



REQUEST FOR PROPOSALS (RFP)
For
Site Prep for Office Building
Bay Mills Housing Authority

Issued April 15, 2026

RFP Closing: May 13, 2026, 12:00pm EST

SUMMARY OF KEY INFORMATION

RFP TITLE	Site Prep for Office Building Proponents should use this title on all correspondence.
CONTACT PERSON	The point of contact for this RFP is: Robert Passage Housing Director Bay Mills Housing Authority 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 enquiry.
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.

The Bay Mills Housing Authority is seeking a proposal for site clearing and lot preparation for a new modular housing office building. This site is conveniently located adjacent to the Bay Mills Housing Authority apartment. This RFP seeks a qualified contractor to complete the site clearing, preparation, excavation for 5-block foundation (foundation to be installed by modular company sub-contractor), backfill and finish grade of site.

SCOPE OF WORK

Site Clearing and Grubbing

- Clearing lots within the boundaries established by the Bay Mills Indian Community. We anticipate approximately 1/2 acre, with some tree screening remaining between lots. See attached for map of lots and approximate area to be cleared.
- Removal of all trees, vegetation, stumps, and debris (offsite by contractor)
- Proper disposal or recycling of materials

Earthwork and Grading

- Excavation and fill operations, including excavation for 5-block foundation (foundation provided by modular home subcontractor) and backfilling foundation.
- Rough and final grading
- Compaction of soils to specified densities
- Import/export of fill material.

Driveway Subgrade Preparation

- Subgrade preparation for driveways and sidewalks
- Installation of culverts under driveway

Stormwater Management

- Installation of drain tile

CONSTRUCTION ADMINISTRATION

- NOTE: The Bay Mills Housing Authority Director 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 BMHA 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.

PROPOSED PROJECT TIMELINE

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

PROPOSAL REQUIREMENTS

1. Certifications and Licenses: Please include a copy of any pertinent licenses or certifications.
2. Disclosure of Claims: Please disclose any claims, lawsuits, or formal disputes for work or services previously or currently being performed.
3. Cost proposal: Please detail all costs required to assist with these services and required timelines for payments.
4. Schedule: Provide a detailed timeline of site prep activities.
5. Subcontracts: Provide a list of subcontractors you anticipate working with on this project, if applicable.
6. 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.

EVALUATION CRITERIA

	Score Received: 1-5	Weight	Weighted Scores
Demonstrated experience with projects of similar size/scale		15%	
Schedule- ability to meet schedule provided above		40%	
Cost- reasonableness of rate schedule		40%	
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

ATTACHMENTS

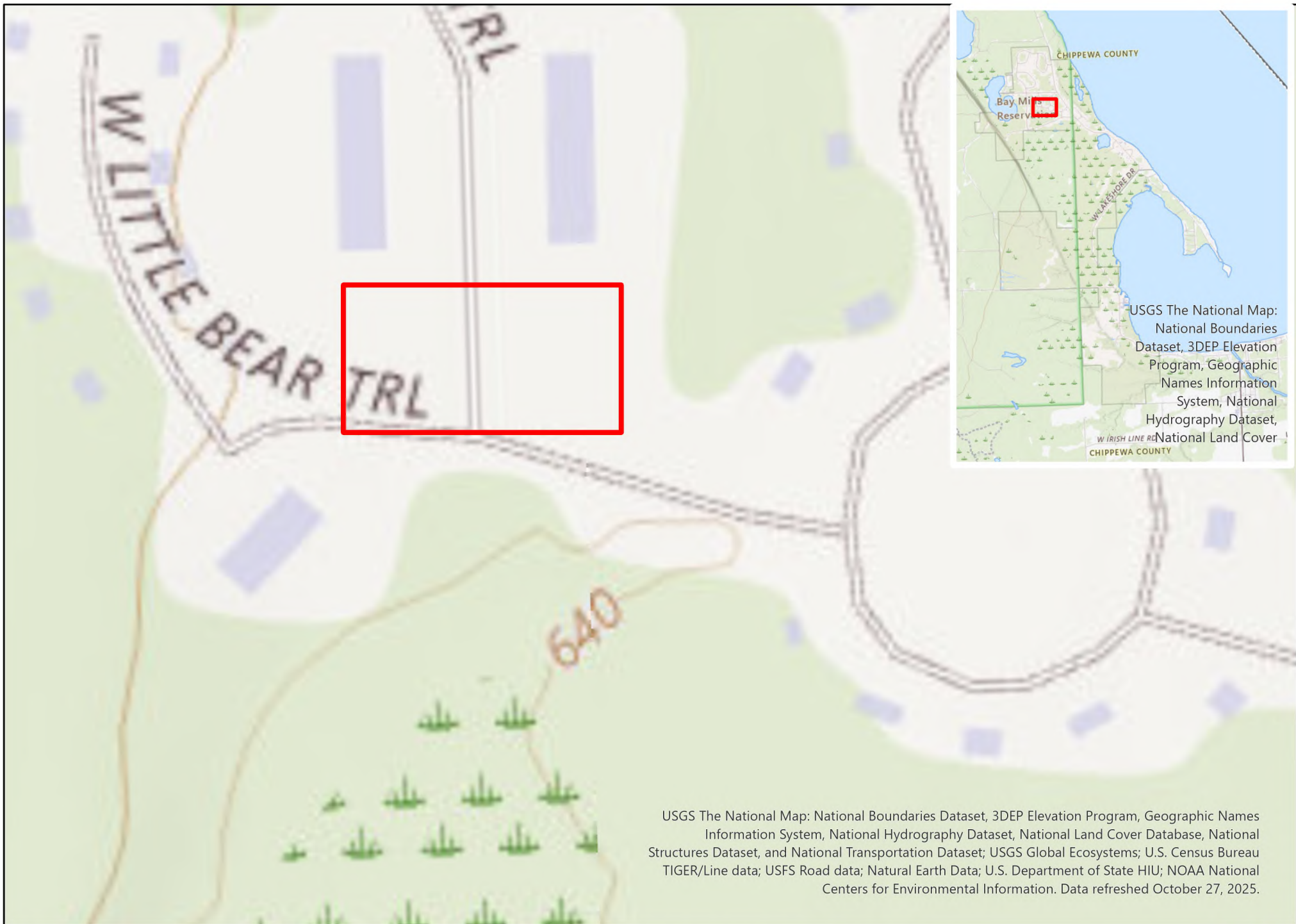
- Project Site Locations; Aerial, Map



0 0.02 0.04 0.08 Miles

Housing Authority New Office





0 0.02 0.04 0.08 Miles

Housing Authority New Office

