



## **Design Guidelines Update**

### **Request for Proposal for Professional Services**

DATE ISSUED: July 23, 2025

DATE DUE: August 6, 2025, 2PM electronic submission

[Bids@glt-nsn.gov](mailto:Bids@glt-nsn.gov)

CONTACT: Catherine Adsitt – Director of Land Use Planning & Development  
Gun Lake Tribe  
Development Department  
2872 Mission Dr.  
Shelbyville, MI 49344

[Catherine.adsitt@glt-nsn.gov](mailto:Catherine.adsitt@glt-nsn.gov)  
(269) 397-1780

## **Introduction and Project Description**

The Match-E-Be-Nash-She-Wish Band of Pottawatomi, aka, the Gun Lake Tribe (The Tribe), a federally recognized Indian Tribe, working with a consultant, developed design guidelines for the Tribe's economic development area. Since adoption of the initial design guidelines document, the Tribe has acquired additional land and there is a general need to update the document. Staff started the update process, - and information gathered to date will be incorporated into the final document.

The Tribe is seeking proposals from qualified firms to work with the Tribe to support updating the document in a manner that will incorporate work already completed along with outstanding items, including reformatting the document to incorporate current and future development and design standards that can be easily referenced and updated without a need to update the full document.

Portions of the existing document will be available following submission of a fully executed NDA.

A standard draft contract is attached. Submission of a proposal indicates agreement with the contract terms unless communication is received identifying a request to discuss specific item(s) in the draft contract.

## Scope of Work

The Tribe's goal is to update and streamline the Pattern Book. This project has five (5) objectives:

Objective 1: Update existing conditions, including figures and data, and flow charts and diagrams

Objective 2: Review design elements and update descriptions and examples to reflect changes in design preferences that have been voiced during the update process thus far.

Objective 3: Update reference to other regulations, acts and requirements that intersect with the Pattern Book.

Objective 4: Work with the Tribe to restructure the Pattern Book to improve ease of use and create an addendum for standards.

Objective 5: Integrate branding components into the update that may be new since the creation of the original 2020 Pattern Book.

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**, all available sources of graywater that can realistically be reused for irrigation and be permitted for such use are identified;
- 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:

The selected consultant will work closely with a project manager and a project work group. The selected consultant will prepare and deliver an electronic report that accomplishes the following:

1. All objectives outlined in the Scope of Work.
2. Additional objectives that may be identified in the proposal as necessary to develop a superior product for the Tribe.

## Proposal Standard

Applicants are required to submit an original proposal clearly marked "Pattern Book Update". Each page of the proposal must clearly identify the name of the company submitting the proposal.

Proposals will be accepted beginning on July 24, 2025 and will be accepted until August 6, 2025 at 2:00 p.m. Applicants are required to send an electronic copy via email to **bids@gltnsn.gov**.

Direct all questions to Catherine Adsitt no later than three (3) days prior to the required submittal date, unless deadline is waived by the Tribe.

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 the addenda will be uploaded to the Tribe's website. The Tribe is not bound by any oral representations, clarifications, or changes concerning the RFP by its staff or others, unless such clarification or change is provided in a written addendum from the Tribe and uploaded on the Tribe's website.

## **Proposal Content**

Proposals not to exceed 10 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 similar 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 details 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.

The 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 subcontractors.

### **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 subcontractors. 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 subcontractors.

Approximate Example:

	<i>Personnel A</i>	<i>Personnel B</i>	<i>Total Hours</i>	<i>Cost/Task</i>
	\$ Hourly Rate	\$ 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 Tribal Council.
- F. Final package submittal presentation to Tribal Council.

## 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. Signed statement that the attached contract is acceptable, and negotiation will not be requested.
- 3. 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. Commercial General Liability	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	One million dollars (\$1,000,000.00) per employee for bodily injury or death by sickness or disease in accordance with the Michigan State Workers' Compensation law
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.

Contractor waives all subrogation rights and all rights against the Tribe and its agents, officers, directors and employees for recovery of damages to the extent those damages are covered by any of the insurance policies required to be maintained under this Agreement.

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 performing any work under the Contract.

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.

## Terms of Contract

A non-disclosure agreement will be required for the selected applicant and any subcontractors. Such an 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 an employee 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.

## 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.

## 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.