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### **Gun Lake Tribe Request for Proposals Gun Lake Tribe Jijak Composting Facility**

#### **I. Introduction**

The Gun Lake Tribe (Tribe), is seeking proposals for the construction of a three (3) bin composting facility at the Tribe's Jijak Property located at 2558 20<sup>th</sup> Street Hopkins, MI 49328. The project is partially funded through United States Department of Agriculture/Natural Resources Conservation Service (USDA/NRCS). The project will be inspected by a USDA/NRCS representative during construction to make sure all specifications are met.

#### **II. Scope of Work**

- a. 90'x14'x5" access road matching existing road with crushed asphalt and geotextile. See engineering for specifications.
- b. 29'x20'x5" concrete approach pad for composting facility. See engineering for specifications.
- c. 29'x10'x6" concrete for composting facility. \*Note 2" slope for composting facility floor. See engineering for specifications.
- d. Posts and plank walls. See engineering sheets.
- e. 400 ft<sup>2</sup> metal roof over composting facility. Roof must match existing barn roof color (copper). \*Note existing posts in engineering sheets may not be utilized as roof supports. Contractor must submit roof design as part of the bid. No roof engineering specs are included within engineering sheets.

#### **III. Project Description**

The Gun Lake Tribe Environmental Department is seeking competitive proposals from general contractors who have experience completing similar projects that can meet the core objectives in a timely fashion. RFP and engineering sheets will be available on the Gun Lake Tribe website until March 13, 2020. Proposals will be accepted until March 20, 2020 at 5:00 pm. Contractor will be selected by March 27, 2020. Work must be completed on/before June 15, 2020.

#### **IV. Request for Proposal Documents**

Applicants should carefully examine the "**Gun Lake Tribe Jijak Composting Facility**" engineering sheets to familiarize themselves with applicable requirements prior to submitting a proposal. All questions during the proposal period should be made in writing or email to Shawn McKenney at [shawn.mckenney@glt-nsn.gov](mailto:shawn.mckenney@glt-nsn.gov). The primary contact for this project will be Shawn McKenney, Gun Lake Tribe representative, at (269)397-1780 X1249. Field site visits are available by request.

#### **V. Pre-Qualification**



In order to submit a Proposal, the applicant and key staff assigned to the project must be licensed and insured, if applicable, 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 Error and Omissions Liability Insurance

## **VI. Proposal Attachment**

All Proposals must include the following information about your company:

1. Brief history of company.
2. Resumes of key personnel assigned to project.
3. Identification of subcontractors (if applicable.)
4. Project experience: List up to five (5) projects completed with similar scope of work to this project.
5. Legal processing's: Identify any ongoing legal proceeding or pending legal proceeding, *i.e.*, arbitration, compliant, or court action, filed against your company or any individual related to the work of your company for any project within the last five (5) years.
6. Work Plan and Schedule: State the methodology and schedule for performance of the scope of work, including a proposed schedule with key milestones for completion of the work in a timely fashion.
7. Bid must include design for roof for the composting facility.
8. Pricing: Provide a lump sum fixed fee including all reimbursable expenses for the completion of the scope of work set forth in your proposal. When preparing the bid, the following items should be taken into account: The Tribe is exempt from State of Michigan sales tax; therefore, all materials purchased within Michigan for the project will not be subject to sales tax.

## **VII. Proposal Standards**

Applicants are required to submit an original proposal via email or one (1) copy in an envelope clearly marked "Gun Lake Tribe Jijak Composting Facility." Each page of the proposal must clearly identify what company the proposal is from. **Proposals will be accepted until March 20, 2020 at 5:00 pm.**



Gun Lake Tribe Environmental Department  
(Gun Lake Tribe Jijak Composting Facility RFP)  
Administrative Offices  
2872 Mission Drive  
Shelbyville, MI 49344

By email to: [shawn.mckenney@glt-nsn.gov](mailto:shawn.mckenney@glt-nsn.gov)

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

Proposals received after the deadline will be returned to the applicant unopened and will not be accepted. All proposal pricing must remain fixed for a period of ninety (90) days following the bid closure on March 20, 2020 at 5:00pm.

