

Little Traverse Bay Bands of Odawa Indians
7500 Odawa Circle, Harbor Springs, MI 49740

Request for Statement of Qualifications

August 11, 2016

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 Bryan Gillett, Planning Director at (231) 242-1580.

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 Thursday, September 1, 2016.

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

Sincerely,



Bryan Gillett,
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, and construction administration for the following project(s): The first project will be the expansion of a 3,720sqft existing building. The second project will be renovating 1,200sqft interior portion of an existing building. Please feel free to submit for only one or both of the mentioned projects. Only one set of Statement of Qualifications are required but specify which project or both.

The method of project delivery will be determined after consultations with the selected engineering 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 2012 ICC Code Set
3. Erosion control
4. Management of storm water
5. Familiarity with Tribal Governments

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Statement of Qualifications

Your Statement of Qualifications should be supplied on United States Federal Government Standard Form 330, along with supplemental documentation required to meet the following criteria:

1. United States Federal Government Standard Form 330.
2. Complete list of capabilities and services provided by your firm in bullet point format.
3. Resumes of the staff proposed for the project, and the principles of the firm.
4. A list of references, local references preferred.
5. Sample reports and work products.
6. A brief history of the firm.
7. A description of similar projects undertaken by the firm, noting the project manager and who performed the actual project work.
8. A copy of the certificate of General Liability Insurance; Workman's Compensation Insurance; and Professional Liability Insurance.
9. A list of all similar projects undertaken in the last 5 years, along with the dollar value of the project. Both in total construction and your firm services.
10. A list of sub-contractors used by the firm, including all laboratories.
11. Any previous experience with the Little Traverse Bay Bands of Odawa Indians in particular or Native American Tribal Governments in general.
12. 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.

IMPORTANT: If any of the items requested above duplicate or supersede information already submitted to the Tribe, please note that in your response, and indicate *specifically* to which item(s) you are referring.

Tentative Schedule for selection

August 11, 2016	Request for Qualifications advertised
September 1, 2016	Statement of Qualifications Due at 3:00- pm
September 2-9, 2016	Review submitted Statement of Qualifications
September 9, 2016	Tabulate Scoring for respondents
September 13-15, 2016	Interviews Scheduled
September 16, 2016	LTBB Planning will inform firms of their award status