

# REQUEST FOR ARCHITECTURAL/ENGINEERING PROPOSALS

**Project Title:** OTTO PARK ALTERATIONS

**Date Issued:** January 12, 2026

**Responses due:** February 11, 2026 by 5pm

**Issued By:** The Saginaw Chippewa Indian Tribe of MI

**Address:** 2451 Nishnabeang Rd., Mt. Pleasant, MI 48858

**Contact:** Rosalie Maloney, SCIT Housing Manager  
[RoMaloney@sagchip.org](mailto:RoMaloney@sagchip.org)  
989.775.4581

Miranda Pelcher-Miley, Regulatory Compliance Specialist  
[MiPelcher@sagchip.org](mailto:MiPelcher@sagchip.org)  
989.775.4583

## SECTION 1: GENERAL INFORMATION

**Description:** The Saginaw Chippewa Indian Tribe is seeking Architectural/Engineering services to provide Site Analysis, Schematic Design, Design Development, Construction Documents and Construction Administration Services for the project described below in the Project Overview. The services provided must meet the objective described herein.

**Introduction:** The Saginaw Chippewa Indian Tribe of MI is a federally recognized tribal government. The Saginaw Chippewa Housing Department (SCHD) is wholly owned and operated by the Tribe located on the Isabella reservation in Isabella County, MI. SCIT is securing federal grant funding to make improvements to the existing Otto Park property situated between Otto Drive and Ogemaw Drive in Chippewa Township. Located at 2379 Ogemaw Drive, Mount Pleasant, MI, 48858.

**Purpose:** The purpose of this RFP is to solicit proposals from Architectural/Engineering firms licensed to do business in the State of Michigan to provide professional services in support of the Saginaw Chippewa Indian Tribe. The instructions on proposal preparation, required documents, eligibility requirements and evaluation criteria are provided herein.

**General SOW:** The General Scope of Work for this project will include furnishing of all supervision, labor, materials, equipment, travel, consumables, testing and document production required to provide complete Site Analysis, Geotechnical Surveys, Geotechnical Soil Analysis, Schematic Design, Design Development, Construction Documents and Construction Administration services.

**Response Format:** Proposals should be prepared simply, providing a straightforward, concise delineation of the approach and capabilities necessary to satisfy the requirements of the RFP.

**Proposal Response: Proposals must be submitted electronically to Saginaw Chippewa Indian Tribe  
C/O Rosalie Maloney- SCIT Housing Manager and Miranda Pelcher-Miley-  
Regulatory Compliance Specialist**

**Rosalie Maloney,  
SCIT Housing Manager  
[RoMaloney@sagchip.org](mailto:RoMaloney@sagchip.org)  
989.775.4581**

**Miranda Pelcher-Miley  
Regulatory Compliance Specialist  
[MiPelcher@sagchip.org](mailto:MiPelcher@sagchip.org)  
989.775.4538**

## **SECTION 2: TERMS AND CONDITIONS**

**Questions:** Requests for interpretation/clarification to the RFP document must be written and submitted to Rosalie Maloney and Miranda Pelcher-Miley via email: [RoMaloney@sagchip.org](mailto:RoMaloney@sagchip.org) and [MiPelcher@sagchip.org](mailto:MiPelcher@sagchip.org). Allow five (5) days for processing written questions received. All questions must be submitted no later than seven (7) days from the RFP closing date.

**RFP Amendments:** Saginaw Chippewa Indian Tribe reserves the right to request any submitter clarify its proposal or to supply any additional material deemed necessary to assist in the evaluation of the proposal. SCIT reserves the right to change the RFP schedule or issue amendments to the RFP at any time.

