



REQUEST FOR STATEMENTS OF QUALIFICATIONS

May 2, 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 renovating conference space to add up to two additional offices and to make additional safety updates to the DHS lobby and reception area. The selection process will be conducted in accordance with standard Qualifications-Based Selection criteria and procedures.

Included with this letter are:

- 1.) Provisions governing RFQ.
- 2.) A list of materials and information which should be included in your Statement of Qualifications.
- 3.) A general description of the preliminary scope of work.
- 4.) A schedule of dates and requirements for the selection process.

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.

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

If you have questions specific to this RFQ, you may contact Mandy Szocinski at 231- 242-1439. For project specific questions you may call the Little Traverse Bay Bands of Odawa Indians Human Services Department at (231) 242 – 1620 or by email Hboening@ltbbodawa-nsn.gov .

For information on or for questions about the standard selection procedure of Qualifications Based Selection (QBS) you may visit the QBS website www.qbs-mi.org, call (517) 332 – 2066, or e-mail questions to mail@acecmi.org this is for general standard QBS processes only, no LTBB specific information can be obtained.

LTBB selection process will be conducted in accordance with standard Qualifications-Based Selection criteria and procedures relevant to LTBB needs.

Thank you for your interest.

Sincerely,

Mandy Szocinski

Mandy Szocinski
Accounting

I. STATEMENT OF QUALIFICATIONS

- A. Preliminary Proposal and your Statement of Qualifications must be received by Mandy Szocinski in the Accounting Department by June 3, 2024 no later than 3:00pm local time. Qualification submittals received after deadline will not be considered.
- B. Bids will be accepted in the following four methods:
 - 1. By E-Mail: mszocinski@ltbbodawa-nsn.gov
 - 2. U.S. Mail (4 Copies): Little Traverse Bay Bands of Odawa Indians
Attn: Mandy Szocinski
7500 Odawa Circle
Harbor Springs, MI 49740

II. PRELIMINARY SCOPE OF WORK

The “project” consists of architectural and site design, engineering, construction administration, inspection and/or management services, as well as all sealed construction drawings, to renovate the DHS conference space to add up to two additional offices to improve confidentiality and efficiency of services. This project is also to renovate and make additional updates to the DHS office suite to improve safety and efficiency of services, focusing on safety updates to the lobby and reception area.

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.

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

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

Preference will be given to firms with prior experience with the Little Traverse Bay Bands of Odawa Indians in particular or Native American Tribal Governments.

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

III. STATEMENT OF QUALIFICATIONS

Your Statement of Qualifications along with that supplemental documentation which is 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 the principles 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; Workman’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 any pending or settled 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. Responses that are not bound, or are tabbed with ‘sticky notes, or other irregularities may be rejected without further comment.

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.

IV. FUNDING REQUIREMENTS

This project is funded 100 % with funds available through the Department of Justice Office for Victims Tribal Victim Assistance grant funds. Contractors submitting proposals and awarded this project MUST comply with the any Special Terms and Conditions granting source may require which may include project spending deadlines and reporting requirements.

LTBB may decide that the rejection of all submittals is in the best interest of LTBB.

LTBB will not pay for any information herein requested, nor is it liable for any costs incurred by the Contractor for submittals.

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
Total Score	100