

# Little Traverse Bay Bands of Odawa Indians

7500 Odawa Circle, Harbor Springs, MI 49740

## Request for Statement of Qualifications

March 18, 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 [mail@acecmi.org](mailto:mail@acecmi.org) and reference "QBS" about the standard selection procedure or you may go to [www.qbs-mi.org](http://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 necessary to prepare a negotiated proposal 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 Friday, May 27, 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**

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## **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:

Remodeling and reconfiguration of a wood frame commercial building.

The method of project delivery will be determined after consultations with the selected Architectural 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 construction of Various size commercial buildings.
2. Permitting processes and code compliance with 2012 ICC Code Set
3. Management of storm water
4. 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. 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 all projects undertaken in the last 5 years, along with the dollar value of the project.
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 bound, 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. Note that this should NOT be the default response.

Also, it is imperative that you consult the official Federal instructions for the SF 330, and be aware that some scoring is based on the specific ratio between your fee and the total construction cost for relevant projects on the SF 330. Further, some of the information presented in the tabbed sections will of necessity be duplicative of information on the SF 330.

## Tentative Schedule for selection

March 18, 2016	Request for Qualifications advertised
May 27, 2016	Statement of Qualifications Due at 3:00 pm
May 30, 2016	Review submitted Statement of Qualifications
June 6, 2016	Tabulate Scoring for respondents
June 6, 2016	Interviews Scheduled if required
June 14, 2016	LTBB will inform firms of their award status