

REQUEST FOR PROPOSALS

LITTLE RIVER BAND OF OTTAWA INDIANS
2608 GOVERNMENT CENTER DRIVE
MANISTEE, MI. 49660
PHONE: (231) 723-8288

**REGARDING: REQUEST FOR PROPOSALS FOR Phase II
Environmental Assessment at Bull Corner, parcel 07-127-005-00
, Manistee County, Michigan**

PROPOSALS DUE: July 22, 2025

RFP NO. 25-06-19

1. PURPOSE

Little River Band of Ottawa Indians, a federally recognized Indian Tribe, is soliciting bid proposals from qualified firms for professional services associated with Environmental Assessments within ATSM standards.

This RFP does not commit the Tribe to accept any proposal submitted. The Tribe reserves the right to accept or reject any and all proposals, and to accept or reject any or all items in any proposal. The Tribe reserves the right to negotiate with any and all proposers and any and all parts of the proposals received, including, but not limited to, cost and other relevant details and to accept the proposal most advantageous to, and in the best interest of, the Tribe. The Tribe is not responsible for any costs incurred by the respondents in the preparation of responses to this RFP. The terms “vendor”, “bidder,” and “respondent” are used interchangeably throughout this RFP and are intended to refer to a person or entity submitting, or intending to submit, a proposal in response to this RFP.

1.1 SCOPE OF WORK: PLEASE SEE ATTACHMENT A

A phase I Environmental Assessment was completed on this parcel which is part of this RFP. LRBOI wishes to conduct a Phase II Environmental Assessment, that will lead to open dumping and other environmental Clean-ups at this parcel, as necessary.

The assessment due date will be 80 days after a contract is agreed (Services Agreement with LRBOI and contractor) unless specified otherwise in the Service Agreement.

2. RFP ADMINISTRATIVE PROCEDURES

2.1 RFP CONTACT. The individual named below is the Tribal Contact. The Tribal Contact shall be the sole point of contact regarding this RFP from the date of issuance until selection of the successful bidder. To ensure clear and accurate communication and avoidance of the appearance of impropriety, from the date of issuance of this RFP until announcement of the successful bidder, proposers may contact only the RFP Contact. The RFP Contact will respond only to questions submitted in writing in accordance with this RFP. In the event that a vendor or someone acting on the vendor's behalf attempts to discuss this RFP verbally or in writing with any employee of the Tribe other than the RFP Contact/Contract Administrator designated below, the vendor may be disqualified as a prospective bidder.

Tribe's RFP Contact:

Michelle Lucas, Purchasing Manager
2608 Government Center Drive
Manistee, MI. 49660

Email: michellelucas@lrboi-nsn.gov

2.2 RFP TIMETABLE. The dates set forth are subject to change, at the sole discretion of the Tribe:

EVENT	DATE
2.2.1 RFP Issued	On or before June 19, 2025
2.2.2 Conference with Department	4:30 P.M. EASTERN Time, July 15, 2025 (online)
2.2.3 Due Date	4:00 P.M. EASTERN Time, July 22, 2025

2.3 DUTY TO EXAMINE AND INQUIRIES REGARDING THE RFP.

- 2.3.1** It is the responsibility of each bidder to examine the RFP, including all amendments, seek clarification in writing (inquiries), and examine their proposal for accuracy before submitting the proposal. Lack of care in preparing a proposal shall not be grounds for modifying or withdrawing the proposal after the proposal due date and time, nor shall it give rise to any contract claim.
- 2.3.2** All inquiries concerning this RFP, including any questions related to the terms and conditions of this RFP, shall be made in writing and submitted to the RFP Contact at the physical address or email address noted above. Verbal inquiries will not be accepted.

2.4 CONTENT OF RFP AND SUPERSEDING EFFECT. This RFP is designed to provide prospective bidders with information necessary for the preparation of competitive proposals. Each bidder is responsible for determining all factors necessary for the submission of a comprehensive and compliant proposal. Proposals submitted in response to this RFP should be based solely on the material contained in the RFP, including any amendments. This RFP supersedes all previous RFPs and all proposals, oral and written, and all negotiations, conversations, communications and discussions heretofore had between the parties, related to the subject matter of this RFP.

- 2.4.1 AMENDMENT OF RFP.** The Tribe reserves the right to amend this RFP at any time. In the event it becomes necessary to amend, add to, or delete any part of the RFP, an amendment will be provided to all known vendors/prospective bidders who received the original RFP and will be posted on the Tribe's website.

