



Match-E-Be-Nash-She-Wish Band of Pottawatomis Indians **GUN LAKE TRIBE**

David K. Sprague
Tribal Chairman

Federally Acknowledged
August 23, 1999

Service Area: Allegan, Barry
Kalamazoo, Kent, and
Ottawa Counties

HOUSING DEVELOPMENT PROJECT REQUEST FOR PROPOSAL FOR ENGINEERING SERVICES 2009-001

I. INTRODUCTION

The Match-E-Be-Nash-She-Wish Band of Pottawatomis Indians, aka, the Gun Lake Tribe, a federally recognized Indian Tribe was recently awarded a Native American Housing Block Grant (NAHBG) under the American Recovery and Reinvestment Act (ARRA). The funds will be utilized for the first phase of development for approximately nine single family homes on fee simple land owned by the Tribe in Wayland Township.

II. SCOPE OF WORK

- Survey the existing site including, but not limited to: property lines, roads, road access, trees, and all structures within 500-feet of the property
- Develop site plan for all phases of development
- Utility layout and design
- Design road and street *per* minimum standards set forth by Allegan County Road Commission
- Provide geotechnical soil assessment based on seven borings at a depth of 20'
- Develop a storm water management plan
- Lead efforts to rezone parcel from Agriculture to Rural Preserve, including attendance at all applicable meetings or hearings
- Assist in preparation of RFP for construction firms and review of proposals

III. PROJECT DESCRIPTION

The Tribe is seeking competitive proposals from engineering firms to complete site development for an Elder's Housing Project, which will consist of approximately nine (9) single family homes for Tribal elders. All homes will be green construction, Energy Star and built on approximately 33 acres (parcel numbers 03-24-028-015-60 and 03-24-028-015-70) on 128th Street in Wayland Township, County of Allegan, Michigan. The homes will be a combination of barrier free and general floor plans to meet the needs of our elder population. The total construction cost for the project is estimated at 1.5 million to 1.75 million. The anticipated ground breaking date is May of 2010. Thus, the award of this project is anticipated mid-December 2009.

IV. REQUEST FOR PROPOSAL DOCUMENTS

Applicants should carefully examine Request for Proposal documents, including all attachments, to familiarize themselves with applicable requirements prior to submitting a proposal. A pre-bid meeting will be held on Friday, November 13, 2009 at 10:00 am at the Bradley United Methodist Church located at 695 128th Ave. in Shelbyville, MI. All questions during the proposal period should be in writing to Housing Director, Melissa Brown at mgbrown@mbpi.org.

Prior to submitting a proposal, each applicant should familiarize themselves with all existing conditions, including the site, applicable laws, codes, ordinances, rules, and regulations affecting their work, including but not limited to the terms outlined in Section VIII herein.

Copies of all laws, codes, and ordinances pertaining to Wayland Township can be obtained by contacting Professional Code Inspections (PCI) located at 1575 142nd Ave., Dorr, MI 49323 (616.877.2000).

V. PRE-QUALIFICATION

In order to submit a Proposal, the applicant and key staff assigned to the project must be licensed under all applicable laws in the State of Michigan.

Applicants must have demonstrated prior experience in work of a similar scope.

The applicant must possess and maintain insurance coverage with the minimum amounts stated below;

- \$1,000,000 Professional Liability Insurance
- \$1,000,000 General Liability Insurance
- \$1,000,000 Automobile Insurance
- \$1,000,000 Employers Liability Insurance
- Proof of Worker's Compensation Insurance

The following bonding requirements will apply;

- A bid guarantee equivalent to five percent of the bid price
- A performance bond for 100 percent of the contract price

VI. PROPOSAL ATTACHMENT

All proposals must include:

1. Provide the following information about your company:
 - a. Name of firm
 - b. Address of firm
 - c. Email address, telephone, and fax number
 - d. Name of primary contact

2. Brief History of Firm:
 - a. Size of firm and staff
 - b. Years in business
 - c. Prior experience with Tribes, if applicable

3. Resumes of key personnel assigned to project:
 - a. Name(s)
 - b. Years of service with firm
 - c. Education
 - d. Professional experience

4. Project Experience: List at minimum the last three (3) new construction projects that have been completed by your firm that represent a similar scope, budget, and complexity. For each project include:
 - a. Name and location
 - b. Scope of project
 - c. Budget
 - d. Completion date
 - e. Photographs
 - f. Project owner's point of contact
 - g. Project owner's phone number and email address

5. Licensure:
 - a. Is the principal licensed to practice engineering in the State of Michigan?
 - b. Has the principal or any key personnel assigned to the project had their license suspended?
 - c. The principal and key personnel must include a copy of their license.

