



REQUEST FOR STATEMENTS OF QUALIFICATIONS

BEAR RIVER RESTORATION EROSION CONTROL PROJECT

March 26, 2013

The Little Traverse Bay Bands of Odawa Indians (LTBB), a Federally Recognized Indian Tribe, having headquarters located in Harbor Springs, Michigan, is contacting your firm for the opportunity to submit a Statement of Qualifications to become eligible for a possible interview regarding the Bear River Restoration Erosion Control project. 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. For questions on the standard process **only**, you may call QBS at (517) 332-2066, email questions to mail@acecmi.org and reference "QBS", or visit www.qbs-mi.org.

For project specific questions, please contact the LTBB Natural Resource Department at (231) 242-1684 or email jpilette@ltbbodawa-nsn.gov.

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.
- 3.) A schedule of dates and requirements for the selection schedule.

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

One hard copy and one full electronic copy (pdf format) of your Statement of Qualifications should be sent to the following address and received not later than the close of business on April 9, 2013. If an electronic copy is not feasible, please submit four hard copies.

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

Thank you for your interest.

Sincerely,

Mandy Szocinski

PROJECT BACKGROUND

LTBB is the recipient of a U.S. Environmental Protection Agency 2010 Great Lakes Restoration Initiative (GLRI) grant to improve the habitat and water quality in the Bear River Watershed. In 2011, LTBB and Tip of the Mitt Watershed Council completed a comprehensive shoreline survey of the main branch of the Bear River to assess the riparian corridor in terms of greenbelts, erosion, and invasive species. For erosion sites, the survey included rating riparian properties by severity of erosion resulting in a priority list of sites for restoration. The resulting recommendation was a project to design, engineer and oversee construction of restoration work at 1-3 erosion sites on the Bear River.

The goal of restoring the selected erosion sites along the Bear River is to improve physical habitat and water quality through the reduction of soil erosion and other pollutants that wash into the Bear River and Little Traverse Bay. Utilization of native plant communities and eco-friendly design will stabilize riverbank while also taking up excess nutrients that would otherwise wash into the river and bay.

PRELIMINARY SCOPE OF WORK

The project(s) will encompass a minimum of 250 linear feet of riparian restoration. LTBB is currently working with landowners to finalize site locations and obtain feedback into project design. The following sites are potential sites for the project, but may be adjusted prior to the start of the design.

Site 1: A highly accessible public location along the river that is on an outer cut (sandy) bank of the river, between 60-100 feet in length. The bank needs stabilization, plantings, and site access needs to be addressed or modified in order to reduce negative impacts to the bank, which would reduce the effectiveness of the erosion control measure.

Site 2: An industrial property along the lower Bear River that has a large amount of exposed soil around the property. The property has about 1500 feet of frontage and is in need of stormwater control measures, with the goal of reducing flow and minimizing erosion from the site into the river. The riverfront on this property could benefit from measures to modify plant community (invasive species control, reducing unwanted species, installing desired vegetation and longer-living plant species).

Other potential sites include shoreline/riverbank public and private properties and a railroad crossing. All of these sites would need some stabilization - either reinforcement of existing erosion control structures or installation of new erosion control design.

LTBB is seeking statement of qualifications for the engineering design, landscape architecture, construction inspection and administration of the aforementioned projects.

LTBB has adopted a standardized procedure for awarding of design and construction contracts, as well as this standard selection process.

Skills and Knowledge Requirements

1. Permitting processes.
2. Experience with providing similar services for similar projects (riparian restoration projects), and long term success with past projects.
3. Experience with native vegetation and low-impact design standards, with preference for experience in geomorphic channel design.
4. Preference for experience working with Tribal Governments.

STATEMENT OF QUALIFICATIONS

Your Statement of Qualifications shall be supplied on United States Federal Government Standard Form 330, along with the supplemental documentation which is required to meet the following criteria, even if it duplicates information already present in your SF330 submission:

1. Complete list of capabilities and services provided by your firm.
2. Resumes, lists of awards and/or certifications 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 all relevant 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 any pending or settled legal actions dealing with this type of project.

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

CONTRACT AWARD

A scoring committee will review and score the statement of qualifications along with the SF330 submissions the week following the April 9, 2013 deadline. For selected candidates, interviews will be set up for the week of April 14. A firm will likely be selected by April 17.

Following selection, the estimated schedule is to have final designs submitted and approved by June 4. A notice to bid will then be opened and closed by July 9. Construction can begin shortly thereafter with a target completion date of September 1, 2013. All work must be completed by September 15, 2013.

Changes with the above activities could affect the timeline and schedules will be adjusted accordingly.