

**STOCKBRIDGE-MUNSEE COMMUNITY  
REQUEST FOR PROPOSALS  
CIVIL ENGINEERING SERVICES FOR HOUSING DEVELOPMENT  
April 6<sup>th</sup> , 2022**

I. INTRODUCTION

The Stockbridge-Munsee Community (“Tribe”), a federally-recognized Indian tribe, is seeking proposals from qualified firms or individuals to provide services for planning the long-term development of 3 housing clusters on tribal land. The successful bidder will be expected to complete site investigation work; assist with site and infrastructure planning; plat and survey housing clusters; stormwater planning and permitting; and provide consultant support for the Tribe’s housing development process.

II. SCHEDULE

Sealed proposals for the services requested in the RFP **will be received until June 3<sup>rd</sup> 2022 at 4:00 PM**, Central Daylight Time. Proposal must be identified as being “Bid for Civil Engineering Services” on the outside of the envelope. Proposals shall be delivered to the:

Stockbridge-Munsee Tribal Secretary  
N8476 Moh He Con Nuck Road  
P.O. Box 70  
Bowler, WI 54416  
Telephone: 715-793-4387

III. PROJECT AND SCOPE OF SERVICES

The Tribe is seeking proposals from qualified civil engineers to provide services necessary for the design, planning, survey and development consultation of three (3) housing cluster planned developments on tribal land (“Project”). Housing clusters will be located on adjoining 40-acre parcels that also contain existing housing sites. Lots are intended primarily for single family residences with some two-family duplex residences. Lot size has yet to be determined, but is anticipated to be between 1 acre and 2.5 acres. The contract for this work may be phased.

The successful bidder will provide services as necessary to assist Tribe with Project development in accordance with Stockbridge-Munsee Community requirements, which are expected to include the following.

- A. Site Investigation: Assess site suitability for residential development including obtaining appropriate geotechnical reports on the site. Coordinate with tribal staff to obtain existing groundwater, environmental, and archeological reports and to assess impacts on site. Prepare summary report on findings.
- B. Infrastructure Planning: Assist with infrastructure planning including preparation of an overall infrastructure development plan looking at options to address short-term and long-term needs for the cluster development. Infrastructure includes, but are not limited to, road development (including patterns and standards), water supply, wastewater

treatment, electric service, telecommunications service, parks, and stormwater planning. Work with tribal staff, including land management, roads, utilities, environmental, and natural resources, on tribal resources. Prepare summary report on options and recommendations.

C. Design:

- Prepare draft layout of development where lots are approximately 1 acre as compared to layout where lots are 2-2.5 acres in size for consideration by Tribe. If option of siting 6-unit building(s) is selected, include location for building(s).
- Once the Tribe selects a preferred layout, design and submit a preliminary plat which meets all requirements for a housing cluster development plan under tribal law (PRP.02.07 (a)(5)) for review and approval. Identify development footprint for lots that have constraints on where housing should be located.
- Revise plat to address any and all comments from the Tribe after they have conducted their review of the plat and prepare final plat.

D. Survey: The successful bidder shall have the capability to accurately prepare survey map of the entire site, identifying current property corners and existing housing sites once there is an approved lot layout. Identify and stake street locations. All spatial data and features shall be presented to the Tribe as a georeferenced shapefile or geodatabase, which will be compatible with ESRI ArcMap 10.7.

E. Stormwater Management and Erosion Control: Prepare required stormwater plan(s) and permit(s) for the construction of the housing cluster and installation of streets and infrastructure. Stormwater planning and permitting should use best industry practices and emphasize infiltration; transport runoff through drainage ways without significant erosion or hazard to development areas; detain and treat runoff within the development areas; and protect source water wells from pollutants.

F. Consultation: The successful bidder shall provide required expertise in the event that project related civil engineering challenges arise and professional advice and consultation is required.

The Tribe also wishes to consider the option of siting a 6-unit dwelling in one or more housing cluster development as well as the option of exploring for a high-capacity well to serve the housing cluster developments.

#### IV. QUALIFICATIONS

The successful bidder must meet the following minimum qualifications.

- A. At least five (5) years of experience with engineering subdivisions, survey work and consultation.
- B. Hold a civil engineer license in the state of Wisconsin and be in good standing.