**Schedule:** The current procurement schedule is as follows:

<b>Release RFQ</b>	<b>01/12/2026</b>
<b>Pre-Submittal Mtg.-Site Tour</b>	<b>01/26/2026</b>
<b>Deadline for Questions</b>	<b>02/02/2026</b>
<b>Deadline for Submissions</b>	<b>02/11/2026</b>

**Pre-Submittal:**

**Meeting & Site Tour:** The Owner will conduct a pre-submittal meeting & site tour for those intending to respond to the RFP. The pre-submittal meeting and tour shall be held: 2451 Nishnabeanong Rd., Mount Pleasant, MI, 48858.

**January 26, 2026  
2:00-3:30 pm  
Otto Park – 2379 Ogemaw Drive, Mount Pleasant, MI, 48858  
Chippewa Township, Michigan 48858**

## **SECTION 3: REQUESTED SERVICES**

**Duration:** Saginaw Chippewa Indian Tribe anticipates the service period duration for the Scope of Work identified in this proposal to span 9-12 months for design and construction. SCIT assumes a minimum of 6 months for construction. Submitters are to provide a timeline describing phases of design and duration of time for each phase of services.

**Cost Proposal:** The cost proposal is to include but not limited to the following design services for all phases of work described in the Scope of Work section of this RFP. Assumed services to be included for this project include:

- **Site Survey (Geotechnical Topo/Utilities and Geotech Soil Analysis)**
- **Civil Engineering including paving for parking and walking surfaces as well as storm water management.**
- **Structural Engineering Services for outdoor shelter**
- **Landscape Architecture Services**
- **Architectural Services (as required for outdoor shelter)**
- **Natural Playscape design**
- **Electrical Engineering Services for Site Lighting, Pavilion Lighting and power needs.**

**Project Goals:**

- **Provide a design that includes all the site features outlined in the Project Overview listed above.**
- **Develop project deliverables for each of the phases outlined in the project Scope of Work below.**
- **Provide final Bid Set Documents that fully describe the intent of the design.**
- **Provide a design that accommodates Universal Design strategies.**
- **Incorporate all state and local code and zoning requirements including ADA compliant guidelines and Public Playground Safety Handbook Requirements (U.S. Consumer Product Safety Commission)**

**Project Overview:** The project consists of making improvement and alterations to the existing Otto Park property situated between Otto Drive and Ogemaw Drive in Chippewa Township. The 2.86-acre parcel will need to be regraded and landscaped to accommodate new site features that include the following:

- **4-5 parking spots (including the required ADA compliant spots)**
- **Basketball Court**
- **Park Pavilion**
- **Natural Playscape**
- **Sidewalks and Walking Paths**

## **SECTION 4: SCOPE OF WORK**

**Scope of Work:** Scope of Work for this project will include furnishing of all supervision, labor, materials, equipment, travel, consumables, testing and document production required to provide complete Site Analysis, Geotechnical Surveys, Geotechnical Soil Analysis, Schematic Design, Design Development, Construction Documents and Construction Administration services. The submitter is responsible and liable for full compliance with all Tribal, Federal, State and Local regulations regarding the work performed.

**Site Evaluation:** Provide planning surveys and site evaluation of the SCIT project located in Chippewa Township, MI. Include aspects of the natural site and existing installations that will influence the design options. Furnish surveys describing physical characteristics, legal limitations, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and

adjoining property and structures; adjacent drainage; rights-of-way; restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data pertaining to existing buildings, other improvements and trees. Prepare infrastructure studies that reflect the water/sewer, storm water, electric, communication and data, both public and private, above and below grade, including inverts and depths, and traffic access and circulation of each site. All the information on the surveys / studies shall be referenced to a site Project benchmark. Provide a minimum of three soil borings for the required Geotechnical Report.

**Schematic Design:** Based on the approved program and the site analysis provide schematic documents that establish the size, quality and character of the entire project, and illustrate the scales and functional relationships between project components. Develop a minimum of three park design options for review and consideration. Provide outline specifications or other documents required communicating the design intent for park structures, materials, lighting and infrastructure.

Provide a general cost estimate reflecting the program, site and schematic design.

