

2016



**Working Together To
Protect Our Environment**

**REQUEST FOR PROPOSALS:
WILDLIFE HABITAT ENHANCEMENT PROJECT**

**REQUEST FOR PROPOSALS FOR CONTRACTING SERVICES ON SAGINAW
CHIPPEWA INDIAN TRIBE LANDS WITHIN THE ISABELLA RESERVATION**
General Information and Requirements

A. Purpose

The Saginaw Chippewa Indian Tribe is requesting bid packages for a wildlife habitat enhancement project within the Isabella Indian Reservation in Isabella County, MI. The Tribal wildlife biologist will oversee the planning and development of the project, which will include native grassland restoration, fall tree planting, food plot development, crop tree release, and associated site preparation for each. Proposals in the form of a bid package are requested for interested qualified contractors.

After receipt of proposals, final recommendations will be made on the basis of criteria which include cost for the intended scope of work included in this RFP, local knowledge, recent experience with similar projects, the personnel to be assigned, and the degree to which the Contractor 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 2,800 are in trust and fee status. The Arenac County portion of the Isabella Reservation consists of 921 acres in trust and 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 Heather Shaw, Wildlife Biologist: (989)775-4146.

C. Scope of Services

The Saginaw Chippewa Indian Tribe is seeking proposals for a wildlife habitat enhancement project on Tribal land (see Appendices). The project is required to be satisfactorially completed by **September 1, 2016**. All work products will be submitted with a final invoice no later than **September 12, 2016**.

The project is located on the Kerby Property: Denver Township, Isabella County, Michigan T15N03WSEC29. Requested proposals will include the following components:

1. Project Plan

- a. Detailed site preparation description, including Best Management Practices utilized to avoid impacting nesting wildlife, runoff, etc.
- b. Timeline for project completion

2. Project Design

- a. Design of Best Management Practice to be utilized, specifications will follow the NRCS Conservation Practice Standards where possible for: site preparation, herbaceous weed control, tree establishment, native grass establishment for wildlife, hardwood crop tree release, and forest stand improvement.

3. Cost Estimate

- a. Itemized cost estimate for project implementation including line items for grassland site prep, grassland restoration, tree planting site prep, tree planting, and food plot site prep and establishment. Equipment rates are also requested.

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 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 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 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, 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, four (4) copies of the Proposal must be submitted by hand or by mail to the Saginaw Chippewa Indian Tribe of Michigan **no later than 1:00 p.m on Monday May 16th, 2016** at the following address:

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: Saginaw Chippewa Wildlife Habitat Enhancement Project**

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. Contractors 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 the last 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. Describe your firm's experience in working with 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 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 firm's 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 firm's 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.

Appendix A: Project Narrative

Saginaw Chippewa Indian Tribe

Enhancing Wildlife Habitat within the Isabella Indian Reservation

The Saginaw Chippewa Indian Tribe is initiating a project to enhance wildlife habitat on Tribal Land within the Isabella Indian Reservation. The project will include native grassland restoration, tree planting, and crop tree release on a 270 acre parcel of Tribal property.

Project Goals: This project will be the first of many within the Tribe's new wildlife management program that will enhance and improve wildlife habitat. The project will address regional priorities within the Northern Lower Peninsula which include developing grassland areas and managing early successional forest. The grassland restoration will include planting twenty one (21) acres in a mix of warm and cool season grasses and forbs which will provide food sources, nesting cover, and associated brood rearing habitat for upland game birds, specifically ring-necked pheasants (*Phasianus colchicus*) and wild turkey. Within the grassland matrix of the property, two, seven (7) acre food plots will be established that will support upland game birds and white-tailed deer. The project will also include a five point five (5.5) acre coniferous tree planting adjacent to a riparian corridor along Jordan Creek, a tributary of the Tittabawassee River. Portions of this fallow farm field will be transformed to a mix of red pine (*Pinus resinosa*), white pine (*Pinus strobus*), and Northern white cedar (*Thuja occidentalis*). Tree protectors will be placed around the seedlings to prevent deer depredation. The tree species to be planted will develop in staggered growth stages and will provide seasonal shelter and cover for white-tailed deer (*Odocoileus virginianus*) and Eastern wild turkey (*Meleagris gallopavo*), as well as small game species, while increasing habitat connectivity and reducing agricultural fragmentation. These project items will be completed by a qualified contractor. White pine and oak species have been identified within the property and will be released through the chemical or mechanical clearing of dominant adjacent trees, as many wildlife species depend on white pine and oak species for food and cover in Michigan's harsh winter climate. Early successional species, specifically aspen types, surrounding paper birch (*Betula papyrifera*), red maple (*Acer rubrum*) and red oak (*Quercus rubra*) will also be cleared or thinned in a fifteen (15) acre crop tree release by a contractor and managed for seed and hard mast production to benefit several game species. Overall, this project enhances and increases the amount of desirable habitat for game species and allows wildlife to better adapt to the constant changes that a fragmented landscape endures.

