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# Request for Proposals

## Request for Proposals for Architect Services for development of a Materials Management Facility at Bay Mills Indian Community

The Bay Mills Indian Community is requesting proposals from qualified firms for architecture services for a pre-engineered steel structure, slated to be a Materials Management Facility in Brimley, Michigan.

### Background:

The BMIC is a federally recognized Native American Tribe that is 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 original reservations established in Michigan. There are currently 2,258 tribal members.

### Project Description:

The site is located at 12462 W. Plantation Rd., Brimley, MI 49715. To date, the site has been cleared of trees and driveways and culverts have been installed. A 65' x 140' x 25' pre-fabricated steel building has been ordered from Titan Steel and is expected to be delivered on September 23, 2025.

### Additional Project elements

No permits are required for this project. Firm needs to be licensed, insured and bonded.

### Site Conditions

A geotechnical report and foundation designs are included as an attachment to this RFP.

### Scope of Work:

The successful firm shall perform the tasks listed below for this project and shall be expected to work closely with designated Tribal personnel to accomplish these goals. Plans should adhere to Michigan Building Code. The project requires the development of:

- Site plan including drainage and stabilization
- Mechanical plan and details
- Plumbing plan and details
- Electrical plan and details
- Fire suppression system plan
- Utility connection plan including septic and drain field
- Interior building layout plan and interior finishes
- Specifications for all contractor supplied goods
- Windows, doors and garage door plan
- Ongoing support services throughout construction process as needed

***Proposals must be submitted to the Bay Mills Indian Community by  
Friday, October 10, 2025, 12pm (noon) EST.***

Please email proposals in PDF format to Jennifer Satchell at [jmsatchell@baymills.org](mailto:jmsatchell@baymills.org) . Proposals received after the deadline will not be accepted. Please contact Jennifer Satchell via email or at 906-248-8655 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.

**Proposal Requirements:**

Cover letter

1. Cost proposal: Please detail all costs required to assist with these services and required timelines for payments.
2. Schedule: Provide a timeline and expected 100% completion date.
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 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 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- timeliness and value for money		45%	
Cost- reasonableness of rate schedule		50%	
Indian Preference		5%	
<b>Total</b>		<b>100%</b>	

<b>Ratings:</b>	
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.

**Attachments:**

Available here: <https://drive.google.com/drive/folders/1XDGFjNQq07ddTm825z6Wmk9zBlSDZLf1?usp=sharing>

- Permit drawings for structure
- Erection drawings for structure
- Anchor bolt plans for structure
- Foundation Plan
- Geotechnical Report for the project site