**Design  
Development:**

Design documents at this phase of the project should focus on one approved design concept for the park. Deliverables for this phase of work should include plans, elevations, sections and details for each of the park components. Deliverable should also include a Project Specifications Manual as well as product data on all materials, equipment and furnishings proposed for the project.

Provide an updated cost data that reflects the quantities and scope of work generated in the Design Development deliverable package.

**Construction  
Documents:**

Construction documents, as defined by Construction Specification Institute or CSI, are "the written and graphic documents prepared for communicating the project design for construction and administering the construction contract." They consist of the drawings, specifications, contracting requirements, procurement requirements, modifications and addenda, and resource drawings. Some of these documents are used for procurement of a construction contract (i.e., bidding and negotiation) and some are used for the construction contract (i.e. contract documents). Of these documents, the drawings and specifications provide essential information for the design.

**Construction  
Administration:**

The Consultant will provide Construction Administration support as described in the AIA Document A201-2007 to include but not limited to; field review & tasks coordinated by the architect, weekly meetings with contractor and Tribes, progress reports and evaluations, review contractor application for payment, shop drawings and product data submittal review and action, RFI review and response, punch list creation and associated trip fees, equipment startup inspection/commissioning, substantial performance report and certification and miscellaneous Owner assistance.

**Tribal Council &**

**Public Engagement:** Submitters will be required to attend a minimum of three (3) Tribal Council meetings to present the design at the end of Schematic Design, Design

**Development and Construction Documents. Submitters are required to attend a minimum of 7 meetings between Bidding and Final Punch list/Closeout.**

## **SECTION 5: SUBMISSION REQUIREMENTS**

### **Submission Content:**

**The content requirements set forth in this RFP represent minimum content requirements. It is the respondent's responsibility to include information in the RFP response to present all relevant qualifications. The RFP response, however, should not contain standard marketing material or other general materials. It is the submitters' responsibility to modify such material content so that it is directly relevant information.**

**RFP responses are to include the following:**

- 1. Cover Letter**
- 2. Understanding of the Project**
- 3. Preliminary Project Work plan and Timeline**
- 4. Project Team including Resumes & Team Organizational Chart**
- 5. Relevant Project Experience**
- 6. Staff Hourly Rate Sheet**
- 7. References (minimum of three)**
- 8. Certificate of Liability Insurance**
- 9. Tribal Ownership Certification (If applicable)**
- 10. Proof of small business/women/minority/or service-disabled veteran-owned (if applicable)**

## **SECTION 6: PROPOSAL EVALUATION**

### **Evaluation Procedures:**

**The Selection Committee will evaluate proposals. The Selection will consider how well the submitters' proposal meets the needs of the Saginaw Chippewa Indian Tribe as described in the submitter response to each requirement. In evaluating the proposals, the Selection Committee will be using a criteria evaluation process. Evaluations will be based on criteria as below. All proposals will be evaluated using the same criteria and weighting.**

### **Scoring & Evaluation Criteria:**

**The evaluation factors reflect a wide range of considerations. While cost is important, other factors are also significant. Consequently, the SCIT Selection Committee may select other than the lowest cost solution. The objective is to choose an Architectural / Engineering Firm capable of providing a reliable and effective solution within a reasonable budget.**

**To accomplish this the SCIT Selection Committee will review the price proposals of only the three highest scoring submitters. Please note that Indian Preference will be a deciding factor in the evaluation criteria.**

**Evaluation will be based on the following criteria:**

- 1. Firm overview, history and relevant project experience that would illustrate the expertise that your firm would bring to the project.**
- 2. Qualifications of individual team members proposed for the project.**
- 3. Detailed Project Work plan and Schedule**
- 4. Native Preference**
- 5. Small, woman, minority and service-disabled veteran-owned business preference.**
- 6. Three (3) client written references, include contact information (within the last five (5) years)**