



## LTBB Request for Proposals and Statements of Qualifications

April 5, 2024

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 participate in the selection process for professional road, infrastructure and construction engineering services of a continuing and variable nature for a period of 5 years. The selection process will be conducted in accordance with standard Qualifications-Based Selection criteria and procedures. You may call QBS at (517) 332 – 2066 about the standard selection procedure, or you may call the Little Traverse Bay Bands of Odawa Indians Planning Department at (231) 242 – 1580 for additional information.

**IMPORTANT:** If any of the items requested below duplicate or supersede information already submitted to the Tribe, please note that in your response, and indicate *specifically* which item you are referencing.

Attached to 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 process.

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

Four copies of your Preliminary Proposal and your Statement of Qualifications should be sent to the following address and received no later than Friday, April 19, 2024 at 3:00 pm.

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

Sincerely,

Amanda Swiss  
Planning Director

## **Preliminary Scope of Work**

The “project” consists of ongoing site design, engineering, construction administration, inspection and/or management services, opinions of probable cost, design studies, and feasibility analyses, as well as all sealed construction drawings and CE services for a possible variety of road/trail and infrastructure projects. Contracts will be awarded and evaluated every 5 years.

A specific scope of work will be provided for each project. All work will be billed on an hourly basis based on the hourly rates specified in the contract. In instances where an outside firm is utilized as a subcontractor, the total estimated cost of work shall be provided and agreed upon in writing prior to commencement of work. This contract will be used for miscellaneous assignments not covered within the scope of a larger defined project.

Preference will be given to Native American owned/operated firms.

Preference will be given to firms that have positive work history with LTBB.

Preference will be given to firms operating out of offices within a 75 mile radius of Harbor Springs, MI. 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**

1. Complete list of capabilities and services provided by your firm.
2. Resumes of the staff proposed for the project, and of the principals of the firm.
3. A list of references, local references preferred.
4. Sample reports and work products.
5. A brief history of the firm.
6. A description of similar projects undertaken by the firm, noting the project manager and who performed the actual project work.
7. A copy of the certificate of General Liability Insurance; Worker’s Compensation Insurance; and Professional Liability Insurance.
8. A list of sub-contractors used by the firm, including all laboratories.
9. Any previous experience with the Little Traverse Bay Bands of Odawa Indians in particular or Native American Tribal Governments in general.
10. A summary of all pending or previous legal actions dealing with this type of project.
11. A breakdown of hourly rates for services provided by your team.
12. Must not appear as listed as parties that are excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Nonprocurement suspension and debarment.

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

**Native American Preference shall apply**

All things being equal, the following types of firms would receive special consideration, in the award of this contract. Documentation is Required for Preferences Listed:

- A. Native American Preference shall apply.
  - 1. Citizens of the Little Traverse Bay Bands of Odawa Indians,
  - 2. Citizens of Other Federally Recognized Tribes, as certified by the Bureau of Indian Affairs
- B. Special consideration shall also be given to firms proven to be minority owned and/or classified as small business.
- C. Documentation Required for each:
  - Indian Owned— Indian owned is defined as, at least 51% Indian owned & controlled by person(s) of certified (federally recognized) Native American heritage; SBA or Tribal certification required.
  - Minority Owned— Minority owned is a firm that is at least 51% owned and controlled by a minority and so documented; SBA 8-a certification required.
  - Small Business— Small business for this purpose is firm doing less than \$2 million annually as verified by gross receipts, SBA certification required.

**Evaluation Scale**  
(Total Possible Points = 100)

Proposals shall be evaluated on the point scale listed below. Point values to be awarded on a sliding scale based upon proposal information provided and total point values in each category are not guaranteed.

Capabilities and service	20
Quality of Resume	10
Quality of Samples	5
Quality of References	5
Age, History, Experience	10
Similar Work	20
Subcontractor Acceptable	5
LTBB Experience	5
Legal Action	5
Located within 75 mile radius	5
Native American Owned	5
Non-Native Minority, Women, Disabled, Registered Small Business or Veteran Owned	5
<b>Total Score</b>	<b>100</b>