



REQUEST FOR PROPOSALS (RFP)
For
Modular Bay Mills Housing Authority Office Building

Issued April 15, 2026
RFP Closing: May 13, 2026, 12:00pm EST

SUMMARY OF KEY INFORMATION

RFP TITLE	<i>Modular Bay Mills Housing Authority Office Building</i> Proponents should use this title on all correspondence.
CONTACT PERSON	The point of contact for this RFP is: <i>Robert Passage</i> <i>Housing Director</i> <i>Bay Mills Housing Authority</i> Email: rjpassage@baymills.org Phone: 906-248-8731
INQUIRIES	Please direct all enquiries by email to the Contact Person. Inquiries received by any other means may not be answered. Proponents are encouraged to submit inquiries at an early date to permit consideration by the Owner. Inquiries should be submitted no later than 12:00 pm EST on the day that is five (5) business days before the Submission Time. The Owner may, in its sole and absolute discretion, decide to not respond to any inquiry.
SUBMISSION DEADLINE	Submission time is 12:00pm EST, May 13, 2026, or as indicated in the call for bids, or amended by addendum.
SUBMISSION LOCATION	Please email proposals in PDF format to Robert Passage at rjpassage@baymills.org Proposals received after the deadline will not be accepted. Please contact Robert Passage via email 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.

BACKGROUND

The Bay Mills Indian Community (BMIC) is a federally recognized Tribal Nation that is located in the rural Eastern Upper Peninsula of Michigan on the shores of Lake Superior. The people of Bay Mills are Ojibwe (or Chippewa) and they have resided in this area since time immemorial. 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.

Bay Mills Housing Authority's current office space is limited. The BMHA Board recently approved the development of a new office space to be located closer to BMHA Maintenance facilities and apartment buildings on W. Bear Trail. This RFP seeks proposals from qualified companies with modular units, including transportation to site and professional installation.

PROJECT DESCRIPTION

The Owner is requesting proposals from qualified modular home companies/installers to place a modular office building in Brimley, Michigan (see attached map). The selected company will provide all labor, materials, equipment, transportation, and supervision required to complete the project in accordance with the plans, specifications, and State of Michigan Codes.

Homes designs will include the following:

- Approximately 2,000 square feet with 7 offices, lobby space, conference room, kitchen, and restrooms- submit floorplan(s) that meet these criteria. If more than one floorplan is submitted for consideration, a corresponding quote must also be submitted;
- 5-block foundation with HVAC air return (must meet State of Michigan code). The foundation and still plate must be insulated;
- 200-amp electric service;
- Interior utility work, including electric, plumbing, and heating.
- 24kW backup generator

Additional Project Elements

No permits are required for this project; however, Contractor must coordinate with BMIC Construction Manager on inspections and approvals. Contractors must be licensed and insured. All units are required to adhere to Michigan Building Code.

Site Conditions

The project site is located on W. Bear Trail near existing BMHA apartment buildings. The property is currently wooded and will be cleared, grubbed, excavated/filled, graded, and compacted, in addition to driveway install. Excavation is to include excavation for a 5-block foundation (foundation provided by modular home subcontractor, excavation to be provided by Owner) and backfilling foundations.

SCOPE OF WORK

The contractor shall provide:

- Project management and supervision;
- Procurement of materials;
- Coordination with subcontractors;
- Scheduling and progress reporting;
- Quality control and safety management.

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.
- Selected company must work with Construction Manager to coordinate onsite utility connections and final grading.

PROPOSED PROJECT TIMELINE

<u>Milestone</u>	<u>Date</u>
RFP Issued	April 15, 2026
Questions Due	April 22, 2026
Proposals Due	May 13, 2026
Consultant Selection	May 20, 2026
<u>Estimated Project Start</u>	<u>June 1, 2026</u>
<u>Project Completion</u>	<u>October 31, 2026</u>

QUOTE REQUIREMENTS

1. Cost proposal: Please detail all costs and quantities required to assist with these services and required timelines for payments.
2. Construction Schedule: Provide a detailed timeline of construction progression and expected 100% completion.
3. 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.
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 regarding 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.

EVALUATION CRITERIA

	Score Received: 1-5	Weight	Weighted Scores
Schedule- ability to adhere to proposed schedule		40%	
Cost- reasonableness of rate schedule		40%	
Demonstrated successful experience with similar projects.		15%	
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. Under no circumstance is the Owner responsible for any equipment related costs.

ATTACHMENTS

- Project Site Location



0 0.02 0.04 0.08 Miles

Housing Authority New Office

