Request for Proposals

Request for Proposals for Architectural and Engineering Services for Bay Mills Indian Community Commodities and Justice Center Improvements Projects

The Bay Mills Indian Community is requesting proposals from qualified individuals and firms for professional services for proposed facility additions and upgrades for two separate projects located within the Bay Mills Indian Community reservation.

Background:
Project 1: The Bay Mills Indian Community (BMIC) was recently awarded funding through the USDA Food and Nutrition Service (FNS) under the Food Distribution Program on Indian Reservations (FDPIR). The grant amount associated with this portion of the project totals approximately $300,000 of available construction dollars.

The Commodity Food Program is based out of a Tribal owned building located at 12497 W. Lakeshore Drive, Brimley, MI 49715. The building dimensions are (90'L by 45'W) the building has a reception area (17'6"L by 45'W) on the south side with an office attached. There is also a bathroom and storage closet. The reception area is attached to the warehouse (72'6"L by 45'W), on the north side of the warehouse there is a large garage door that is used to unload distribution trucks. There is also an exit door next to the garage door. On both side walls of the warehouse there are three tier storage shelves used to store excess stock and new stock. There is a kitchenette area in the middle of the building with another storage closet behind it. There is one walk in freezer (7'1"L by 7'1"W), two standing freezers with double solid doors, one standing freezer with three glass front doors, and one chest freezer. All used to store frozen products (beef, chicken, bison, pork, fish, frozen tortilla. There is also a walk in refrigerator (23'9"L by 7'9"W) on the south end of the warehouse used to store dairy products and fresh produce. There is also a cool storage room for produce that cannot be refrigerated. The store concept has shelving units to hold dry good products for clients to select from. Overstock is stored on pallets at one end of the shelves and along the wall on the warehouse shelving units. There is one table set aside used to sort produce when it comes in. two tables are set up as checkout counters and bagging area.

Project 2: BMIC was recently awarded funding through the US Department of Justice (DOJ) under the Tribal Justice System Infrastructure Program. The grant amount associated with this portion of the project totals approximately $535,000 of available construction dollars.

Bay Mills Indian Community constructed its’ Justice Center in 2013 at 12449 W. Lakeshore Dr. The facility houses both tribal law enforcement and tribal court. See attached existing facility floor plan (Complete plans and specifications for the original project are available upon request.) When originally constructed, the tribal court had sufficient space for operations; however, the court has since expanded to include two personnel to operate a Healing to Wellness Court and has added a Court Services Officer (probation, bailiff, and court officer). In addition to the need for space, the court recently underwent a BIA Tribal Court Assessment. A recommendation made within the document
was to “Consult with a contractor to determine if steps can be taken to soundproof Justice Center walls, particularly for those spaces on the court side of the Justice Center where confidential matters are discussed”. The problem as presented is a lack of space for confidential meetings, need for additional offices, a lack of storage space for court documents and addressing security concerns. These issues can be solved through an addition on the current facility as well as architect recommended soundproofing of the existing building. Additional soundproofing initial recommendations consist of adding additional 5/8” gypsum board at one side of existing wall system with “green glue dampening compound”, resilient sound clips, and sound blanket insulation applied to the perimeter ceiling areas (above ceiling) of the rooms.

**This projects are defined as follows:**

**Project 1:** BMIC, in collaboration with the Commodities program, are proposing the construction of an addition to their current facility. In order to provide increased storage capacity for food storage and the food distribution program, an approximate 1200 square feet addition is sought for the existing food distribution program warehouse and office space. Addition construction will be of similar nature to the existing warehouse. It is intended that a 30 feet by 40 feet addition will be constructed along the north side of the existing facility. The planned area is currently wooded and inaccessible; see attached photos. Existing building renovations will include the connection area of the planned addition. A large opening within the existing exterior wall system will be created so as to facilitate pallet type movement of goods. It is likely that a large bay door will be installed to provide isolation between the areas as may be needed. An analysis of the existing electrical and HVAC systems related to planned loadings will determine what improvements are required to these systems. The planned addition will house a new cooler as well as convenience type receptacles and lighting; there will be an increased electrical demand. Due to the northern location of the project, building heat for the addition area is also a project requirement. As a result, the addition area will require insulation and a finished interior wall system to operate efficiently. In general, the addition will be a warehouse type facility. There are other minor renovations to the existing facility planned which include the replacement of much of the interior wall system with fire resistant type construction; the existing particle board will be replaced with sheet rock type wall panels. It is intended that the addition will be stick framed construction. Similar to the existing warehouse, a concrete floor slab will be provided. It is anticipated that a conventional shallow concrete foundation system will be acceptable for building loading. As mentioned, a new cooler area is planned in the addition; this will likely require additional floor slab construction practices. Due to the significant snow received in the project area, a metal roof system is desired to facilitate long term use of the facility, as well as reduced maintenance. Site access improvements will be limited as it is intended that the existing facility will continue to function as the point of egress for clientele. Exterior concrete walkways are planned at a minimum to facilitate exterior access to the addition area. Exterior siding will be metal and similar to the existing facility; a durable and long term material choice. The facility will be designed and built following current IBC or Michigan Building Codes. Further, it is a project intention that low maintenance type materials, equipment and finishes be utilized in the construction of the facility.

