

Little Traverse Bay Bands of Odawa Indians

Request for Statements of Qualifications

(October 17, 2014) 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 architectural and engineering services for an Indian Community Development Block Grant project. The selection process will be conducted in accordance with standard Qualifications-Based Selection criteria and procedures. You may call QBS at (517) 332 – 2066 or e-mail questions to qbssaginaw@charter.mi.net 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. In addition you may fax your comments or questions to the LTBB Planning Department at (231) 242- 1585.

IMPORTANT: If any of the items requested below duplicate or supercede information already submitted to the Tribe in the previous 180 days, 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; and
2. A general description of the preliminary scope of work

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

Three copies of your Preliminary Proposal and your Statement of Qualifications should be sent to the following address and received no later than Thursday, October 30th, 2014 at 5:00 pm.

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

Preliminary Scope of Work

The “project” consists of architectural and site design, engineering, construction administration and/or management services, as well as all sealed construction drawings for an expansion to the LTBB Administration Building for our Archives and Records Department.

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.

Statement of Qualifications

Your Statement of Qualifications should be supplied on United States Federal Government Standard Form 254, 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 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 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.

Responses must be in the order indicated, and in professional, tabbed format. Responses that are not bound, or are tabbed with “sticky notes”, or other irregularities may be rejected without further comment.