# **Enhancing Pedestrian and Vehicle Safety through Infrastructure Improvements**

# Request for Proposal for Professional Services

DATE ISSUED: September 25, 2025

DATE DUE: October 23, 2025, 2PM electronic submission

Bids@glt-nsn.gov

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Development Department

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# Introduction

The Match-E-Be-Nash-She-Wish Band of Pottawatomi, aka, the Gun Lake Tribe (The Tribe), a federally recognized Indian Tribe, received Tribal Transportation Program Safety funds to support installing a 5-foot-wide sidewalk along the south side of M-179 between US-131 (exit 61) and the Tribal Government campus property, and to widen M-179 to construct a center turn lane for westbound left-turns into the Tribal Government campus. The sidewalk and associated curbing and drainage improvements will provide a safe place for pedestrian traffic. The center turn lane will tie into the existing three-lane cross section to the west for consistency.

See attached contract for reference.

# Project Description

The Tribe is seeking proposals from qualified firms to design the proposed road widening and sidewalk, develop bid specs and provide construction engineering services. The selected firm must have a positive relationship with MDOT and will be required to work in coordination with MDOT since much of the work will occur in the MDOT ROW.

Project Location

a) Length of project: The length for sidewalk installation is approximately 0.68 miles from the tie-in point at the US-131 interchange to the eastern boundary of the Tribal Government campus parcel. The length of construction area for installation of a left-turn lane is approximately 0.25 miles.

b) Project limits: The project limits are US-131 to the west, the Tribe’s Government Campus to the east, the M-179 ROW to the north and along M-179 to the south, some improvements may extend south of the M-179 ROW. With the exception of a railroad ROW, the Tribe owns the lands on the south side of M-179.

c) Widening of M-179 at the railroad crossing is expected to impact the existing railroad crossing signal on the north side of the roadway.

Currently, there is no left turn lane near the Tribal Government entrance. Vehicles traveling west and turning left into the Tribal Government entrance cause stoppages for other westbound vehicles. For vehicles traveling east, there are stoppages that extend over the railroad tracks when vehicles are turning left into the nearby landscaping supply store.

# Scope of Work

The project objective is 100% design plans and bid specs that meet MDOT requirements, application and receipt of all required permits and reviews. The project should be bid ready. The selected firm should include construction engineering costs in the design package. Costs associated with posting the bid opportunity and reviewing bids should be included as an identifiable line item. The bulk of the federal funding is for the construction portion of this project.

Proposals should include:

1. A **Statement of Work**, with a description of **Tasks and Sub-Tasks** by which the project work activities will be organized, executed, and monitored;
2. A **Project Schedule** (Gantt Chart or equivalent) displaying begin and end times for each Task and Sub-Task, plus achievement of Project Milestones;

**A Project Budget,** displaying planned expenditures for each Task

Key Requirements and Deliverables:

* The selected consultant will work closely with a project coordinator and a project work group. The selected consultant will prepare and deliver 100% plans (pdf and electronically), copies of all surveys and shall complete any/all required Environmental Review and Permits to meet Tribal and MDOT requirements.

# Proposal Standard

Applicants are required to submit an original proposal clearly marked “Enhancing Pedestrian and Vehicle Safety”. 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 – **Enhancing Pedestrian and Vehicle Safety**”. Each page of the proposal must clearly identify what firm the proposal is from. Mail or deliver proposals to:

Attn: Land Use, Planning & Development

Gun Lake Tribe

Development Department

2872 Mission Dr.

Shelbyville, MI 49344

Proposals will be accepted beginning on September 25, 2025 and will be accepted until October 23, 2025 at 2:00 p.m. Applicants are required to send an electronic copy via email to bids@glt-nsn.gov.

Direct all questions to 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, 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 clarifications or change is provided in a written addendum from the Tribe and uploaded on the Tribe’s website.

# Proposal Content

Proposals not to exceed 15 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 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.

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:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | *Personnel A* | *Personnel B* | *Total Hours* | *Cost/Task* |
|  | $ Hourly Rage | $ Hourly Rate |  |  |
| *Task 1* |  |  |  | $ sum subtasks |
| *Subtask 1.0* | X hours | X hours | X hours | $ |
| *Subtask 1.1* | X hours | X hours | X hours | $ |
| *Task 2* |  |  |  | $ 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:

1. Project Kick-off meeting.
2. Biweekly stakeholder meetings to gather guidance.
3. 30% submittal review.
4. 75% submittal review.
5. Final Draft presentation to Tribal Council.
6. 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:

|  |  |
| --- | --- |
| 1. Professional Liability (Errors and Omissions) Coverage | Three million dollars ($3,000,000.00) each occurrence |
| 1. Commercial General Liability | One million dollars ($1,000,000.00) each occurrence;  two million dollars ($2,000,000.00) aggregate |
| 1. 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 |
| 1. Excess coverage above the General Liability and Auto lines | Five million dollars ($5,000,000.00) |
| 1. 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 |
| 1. 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 performs any work under the Contract with the Tribe.

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 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.