Project Benefits and Outcomes: Tribal lands available to members for hunting are restricted to the Isabella Reservation boundary, offering limited opportunities with respect to space and species to hunt. The proposed project will improve recreational lands and offer more diverse hunting opportunities by increasing small game and upland game bird habitat that is easily accessed. Increased hunter success and hunter satisfaction within the Tribal community is expected, as the project location is the most heavily utilized recreational property on the Reservation. The proposed property is also surrounded by private land within the Reservation, where a strong hunting community is present.

Saginaw Chippewa Indian Tribe- WHGP Plan Map

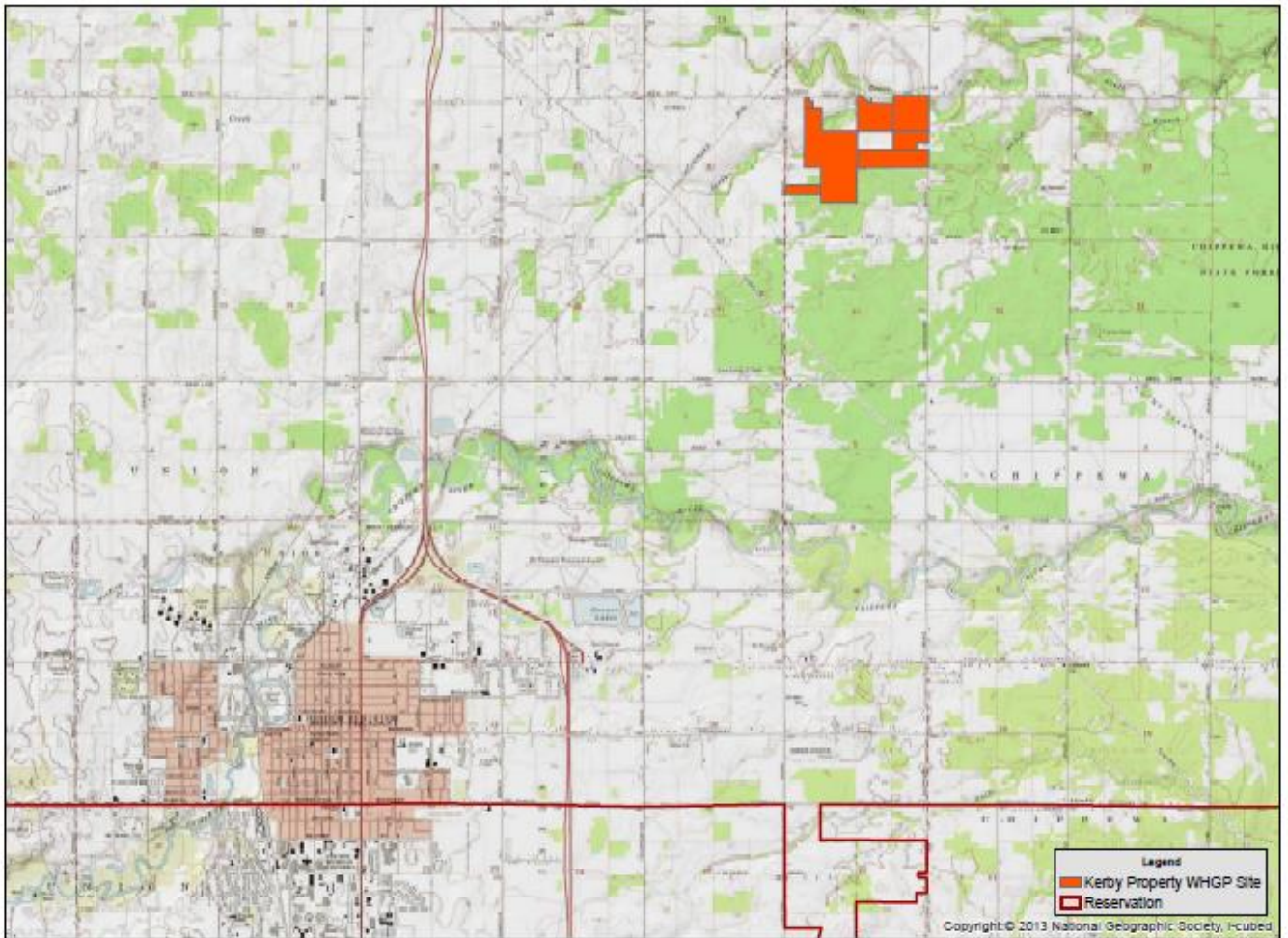


Figure 1. Project property location within the Isabella Indian Reservation, Northeast of the City of Mt. Pleasant, MI.

