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GUN LAKE TRIBE – LAND USE PLANNING & DEVELOPMENT DEPARTMENT

Corridor Road

Request for Proposal for Professional Services

Part of the NW ¼ of Section 19 Wayland Township, Allegan County, Michigan

DATE ISSUED: August 2, 2024

DATE DUE: September 13, 2024, 2 PM electronic submission

Bids@glt-nsn.gov

CONTACT: Catherine Adsitt – Director of Land Use Planning & Development

Gun Lake Tribe

Development Department 2872 Mission

Dr.

Shelbyville, MI 49344

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(269) 397-1780

I. Introduction

The Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians, aka, the Gun Lake Tribe (The Tribe), a federally recognized Indian Tribe, as part of the federal Department of Transportation Rural and Tribal Assistance Pilot Program is seeking proposals from qualified firms for preliminary design engineering and environmental assessment and perming for an approximate two-mile road extension, with an accompanying non-motorized path/sidewalk.

This is a federally funded project with a firm end date. All services must be completed and approved by December 19th, 2025, so that the Tribe has adequate time to close-out the project with the federal DOT.

See attached contract for reference and graphic for location of the road extension.

II. Project Description

The Gun Lake Tribe is seeking technical services including an environmental assessment, permitting and preliminary design engineering.

Description Amendment:

The intent of the proposed roadway is to establish a connection from Reno Drive, located to the north, to 130th Avenue, to the south. This new roadway will function as a service-oriented, corridor collector road, parallel to US Hwy 131 in support of the broader development goals of the Future Mixed-Use Development Corridor. This strategic placement should avoid bisecting the future development area, allowing for the continued planning of the development corridor without further encumbering its design.

III. Scope of Work

The objective is to prepare the road project for final design. This project will use federal funds and thus the engineering work must meet the standards and requirements of the federal DOT. Proposals should include:

- a) A **Statement of Work**, with a description of **Tasks and Sub-Tasks** by which the project work activities will be organized, executed, and monitored.
- b) A **Project Schedule** (Gantt Chart or equivalent) displaying begin and end times for each Task and Sub-Task, plus achievement of Project Milestones;
- c) A **Project Budget**, displaying planned expenditures for each Task, with a further breakdown by Cost Element for each Task, and by the federal share vs. non-federal share, if applicable.
- d) A description of major **Project Milestones**, including key Reports, start of operations of important systems or subsystems, and other important deliverables or events;
- e) A **Risk Management Plan**, which includes identification and assessment of all known risks, assignment of risk roles and responsibilities, processes for monitoring and controlling risks, and a risk registry.

Key Requirements and Deliverables:

- Complete NEPA Environmental Assessment.
- Complete required Environmental Review and Permits, including but not limited to:
 - Secure Part 404 Permit from Army Corp of Engineers and any other necessary permits
 - Assist with wetland mitigation process and secure mitigation bank credits
 - Section 106 Review
 - Section 107 of Endangered Species Act and other review/permits that may be required
- Develop a preliminary design engineering project package including proposed road layout and sidewalk/path based on constraints, a statement of details to be addressed during

design engineering, and permits, agreements, conditions, and certifications required to administer a construction project, which include the following elements/requirements:

- Create plans, specifications, and estimates following the design standards listed in 25CFR Part 170 Appendix B to Subpart D and 25CFR Subsector 170.454.
- Survey the existing site including, but not limited to: property lines, roads, road access, utilities, trees, and all structures within 500-feet of the proposed roadway.
- Develop site plan. ○ Preliminary utility layout at a high level to identify locations. ○ Preliminary storm water management plan and high-level identification of stormwater needs and location.
- Preliminary engineering design per applicable AASHTO, FHWA, 23 CFR, 23 USC, DOT, and MUTCD design standards.
- Provide geotechnical soil assessment based on best practices.
- Design in conjunction with existing reports guidelines, plans, requirements and recommendations for both aesthetics and wetland mitigation. ○ Deliver 30/75/100% Review Submittals.

