



REQUEST FOR PROPOSALS # 063517B0011795

DATE OF ISSUE: June 27, 2017

TO: Potential Providers of Services

RE: **Request for Proposals (“RFP”) for *Conservation Assessment for the National Register of Historic Places-listed Sanilac Petroglyphs (20SL1)*.**

### **I. Services Sought by Authority**

The Michigan State Housing Development Authority (MSHDA/Authority), State Historic Preservation Office (“Authority” or “SHPO”) is seeking an organization or organizations authorized to do business in Michigan to provide the Authority with a Conservation Assessment for the National Register of Historic Places-listed Sanilac Petroglyphs (20SL1). This project is funded through a Cultural Resource Fund Grant administered by the Multicultural Intermediary for Collaborative Action Group. A detailed description of the work is described in the Overview of services sought, tasks and activities of this Request for Proposals (“RFP”). The Authority reserves the right to award multiple, optional use contracts, or award by Contract activity.

Michigan law allows for veterans preference only; however, women-owned, minority-owned, and small businesses authorized to conduct business in the State of Michigan are encouraged to register with Buy4Michigan and submit proposals.

### **II. Contents of this RFP**

- Overview of services sought, tasks and activities (“Scope of Work” or “SOW”)
- Exhibit A – Notices to Bidders
- Exhibit B – Proposal Submission
- Exhibit C – Proposal Format
- Exhibit D - Project Personnel Form

### **III. Overview**

The Authority seeks a consultant or team of consultants (“Bidder” or “selected contractor”) to complete a Conservation Assessment for the National Register of Historic Places-listed Sanilac Petroglyphs (20SL1). This project is funded through a Cultural Resource Fund Grant administered by the Multicultural Intermediary for Collaborative Action Group.

A conservation assessment of the petroglyphs is needed to help guide long term preservation and management plans. The petroglyphs are located in the state-owned and MDNR-managed

240-acre Sanilac Petroglyphs Historic State Park, located in the floodplain forest along the Cass River in Greenleaf Township, Sanilac County. Over one hundred carvings of varying depths and clarity have been previously documented on an outcrop of soft Marshall Sandstone measuring approximately 40 by 20 feet. The outcrop is immediately surrounded by a freestanding removable visitor barrier and is sheltered by a covered, open-sided wood pavilion surrounded by a chain link fence. The petroglyphs are open to the public annually, Memorial Day through Labor Day, and receive approximately 5,000 visitors per year who view the site accompanied by park staff. In the off-season, the pavilion surrounding the outcrop is closed to the public and wrapped in Tyvek to help shield the petroglyphs from inclement weather. Pedestrian and limited vehicle access to the site is via a paved path from the park's parking lot.

Site managers face several preservation challenges. The petroglyphs carved in the soft sandstone are easily damaged or obscured by weathering, biological growth, animal waste, and inappropriate human handling, among other natural and cultural agents of degradation. Carvings have reportedly faded over time from natural weathering or have become obscured by biological growth (possibly green algae and lichen). Others have been vandalized with carved graffiti (an intermittent problem for 100 years) and even chipped out and stolen (an isolated problem prior to the 1930s). A conservation assessment is necessary to inform park management planning and provide the basis for future preservation fundraising.

The Sanilac Petroglyphs (ezhibiigaadek asin, or knowledge written on stone) are sacred to the Saginaw Chippewa Indian Tribe of Michigan (SCIT) and other Anishinabek peoples who hold teachings and ceremonies at the site. Some carvings depict important creation and prophecy teachings, while others depict daily life and history, such as animal clans and celestial and/or seasonal events.

Archaeologists have studied the petroglyphs since the 1920s. They recorded the carvings through drawings, photographs and casts, and tested areas around the outcrop. Artifacts found during investigations show that Native peoples occupied the area intermittently over roughly the last 8,000 years. The carvings are believed to broadly date within the last 1,400 years and may be much more recent. Digital mapping of the carvings is planned.

The State of Michigan was deeded the site and surrounding land that is now the state park in 1971 for resource protection and public education. The wood pavilion and chain link fence were erected by the MDNR in the 1980s. Sites such as this are rare in the Upper Great Lakes region, and this is the largest collection of petroglyphs known in the state.

