



## **Waganakising Odawak**

Little Traverse Bay Bands of Odawa Indians

### **Environmental Services Program**

7500 Odawa Circle, Harbor Springs, Michigan 49740

Phone 231-242-1574 • Fax 231-242-1575

### **Request for Statement of Qualifications**

**January 10, 2018**

The Little Traverse Bay Bands of Odawa Indians (LTBB), a Federally Recognized Indian Tribe having headquarters located in Harbor Springs, Michigan invites your firm to submit a Statement of Qualifications to become eligible for a possible interview regarding professional architecture/engineering services for March 1, 2018- September 1, 2019 for a boat wash station.

Attached to this letter are:

1. Schedule of Selection Process and Timeline
2. Preliminary Scope of Work
3. Skills and Knowledge Requirements
4. List of materials and information which should be included in your Statement of Qualifications

The selection process will be conducted in accordance with standard Qualifications-Based Selection (QBS) criteria and procedures. If you have questions about this 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 all other questions about this project, you may contact Caroline Moellering at 231.242.1570, or [cmoellering@lbbodawa-nsn.gov](mailto:cmoellering@lbbodawa-nsn.gov).

Thank you for your interest.

Sincerely,

Caroline Moellering  
Great Lakes Policy Specialist  
Natural Resources Department-Environmental Services Program  
Little Traverse Bay Bands of Odawa Indians  
7500 Odawa Circle  
Harbor Springs, 49740

## **I. Schedule of Selection Process and Timeline**

1. Submit one hard copy, and one digital copy of your qualification submittals by COB Friday, January 26, 2018. Qualification submittals received after deadline will not be considered.
2. The digital copy must be submitted to [cmoellering@ltbbodawa-nsn.gov](mailto:cmoellering@ltbbodawa-nsn.gov). The hard copy of the Statement of Qualifications will be accepted in person or by U.S. Mail at the following address:

Little Traverse Bay Bands of Odawa Indians  
Planning Department  
Attention: Amanda Swiss  
7500 Odawa Circle  
Harbor Springs, MI 49740
3. All complete submittals will be reviewed for determination of eligibility. If LTBB staff finds that interviews are necessary for this selection process, the selected firms will be notified by the end of Wednesday, January 31, 2018, with phone interviews happening no later than Friday, February 2, 2018.
4. The selected firm will be notified no later than Tuesday, February 6, 2018.
5. If tree removal is deemed necessary for this project, it needs to happen before March 31, 2018.
6. Ideally, the boat wash will be in place and available for use this field season starting April 1, 2018.

## **II. Preliminary Scope of Work**

The Little Traverse Bay Bands of Odawa Indians (LTBB) has been awarded a grant from the U.S. Fish and Wildlife Service to install a decontamination/boat wash station at the LTBB Natural Resources Department (NRD) building to prevent the spread of invasive species via NRD boats and equipment. The purpose of this RFQ is to select an architectural/engineering firm to complete this work.

The project includes but is not limited to the design, bidding, construction management, and component acquisition/procurement for a boat wash/decontamination station that includes the following elements:

- Walk in freezer to be installed inside an existing pole barn; connection to existing electrical network required.
- Heated power washer to be purchased, installed on the outside of an existing pole barn and connected to an existing water source and electrical network.
- Disposal of used water and erosion control: The project will require some type of containment and disposal system to properly dispose of treated and untreated used water. Bleach and possibly other chemicals will be used to clean boats and equipment. A septic system is in place and is located about 250 yards away from the intended location of the power washer.

- Driveway: Vehicles will need to drive along the side of the pole barn to access the heated power washer. The ground located under the boat wash station site is already relatively flat, but is not already a driveway.
- Tree clearing may be necessary to complete this project. If this is the case, tree removal needs to happen between 10/1 and 3/31.

The method of project delivery will be determined after consultations with the selected architectural/engineering firm. Design and thematic alternatives, plan presentation, and construction architectural/engineering/administration are services that will be considered.

### **III. Skills and Knowledge Requirements**

1. Permitting processes.
2. Experience with construction of boat wash stations that include disposal of wastewater that may contain chemicals.
3. Work with Tribal and State Governments.

### **IV. Materials and information to be included in your Statement of Qualifications**

Your Statement of Qualifications should be supplied on United States Federal Government Standard Form 330, along with that supplemental documentation which is 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 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.

**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* which item you are referring to.