

2016



**Working Together To
Protect Our Environment**

**REQUEST FOR PROPOSALS:
BIOLOGICAL INVENTORY AND CAPACITY
BUILDING**

General Information and Requirements

A. Purpose

The Saginaw Chippewa Indian Tribe is seeking proposals to conduct baseline inventories of biological diversity. Biological inventories will be conducted to determine the abundance and extent of plant and wildlife species which occur on Tribal lands within Isabella and Arenac Counties, Michigan. Subsequently, an overall restoration and management plan will be developed. This plan will build critical capacity for the Saginaw Chippewa Indian Tribe to effectively research, monitor, and manage its resources.

After receipt of proposals, final recommendations will be made on the basis of criteria which include cost for the intended scope of work, local knowledge, recent experience with similar projects, the personnel to be assigned, the degree to which the Contractor understands the project and ability to meet the proposed timeframe for completion.

Background

Assessment of Needs

The Saginaw Chippewa Indian Tribe of Michigan was established by Treaty on August 2, 1855 and is a federally recognized Indian Tribe. With two distinct locations, the Isabella Indian Reservation where the majority of the Tribal members reside is located in Central Michigan's Isabella County, approximately 67 miles north of the state's capital of Lansing. It includes 138,000 acres of land that encompasses major portions of six townships in Isabella County. The Saganing District is geographically located 70 miles east in Arenac County, thirty minutes north of Bay City Michigan on the shores of beautiful Lake Huron. Both locations face distinct resource concerns which include but are not limited to habitat fragmentation due to agriculture and energy development, degraded water quality within the Saginaw Bay watershed, contaminated fish and wildlife populations, increasing species of Special Concern, and threatened and endangered species.

The Tribe is currently in the process of developing a wildlife conservation program. During the development of the wildlife program, gathering knowledge of resource concerns and risks, as well as Tribal needs and priorities is critical. Traditional knowledge of species occurrences, distribution shifts and landscape changes will provide key baseline information, however more specific ecological information is also necessary. Baseline inventory of species diversity and a comprehensive community assessment of Tribal properties are integral in identifying areas in need of restoration, conservation, or protection. Furthermore, restoration projects may not proceed without the background knowledge of species presence and distribution. Currently, baseline biological information is not present for lands which fall within the Isabella Indian Reservation or

trust lands along Saginaw Bay, further preventing the Tribe from progressing to its full stewardship capabilities. To fully engage in adaptive planning and management processes and to have the ability to conserve and protect precious trust resources, initial information to gauge needs, progress, and impacts is necessary. The Saginaw Chippewa Tribe has the potential to be a leader in Great Lakes resource conservation and management, but needs the assistance to begin rigorous initial work associated with baseline inventory.

The Tribe faces many challenges and has numerous resource trepidations in Michigan, as several species of Special Concern and those which are federally threatened or endangered are known to occur within Tribal property boundaries, including the Northern long-eared bat and Eastern massasauga rattlesnake. The shoreline of Saginaw Bay is the largest freshwater fringed coastal marsh and wetlands complex in North America and is identified as critical waterfowl and wildlife habitat in the Great Lakes Restoration Initiative Action Plan, the Bi-National Lakewide Management Plan (LaMP) for Lake Huron, and many other state and federal resource agency documents. The Saginaw Bay watershed is currently recognized by state and federal agencies as an Area of Concern, due to degraded water quality and contaminated fish and wildlife resources. Information is lacking as to which species are known to exist in this area on Tribal trust land, as well as those imperiled or keystone species which may need immediate action. The Tribe is currently involved in diverse partnerships within the Saginaw Bay watershed, and is an active participant in ongoing structured decision making processes to improve and restore Michigan's natural resources, yet lack the baseline biological knowledge to properly manage trust resources that have been integral to the history and culture of the Saginaw Chippewa Indian Tribe.

Capacity Building

This project has been developed to specifically address critical Tribal capacity needs. Biodiversity and ecological community information for all Tribal trust properties are currently nonexistent. Indigenous Tribes are known for their exceptional stewardship and connection to the land, and the Saginaw Chippewa Indian Tribe has a strong desire to reconnect with trust resources through conservation, restoration, and protection. Identifying biological diversity, natural communities, and indexing existing ecosystem quality is integral in moving forward with monitoring needs, restoration needs, and management goals. Without this baseline knowledge, identifying species of greatest conservation need and vital cultural resources in need of protection or management is an impossible feat. Restoration actions cannot take place without the knowledge of which species may be positively (or negatively) impacted.

Tribal natural resource professionals are involved in current initiatives to restore Great Lakes state ecosystems, and have participated in one of the Upper Mississippi Great Lakes Joint Venture Landscape Conservation Cooperative (UMGL LCC) working groups. As such, the Tribe is aware of LCC objectives which address other resource concerns such as ecosystem services, landscape scale conservation, and system

connectivity and values the fragile ecosystem that trust resources fit into. In order to determine the best course of action to properly manage trust resources for the benefit of the greater Tribal community, and the benefit of the greater Great Lakes ecosystem, capacity building is critical and necessary.

Furthermore, the need for the Tribe to manage trust resources is integral to the restoration of species of trust significance. The Tribe plans to seek professional consultant assistance in indexing biological diversity and identifying potential restorative actions while also training Tribal natural resource staff with rigorous methodology. Building Tribal capacity will ensure that seasoned biological survey protocol is followed, and that it will be passed on to future Tribal employees.

