



Request for Proposals

Request for Proposals for Architectural and Engineering Services for Bay Mills Indian Community Gathering Grounds Structure

The Bay Mills Indian Community is requesting proposals from qualified individuals and firms to develop the Final Designs, schedule of completion, and cost estimates based on the provided design plans desired by BMIC for a proposed gathering grounds structure at the Riverview location, specifically the former baseball fields. Value engineering may be requested should the costs fall outside what has been anticipated.

Background:

The Bay Mills Indian Community (BMIC) is currently completing a \$3 million renovation of the existing campground and public recreation area within the center of the community known as Riverview Park and Campground.

The BMIC is a federally recognized Native American Tribe that is located in the rural Eastern Upper Peninsula of Michigan on the shores of Lake Superior. The people of Bay Mills are Ojibwa (or Chippewa) and they have resided in this area for hundreds of years. BMIC was granted a federal Corporate Charter pursuant to Section 16 of the Indian Reorganization Act on June 18, 1934. BMIC is one of the four original reservations established in Michigan. There are currently 2,258 tribal members.

This project is defined as follows:

BMIC is proposing the construction of a gathering grounds structure at the site of the former community baseball diamond near Riverview Park and Campground. The project aims to provide an area for community gatherings, specifically to house the annual Honoring Our Veteran's Pow Wow. During recent years, the annual Pow Wow has grown in attendance, popularity, and complexity and requires a permanent structure for this event.

This project is anticipated to begin construction in 2025. This will require a quick turnaround for the work associated with this project.

The BMIC project team has identified the desired concept design and has provided the enclosed documents as a preliminary scope. Electrical access, including lighting, will be required both within the structure and at the site location. Wifi access will be needed for the structure. We also anticipate a storage/breaker panel room will be needed within the tiered roof area. Changes to the fabric panels in the roofing area will need to be a full tent-type roof that will provide adequate coverage. Additionally, a flag pole/ship mast-type mechanism is desired so the panel roofing can be rapidly set up. The outside walls shown on the plans will not be desired on the structure's exterior.

Project Funding:

The project will be funded with 100% Tribal funding. There are no federal or other public funds associated with the project.

Scope of Work:

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

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.
- The procurement of a geotechnical survey sufficient for the construction of this structure to include potential soil borings.

Design Development:

- Update Schematic Design to incorporate regional needs (footings, wind and snow load, etc.) and proceed with Design Development.
- Grading of the site shall be designed to provide positive drainage to properly located drainage inlets and/or to edges of the project for sheet flow. The proposed grade elevation of the site shall meet the existing grade at the tie-in locations and shall be designed to ensure protective measures against soil erosion.
- 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 them to the Project Team. The presentation shall include a cost estimate, constructability review and potential value engineering.
- Obtain approval from Tribal POC before proceeding with Construction Documents.

Construction Documents:

- Provide Construction Documents, drawings, and specifications, based on the approved Design Development documents.
- Submit Construction Documents to the Project Team at approx. 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 the 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.
- 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 will be on an AS NEEDED basis. (Proposers shall submit an hourly rate for personnel that will likely be providing these services.)

Construction Administration:

- NOTE: The Tribe's Construction Manager will manage and oversee the day-to-day construction activities and provide reporting to the Tribe.
- The successful Proposer shall be available to respond to questions from the Tribe or the Construction Manager as construction progresses.
- Successful Proposer shall attend meetings or perform site inspections as requested.
- Successful Proposer shall update construction plans as requested to reflect As-Built conditions; shall submit final As-Built plans to Tribe in pdf format.
- Construction phase services shall be on an AS NEEDED basis; proposers shall submit applicable hourly rates and reimbursable for personnel that will likely respond to requests.

Necessary Contractual Terms:

Items that will be incorporated into the awarded contract for this project:

1. All data, sketches, charts, calculations, plans, specifications, electronic files, correspondence and other documents created or collected under the terms of the Contract Documents of this project by the Designer shall be considered "works made for hire" for which the Owner owns the copyright. Design Documents shall become the Owner's property upon preparation; Construction Documents shall become the Owner's property upon delivery to the Owner; and other documents prepared or obtained by the Designer in connection with the performance of its obligations under the Contract Documents, including studies, manuals, Record Drawings, technical and other reports and the like, shall become the property of the Owner upon the Designer's preparation or receipt thereof. Copies of all Design Documents, including AutoCAD drawings and Construction Documents shall be furnished to the Owner upon preparation or receipt thereof by the Designer. The Designer shall deliver copies to the Owner as required by the Contract Documents or upon request if not otherwise required to be delivered, with an indexed set delivered to the Owner as a condition to Final Acceptance and payment.
2. On completion of the design work, the Designer shall provide to Owner the Record Documents and Manuals (if any).
 - a) The Designer shall organize and index the Record Documents to facilitate easy retrieval of information.
 - b) The Record Documents shall be comprised of:
 - i. Design drawings and specifications
 - ii. Design criteria and calculations
 - iii. Design and check certificates
 - c) The Designer shall furnish to the Owner, upon Final Acceptance, the following:
 - i. One (1) set of 22" x 34" signed and sealed design drawings
 - ii. Five (5) sets of 11" x 17" copies of the signed and sealed drawings
 - iii. Five (5) sets of 8.5"x11" copies of the signed and sealed specifications for the project
 - iv. Five (5) sets of final documentation including design calculations and reports
 - v. Five (5) sets of final CADD files on CD or DVD or electronically transmitted files