The selected contractor will also advise and educate Authority representatives related to contractor services sought as outlined below.

#### **IV. Objectives, Tasks & Activities**

**A. General Objectives.** The objective of this project is to obtain a qualified consultant to conduct a Conservation Assessment of the Sanilac Petroglyphs and their immediate natural and built environment within a 100 foot radius of the carvings.

To successfully perform the objective described above, the Bidder must satisfy the following requirements:

1. The project personnel must document that they meet or exceed the 36 CFR 61 Professional Qualifications Standards established by the National Park Service.
2. Experience in the conservation of petroglyphs is required and must be able to demonstrate having completed similar work on petroglyph sites within the last ten years.
3. The consultant must be a practicing, full time conservation professional with a minimum of five years of experience.

4. Experience in the conservation of sandstone carvings is preferred.

**B. Tasks & Activities.** The selected contractor shall perform the following services including but not limited to the following:

1. **Fieldwork.** On-site fieldwork will be necessary to document all identifiable factors that affect, or have affected, the preservation of the resource. All fieldwork will be coordinated and monitored by the SHPO.
  - a. This task will inform the creation of prescriptions for treatment. The abatement or removal of graffiti and biological growth, the appropriateness of the existing shelter and visitor barriers, and regular cleaning and maintenance must be addressed.
  - b. Prescriptions shall include short and long term recommended actions and be presented in order of immediacy. If multiple prescription options exist, they shall be presented from least to most physically invasive.
  - c. A table of approximate costs of any prescriptions to be conducted by a conservation professional shall be provided for guidance purposes only (not as formal estimates), and include prescription description, and estimated quantity, rate and total. A cultural context of the site has been studied elsewhere and should not be included in this report.
  - d. Photos must be taken at a high resolution (minimum 300 dpi) and, where relevant, a metric and English scale shall be included in the frame.
2. **Conservation Assessment 75% Draft Report.** Prepare and submit to the SHPO a draft of the Conservation Assessment report (75% completion) that includes information from the fieldwork as described above.
  - a. The 75% Draft Report must be submitted in Microsoft Word .doc or .docx format. The consultant's editor is strongly encouraged to review the documents prior to submission to correct factual, technical, typographic, and grammatical errors. Failure to do so may result in the rejection of draft reports.
  - b. The draft report will be reviewed by the grant partners who are representatives of the SHPO, Michigan Department of Natural Resources and Saginaw Chippewa Indian Tribe of Michigan.
    - i. All comments and revisions will be provided to the consultant within seven days of receipt of the draft.
  - c. The consultant will address all comments and revisions in the final report.
3. **Conservation Assessment Final Report.** All work will be presented in a professionally produced Final Report for the SHPO and must be in compliance with the U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties, 36 CFR 67-68.
  - a. Submission of the final report to the SHPO shall include six color hardcopies and six color electronic copies on CD/DVD in PDF format.
    - i. All hardcopies of the Final Report must be in 8 ½ x 11 format and be organized in a removable binding.
  - b. Photos should be included in the body of the text when possible. All high resolution photo files (300 dpi or greater) will be appended on the CD/DVDs.
  - c. Include on the first inside sheet of the Final Report and in any and all written, audio, or visual material for this project the following credits/disclaimer that reads verbatim as follows:

The Michigan State Housing Development Authority, through its State Historic Preservation Office, the Saginaw Chippewa Indian Tribe of Michigan, and the Michigan Department of Natural Resources, through its Michigan History Center and Parks & Recreation Division, are

collaborating to document, protect, and interpret the Sanilac Petroglyphs Historic State Park.

This project was funded by a Cultural Resource Fund grant administered by the Multicultural Intermediary for Collaborative Action Group. Any opinions, findings, conclusions or recommendations expressed in this material do not necessarily reflect the views of the collaborators, nor does the mention of trade names or commercial products herein constitute endorsement or recommendation by the collaborators.

4. **Deadline.** All objectives, activities, and products must be completed no later than **December 1, 2017**. See Exhibit B – Proposal Submission for sample performance schedule.

