

Little Traverse Bay Bands of Odawa Indians

7500 Odawa Circle, Harbor Springs, MI 49740

Request for Statement of Qualifications

April 12, 2024

Little Traverse Bay Bands of Odawa Indians (LTBB), is contacting your firm for the opportunity to submit a Statement of Qualifications to become eligible for a possible interview regarding this project. LTBB is a Federally Recognized Indian Tribe having headquarters located in Harbor Springs, Michigan. Although, this solicitation is for a specific project, Qualifications Statements are held by LTBB for a period of time and may be considered for other projects. Also, experience working with LTBB is a ranking factor for future projects. The selection process will be conducted in accordance with standard Qualifications-Based Selection (QBS) criteria and procedures. If you have questions on **only** the standard process, you may call QBS at (517) 332-2066 or e-mail questions to info@qbs-mi.org and reference "QBS" about the standard selection procedure or you may go to www.qbs-mi.org.

For project specific questions please contact Amanda Swiss, Planning Director at (231) 242-1591 aswiss@ltbbodawa-nsn.gov.

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.
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 3:00 pm Friday, May 3, 2024.

Little Traverse Bay Bands of Odawa Indians
Attn: Planning Department
7500 Odawa Circle
Harbor Springs, MI 49740

Sincerely,



Amanda Swiss,
Planning Director

Little Traverse Bay Bands of Odawa Indians

7500 Odawa Circle, Harbor Springs, MI 49740

Preliminary Scope of Work

The scope of work for the project includes but is not limited to architectural services, including construction drawings sealed by an architect registered in the State of Michigan, estimate of proposed construction costs, and construction administration for the following project: The expansion of a 3,720sqft existing Natural Resources office building including site plan development.

The method of project delivery will be determined after consultations with the selected architectural firm. LTBB has adopted a standardized procedure for awarding of construction contracts, as well as this standard selection process.

Essential Skills and Knowledge

1. Experience with design and renovation of wood frame construction
2. Permitting processes and code compliance with State of Michigan Construction Codes
3. Erosion control
4. Management of storm water
5. Familiarity with Tribal Governments

Statement of Qualifications

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

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

Your Statement of Qualifications should be supplied in the order indicated, and in tabbed format, along with any supplemental documentation required to meet the following criteria:

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 of 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 all projects undertaken in the last 5 years, along with the dollar value of the projects.
9. A list of sub-contractors used by the firm, including all laboratories.
10. Any previous experience with the Little Traverse Bay Bands of Odawa Indians in particular or Native American Tribal Governments in general.
11. A summary of all pending or previous legal actions dealing with this type of project.