### **VIII. Terms of Contract**

Proposals will be accepted from non-Indian as well as Indian-owned economic enterprises or organizations. The Gun Lake Tribe will provide preference to all qualified Indians and Indian-owned economic enterprises or organizations in accordance with applicable law.

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 Indian preference, please contact the Chairperson of the Indian Preference Committee, Amanda Sprague at (269) 397-1630 to receive a prequalification packet.

The Gun Lake Tribe reserves the right, at its own discretion, to accept or reject any and all responses, to waive any irregularity and/or informality in any response and to request and receive additional information from any Contractor when such acceptance, rejection, waiver or request is in the best interest of the Department.

The Gun Lake Tribe will enter into a contract with the Contractor that preserves the sovereign immunity of the Tribe/Department.

The Gun Lake Tribe reserves the right, despite the application of Indian Preference as noted above, to select the Contractor with the proposal that the Tribe believes, in its sole and absolute discretion, provides the greater benefit in light of the estimated cost.

The Gun Lake Tribe reserves the right to decline to select a Contractor for this project.

The contract will not create an employment relationship. The Contractor performing work under the contract will not be employees of the Department or the Tribe.

### **IX. Documentation**

Failure to provide sufficient information for the evaluation criteria will result in the loss of points or being deemed unresponsive. The Department reserves 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 company whose offer will be the most advantageous to the 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.

<b>Evaluation Criteria</b>	<b>Points</b>
<b>1. EXPERIENCE</b>	
Within the last five years, the company's owner(s) and key personnel have collectively completed seven (7) projects with a similar scope.	<b>20</b>
Within the last five years, the company's owner(s) and key personnel have collectively completed five (5) projects with a similar scope.	<b>15</b>
Within the last five years, the company's owner(s) and key personnel have collectively completed less than five (5) projects with a similar scope.	<b>10</b>
<b>2. REFERENCES</b>	
The Department will select a number of references from each company's proposal. A Department representative will contact the selected references and ask the same pre-determined questions.	
Based upon the scoring of the responses, an average will be determined and the appropriate points	
Companies receiving an average of five (5) points will receive	<b>20</b>
Companies receiving an average of four (4) points will receive	<b>15</b>
Companies receiving an average of three (3) points will receive	<b>10</b>
Companies receiving an average of two (2) points will receive	<b>0</b>
<b>3. PRICING</b>	
The company is the lowest responsive bidder.	<b>25</b>
The company is the second lowest responsive bidder.	<b>20</b>
The company is the third lowest responsive bidder.	<b>15</b>
All others will receive.	<b>10</b>
<b>4. TIMELINE</b>	
Companies committing to complete the project within ten (10) weeks of signing a contract will receive twenty points.	<b>20</b>
Companies committing to complete the project within twelve (12) weeks of signing a contract will receive sixteen (16) points.	<b>15</b>
Companies committing to complete the project within fourteen (14) weeks of signing a contract will receive twelve (12) points.	<b>10</b>
All others committing to a timeline will receive ten (10) points.	<b>8</b>
<b>5. WARRANTY</b>	
Companies committing to warranty all services and equipment for twenty-four (24) months will receive ten (10) points. This does not include manufacturers' warranties which, in most cases, will be longer.	<b>10</b>



Companies committing to warranty all services and equipment for eighteen (18) months will receive six (6) points. This does not include manufacturers' warranties which, in most cases, will be longer.	<b>6</b>
Companies committing to warranty all services and equipment for twelve (12) months will receive three (3) points. This does not include manufacturers' warranties which, in most cases, will be longer.	<b>3</b>
<b>6. ROOFTOP</b>	
Providing a design plan for the composting rooftop which will meet State of Michigan wind and snow load requirements will equate five (5) points.	<b>5</b>
<b>TOTAL POINTS POSSIBLE</b>	<b>100</b>