2.5 SUBMISSION OF PROPOSAL. Every proposal submitted must include an original and three (3) copies. Proposals and copies must be submitted to the Little River Band of Ottawa Indians: **Michelle Lucas, Purchasing Manager, 2608 Government Center Drive, Manistee, MI. 49660. Proposals must be received no later than 4:00 P.M.(eastern time), Tuesday, July 22, 2025. Any proposal received after this deadline will not be accepted. Proposals must be submitted by Carrier (FedEx, UPS, etc.) The envelope must be SEALED and include the following notation on the bottom left-hand corner: "RFP FOR SUGAR SHACK ." Please also include company/individual name on the outside of the envelope. Bidders must allow ample mail delivery time to ensure timely receipt of their proposal. It is the bidder's responsibility to ensure that the proposal is received prior to the deadline. Postmarking by the due date will not substitute for actual receipt of the proposal by the Tribe. Proposals sent via email or fax will NOT be accepted.**

2.6 OPENING OF PROPOSALS. The proposals will be opened during a CLOSED BID OPENING on Wednesday, July 7, 2021, or as soon thereafter as practicable.

INTERVIEWS: The Tribe may conduct interviews with Proposers to clarify aspects set forth in their proposals or to assist in finalizing the ranking of top-ranked proposals. The interviews may be conducted in person or by phone. If conducted in person, interviews most likely will be held virtually using either Microsoft Teams or Zoom web meeting software. The Tribe will not reimburse Proposers for any cost incurred in traveling to or from the interview location.

2.7 REJECTION OF PROPOSALS. Notwithstanding any other provision of this RFP, at any time prior to execution of a written Contract, the Tribe reserves the right to reject any or all proposals, in whole or in part, to advertise for new proposals, to abandon the need for such services, and to cancel this RFP if it is in the best interest of the Tribe.

2.8 COSTS OF PREPARING PROPOSALS. The costs of preparing the proposal are the sole responsibility of the vendor. The Tribe is not responsible for any costs incurred by vendor which are related to the preparation or delivery of the proposal or any other activities carried out by the vendor related to this RFP.

2.9 PROPOSALS PROPERTY OF THE TRIBE. All proposals become the property of the Tribe and shall not be returned to the bidder submitting a proposal. The bidder agrees that the Tribe may copy the proposal for purposes of facilitating the evaluation of the proposal or for any other reason.

2.10 VALIDITY OF PROPOSALS. All proposals shall be valid for a period of sixty (60) business days following the date on which proposals are due, except that the proposal of the successful bidder shall remain valid until expiration or termination of any contract based upon the successful bidder's proposal, between the Tribe and the successful bidder.

2.11 BIDDER'S REPRESENTATIONS.

2.11.1 By submitting a bid, the bidder certifies that they are authorized to conduct business in the State of Michigan.

2.11.2 By submitting this bid, the bidder certifies that they are experienced and qualified to perform the services required by this RFP and are properly staffed, organized, and financed to perform such services, and to commence such services immediately.

2.11.3 By submitting a bid, the bidder certifies that their bid and proposal were made and submitted without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer, or subcontractor in connection with its bid. The bidder also certifies that they have not conferred with any Tribal employee having official responsibility for this procurement transaction, any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

2.12 NATIVE AMERICAN PREFERENCE REQUIREMENTS. Proposals are subject to the Tribe's General Procurement Policies and Procedures. Proposers claiming Native American Preference under this proposal, must include documentation that confirms that the proposer qualifies of having Native American Preference.

2.13 PROPOSAL EVALUATION AND SOURCES OF INFORMATION.

2.13.1 Proposals that comply with the mandatory requirements of this RFP will be evaluated by the RFP committee with respect to the point grading scheme below:

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| 1. | 30 points | Experience and Reputation. |
| 2. | 20 points | Understanding of Scope of Work. |
| 3. | 25 points | Proposal Price. |
| 4. | 10 points | Delivery time. |
| 5. | 10 points | Native American Preference (certification required) |
| 6. | 05 points | Small and minority businesses, women's business enterprises, and labor surplus are firms (certification required). |

2.14 AWARD AND NOTIFICATION. The Tribe reserves the right to either award a purchase contract without further negotiations with the successful bidder or to negotiate contract terms with the selected bidder if in the best interest of the Tribe. The successful bidder may be required to attend a post-award meeting with representatives of the Tribe to discuss the terms and conditions of the purchase contract.

2.15 DISPUTES. In case of any doubt or differences of opinions as to the contents of this RFP, or interpretation of any provision of this RFP, the decision of the Tribe shall be final and binding upon all parties.

3. CONTENT AND FORMAT OF PROPOSAL

3.1 PURPOSE. These instructions prescribe the required format and content of the proposal and are designed to elicit information necessary to selection of the most qualified bidder, and to facilitate the submission of a proposal that is easy to understand and evaluate.