IV. Proposal Standard

Applicants are required to submit an original proposal clearly marked “Corridor Road”. Each page of the proposal must clearly identify the name of the company submitting the proposal. Applicants are required to submit an original proposal and all other required documents, along with five (5) copies in a sealed envelope clearly marked “RFP – ROAD PRELIMINARY ENGINEERING”. Each page of the proposal must clearly identify what firm the proposal is from. Mail or deliver proposals to:

Attn: Catherine Adsitt
Gun Lake Tribe
Development Department 2872 Mission
Dr.
Shelbyville, MI 49344

Proposals will be accepted beginning on August 12, 2024 and will be accepted until August 30, 2024 at 2:00 p.m. Applicants are required to send an electronic copy via email to bids@glt-nsn.gov.

Direct all questions to Catherine Adsitt (bids@glt-nsn.gov) no later than three (3) days prior to the required submittal date, unless deadline is waived by the Owner.

Note:

- Proposals received after the deadline 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.

ADDENDA INTERPRETATIONS

If it becomes necessary to revise any part of this RFP said addenda will be uploaded to the Tribe's website. The Tribe is not bound by any oral representations, clarifications, or changes made in the RFP by staff or others, unless such clarifications or change is provided in written addendum from the Tribe and uploaded on the Tribe's website.

V. Proposal Content

Proposals not to exceed 25 pages (resumes and requested documentation do not count toward the page limit and should be included in an appendix). All proposals must include the following information: **PART**

1 | COVER LETTER/EXECUTIVE SUMMARY

In no more than three (3) pages, provide a short, clear summary that can be shared with Tribal leadership. The Cover Letter and Executive Summary shall include:

1. The names of the key members of the consultant team.
2. Identification of subcontractors (if applicable).
3. The mailing address, telephone number, email and the name of the main point of contact for the consultant team.
4. A summary of the consultant's road design experience and qualifications and the significant advantages to selecting the consultant.
5. Prior experience with Tribes, if applicable.

PART 2 | EXPERIENCE AND QUALIFICATIONS OF CONSULTANT/TEAM MEMBERS

Provide detail relating to the experience and qualifications of the members of the team, including an organizational chart showing all key personnel who will be assigned to this project. Submit brief resumes demonstrating the training, experience, years of service with the firm, and other qualifications of the key personnel who will be assigned to this project.

Consultant should further document expertise by including the information regarding the following:

1. Experience of proposed consultant team working together as a team on projects of similar scope, budget, and complexity. List up to five (5) projects. If personnel completed a project of similar scope while at a different company, this must be clearly identified. Link key personnel to listed projects. If a project is listed and key personnel are no longer with the firm, this should be noted.
2. Demonstrate understanding of project characteristics
3. Adequate staff to perform the work
4. Knowledge of local conditions, where appropriate
5. Any other information that would assist the review team in understanding the consultant team's capacity to efficiently and effectively complete the project
6. Similar information must be provided for all sub-consultants.

PART 3 | UNDERSTANDING OF PROJECT SCOPE & DETAILED WORK PLAN

Demonstrate understanding of the project’s scope and challenges. In a proposed work plan, outline methodology, logistics, and deliverables capable of meeting the goals outlined in the scope.

Demonstrate capacity to deliver comprehensive and professional engineering services. Respondents should draw from previous experience and demonstrated competence to articulate how their capabilities are distinct, comprehensive, and add value.

PART 4 | COMMITMENT TO PROJECT BUDGET

Provide a lump sum fixed fee for the project. The lump sum fixed fee shall include and clearly identify costs associated with sub-consultants. Include cost per task and the personnel hours assigned to tasks during the course of the project. Include an hourly fee schedule for the team and any sub-consultants.

Approximate Example:

	<i>Personnel A</i>	<i>Personnel B</i>	<i>Total Hours</i>	<i>Cost/Task</i>
	\$ Hourly Rage	\$ Hourly Rate		
<i>Task 1</i>				\$ sum subtasks
<i>Subtask 1.0</i>	X hours	X hours	X hours	\$
<i>Subtask 1.1</i>	X hours	X hours	X hours	\$
<i>Task 2</i>				\$ sum subtasks
	Total Hours	Total Hours	Total Hours	

Also include acknowledgement that the respondent can effectively complete this project within the timeframe and budget indicated. Clearly explain the method and process the respondent will use to ensure the project is within budget and that the Tribe will be getting the best value within the budgeted amount.