3. The Designer's Engineer of Record of each Element shall professionally endorse (sign and seal and certify by Michigan P.E.) the record prints, the special provisions and all reference and support documents.
4. The Designer shall preserve all survey control monuments and shall notify the Owner as soon as it is known that a monument is in a position that will interfere with new planned construction. If a monument is disturbed, or cannot be preserved in place, the Designer shall set the new monument in accordance with industry standards.
5. All topographic surveying work throughout the term of the Contract shall be performed by the Designer in accordance with the MDOT Survey Manual or other Owner approved survey manual.
6. The Designer shall make available to Owner hard copy and electronic files of all survey data, for existing and new conditions and infrastructure, which at a minimum shall include:
 - a) Survey control data
 - b) Final 3-D model of the completed facility
 - c) Pipes, Culverts, Ditches and Related Appurtenances: Existing, newly installed control and as-built survey data for existing and new pipes, culverts and ditches which at a minimum include horizontal and vertical controls, type, size, materials and inlet/outlet control, catch basins and manhole and other related infrastructure
7. Electronic survey data files along with paper sketches and drawings will be furnished by the Designer to Owner. All electronic data files furnished by the Designer will be in the format of AutoCAD files.
8. Additional surveying work and supplemental layout work shall be performed by the Designer as needed to successfully complete the design work. The Designer shall provide and protect construction benchmarks within the construction limits. Construction benchmarks shall be located not farther than 500 feet apart for the total length of the Project. All drawings, field notes, and computations from such survey work performed by the Designer shall be submitted to Owner.
9. Calibration certificates of all equipment used shall be submitted to the Owner for review and acceptance prior to commencement of any survey operations. Equipment with expired calibration certificates shall not be permitted for use on the project.
10. Designer agrees to pay all royalties and license fees applicable to the Services to be performed hereunder. Subconsultant represents that the processes or methods Subconsultant will suggest to Owner do not infringe any patent or intellectual property right of any third party. Should any such processes or methods infringe any such rights, Designer undertakes, at its own expense, to make the changes necessary to ensure that any patent or intellectual property right which any third party may have in respect of such processes or methods is not infringed, or to obtain the necessary authorizations on Owner's behalf. Subconsultant shall defend, indemnify and hold Owner harmless of, from and against any and all suits, demands and claims for infringement of any patent rights applicable to the Services to be performed hereunder.
11. Owner shall not be responsible in any case of any equipment damage throughout the design or construction process of the project

Primary Standards and References:

1. Michigan Uniform Statewide Building Code (USBC);
2. Michigan Mechanical Code;
3. Michigan Plumbing Code
4. NFPA 101: Life Safety Code;
5. National Electric Code/NFPA 70; and
6. National Fire Alarm Code/NFPA 72.

Secondary Standards and References:

1. Michigan Energy Conservation Code;
2. ADA Standards for Accessible Design;
3. 28CFR35 - Title II of the Americans with Disabilities Act (ADA); and
4. 28CFR36 - Title III of the Americans with Disabilities Act (ADA).

Proposals to assist with these services must be submitted to the Bay Mills Indian Community by **Tuesday, February 4, 2025 at 4 pm EST.**

Please email proposals in PDF format to Rachel Lyons at rlyons@baymills.org. Proposals received after the deadline will not be accepted. Please contact Rachel Lyons via email or at 906-248-8132 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. Certifications and Licenses: Please include a copy of any pertinent licenses or certifications.
4. Disclosure of Claims: Please disclose any claims, lawsuits, or formal disputes for work or services previously or currently being performed.
5. Cost proposal: Please detail all costs required to assist with these services and the required timelines for payments.
6. 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.
7. 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 a federally recognized Indian tribe.

Evaluation Criteria

	Score Received: 1-5	Weight	Weighted Scores
Qualifications- identification of key personnel and experience/capability		20%	
Schedule- timeliness and value for money		40%	
Cost- reasonableness of rate schedule		35%	
Indian Preference		5%	
Total		100%	

Ratings:	
Clearly Outstanding-Above and Beyond Expectations	5
Well qualified	4
Average	3
Weak	2
Unsatisfactory	1
Insufficient Response	0

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

- Map of Site Location (**Attachment A**)
- Engineering Plans to be modified will be made available upon request to rlyons@baymills.org. Please include RFP Gathering Grounds in the subject line.

Attachment A

