

**REQUEST FOR PROPOSALS FOR DEMOLITION OF QUONSET HUT
Saginaw Chippewa Indian Tribe of Michigan Housing Department
2451 Nishnabeanong Drive, Mt. Pleasant, MI 48858**

A. Purpose

The purpose of this Request for Qualifications and Proposals (RFQ/RFP) is to inform Project Managers, Professional Service Companies, and Contractors (hereinafter called "Consultants") that the Saginaw Chippewa Indian Tribe of MI (SCITM) is seeking bids for the demolition of the Quonset hut located at 6870 E. Broadway Rd., Mt. Pleasant, MI. In return, the Consultants, if interested, are requested to submit qualifications and a fee proposal relative to the expected work. After the RFPs 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 and fee proposal, final recommendations will be made on the basis of most qualified Consultant. Recommendations for selection will be evaluated on the following criteria: cost, recent experience with this type of work, the personnel to be assigned to this work, the Consultant understanding of the project, and ability to meet the proposed timeframe for completion of the project.

B. Background

The Saginaw Chippewa Indian Tribe of Michigan (SCITM) is situated on the Isabella Reservation in Isabella County with additional portions of the reservation being located in Arenac County. The project site is located on the Isabella reservation off Broadway Road, in the field located between the Tribe's Public Safety building 6954 E. Broadway and the Ziibiwing Center 6650 E. Broadway.



C. **Issuing Office**

The Saginaw Chippewa Indian Tribe of Michigan Housing Department, 2451 Nishnabeanong Drive, Mt. Pleasant, Michigan 48858. All enquiries related to this RFQ/RFP should be direct to Tom Kequom, Construction Project Manager, tkequom@sagchip.org (989) 775-4070; and Sam Anglin, Permanent Supportive Housing Coordinator, sanglin@sagchip.org (989) 775-4466.

D. Scope of Services

The Saginaw Chippewa Indian Tribe is seeking qualifications and cost proposals for the abatement and disposal of asbestos containing materials and the demolition of the Quonset hut including site restoration at, 6870 E. Broadway, Mt. Pleasant, MI 48858. Abatement and removal of hazardous materials must be completed by a licensed qualified contractor in conformance with SCIT, and Federal regulations. A U.S. EPA Notification of Demolition and a Construction General Permit (CGP) to the National Pollutant Discharge Elimination System (NPDES) along with a Storm Water Prevention Plan (SWPP) to submit an electronic Notice of Intent (eNOI) and a Notice of Termination (eNOT) will be completed by General Contractor. The project is intended to be complete within 90 days of a fully executed contract.

A mandatory pre-bid meeting will be held at (6870 E. Broadway, 10am, May 16, 2022) for interested consultants.

Qualifications shall also be included for this portion of the project demonstrating the consultant is capable of completing the proper removal and disposition of asbestos materials and demolishing of the steel structure, concrete pad, removal of six concrete culverts ranging in length from 4ft 6 inches to 8ft 6 inches and 17 inch diameter, and 2 parking curb blocks. Access to the site is along the dirt track south off Broadway.

The Consultant will be responsible for the following: Schedule initial planning meeting with Tribal staff: SCITM Construction Project Manager, the Permanent Supportive Housing Coordinator, Director of Utilities, and Code Enforcement Officer. Contact information will be provided once a firm is selected.

- Provide a current copy of the asbestos abatement contractor state of MI license
- Provide and submit a U.S. EPA Notification of Demolition and Renovation Form to proper Governing Body (NESHAP EPA Region 5)
- Provide an electronic Construction General Permit (CGP) to the National Pollutant Discharge Elimination System (NPDES) along with a Storm Water Prevention Plan (SWPP) to submit an electronic Notice of Intent (eNOI) and a Notice of Termination (eNOT) after all work is complete to include restoration.
- Proper removal and disposal of approximately 750 square feet of asbestos caulk between the seams of panels from within the structure
- Provide required PPE for staff engaged in removal activities
- Post warning signs and proper labeling at the site
- Compliance with tribal, and federal guidelines
- Safe and proper handling and disposal of waste in qualified landfill designated for such purposes.
- Site restoration to include removal of all debris from area and access road

1. General Conditions: Provide description of your firm and qualifications. List recent related experience.
2. Mobilization
 - a. Provide a timeline for project completion
 - b. Provide an equipment plan: excavator, dump trucks, dust control, etc.
 - c. Obtain all required permits and notices
 - d. Call Miss Dig and SCITM Utilities Department to request underground marking request to ensure utilities have been located and are clearly marked
3. Asbestos Abatement & Disposal Plan. Describe the asbestos removal and disposal protocols.
4. Structural Demolition and Disposal Plan: remove steel decking and associated steel framing. Remove foundation and concrete flooring.
5. Site Restoration: backfill affected area with sand, grade and level area. Deposit layer of topsoil and seed which should be a mix of a native wild flowers to support pollinators.
6. Project close out: Third part air monitoring clearance testing. Ensure site and access road are clear and free of debris. Complete final inspection.

E. Agreement

The Consultant selected to provide the above referenced services would be expected to enter a SCITM standard service agreement. The Consultant must recognize the sovereignty of the SCITM, the laws of the SCITM, and the dispute resolution process that will govern this contract.

The owner will provide the consultant selected with a copy of the asbestos inspection report.

F. Insurance

The Consultant will be required to adhere to the insurance requirements and indemnification language as stated in the contract. Please provide a copy of the insurance policy indicating level of firm's liability coverage.

G. 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/RFP. The SCITM does not intend to pay for the information solicited or obtained in the RFQ/RFP. In addition, the SCITM reserves the right to reject any and all Qualifications and Fee Proposal Packages on the basis of potential conflict of interest.

H. Incurred Cost

The SCITM 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.

I. Addenda to the RFQ/RFP

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

J. 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/RFP.
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.

K. 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/RFP was unsuccessful. Exclusion of any service for the project may serve as cause for rejection.

L. Acceptance of Qualification and Fee Proposal Content

The SCITM Review Committee will evaluate the contents of the Qualifications and fee proposal. 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 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's understanding of the project and the proposed time frame for completion of the project.

M. Agreement / Compensation

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

N. Responses

To be considered, submit an electronic file of the Qualifications and Fee Proposal to the Saginaw Chippewa Indian Tribe of Michigan **no later than 5pm June 15, 2022**, at the following addresses:

**Tom Kequom, Construction Project Manager, tkequom@sagchip.org; and
Sam Anglin, PSH Coordinator, sanglin@sagchip.org.**

Consultants utilizing the US mail to deliver hard copies of the Qualifications and Proposal should allow normal mail delivery time to ensure timely receipt and provide one copy to each address listed below:

SCITM, Tom Kequom, 2710 Makwa Drive, Mt. Pleasant, MI 48858.

SCIT Housing Department, Sam Anglin 2451 Nishnabeanong Drive, Mt. Pleasant, MI 48858.

O. Disclosure of Contents

All information provided in the RFQ/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

Format

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.

A. The Consultant's Qualification & Fee Proposal shall be evaluated on the following information:

1. **Background (General Experience)**

Provide a history of your firm, 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 and example of the costs associated. 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. 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. A fee schedule needs to be included.

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.

- A. The Qualifications shall designate a single representative or prime contact for the Consultants, through whom the Review Committee may communicate with the Consultant.
- B. 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.
- C. The RFQ/RFP 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.
- D. 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.