**Project 2:** BMIC, in collaboration with Justice Center personnel, are proposing the construction of an addition on to the existing Tribal Justice Center as well as some renovations to the facility to maximize space and soundproof offices. An approximate 1400 square foot Building Addition (6 offices & conference room) is proposed to be added on to the existing Justice Center facility. The building addition will be constructed on to the existing southwest corner of the facility (this part of the existing
building lends itself to the best location for the building addition with regard to serving the function of the new addition along with structurally/aesthetically the most cost effective area for the addition.) The building construction type for the new building addition would match that of the existing building, and limited site work/restoration will be required to accommodate the new addition. The existing facility is wood frame construction, slab on grade with conventional shallow block foundation. It is not intended that existing parking or access drives will be impacted by the planned addition. The current offices will be soundproofed as suggested in the BIA assessment; a minimum sound transmission class (STC) of 50 is sought for intended areas.

Additional Project elements:
- Minimal disruption to existing site layouts/circulation is expected. As such, we would anticipate only a limited site survey as needed. Datum elevations are not a requirement of the project; plan elevations shall be thorough enough so as to accurately tie into existing improvements.
- A geotechnical evaluation and report of findings have been performed on adjacent sites, numerous excavations have occurred in this area, and excavations have occurred within the proposed sites. All results indicate suitable granular soils beneath limited surface organic soils. It is expected that presumed bearing pressures will be utilized in design.
- It is expected that existing water and sewer services will be sufficient to meet proposed additions.

NOTE: Please provide separate pricing for each project outlined within the cost proposal. It is intended that the design services will be awarded to a single A/E firm for both projects.

Timeline for work by the selected Consultant shall be as needed to meet the requirement that each project shall be out for construction bids by June 2022; an earlier letting is preferred. It is expected that construction close out will occur by the summer of 2023.

Scope of Work:
The successful Proposer (A/E team) shall perform the tasks listed below for these projects and shall be expected to work closely with designated Tribal personnel to accomplish these goals:

General Note: it is expected that Project Team type presentations as listed below shall take place within BMIC facilities in Brimley, Mi. However, due to recent travel and virus related restrictions, we are accepting of meetings taking place via video conferencing arranged by the successful Proposer. The Tribe will work with selected firm to provide onsite information as needed; facilities are available for inspection by interested parties by appointment if necessary prior to proposal. Each item listed below shall apply to both projects identified.

Pre-Design:
- Coordinate, develop Agenda and participate in a project kick-off meeting with the Project Team to formulate design guidelines in which the major project goals and the means of implementation are identified. The Project Team shall include at a minimum the A/E design team as well as designated Tribal personnel.
- Review relevant project documentation; notify Tribal POC as to areas regarding further investigation for an adequate design response.
Schematic Design:
- Develop at least two distinct, well thought out, and complete preliminary Schematic Designs that satisfy the design guidelines established for the project. The two Schematic Designs shall include at least two viable floor plan options for the facility as well as two distinct site layout options. The successful Proposer will present the alternatives to the full Project Team with complete explanations of the merits of each alternative. Include cost in relation to budget adherence in the presentation of the designs. Show or otherwise describe preliminary selections of major building systems and construction materials.
- From the responses to the preliminary Schematic Designs, prepare a final schematic design for the project and submit it to the Project Team. Provide a preliminary cost estimate with a Value Engineering proposal, and cost information that addresses durability and maintenance of major materials for review by the Project Team at the same time as the final Schematic Design.

Design Development:
- Upon approval of the Schematic Design by Tribal POC, proceed with Design Development documents.
- Provide all documentation necessary to describe the scope, appearance, landscape, architectural, structural, mechanical, electrical, and civil components by means of plans, sections, elevations, typical construction details, and other methods as deemed appropriate.
- Prepare a semi-final set of Design Development documents and review with the Tribal POC.
- Integrate information from the Tribal POC’s review into final Design Development documents and present to the Project Team. The presentation shall include a cost estimate, constructability review and potential value engineering.
- Obtain approval from Tribal POC prior to proceeding with Construction Documents.

Construction Documents:
- Provide Construction Documents, drawings and specifications, based on the approved Design Development documents.
- Submit Construction Documents to Project Team at appx. 90% completion. Provide an updated cost estimate and value engineering recommendations with this submittal.