B. Issuing Office

The Issuing Office is the Saginaw Chippewa Indian Tribe of Michigan Planning Department, 7070 East Broadway Road, Mt. Pleasant, Michigan 48858. The representative for this project is Heather Shaw, Wildlife Biologist: (989)775-4146 or hshaw@sagchip.org.

C. Scope of Services

Project Objectives include:

1. Conducting baseline inventory of biological diversity present within Isabella Indian Reservation in Isabella County and on identified Tribal trust lands in Arenac County along Saginaw Bay. Provide necessary survey protocol training as needed.
2. Building Tribal capacity by training Tribal employees on proper biological inventory and subsequent monitoring methodology
3. Identifying areas of high ecological value and restoration need/potential
4. Development of a conservation plan to guide management of Trust resources for the Next Seven Generations

This project includes four elements: 1) Spatial analysis to determine/ prioritize properties for inventory and natural community assessment 3) Comprehensive Biodiversity Inventory 4) Vegetation survey 5) Development of conservation plan.

This project should be completed by **August 2017**. The proposed timeline and work plan should reflect this timeframe.

Requested proposals should include the following components:

1. Project plan detailing biological inventory and assessment for the following:

- Spatial analysis/Assessment of natural communities
- Species inventory to include but not limited to rare animals, herpetofauna, grassland birds, bats
- Vegetation survey (as recommended)

*The proposed inventories may be edited based on professional recommendations for the purposes of this RFP and timeframe in which the project may be completed.

2. Timetable

3. Cost Estimate

D. Agreement

The Contractor selected to provide the above referenced services would be expected to enter into a Saginaw Chippewa Indian Tribe of Michigan standard agreement. The Contractor 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. The Contractor agrees to supply all tools, materials, and labor necessary to complete the above project.

E. Insurance

The Contractor will be required to adhere to the insurance requirements and indemnification language as stated in the service agreement received upon bid selection.

F. Rejection of Proposals

The Saginaw Chippewa Indian Tribe of Michigan reserves the right to reject any and all of the responses received as a result of this RFP. The Saginaw Chippewa Indian Tribe of Michigan does not intend to pay for the information solicited or obtained in the proposals. In addition, the Saginaw Chippewa Indian Tribe of Michigan reserves the right to reject any and all proposals 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 Contractor for any work performed through and including the execution of a contract for professional services.

H. Addenda to the RFP

In the event it becomes necessary to revise any part of this RFP, a copy of all addenda will be mailed or electronically mailed to the Contractors.

I. Completeness of the Proposal

1. The Proposal submitted by the Contractor shall address all items completely and thoroughly in accordance to the format provided in (Part II below) and shall be signed by an officer of the firm or the team authorized to bind the Contractor to its provisions.
2. The Proposal shall not be distributed by anyone other than the Issuing Office for this RFP.
3. Debarment - By submitting a Proposal, the offerer 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. Contractor Responsibilities

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

K. Acceptance of Proposal Content

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

After receipt of proposals, a final decision will be made based upon the Review Committee's review of the proposals received in response to this office's Request for Proposal. The proposals will be scored on the basis of items, such as but not limited to the following: cost, local knowledge, recent experience with this type of work, and the personnel to be assigned to this work. The Contractor understands the project and the proposed time frame for completion of the project.

L. Agreement / Compensation

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

M. Responses

To be considered, three (3) copies of the Proposal must be submitted by hand or by mail to the Saginaw Chippewa Indian Tribe of Michigan **no later than October 7, 2016 at 3:00pm EST.**

Saginaw Chippewa Indian Tribe of Michigan
Planning Department c/o Heather Shaw
7070 East Broadway Road
Mt. Pleasant, Michigan 48858

Contractors mailing the Proposal should allow normal mail delivery time to ensure timely receipt.

Proposals shall be placed in a sealed envelope and clearly marked **SEALED BID**

0. Disclosure of Contents

All information provided in the RFP 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

Proposal Format

A. The Proposal shall be presented in an 8-1/2" x 11 " format. The text shall be concise, with emphasis placed on completeness and clarity. **Three (3) copies of the Proposal are required for submittal.**

B. Contractors will be evaluated on the following information:

1. **Background (General Experience)**

Provide a concise history of your company, general experience and specific capabilities.

2. **Related Project Experience**

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

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

Demonstrate your familiarity with applicable standards and requirements relating to projects performed in Michigan and in particular the community where the project is located.

4. **Local Knowledge**

Provide information regarding previous experience you have with the community where the project is located. Describe your involvement with other projects that may influence the proposed project.

5. **Staffing**

Profile your company, listing the total number of professionals employed by discipline, and the professional(s) proposed for this project with their previous related experience. Indicate what percentage of your total staff (including subContractors) will be assigned to this project at peak workload. Indicate what percentage of the work, if any, will be performed by subContractors. Identify all major sub Contractors. A fee schedule is also to be included.

6. QA/QC Procedures

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

- C. The submission of additional pertinent information beyond the requirements of this RFP is acceptable.
- D. The Proposal shall designate a single representative or prime contact for the Contractors, through whom the Review Committee may communicate with the Contractor.
- E. The Contractor shall provide the Review Committee with a list of 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.
- F. The Proposal shall provide a straightforward, concise description of the Contractor's ability to meet the requirements of the proposed contract. Emphasis should be placed upon completeness and clarity of content.
- G. The Contractor shall prepare and submit a statement that no conflict of interest issues exist at the submission of this Proposal.