**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
REQUEST FOR PROPOSALS**

**EXHIBIT A**

**NOTICE TO BIDDERS**

**I. Bidder Qualifications/Requirements**

Proposals not including requested information may be viewed by the Authority as non-responsive and not considered further. Bidders are strongly encouraged to review their proposals prior to submission to ensure that all requested information is included.

**A. Bidder's Experience.** The Authority has identified the following qualifications that it believes are necessary for the successful performance and completion of the services described in the Scope of Work. The Bidder must:

1. Have experience providing Conservation Assessment; and
2. Assign experienced personnel to perform the services or have personnel supervised by experienced staff. Personnel must meet or exceed the 36 CFR 61 Professional Qualifications Standards established by the National Park Service.

**B. Company Background Information:**

Legal business name and address.

[Name]  
[Street Address]  
[City, State, Zip]

What State is your business incorporated in?

Phone number: \_\_\_\_\_

Website address: \_\_\_\_\_

Number of years in business and number of employees:

\_\_\_\_\_

Legal business name of any applicable parent company and address.

\_\_\_\_\_

Has there been a recent change in the organizational structure (e.g., management team) or a change of control (merger or acquisition)? **(Y/N)**

If so, why and how has it affected the company? \_\_\_\_\_

Has your company ever been debarred, suspended, or otherwise disqualified from bidding, proposing, or contracting with any governmental entity, including the State? **(Y/N)**

If yes, provide the date, governmental entity, and details surrounding the action. \_\_\_\_\_

Has your company ever been sued by the State of Michigan? **(Y/N)**

If yes, provide the date, case caption, case number, and identify the court that the case was filed in. \_\_\_\_\_

Has your company ever sued the State of Michigan? **(Y/N)**

If yes, provide the date, case caption, case number, and identify court that case was filed in. \_\_\_\_\_

Within the past five (5) years, has your company defaulted on a government contract or been terminated for cause by any governmental entity, including the State? **(Y/N)**

If yes, provide the date of action, contracting entity, type of contract, and details surrounding the termination or default.  
\_\_\_\_\_

Within the past five (5) years, has your company defaulted on a contract or been terminated for cause by any private entity in which similar service or products were being provided by your company? **(Y/N)**

If yes, provide the date of action, contracting entity, type of contract, and details surrounding the termination or default. \_\_\_\_\_

Does your company have experience working with the State of Michigan? **(Y/N)**

If so, please provide a list (including the contract number) of the contracts you hold or have held with the State for the last 10 years.

- C. Bidder's Authorized Signatory.** An official authorized to commit the Bidder to the terms and conditions of the proposal must sign the proposal being submitted. The Bidder must clearly identify the full title and authorization of the designated official and provide a statement of bid commitment with the accompanying signature of the official. Attach any resolutions authorizing the approved signatory with the proposal. Include the name and telephone number of person(s) in your organization authorized to expedite any proposed contract with the Authority.
- D. Bidder Organization Authorized to Transact Business in Michigan.** The Bidder must be either a Michigan entity (limited partnership, Limited Liability Company, for-profit corporation or non-profit corporation, etc.) or, if foreign, authorized to do business in the State of Michigan.

**Proposals from Sole Proprietors Will Not be Accepted**

Questions regarding specific requirements to transact business in the State of Michigan should be referred to or otherwise contact the Michigan Department of Licensing and Regulatory Affairs, Corporations, Securities & Commercial Licensing Bureau at:

[http://www.michigan.gov/lara/0,4601,7-154-61343\\_35413---,00.html](http://www.michigan.gov/lara/0,4601,7-154-61343_35413---,00.html).

- E. Bidder's Minimum Internet/Technological Capabilities.** The Bidder must have phone, internet, and e-mail access. Internet and e-mail access must be adequate enough to allow the Bidder to receive, download and upload data, files and attachments from Authority staff. (Current state standards are limited to a functional size of 20 MB).
- F. Limits on Liability & Indemnification.** The Bidder must review and acknowledge that the Authority will require the Bidder to satisfy the following requirements prior to the execution of a contract with the Authority. If the Bidder has objections, please provide an explanation with your proposal outlining the objection.