Bid Phase:
- Successful Proposer shall submit the final and complete Construction Documents to the Tribal POC. Four (4) copies of final documents shall be submitted. Documents shall include a Bid Form which itemizes major units of work to aid in bid solicitation and payments.
- Successful Proposer shall attend the pre-construction meeting (or, see General Note above.)
- Successful Proposer shall respond to any substitution requests and may be asked to respond to questions and to provide additional information to bidders during the bid phase; this includes issuing addenda as may be required.
- Successful Proposer shall attend the bid opening (see General Note above); evaluate the bids received; prepare and submit a memorandum to BMIC on its review, analysis, conclusions, and recommendation associated with the bids received. Additionally includes coordinating, preparing for, and attending joint meeting(s) with the Project Team and the apparent low bidder.
Construction Administration

- Perform timely site visits and observe construction to the degree necessary and as required to ensure conformance with Construction Documents. Prior to initiation of construction, successful Proposer shall develop a defined list of all required tests and inspections, along with timing and/or frequency, for use by Contractor and Project Team.
  - Note: As the project is on trust land, outside inspections (ie. building or site related permit processes) of completed work is not regulated. It shall be the responsibility of selected Consultant(s) to either perform, arrange for, and/or delegate the Contractor to contract with an independent Certified Testing and Inspection firm for the appropriate testing or inspections to occur during the progression of the work. Proposal shall be clear as to testing and inspection capacity of Proposer(s).
- Review and submit all test reports or inspections to Tribal POC.
- Successful Proposer shall be available to respond to questions from the Tribe or the Contractor as construction progresses.
- Successful Proposer shall attend monthly progress meetings during active construction.
- Successful Proposer shall update construction plans as marked on field drawings to reflect As-Built conditions; shall submit final As-Built plans to Tribe in pdf format.
- Construction phase services shall be clearly defined on the proposal; proposers shall submit applicable hourly rates and reimburseables for personnel that will likely be performing delineated tasks. Basic services shall be listed with a “cost not to exceed” amount. Additional services and/or site visits beyond those listed in Basic services shall be clearly detailed on the proposal.

Proposals to assist with these services must be submitted to the Bay Mills Indian Community by Thursday, January 13, 2022; 10am EST.

Please email proposals in PDF format to Eric Burtt at eburtt@baymills.org. Proposals received after the deadline will not be accepted. Please contact Eric Burtt via email or at 231-633-0407 with any questions you may have regarding this Request for Proposals or any of the requirements outlined in the scope of work to be completed.

Proposal Requirements:

1. Cover letter
2. Resumes and/or Bios: Please include resumes and/or bios of key principals and individuals who will be overseeing or involved with this project.
3. Description of Experience related to design services:
   a. Please describe the general experience of the firm including number of years the firm has been in operation.
   b. Please describe the specific experience of the firm in providing services for commercial development projects.
   c. Description of experience in Indian Country: Please describe any relevant experience of the firm, involved principals and any assigned staff in projects located on Native American land.
4. Associations: Please provide a description of any associations with other firms or any form of subcontracting that is planned for the project. Please include pertinent information as to subcontracted firms.

5. Certifications and Licenses: Please include a copy of any pertinent licenses or certifications.

6. References: Please include a minimum of three references that can be contacted by the Owner. Provide three references of significant subcontractors as well.

7. Disclosure of Claims: Please disclose any claims, lawsuits, or formal disputes for work or services previously or currently being performed.

8. Methodology: Please provide explanation of methodology for all services.

9. Cost proposal: Please detail all costs required to assist with these services and required timelines for payments. Provide separate costs for each project as identified.

10. Design Schedule: Provide a detailed timeline of design progression and expected 100% CD completion. For scheduling purposes, allow 7-10 days for each segment of Tribal review.

11. Indian Preference (Optional): Please provide any evidence to demonstrate that the firm is a qualified, Indian-owned enterprise, with at least 51% active ownership by a member of federally recognized Indian tribe.

**Project Award**

The rating factors and values to be used in award of this contract are as follows and out of a possible 100 points:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Relevant Experience:</strong></td>
<td></td>
</tr>
<tr>
<td>Demonstrated experience with Architectural and Engineering Services for projects of similar size/scale</td>
<td>20</td>
</tr>
<tr>
<td>Demonstrated experience with Architectural and Engineering Services for Tribal Projects</td>
<td>15</td>
</tr>
<tr>
<td>Successful experience with BMIC</td>
<td>20</td>
</tr>
<tr>
<td><strong>Qualifications</strong></td>
<td>20</td>
</tr>
<tr>
<td><strong>Schedule</strong></td>
<td>5</td>
</tr>
<tr>
<td><strong>Cost</strong></td>
<td>15</td>
</tr>
<tr>
<td><strong>Indian Preference</strong></td>
<td>5</td>
</tr>
</tbody>
</table>

The Tribe, at its sole discretion, may elect to interview selected firm(s). If a firm is requested to take part in an interview (via Tribal arranged remote means), the key proposed project staff will be expected to take part. The interview will be an opportunity for the Tribe’s selection team to review the firm’s proposal and other matters deemed relevant to the evaluation.

**Compensation**

The proposal should provide a cost for all work associated with the provision of these services. The final cost of services may be negotiated, prior to award of the contract.

**Attachments**

- Project Site Locations; Aerial
- Floor plan sketch-commodities building
- Existing floor plan with anticipated proposed addition (option); Justice Center
- Site Photos
North wall-kitchen area of existing Commodities building
North side of Commodities building; area of planned addition