

2016



**Working Together To
Protect Our Environment**

**REQUEST FOR PROPOSALS:
CONSTRUCTION ENGINEERING SERVICES
STREAMBANK RESTORATION
DEERFIELD TWP**

APPROVED AS
TO LEGAL FORM
INITIALS DATE 5-14-16

**REQUEST FOR PROPOSALS FOR STREAMBANK RESTORATION EFFORTS ON
THE NORTH BRANCH CHIPPEWA RIVER, WITHIN THE ISABELLA
RESERVATION**

General Information and Requirements

A. Purpose

The Saginaw Chippewa Indian Tribe is requesting proposals for construction engineering services in Isabella County, MI for streambank stabilization efforts. In return, the Consultants, if interested, are requested to submit proposals relative to the expected work. After the proposals 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 proposals, final recommendations will be made on the basis of criteria which include cost, local knowledge, recent experience with similar projects, the personnel to be assigned, and the degree to which the Consultant understands the project and ability to meet the proposed timeframe for completion.

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 SCITM 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 1788 acres are in trust status and an additional 137 acres owned in fee status. The Arenac County portion of the Isabella Reservation consists of 185 acres in trust status and an additional 274 acres in fee status. The Tribe also maintains four separate residential areas within the Isabella County portion of the Isabella Reservation.

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 Carey Pauquette, Environmental Manager, (989)775-4016.

C. Scope of Services

The Saginaw Chippewa Indian Tribe is seeking proposals for a streambank restoration project within the Tribal Boundary (see Appendices). The project is required to be satisfactorially completed by **September 30, 2016**. All work products will be submitted with a final invoice no later than **September 30, 2016**. The project has already been designed and the Saginaw Chippewa Indian Tribe will obtain bids from contractors to complete the work on or before September 15, 2016.

The project is located on the North Branch of Chippewa River, in Deerfield Township, Section 11, Isabella County, Michigan.

The following items of work shall be included in the Consultant's not to exceed fee:

- Schedule and attend a pre-construction meeting. Draft and distribute meeting minutes to all attendees.
- Provide periodic construction observation of the work being completed and create daily reports. Consultant to provide the total number of construction observation hours included in their fee with their response.
- Complete soil erosion and sedimentation control reporting as required by the local authority.
- Provide construction administration services, including the creation of change orders, pay applications, and general project management.
- Create and submit record drawings in both AutoCAD and .pdf formats.
- Complete the necessary documentation and assist with closeout of the project.

D. Agreement

The Consultant selected to provide the above referenced services would be expected to enter into a Saginaw Chippewa Indian Tribe of Michigan standard agreement. 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 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 Consultant 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 to the Consultants.

I. Completeness of the Proposal

1. The Proposal submitted by the Consultant 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 Consultant 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. 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 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 Consultant 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, the

personnel to be assigned to this work, the Consultant 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 consultant.

M. Responses

To be considered, four (4) copies of the Proposal must be submitted to the Saginaw Chippewa Indian Tribe of Michigan no later than 3:00 p.m, July1, 2016 at the following address:

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

Consultants 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: Saginaw Chippewa Streambank Restoration Project - NB**

O. 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. Four (4) copies of the Proposal are required for submittal.

B. Consultants will be evaluated on the following information:

1. **Background (General Experience)**

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

2. **Related Project Experience**

Provide descriptions of the current and a maximum of four 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 firm's 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 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 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 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. A fee schedule is also to be included.

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 Consultants, through whom the Review Committee may communicate with the Consultant.
- E. The Consultant shall provide the Review Committee with a list of client references for similar projects (maximum of five). 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 Consultant's ability to meet the requirements of the proposed contract. Emphasis should be placed upon completeness and clarity of content.
- G. The Consultant shall prepare and submit a statement that no conflict of interest issues exist at the submission of this Proposal.

Appendix A: Project Narrative

The project being proposed includes the implementation of stabilizing eroding stream banks at tile outlet areas along a stretch of the North Branch of the Chippewa River in a row crop, agricultural production landuse area. The landowner maintains a buffer of approximately 15 – 20 feet along the streambank as a management practice to retain soils and filter water. The design and permit process is complete.

Isabella County, Deerfield Township. Lat/Long: 43°37'29.7"N 84°52'28.8"W.

Appendix B: Project Design

Project plans are available for viewing at the Issuing Office by appointment.