If awarded a contract, the Bidder agrees to:

1. Indemnify, defend and hold harmless the Authority, its Board, officers, employees and agents, from and against all losses, liabilities, penalties, fines, damages and claims (including taxes), and all related costs and expenses (including reasonable attorneys' fees and disbursements and costs of investigation, litigation, settlement, judgments, interest and penalties), arising from or in connection with any of the following:
  - a. any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents arising out of or resulting from (1) the services provided ("Services") or (2) performance of the Services, duties, responsibilities, actions or omissions of the Bidder or any of its subcontractors under an awarded contract.
  - b. any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents arising out of or resulting from a breach by the Bidder of any representation or warranty made by the Bidder in an awarded contract.
  - c. any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents arising out of or related to occurrences that the Bidder is required to insure against as provided for in an awarded contract.
  - d. any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents arising out of or resulting from the death or bodily injury of any person, or the damage, loss or destruction of any real or tangible personal property, in connection with the performance of services by the Bidder, by any of its subcontractors, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable; provided, however, that this indemnification obligation shall not apply to the extent, if any, that such death, bodily injury or property damage is caused solely by the negligence or reckless or intentional wrongful conduct of the Authority.
  - e. any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents which results from an act or omission of the Bidder or any of its subcontractors in its or their capacity as an employer of a person.
  - f. any action or proceeding threatened or brought against the Authority to the extent that such action or proceeding is based on a claim that any piece of

equipment, software, commodity or service supplied by the Bidder or its subcontractors, or the operation of such equipment, software, commodity or service, or the use or reproduction of any documentation provided with such equipment, software, commodity or service infringes any United States or foreign patent, copyright, trade secret or other proprietary right of any person or entity, which right is enforceable under the laws of the United States.

**G. Bidder's Insurance Coverage.** The Bidder must maintain and provide evidence, satisfactory to the Authority, of the following minimum insurance coverage:

1. General Liability Insurance for \$1,000,000 with the Authority shown as additional insured;
2. Errors and Omissions Insurance for \$1,000,000 for each occurrence and \$1,000,000 annual aggregate;
3. Worker's Compensation Insurance (if required under state law). Any citing of a policy of insurance must include a listing of the States where that policy's coverage is applicable.
4. If required by the Authority, Cyber Security Insurance for \$1,000,000.

**H. Project Personnel.** Bids must acknowledge and identify project personnel who will be performing services pursuant to an awarded contract and (a) sign the contract on behalf of the selected contractor and/or (b) are listed in the form attached and incorporated into this RFP as Exhibit D.

## **II. Notifications to Bidders**

**A. Questions Regarding RFP.** Questions raised by Bidders concerning the RFP must be submitted in writing via either email or fax.

- To ensure a fair and impartial process, the Authority's Procurement Office will only address those questions concerning the RFP submitted in writing via email or fax.
- Phone calls involving the RFP or related questions will not be accepted.
- Firms submitting bids shall not contact any Board members or Authority staff.
- Submit questions using the subject line **[INSERT SERVICE]RFP** to the attention of:

**Michigan State Housing Development Authority  
c/o Procurement Office  
735 E. Michigan Avenue  
Lansing, Michigan 48912**

**E-mail: MSHDA-Procurement@michigan.gov**

- Address all questions regarding the RFP to the Authority's Procurement Office.



- Questions must be received in writing by **July 11, 2017 by 4:00 PM EST.**
  - Responses to properly submitted questions will be posted by **July 12, 2017 by 4:00 PM EST**
  - The Authority will hold no other question sessions or bidder's conferences.
  - All questions and answers related to this RFP will be supplied to Bidders providing the Procurement Office with notification of intent to submit a proposal.
- B. Revisions to RFP.** If, prior to the proposal deadline, the Authority deems it necessary to provide additional clarifying information, or to revise any part of the RFP, supplements or revisions will be provided to all Bidders who have indicated they will submit a proposal. Proposals will then be evaluated based on the terms and conditions of the RFP, any supplements or revisions to the RFP, and the answers to any written questions.
- C. Michigan Freedom of Information Act.** All documents submitted to the Authority are subject to the Michigan Freedom of Information Act ("FOIA"). In the event a request for submitted documents is made to the Authority, the Authority's FOIA Coordinator will redact or withhold information and/or documents that are exempt from disclosure under FOIA. See *MCL 15.243 et seq.* Please note that any requests by non-MSHDA personnel to review proposals will be denied until the deadline for submission of the bids has expired. See *MCL 15.243(1)(i)*.

