

**Little Traverse Bay Bands of Odawa Indians**  
7500 Odawa Circle, Harbor Springs, MI 49740

**Request for Statements of Qualifications**

June 3, 2019

The Little Traverse Bay Bands of Odawa Indians, a Federally Recognized Indian Tribe having headquarters located in Harbor Springs, Michigan invites your firm to submit a Statement of Qualifications to become eligible for a possible interview regarding professional architectural and engineering services. The selection process will be conducted in accordance with standard Qualifications-Based Selection criteria and procedures. You may call QBS at (517) 332-4333 or e-mail questions to [info@qbs-mi.org](mailto:info@qbs-mi.org) about the standard selection procedure, or you may call the Little Traverse Bay Bands of Odawa Indians Planning Department at (231) 242-1591 for other additional information.

Included with this letter are:

1. A list of materials and information which should be included in your Statement of Qualifications;
2. A general description of the preliminary scope of work; and
3. A schedule of dates and requirements for the selection schedule.

For firms that are selected for an interview, more detailed information will be provided at that time.

Four copies of your Statement of Qualifications should be sent to the following address and received no later than Monday, July 1<sup>st</sup>, 2019.

Little Traverse Bay Bands of Odawa Indians  
Attention; Planning Department  
7500 Odawa Circle  
Harbor Springs, Michigan 49740

**Tentative schedule for selection**

June 3, 2019 Request for Qualifications advertised  
July 1, 2019 Statement of Qualifications due at 3:00 pm  
July 1-3 2019 Internal Review and Scoring  
July 8, 2019 Interview Scheduled (if necessary)  
July 12, 2019 LTBB Planning Dept. will inform firms of their award Status

Sincerely,

Amanda Swiss- Planning Director

# **Little Traverse Bay Bands of Odawa Indians**

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## **Preliminary Scope of Work**

The project includes architectural and engineering services, construction administration and/or management, as well as all sealed construction drawings for the project. The project consists of a housing development comprised of 4 duplicate multi-plex housing units of 9 dwellings each (mixture of one- and two-bedroom floorplans) at the Murray Road Housing site.

Infrastructure for this development, consisting of electrical, telecommunications, and roads, has already been constructed. Similarly, overall site design is not a part of this project, only detailed site design as needed to conform to the overall approved site plan.

The method of project delivery will be determined after consultations with the selected architectural and engineering firm. Design and thematic alternatives, plan presentation, and construction administration are services that will be considered.

The tribe has adopted a standardized procedure for awarding of construction contracts, as well as this standard selection process for design professionals.

## **Statement of Qualifications**

Your Statement of Qualifications should be supplied along with the supplemental documentation which is required to meet the following criteria:

1. Complete list of capabilities and services provided by your firm- include brief history of your firm (20 pts)
2. Resumes of the staff proposed for the project, and the principles of the firm. (20 pts)
3. A list of references, local references preferred. (10 pts)
4. A description of similar projects undertaken by the firm, noting the project manager and who performed the actual project work- Include sample reports and work products. (15 pts)
5. A list of all projects undertaken in the last 5 years, along with the dollar value of the projects. (5 pts)
6. A list of sub-contractors used by the firm, including all laboratories. (5 pts)
7. Any previous experience with the Little Traverse Bay Bands of Odawa Indians in particular or Native American Tribal Governments in general. (5 pts)
8. A summary of any pending or settled legal actions dealing with this type of project. (5 pts)
9. A copy of the certificate of General Liability Insurance; Workman's Compensation Insurance; and Professional Liability Insurance. (5 pts)
10. Is the business Native American owned? (8 pts) Non-Native Minority, Women, Disabled, Registered Small Business, or Veteran owned? (2 pts)

Responses must be in the order indicated, and in tabbed format.