



I. Introduction

The Match-E-Be-Nash-She-Wish-Band of Pottawatomi Indians, also known as the Gun Lake Tribe (GLT), has lands along 129th Avenue, Shelbyville, MI. The Gun Lake Casino and Tribal offices are located along this corridor. The Tribe is in the process of designing infrastructure improvements to support current and future development.

II. Project Description

The Tribe is seeking competitive proposals for the project described herein. The Project involves the identification of a location for new wellfields and an elevated water storage tank (water tower) location, and associated treatment facilities (as may be needed), to serve the Gun Lake Casino (Casino), the Government Campus and other Tribal development through a looped water main system in an approximate 900 acre area.

Development of the wellfield and elevated tank will permit the Tribe to decommission an existing water treatment plant and on-grade water storage tanks, freeing space on the reservation trust parcel for future development. At the time of decommission, evaluation of the existing wells for landscaping irrigation or other purposes should be conducted.

Longer-term, a second new wellfield and on-grade storage may be needed to support future development.

The immediate project will be phased. Phase one will consist of activities related to site selection. Future phases will address design, permitting and construction.

III. Purpose of Request

The Gun Lake Tribe (the Tribe) has developed this Request for Proposal (RFP) for the purpose of soliciting professional engineering services to help the Tribe identify potential sites and select a site for new wellfields and an elevated water storage tank (water tower), and associated treatment facilities (as may be needed), to serve the Gun Lake Casino (Casino), the Government Campus and other existing and proposed Tribal development in an approximate 900 acre area.

The chosen consultant will be required to:

- Review of the existing water system;
- Review reports and studies commissioned by the Tribe and other available information such as topography and distance to existing development;
- Develop a weighted ranking of the five best sites for the elevated water storage tank and wellfield, including a description of the ranking process;
- Meet with the Tribe to review the potential sites and discuss appropriate tank size for current and future needs;
- Conduct geo-technical soil borings in coordination with MTC (a firm already contracted) and test wells on the site(s) selected by the Tribe, such work to be priced per site;

- Meet with the Tribe to select a site for the wellfield, elevated water tank and water treatment facility, if needed; and
- Develop a conceptual engineering budget for development of the wellfield, elevated water storage tank, water treatment facility (as may be needed), necessary infrastructure to connect to the Casino site and other development, such as the Government Campus, to be served by the water source.

IV. Project Deliverables

- Map (GIS shape file and pdf version) of five best sites for the elevated water storage tank and wellfield,
- A detailed description of the ranking process used to select the sites;
- A meeting with the Tribe to review the potential sites, including a copy of the presentation to Tribe that incorporates presentation notes;
- Results of geo-technical soil borings of and test well(s) for the site(s) selected by the Tribe for additional study;
- Meeting with the Tribe to select a site for the wellfield, elevated water tank and water treatment facility, including a copy of the presentation and a written summary of the discussion and decision making; and
- A conceptual engineering budget for development of the wellfield, elevated water storage tank, water treatment facility (as may be needed), necessary infrastructure to connect to the Casino site and other development, such as the Government Campus, to be served by the water source.

V. Request for Documents

Potential applicants may contact the tribe to schedule a review of select documents and studies commissioned by the Tribe. Copies will not be distributed, nor will camera shots be allowed during the review. A non-disclosure agreement will be required prior to review of the documents.

VI. Milestones and Deadlines

RFP submission deadline 3pm	August 17
Selection by	August 31
First Meeting / Site(s) Selected for Borings	by September 14
Conduct Soil Borings	Sept. 24 – Oct. 5
Test Well(s)	Sept. 24 – Oct. 5
Second Meeting Present Results/Final Site Selection	by October 19
All Deliverables Complete	October 31

VII. Proposal Content

All proposals must include the following information

1. Brief history of the company.
2. Resumes of key personnel assigned to the project.
3. Identification of subcontractors (if applicable).

4. Project experience: list up to five (5) projects completed with similar scope. If staff completed a project of similar scope while at a different company, this must be clearly identified. The applicant company should link key personnel to listed projects. If a project is listed and key personnel are no longer with the firm, this should be noted.
5. List up to three (3) references from past similar projects.
6. 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.
7. 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 - One million dollars (\$1,000,000.00) 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. Two million dollars (\$2,000,000.00) in excess coverage above the General Liability and Auto lines
 - 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.

8. Work Plan and Schedule: State the methodology that will be used and schedule for performance of the scope of work, including meeting key milestones and deadlines in Section VI and/or offer alternative schedule.
9. Pricing: Provide a lump sum fixed fee.

Proposals not to exceed 20 pages.

VIII. Proposal Standards

Applicants are required to submit a proposal clearly marked "Water Tower and Wellfield Location". Each page of the proposal must clearly identify the name of the company submitting the proposal. Proposals will be accepted until August 17, 2018 at 3 p.m. by e-mail to Catherine.adsitt@glt-nsn.gov

IX. Evaluation Process

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 Tribe in terms of cost, functionality and other factors. Proposals must include all components listed under Proposal Content. Incomplete proposals will be identified as such and will not be evaluated.

X. Documentation

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

XI. Terms of Contract

A non-disclosure agreement will be required for the selected applicant. 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 sovereign immunity 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.