidence and will not be revealed or discussed with competitors until the deadline for submission of qualifications has expired.

PART II

Format

- A. The Qualifications and Fee Proposals shall be presented in an 8-1/2" x 11 " format. The text shall be concise, with emphasis placed on completeness and clarity. Four (4) copies of the Proposal are required for submittal.
- B. The Consultant's Qualification Proposal shall be presented in a clearly marked, separate envelope from the Fee Proposal for consideration following a qualification-based selection process.
- C. Consultants will be evaluated on the following information:

1. **Background (General Experience)**

Provide a concise history of your firm, list corporate officers, related experience and specific capabilities.

2. **Related Project Experience**

Provide descriptions of the current and the last four completed projects your staff has performed that are similar to this project. References should also be provided.

3. **Familiarity with Applicable Standards and Requirements**

Demonstrate your firm's familiarity with applicable standards and requirements relating to projects performed in Michigan, and in particular with the Saginaw Chippewa Indian Tribe of Michigan Isabella Indian Reservation, y where the project is located. Describe your firm's experience in working with associated regulatory and review agencies.

4. **Local Knowledge**

Provide information regarding previous experience your firm has with the community where the project is located. Describe your firm's involvement with other projects that may influence the proposed project.

5. **Staffing**

Profile your firm, listing the professional(s) proposed for this project with their previous related experience. Indicate what percentage of your total staff (including subconsultants) will be assigned to this project at peak workload. Indicate what percentage of the work, if any, will be performed by subconsultants. Identify all major sub consultants.

6. QA/QC Procedures

Describe your firm's procedure for quality assurance and quality control. This summary shall briefly address the Consultant's project management methods and systems proposed for the project. Demonstrate your firm's ability to meet schedules and control costs. Discuss your capabilities to staff this project to ensure completion on schedule.

The Qualifications shall designate a single representative or prime contact for the Consultants, through whom the Review Committee may communicate with the Consultant.

The Consultant shall provide the Review Committee with client references for similar projects. Provide the name and telephone number of a contact person for each project listed. Include a brief statement of your involvement with the project if it is not outlined under Related Project Experience.

The Qualifications shall provide a straightforward, concise description of the Consultant's ability to meet the requirements of the proposed contract.

The Consultant shall prepare and submit a statement that no conflict of interest issues exist at the submission of this Qualifications and Fee Proposal package.