



REQUEST FOR PROPOSALS

Request for Proposals for Feasibility Study for Bay Mills Indian Community Septic Services

The Bay Mills Indian Community is requesting proposals from qualified individuals and firms to assess economic diversification opportunities for septic services in Brimley, Michigan.

Background:

Bay Mills Indian Community ("BMIC") has been awarded funding from the Department of Interior, Bureau of Indian Affairs ("BIA") for the Native American Business Development Institute ("NABDI") Grant. This grant funding will help BMIC conduct a feasibility study to assess economic diversification opportunities for septic services.

The BMIC is a federally recognized Native American Tribe 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 (4) original reservations established in Michigan. BMIC consists of around 3,870 acres with two (2) separate inhabited reservation areas, approximately 25 miles apart, with a service district that includes Chippewa, Luce, and Mackinac Counties.

BMIC Housing Authority owns two (2), three (3), and four (4) – bedroom homes, eight (8) senior homes, and 32 apartments, totaling approximately 130 units. There are also over 200 individual tribal homeowners throughout the community. BMIC is currently building out the Plantation Hill Housing Development to meet its housing needs. In the short term, this development is expected to add an additional 80 housing lots and at least seven (7) lots commercial businesses. There are plans for long-term expansion of the development which may add upwards of 50 housing lots.

Some existing homes have septic tanks with drain fields, while other homes have septic tanks with connections to the community treatment/filtration system.

This Project Is Defined As Follows:

BMIC is interested in performing a feasibility study to determine the possibility of developing a septic tank pumping service. A consultant will look into the development of this opportunity, followed by technical analyses to assess the project's overall feasibility. Should the opportunity be deemed feasible through the project, a final report will contain a roadmap for the execution and assistance in positioning BMIC to pursue further funding for the business's plan development and implementation.

Michigan is currently the only state that does not require regular inspections of septic systems. This is a problem that continues to get worse with time. Most septic systems are found in rural

areas where municipal sewer systems don't exist or were built prior to those systems. Regular servicing is a septic system's most important maintenance requirement that should be done every three (3) to five (5) years.

With the current expansion of housing and the continued need for septic services, BMIC must ensure that the community has access to these much-needed services. BMIC needs to get all housing on a three (3) year rotation schedule to ensure that septic tanks are properly maintained. In addition to this, BMIC must identify the extent to which we can manage a project of this sort.

Scope Of Work:

The successful Proposer shall perform the tasks listed below for the project and shall work closely with designated Tribal personnel to accomplish these goals by October 2024:

Phase I

Research. Research as determined by the consultant. This may include but is not limited to collecting feedback from community members, stakeholders, and the Executive Council.

1. Identification of pertinent economic and demographic data for the site's immediate and broader market areas. This analysis should include, but not be limited to, residential locations, actual and potential customers, and other relevant demographic data necessary to support development decisions.
2. Analyzation of the septic sewer industry in and around the Brimley area including historical trends, origins of demand (convenience, residential, destination, and day vs. overnight), transportation infrastructure and other factors affecting the site's overall appeal. This should include a discussion of local and regional attractions.

Phase II

Will take a deeper look at Phase I. Specific analyses will be tailored by the consultant but should include, but are not limited to:

- Market Analysis and Feasibility
 - Demographic studies, market demand, site studies, competition determination, SWOT, labor force qualifications, assessment of land holdings as potential site for the proposed service, etc.
- Economic Analysis and Feasibility
 - Creation of a financial model to include, at a minimum:
 - Estimations of revenue that BMIC can expect from the proposed development.
 - Projections of expenses that BMIC can expect to incur in operating the proposed development, including the level of cash flow available for debt service for the initial five years of operation.
 - Audit project cost estimates with project team members and provides reasonable assumptions if necessary.
 - Report of the annual Return on Investment (ROI) for the proposed project for the next five years of operation.

- Estimation of the demand for septic services in the Bay Mills area for the next five years.
- Organization Structure Analysis and Feasibility
 - Current staffing, staffing needs, potential challenges, etc.

Final Report and Presentation

Final report to outline findings. The report will be presented to the BMIC Executive Council and other stakeholders. The Final Deliverable will be the overview of the actionable steps to move forward to make an overall determination of the project.

Proposals to assist with these services must be submitted to Bay Mills Tribal Administration by Wednesday, May 1, 2024, 4:00 pm EST.

Please email proposals in PDF format to Tara Parrish at tparrish@baymills.org. Proposals received after the deadline will not be accepted. Please get in touch with Tara Parrish via email or at 906-248-8122 with any questions 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 Biographies: Please include resumes and/or bios of key principals and individuals overseeing or involved with this project.
3. Description of Experience related to feasibility studies:
 - a. Please describe the firm's general experience, including the number of years the firm has been in operation.
 - b. Please describe the firm's specific experience in providing research consulting and feasibility studies services.
 - 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 describe any associations with other firms or any form of subcontracting 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 (3) references that the BMIC can contact. 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 an explanation of the methodology for all services.

9. Cost proposal: Please detail all costs required to assist with these services and the required timelines for payments.
10. 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.

Project Award

The rating factors and values to be used in the award of this contract are as follows:

	Score Received: 1-5	Weight	Weighted Scores
Demonstrated experience with feasibility studies		10%	
Approach to successfully complete each deliverable		25%	
Qualifications- identification of key personnel and experience/capability		20%	
Schedule- timeliness and value for money		20%	
Cost- reasonableness of rate schedule and within grant budget		20%	
Indian Preference		5%	
Total	0	100%	0.00

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

The Tribe, at its sole discretion, may elect to interview the 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 before the award contract. The total cost of the project must not exceed \$70,600.