



REQUEST FOR STATEMENTS OF QUALIFICATIONS

LANDSCAPING DESIGN AND INSTALLATION OF GREENBELTS IN THE BEAR RIVER WATERSHED

March 13, 2014

The Little Traverse Bay Bands of Odawa Indians (LTBB), a Federally Recognized Sovereign Indian Tribe, having headquarters located in Harbor Springs, Michigan, is requesting Statements of Qualifications from landscaping firms/contractors to complete five landscaping projects in the Bear River Watershed.

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 background description and scope of services.
- 4.) 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.

If you have questions specific to this RFQ, you may contact Mandy Szocinski at 231- 242-1439.

The following information is on the standard process only, no specific information can be obtained: The selection process will be conducted in accordance with standard Qualifications-Based Selection 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 mail@acecmi.org and reference “QBS” about the standard selection procedure or you may go to www.qbs-mi.org.

Thank you for your interest.

Sincerely,

Mandy Szocinski
Accounting

I. STATEMENT OF QUALIFICATIONS

- A. **Two copies (1 hard copy and 1 full electronic copy in pdf format)** of Qualifications. If an electronic copy is not feasible, please submit four (4) hard copies. Submittals must be received by in the Accounting Department by **April 2, 2014** no later than 4:00pm local time. Qualification submittals received after deadline will not be considered.
- B. Proposals will be accepted in the following four methods:
1. In person: Accounting Department, 7500 Odawa Circle, Harbor Springs, MI 49740
 2. U.S. Mail: Little Traverse Bay Bands of Odawa Indians
Attn: Mandy Szocinski
7500 Odawa Circle
Harbor Springs, MI 49740
- C. All complete submittals will be reviewed, interviews may be necessary, and final selection will be made by April 11, 2014.

II. 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. Greenbelts refer to the vegetated areas along the shoreline of lakes, ponds, rivers and streams. For greenbelt sites, the survey included rating riparian properties by percentage of intact stream bank vegetation resulting in a priority list of sites for enhancement. Two sites have been selected for cost-share greenbelt enhancement projects. Three sites were awarded greenbelt enhancements (possibly including removal of invasive plant species) by participating in a "No Mow" challenge in 2012-2013. The five sites are located in Emmet and Charlevoix counties and include:

1. North Shore Dr., Walloon, Lake, MI. Convert ~41' of shoreline from turf grass to a shoreline greenbelt.
2. South Shore Dr. near Old State Rd., Boyne City, MI. Convert ~89' of shoreline from turf grass to a shoreline greenbelt.
3. North Indian Garden Road, Petoskey, MI. Enhance ~58' (0.05 acres) of a shoreline greenbelt.
4. Red Pine Road, Boyne City, MI. Enhance up to ~219' (0.50 acres) of a shoreline greenbelt.
5. Melrose Township Park, Walloon Lake, MI. Remove invasive plant species and riparian greenbelt enhancement.

Maps and additional project information will be provided to the selected firm. No pre-proposal site visits are permitted.

III. SCOPE OF SERVICES

- A. Develop and assist in design site plan for each project site in coordination with homeowner and LTBB staff and/or representative using native vegetation and natural shoreline concepts.
- B. Complete installation of greenbelts enhancement/invasive species removal projects, including obtaining all permits and coordinating with landowners. All projects must be completed by August 30, 2014.

IV. QUALIFICATIONS

The contractor will have the following minimum qualifications:

1. Must have at least five years of experience with landscaping design and installation.
2. Must possess or have access to transportation, equipment and materials to complete projects.

V. PREFERENCES FOR CONTRACTOR

- 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. See item 6 of Section VII for documentation needed.
- C. Knowledge of and/or experience with Anishinabe Cultures will be preferred.
- D. Experience working with tribal, state or local governments preferred.

VI. INSURANCE REQUIREMENTS

The Contractor must obtain and agree to maintain during the term of the Contract, the following insurance coverage that apply, as required by law. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan.

- A. The Contractor shall carry Worker's Compensation and Employer's Liability Insurance Coverage.
- B. The Contractor shall be responsible for insuring all its vehicles, equipment, and all materials which it may use during contract period. LTBB shall not be responsible for any loss or damage to the Contractor's vehicles, equipment, and materials.
- C. The Contractor shall procure and maintain during the term of the contract Professional or Commercial General Liability Insurance on an "occurrence basis" with limits of liability of not less than \$1,000,000 per occurrence combined single limit, for Personal injury, Bodily injury and Property Damage. Coverage shall include the following extensions: 1.) Contractual Liability; 2.) Products and Completed Operations Coverage; 3.) Independent Contractors Coverage; and 4.) Broad Form General Liability Extensions or equivalent.
- D. The Contractor shall maintain Vehicle Liability Coverage and Michigan No-Fault coverage including all owned, non-owned, and hired vehicles, of not less than \$1,000,000 per occurrence combined single limit.
- E. If any of the above coverage expires during the term of the contract, the Contractor's insurer shall deliver renewal certification and/or policies to: Little Traverse Bay Bands of Odawa Indians, Accounting Contracts Personnel, and 7500 Odawa Circle, Harbor Springs, Michigan 49740.

VII. STATEMENT PACKAGE AND DUE DATES

Statement of Qualifications along with that supplemental documentation which is required to meet the following criteria:

- A. Contractors must submit a response in the form of a proposal that includes the following sections:
 - 1. Name, address, telephone number, and email of the contact person including the signature, typed name and title of the individual who is authorized to commit the contractor to the proposal.
 - 2. Introduction
 - a. Company Profile including the date organized to provide services.
 - b. Key staff who will perform the tasks for this project.
 - c. List of References, particularly for similar projects.
 - d. List and provide contact information for any subcontractors for the project.
 - 3. Work Plan – describe in detail the tasks, timeline and deliverables to complete the project as it relates to the Scope of Services. Include equipment and/or technologies to be used. Clearly indicate which tasks will be completed by subcontractors (if applicable).
 - 4. Work Schedule – propose estimated timetable to completion of Scope of Services. Note firm availability and any timeline constraints.
 - 5. A copy of the Certificates of Insurance for the Contract term as noted in Section VI of this invitation.

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

VIII. CONTRACT AWARD

Proposals will be evaluated and scored by a Review Committee consisting of LTBB staff and/or the grant project contractor the week following submission. Proposal evaluations and a decision to award the project to one or more of the applicants will be based on the scoring criteria listed in Section XI. Interviews with top firms may be conducted. Native American Preference shall apply.

The award may be split, at the LTBB's discretion, between two (2) or more firms to better service specific locations.

LTBB may make a determination 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. All proposals submitted are the property of LTBB and will not be returned.

IX. PROJECT EVALUATION

Proposals will be scored and evaluated according to the table below.

Capabilities and services of the firm to complete project	15
Qualifications and experience of project staff	10
Proposed schedule/ time frame to complete project and firm availability	10
Project approach and understanding of scope	10
Cost effectiveness of past projects	15
Knowledge of/experience with native vegetation	15
Acceptability of subcontractors	5
Experience working with LTBB, state or local governments	10
Insurance provided	5
Native American ownership or subcontractors	5
TOTAL SCORE	100

X. CONTACT INFORMATION

Administrative/Contractual

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 Accounting and Contracts
 (231) 242-1439
mszocinski@ltbbodawa-nsn.gov

Technical Contact

Christina Coger
 NRD-Environmental Services
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