- C. Hold a surveyor license in the state of Wisconsin and be in good standing.
- D. Hold insurance coverage from a reliable company acceptable to Tribe and licensed to do business in the State of Wisconsin at industry standard levels but in no case less than the levels indicated:
  - Workers' Compensation Insurance at statutorily required levels.
  - Commercial General Liability Insurance at \$1 million per incident and \$2 million aggregate.
  - Professional Liability Insurance, if applicable, at \$1 million per incident and \$2 million aggregate.
  - Business Auto Insurance which also covered hired and non-owned autos at \$1 million per incident and \$2 million aggregate.

## V. PROPOSAL REQUIREMENTS

Proposals must contain the following information. A proposal that does not contain this information shall be deemed non-responsible and is subject to rejection.

- A. Describe bidder's qualifications to provide the services including providing at least 3 examples of related experience provided in the past 5 years.
- B. Describe how bidder intends to provide services for Project and Tribe's role as Project owner.
- C. Provide proposed schedule for completing services.
- D. Identify key personnel and areas of responsibility, relevant experience, and Tribe's primary point of contact. Identify whether subcontractors will be required.
- E. Identify fee for each of the following components of work on attached Bid Form.
  - 1. Site investigation report.
  - 2. Infrastructure planning report.
  - 3. Draft layouts showing lot size options.
  - 4. Preliminary and final plats.
  - 5. Survey map and staking for streets.
  - 6. Georeferenced shapefile or geodatabase of survey and design features.
  - 7. Stormwater permit materials.
  - 8. Consultation rates for additional support services, if any.
- F. Identify reimbursable expenses, if any, and specify what such costs will be in detail.
- G. Identify cost for following options.
  - 1. Option 1. Cost to explore and conduct testing to identify whether a high capacity well capable of being a public water supply may be on tribal land in vicinity.

2. Option 2. Cost to do geotechnical testing and design work for siting a 6-unit dwelling in one or more of the housing clusters.
3. Option 3. Cost for staking infrastructure locations, and lot corners per development cluster.

H. Identify any deviations from this Request for Proposals.

Written questions concerning this RFP shall be forwarded, by fax, email or mail, to the Stockbridge-Munsee Tribal Secretary at N8476 Moh He Con Nuck Road, P.O. Box 70, Bowler, WI 54416 (fax: 715-793-4887) (email: [jody.hartwig@mohican-nsn.gov](mailto:jody.hartwig@mohican-nsn.gov)).

## V. ADDITIONAL INFORMATION

The successful bidder will be selected in accordance with tribal bid policies, as applicable. This RFP does not commit the Tribe to award a contract or pay any costs associated with the preparation and presentation of a proposal. The Tribe reserves the right to revise the selection process and, in its sole discretion, to accept or reject any or all responses to this RFP. The Tribe may negotiate with or request additional information from any or all considered bidders. The Tribe may waive informalities or irregularities in a proposal.

The successful bidder will be required to enter into a written contract with the Tribe. The successful bidder will be required to carry all appropriate insurance, such as professional liability, errors and omissions, general liability, vehicle and worker compensation coverages. The successful bidder must not engage in discriminatory conduct and may not be a barred contractor under tribal or federal contracting requirements.

**STOCKBRIDGE-MUNSEE COMMUNITY  
CIVIL ENGINEERING SERVICES FOR HOUSING DEVELOPMENT  
BID FORM**

**BIDDER NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

The identified Bidder proposes to provide the requested services at the following rates. Please attach additional pages with rates or explanations as necessary.

1. Site investigation report: \$ \_\_\_\_\_
2. Infrastructure planning report: \$ \_\_\_\_\_
3. Draft layouts showing lot size options: \$ \_\_\_\_\_
4. Preliminary and final plats: \$ \_\_\_\_\_
5. Survey map and staking for streets: \$ \_\_\_\_\_
6. Georeferenced shapefile or geodatabase of survey and features: \$ \_\_\_\_\_
7. Stormwater permit materials: \$ \_\_\_\_\_

**TOTAL COST FOR ABOVE SERVICES 1-7:** \$ \_\_\_\_\_

8. Consultation rates for additional support services, if any:
9. Identify reimbursable expenses, if any, and specify what such costs will be in detail.
10. Exceptions to costs or additions to costs:

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11. Options to Scope of Service

- Option 1 – High Capacity Well: \$ \_\_\_\_\_
- Option 2 – Siting 6-unit Dwelling: \$ \_\_\_\_\_
- Option 3 – Staking of infrastructure and lot corners: \$ \_\_\_\_\_

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Title: \_\_\_\_\_