6. Legal proceedings:
 - a. Identify any ongoing legal proceeding or pending legal proceeding, *i.e.*, arbitration, compliant, or court action, filed by an owner or contractor against your firm for any project within the last five (5) years

7. Pricing:
 - a. Firms are required to provide a firm fixed price for each of the items within the scope of work.

VII. PROPOSAL STANDARDS

Applicants are required to submit an original proposal along with ten 10 copies in an envelope clearly marked "Housing Department (Elders RFP)". Each page of the proposal must clearly identify what firm the proposal is from. Proposals will be accepted beginning on November 16, 2009 and will be accepted until November 30, 2009, at 3:00 p.m. in either of the following forms:

1. ***Hand Delivered:***

Gun Lake Tribe
Administrative Offices
1743 142nd Avenue, Suite 6
Dorr, MI 49323

2. ***First Class Mail:***

Gun Lake Tribe Housing Department (Elders RFP)
PO Box 218
Dorr, MI 49323

NOTE: Firms submitting proposals by First Class Mail should allow sufficient time for delivery to ensure receipt by the date/time as specified above.

Faxed or e-mail proposals will not be accepted.

Proposals received after the deadline will be returned to the applicant unopened and will not be accepted.

All proposal pricing must remain firm for a period of ninety (90) days following the bid opening, submission, and the proposal must contain a signed statement to this effect.

VIII. TERMS OF CONTRACT

The provisions of HUD forms (HUD-5369-A, Representations, Certifications, and Other Statements of Work; HUD-5370, General Conditions for Construction Contracts) and provisions relative to American Recovery & Reinvestment Act funds apply to the procurement of these services.

Proposals will be accepted from non-Indian as well as Indian-owned economic enterprises or organizations. This proposal is subject to Section 7 (b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 405e), which requires in part that to the greatest extent feasible, preference in the award of the contracts and subcontracts shall be given to Indian Organizations and Indian-owned Economic Enterprises.

First preference shall be given to a Gun Lake Tribe citizen-owned business which comes within 10% of the low proposal and who is responsive and responsible.

Second preference shall be given to any other Indian-owned business which comes within 10% of the low proposal and who is responsive and responsible, if no Gun Lake Tribe citizen-owned business does so.

Any bidder seeking Indian Preference in this award must provide evidence that it is not less than 51-percent Indian owned and controlled. If you are seeking preference, please contact the Tribe's Housing Department at 616.681.9510 to receive a prequalification packet.

IX. DOCUMENTATION

Failure to provide sufficient information for the evaluation criteria will result in the loss of points or being deemed unresponsive. We reserve the right to verify the validity of all information provided.

X. RANKING CRITERIA

Award of the contract resulting from this RFP will be based upon the most responsive and responsible firm whose offer will be the most advantageous to the Match-E-Be-Nash-She-Wish Band of Pottawatommi Indian Housing Department in terms of cost, functionality, and other factors as specified below. This evaluation will be calculated in accordance with the following evaluation criteria and the respective point values assigned. Consideration of the award will be determined based on the accumulation of points.

Evaluation Criteria	Points
1. EXPERIENCE	25
The firm's principal and key personnel have at least fifteen years experience	25
The firm's principal has fifteen years experience and the key personnel have at least ten years experience.	20
The firm's principal and key personnel have at least ten years experience.	15
2. PRICING	20
The firm is the lowest responsive bidder.	20
The firm is the second lowest responsive bidder.	16
The firm is the third lowest responsive bidder.	12
All others.	8
3. TIME LINE	20
In four weeks, the firm is able to: <ul style="list-style-type: none"> • Complete site plan and submit completed application to Planning Commission. • Complete the road and street design. <p>In addition, all remaining items within the scope of work must be completed within four months, excluding rezoning and preparation of RFP.</p>	20
In six weeks, the firm is able to: <ul style="list-style-type: none"> • Complete site plan and submit completed application to Planning Commission. • Complete the road and street design. <p>In addition, all remaining items within the scope of work must be completed within four months, excluding rezoning and preparation of RFP.</p>	10
In eight weeks, the firm is able to: <ul style="list-style-type: none"> • Complete site plan and submit completed application to Planning Commission. • Complete the road and street design. <p>In addition, all remaining items within the scope of work must be completed within four months, excluding rezoning and preparation of RFP.</p>	5
4. PRESENTATION – CLARITY/UNDERSTANDING OF PROJECT	15
The eight person committee overseeing the development of this project will rank all proposals 1-5 with five being the highest. The high and low score from the individual committee members will be discarded and the remaining six scores totaled to receive an average.	
Firms receiving an average of 5 points will receive	15
Firms receiving an average of 4 points will receive	11
Firms receiving an average of 3 points will receive	7
Firms receiving an average of 2 points will receive	3
Firms receiving an average of 1 point will receive	0
5. REFERENCES	10
The eight person committee will randomly choose a select number of references from each firm's proposal. A committee representative will contact the selected	10

references and ask the same pre-determined questions. Based upon the scoring of the responses, an average will be determined and the appropriate points awarded to the applicant's proposal.	
Firms receiving an average of 5 points will receive	10
Firms receiving an average of 3 points will receive	6
Firms receiving an average of 2 points will receive	0