PART 5 | DELIVERY SCHEDULE AND TIMELINE

Completion of this project in a timely fashion will be an important factor to the Tribe. Provide a Gantt chart or schematic representation of the delivery timeline with pertinent milestones and events.

Specific dates should be used assuming an award to this RFP. Consultant shall be prepared to begin work within two (2) weeks of the Notice to Proceed. Indicate in the proposed scheduling the necessary involvement and various decision points required of the Tribe. The Consultant must meet with Tribal Staff and, at a minimum, conduct meetings on the following occasions:

- A. Project Kick-off meeting
- B. Biweekly stakeholder meetings to gather guidance

- C. 30% submittal review
- D. 75% submittal review
- E. Final Draft presentation to Council
- F. Final package submittal presentation to Council

The following requirement must be met:

A State of Michigan licensed civil engineer must certify (seal) on the project plans and specifications that they meet applicable health and safety standards according to 25 CFR § 170.454.

A certification letter must be provided to the Tribe.

PART 6 | REFERENCE REVIEW

The review team will conduct a background reference review of each respondent. Please include the following information for three (3) projects that the proposed consultant team worked on together:

- 1. Name of the project/study
- 2. Location of the project
- 3. Name, title, and contact information for the client
- 4. Project budget
- 5. Date of completion of the project

PART 7 | PRE-QUALIFICATION

- 1. Identify and explain any resolved or ongoing legal proceeding, or pending legal proceeding, i.e. arbitration, complaint, 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.
- 2. 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. Identify if principal is licensed to practice engineering and if the principal or any key personnel have had their license suspended. Include copies of the licenses.
- 3. Signed statement that the attached contract is acceptable and negotiation will not be requested.
- 4. Include copy of insurance to protect the Gun Lake Tribe from loss. The following minimum limits shall be met:

A. Professional Liability (Errors and Omissions) Coverage	Three million dollars (\$3,000,000.00) each occurrence
B. Bodily Injury and Property Damage	One million dollars (\$1,000,000.00) each occurrence; two million dollars (\$2,000,000.00) aggregate

C. Commercial Automobile Coverage including owned, non-owned, leased and hired vehicles (if used on Gun Lake Tribe property)	One million dollars (\$1,000,000.00) combined single limit for each accident
D. Excess coverage above the General Liability and Auto lines	Five million dollars (\$5,000,000.00)
E. Workers' Compensation Coverage	In accordance with State of Michigan requirements at the Time of proposal
F. Products or Completed Operations	One million dollars (\$1,000,000.00) each occurrence; two million dollars (\$2,000,000.00) aggregate

The Contractor's insurance outlined in the contract will be primary and non-contributory.

Gun Lake Tribe will be named as Additional Insured on the contractor's General Liability and Auto Liability policies

The Contractor's workers compensation policy shall include a Waiver of Subrogation in favor of Gun Lake.

Any deductible or self-insured retention must be disclosed and any claim payments falling within the deductible shall be the responsibility of the Contractor. The Tribe requires that these aggregate limits be maintained by the Consultant as required.

The Contractor shall require all subcontractors to carry the same forms and minimum coverages. Evidence of these coverages must be provided to the Tribe prior to the contractor or subcontractor coming onto Tribal lands.

A sample certificate of insurance will be provided to the applicant. The applicant will be required to complete and submit a certificate of insurance along with the required endorsements upon award of the project and prior to commencement of services.

VI. Terms of Contract

A non-disclosure agreement will be required for the selected applicant and any subcontractors. Such agreement must cover all principals, key staff and all support staff who may encounter documents, reports, graphics or other components related to this project.

Proposals will be accepted from non-Indian as well as Indian-owned enterprises or organizations. The Gun Lake Tribe will provide preference to all qualified Indians and Indian-owned 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, in 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 determined to be in the best interest of the Tribe.

The Gun Lake Tribe will enter into a contract with the Contractor that best preserves the goals and interests of the Tribe.

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 the project.

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

The retention and approval of any subcontractor shall not diminish or reduce Contractor's obligations and duties under the contract and shall not create any obligations on the part of the Tribe to the subcontractor. Any documents resulting from the contract will be the property of the Tribe.

VII. Documentation

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

VIII. Evaluation Process

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 Gun Lake Tribe in terms of cost, functionality, and other factors.