



REQUEST FOR PROPOSALS (RFP)
For
Marina Expansion Project
Bay Mills Indian Community

Issued March 11, 2026
RFP Closing: April 6, 2026, 12:00pm EST

SUMMARY OF KEY INFORMATION

RFP TITLE	<i>Marina Expansion Project</i> Proponents should use this title on all correspondence.
CONTACT PERSON	The point of contact for this RFP is: <i>Brianna Gunka</i> <i>Director of Planning & Development</i> <i>Bay Mills Indian Community</i> <i>Email: bgunka@baymills.org</i> <i>Phone: 906-248-8125</i>
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 enquiry.
SUBMISSION DEADLINE	Submission time is 12:00pm EST, April 6, 2026, or as indicated in the call for bids, or amended by addendum.
SUBMISSION LOCATION	Please email proposals in PDF format to Brianna Gunka at bgunka@baymills.org . Proposals received after the deadline will not be accepted. Please contact Brianna Gunka 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.

The BMIC Marina is located at the Bay Mills Resort & Casino in Brimley, Michigan (see attached maps). The existing sheet pile wall system has failed, and adjacent ground subsidence is evident. The overall height of the wall system has been insufficient to protect the shoreline with recent record lake levels and the frequent seiches experienced in this area.

The marina is positioned on Waishkey Bay, also known as Wasika Bay or the Back Bay, which connects to the St. Mary's River. The marina and waterfront span approximately 1.5 acres and includes a 0.73-acre basin, adjacent parking areas, and a north lagoon. The facility is vital to the community and regional economy as the one of the few public boat access points to Lake Superior between Sault Ste Marie (25 miles east of the site) and Whitefish Point (50 miles west). Originally developed three decades ago, the marina needs comprehensive rehabilitation. Building off completed planning and conceptual design work, this project will prepare final engineering designs for marina rehabilitation, including detailed technical plans and cost estimates, and assessments of all relevant regulatory approvals.

In 2026, BMIC was awarded an EGLE Michigan Coastal Management Program Grant to support this project. As such, the selected firm must comply with grant requirements, including:

The Grantee shall ensure that any field work conducted for this project, including construction activities, surveys, educational, training, or volunteer programs/activities will be conducted in accordance with appropriate federal, state, and local laws and will follow recognized best practices, take the necessary steps to minimize the risk of spreading terrestrial and aquatic invasive species, and minimize the impact to the human environment during this project. The Grantee's selection of project-appropriate measures is required to take into consideration the type of work being conducted and the specific site situation, including the changes in risk level according to season and weather.

PROJECT DESCRIPTION

BMIC is seeking proposals from qualified engineering firms to develop engineering plans for an expanded Marina facility located in Brimley, Michigan. The purpose of this project is to expand marina capacity, improve waterfront infrastructure, and enhance services for recreational boaters while supporting long-term economic development and waterfront access.

The selected consultant will prepare final engineering design documents, permitting support, and construction-ready plans for the proposed marina expansion.

The final designs will include enhanced, accessible, and safe facilities for both commercial and recreational fishing. Enhancements will include green infrastructure techniques such as stormwater management systems, vegetated bioswales, permeable pavers, and installing underground stormwater piping to specific outflow locations. The design will include addressing a deteriorating

seawall, planting native vegetation along the shoreline, and using environmentally friendly construction techniques. Improving drainage of existing adjacent areas, including the two current flows under Lakeshore Drive, is required. Additionally, final designs will include ADA-compliant parking spaces and paved walkways to accommodate all users and connections to adjacent businesses to encourage economic development. The final engineering design will advance the project to construction-ready documents and assist with necessary environmental and regulatory approvals.

SCOPE OF WORK

The consultant will provide:

- Existing conditions summary
- Final marina layout plans
- Engineering design drawings
- Permit application materials
- Construction plans and technical specifications
- Engineer's cost estimate
- Digital CAD and PDF files
- Presentation materials for stakeholders

REQUIRED TASKS

Task 1 – Project Initiation and Coordination

- Conduct kickoff meeting with project team
- Review existing studies, surveys, and conceptual plans
- Confirm project goals, scope, and schedule
- Develop project management plan and communication protocol

Task 2 – Existing Conditions Evaluation

The consultant will review and assess site conditions including:

- Bathymetry and shoreline conditions
- Existing infrastructure, including stormwater infrastructure
- Marina utilities (electric, water, sewer)
- Navigation and channel conditions
- Soil and sediment conditions
- Wave action and water level fluctuations

Additional surveys may include:

- Hydrographic survey
- Topographic survey
- Utility verification
- Geotechnical investigation coordination

Task 3 – Final Marina Layout Design

Develop final engineering design for the marina expansion, including:

- Dock and pier layout
- Slip configuration and sizing
- Transient and seasonal docking
- ADA accessibility compliance

- Dock anchoring systems
- Wave attenuation considerations
- Navigation lanes and turning radii

Task 4 – Structural and Marine Engineering

Prepare detailed engineering design for marina infrastructure including:

- Floating docks or fixed piers
- Pilings or anchoring systems
- Gangways and access points
- Breakwaters or wave attenuators (if required)
- Shoreline protection and stabilization
- Structural components and materials

Task 5 – Utility and Infrastructure Design

Design utility systems serving the marina expansion, including:

- Electrical service and pedestals
- Potable water supply
- Sanitary pump-out or sewer service
- Fire protection
- Fuel system considerations (if applicable)
- Lighting systems
- Communications infrastructure

Task 6 – Environmental Permitting Support

Provide assistance with environmental permitting, including preparation of application materials for agencies such as:

- U.S. Army Corps of Engineers
- Michigan Department of Environment, Great Lakes, and Energy

Tasks may include:

- Permit drawings
- Environmental impact documentation
- Agency coordination
- Response to permit review comments

Task 7 – Construction Documents

Prepare complete construction-ready engineering plans and specifications, including:

- Civil engineering plans
- Structural and marine engineering drawings
- Utility plans
- Technical specifications
- Construction details
- Engineer’s opinion of probable construction cost

Task 8 – Bid Phase Assistance

Provide assistance during the bidding phase including:

- Responding to contractor questions
- Preparing addenda, if necessary
- Bid evaluation support
- Recommendation of contractor for award

PROPOSED PROJECT TIMELINE

Milestone	Date
RFP Issued	March 11, 2026
Questions Due	April 3, 2026
Proposals Due	April 8, 2026
Consultant Selection	April 17, 2026
Estimated Project Start	May 4, 2026
Final Plan Completion	December 30, 2026

PROPOSAL REQUIREMENTS

Cover letter

1. 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.
2. Schedule: Provide a detailed timeline of progression and expected 100% completion.
3. Demonstrated experience in marina or waterfront design projects.
4. 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.
5. 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.
6. Certifications and Licenses: Please include a copy of any pertinent licenses or certifications.
7. References: Please include a minimum of three references that can be contacted by the Owner. Provide three references of significant subcontractors as well.
8. 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- adherence to proposed schedule		35%	
Cost- reasonableness of rate schedule		35%	
Demonstrated experience with marina/waterfront design		25%	
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 Location Map
- BMIC Marina Concept Design from PER

BMIC Marina Renovation Final Engineering Designs Proposal

Project Location Map