- 3.2 FORMAT.** Proposals shall be prepared on 8.5" x 11" paper, single sided. **A proposal submission must include an original and three (3) copies of the proposal, including all attachments.**
- 3.3 CONTENT.** Each proposal shall respond completely to the following questions and requests for information:
- 3.3.1** Please provide a description of the bidder's organization including size, goods and services offered and length of time in operation. Please include if the bidder is a registered MBE/WBE. Refer specifically to bidder's branch location or affiliate. Please provide full name, address, telephone number(s), fax number, and email address of bidder and bidder's primary contact, and verify that the bidder is authorized to conduct business in the State of Michigan.
- 3.3.2** Relevant Project Experience. Please provide the name and qualifications of the person(s) who will be responsible for general oversight of the project. List other projects similar in scope in the last five (3) years, listing each project name, project scope, and the role your firm played in the project.
- 3.3.3** Reputation. Please list three (3) entities, either commercial or governmental, to which bidder has provided similar services within the past three (3) years. Include the name, address, telephone number, and email contact information of the point of contact, and a description of the goods and/or services provided. The Tribe reserves the right to conduct reference checks.
- 3.3.4** Understanding Scope of Work. Please summarize how your firm will organize this project.
- 3.3.5** Proposal Price.
- 3.3.6** Delivery Time. Please provide an estimated time that your team will require to accomplish Little River Band of Ottawa Indians scope in respect to this RFP.
- 3.3.7** Indian Preference. If claiming Native American Preference, please provide documentation of Indian Preference.
- 3.3.8** The submission of additional pertinent information beyond the requirements of this RFP is acceptable.

4. REQUIREMENTS

- 4.1 MARKETING PROHIBITION.** The successful bidder shall not use the name of, or refer to, Little River Band of Ottawa Indians or any Tribal departments, program or entity of the Tribe in any marketing activity. Nor will the successful bidder use said names or references thereto in any endorsement of its company, products, or services, without the written consent of the Little River Band of Ottawa Indians.
- 4.2 RELIABLE, RESPONSIVE, RESPONSIBLE BIDDERS.** Little River Band of Ottawa Indians reserves the right to determine whether a bidder is responsive, reliable, qualified, and possesses the ability to complete the entire project. Those determinations will be based on:
1. The skill and experience demonstrated by the bidder in performing agreements of similar nature.
 2. The bidder's record for honesty and integrity.
 3. The bidder's capacity to perform in terms and facilities, personal and financing.
 4. The bidder's past performance.
- 4.3 NO ASSIGNMENT.** No bidder may assign its bid/proposal or any rights or obligations with respect thereto to any other party. No purchase contract between a successful bidder and the Tribe may be assigned by either party without the prior written consent of the other party, which consent may be given, withheld, or conditioned in the sole and absolute discretion of the party whose consent is sought. Any assignment,

subcontract or delegation in derogation of this provision shall be deemed void.

4.4 DEBARMENT AND SUSPENSION. No contract shall be made to parties listed on the General Services List of Parties Excluded from Federal Procurement or Non-procurement Programs In accordance with E.O.'s 12549 and 12689, "Debarment and Suspension." A list of excluded parties can be found at www.sam.gov and 2 CFR 180, OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement), governs debarment and suspension of federal grantees and sub-grantees from receiving federal grant awards. Debarment and suspension can occur if federal grantees use federal funds wastefully or fraudulently. To ensure federal funds do not flow to excluded parties, federal agencies and grantees are required to check for excluded parties prior to opening bids or awarding.

4.5 TAXES: The Little River Band of Ottawa Indians is exempt from Michigan sales and use tax on materials that are purchased, used or acquired in performance of a contract entered into by the Tribe for construction, renovation or improvements of real property owned by the Tribe or owned by the federal government in trust for the Tribe, if the real property is located within the Tribal and Trust Lands. The proposer should follow the State's general rules regarding nonprofit hospitals and housing to determine what is considered affixed and made a structural part of the exempt real property. Sales and use taxes shall not be included in the bid amount. Awarded bidder will receive a Certificate of Exemption packet after execution of the contract and a purchase order is issued.

4.6 INSURANCE: By signing and submitting a proposal under this RFP, the proposer certifies that if awarded the bid, the proposer will have insurance coverage as specified below at the time of the contract award and will maintain such coverage throughout the term of the agreement:

Business Automobile Liability: Business Automobile Liability covering all owned, hired and non-owned vehicles; \$1,000,000 per occurrence for bodily injury and property damage.

General Liability Coverage: Minimum of \$500,000 per person per occurrence; \$500,000 property damage; \$5,000 medical expense; \$2,000,000 aggregate.

Excess/Umbrella Liability Coverage: \$1,000,000.

5. GRANT REQUIREMENTS

EPA is requiring the bidders to have the ability to have a site specific QAPP. This project is funded by BIL funding.