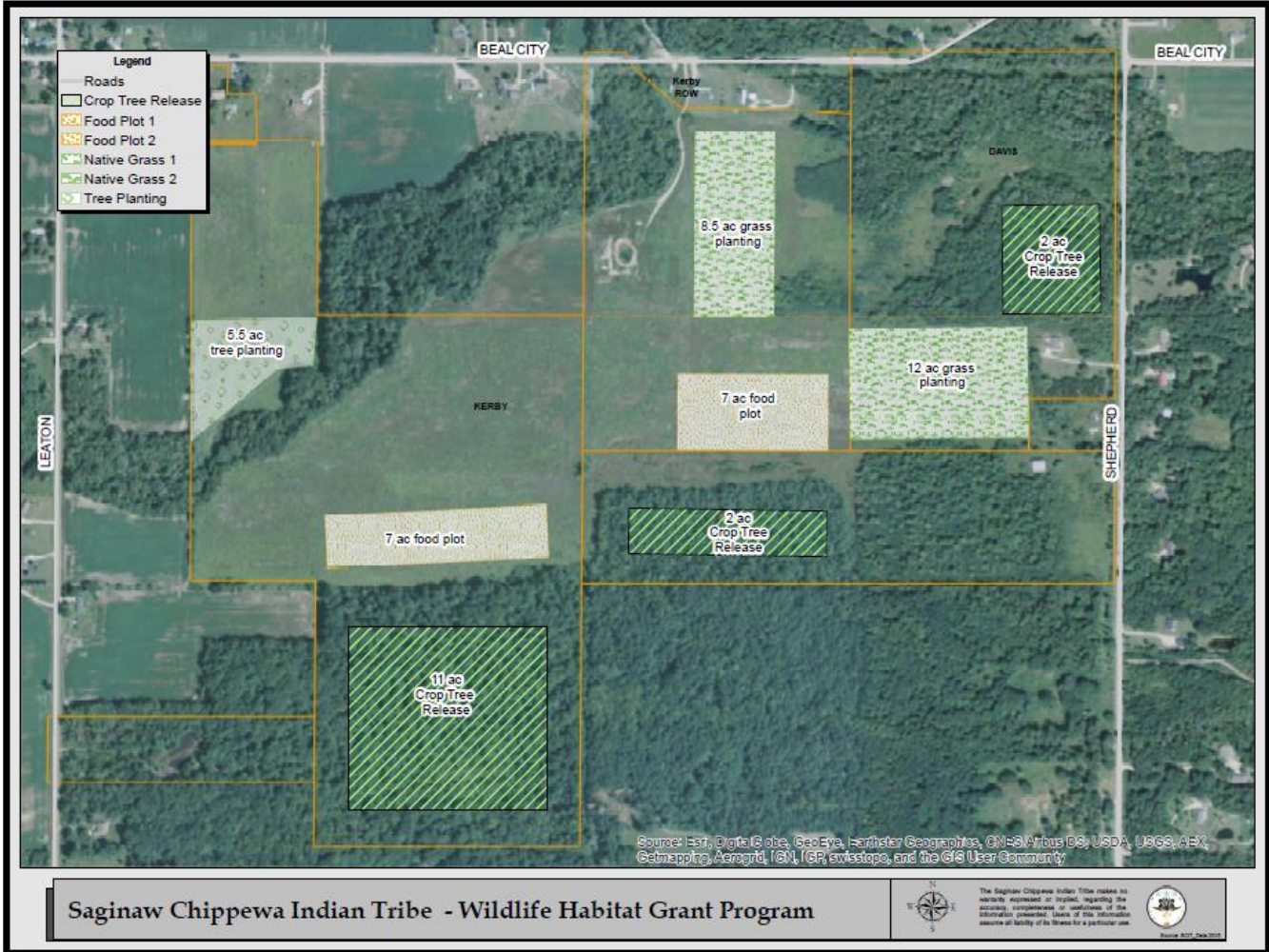


Figure 2. Draft Project plan, locations of project items may be flexible depending on more favorable landscape characteristics.