**Please submit FOIA requests to the Authority as follows:**

**MSHDA FOIA Coordinator  
c/o Legal Affairs  
735 E. Michigan Avenue  
Lansing, MI 48912**

- D. Payments to Pensioned Retirees.** 2007 PA 95, MCL 38.68c requires retirees of the State Employees Retirement System ("Pensioned Retirees") who become employed by the State either directly or indirectly through a contractual arrangement with another party on or after October 1, 2007 to forfeit their respective state pensions for the duration of their reemployment. **Accordingly, any pensioned retiree who provides or renders services pursuant to the contract for which bids will be made under this RFP shall be required to forfeit his or her pension during the term of the contract.**

Proposals must acknowledge and confirm whether pensioned retirees will render services under the contract being sought through this RFP. If the Bidder intends to use a pensioned retiree, the Bidder must submit written confirmation from the pensioned retiree that he or she agrees to forfeit his or her pension during the term of the contract, if awarded. If awarded a contract, the Bidder must submit a copy of the pensioned retiree's directions to the State of Michigan's Office of Retirement Services ("ORS") to withhold the retiree's pension payments until the end of the contract term by having the pensioned retiree complete a Retiree Rehire Certificate. A copy of the Retiree Rehire Certificate will be required to be submitted prior to executing an awarded contract.

- E. Contract Award Approvals.** Prior to executing an awarded contract, the Authority must seek and obtain Michigan Civil Service approval. The required forms will be submitted to Civil Service prior to the Authority's Board approval.

Contracts that equal or exceed \$45,000 must be approved by the Authority's Board. Thereafter, an awarded contract will be forwarded to the selected Bidder with instructions to review, sign, and return two "originals". Upon receiving the signed "originals", the Authority's Procurement Office will submit the signed "originals" to a duly authorized signatory for final execution on behalf of the Authority. One fully executed "original" will then be returned to the selected contractor.

- F. Applicable Laws.** The selected contractor will be required to comply with all Michigan and federal laws, as well as acquire any permits or permission-related documents to provide services being sought.

- G. Submissions Subsequent to Award.** As part of an awarded contract, the selected contractor will be required to review and provide and/or acknowledge additional documents including but not limited to:

- Certifications Regarding Debarment, Suspension and Other Responsibility Matters form.
- W-9 Request for Taxpayer Identification Number and Certification.
- Retiree Rehire Certificate.

**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
REQUEST FOR PROPOSAL**

**EXHIBIT B**

**PROPOSAL SUBMISSION**

**I. Submitting Proposal**

- Bidders wishing to submit proposals must submit an electronic copy of a proposal to provide the services described in the Scope of Work.
- Submitted proposals must respond to and address the tasks, activities, listed requirements and questions outlined in the Scope of Work of this RFP and its attached and incorporated exhibits.
- The due date for the Authority's receipt of the proposals responding to this RFP is **July 20 2017 at 4 p.m. Eastern Standard Time.**
- The Authority shall not be liable for any costs that a Bidder may incur while preparing a proposal.
- The Authority shall not be liable for any costs that a Bidder may incur prior to the complete execution of a contract.
- If the Authority enters into a contract, the Authority's consideration (payment) shall be limited to the term of the contract.

**II. Proposal Delivery**

- A. Due Date.** Proposals responding to this RFP are due **July 20, 2017 at 4 p.m Eastern Standard Time.**
- B. Originals and Copies.** Submit one proposal in electronic format via email or fax outlining how the Bidder will provide the services described in the Scope of Work.
- C. Delivery of Proposal.** Direct all deliveries to:
- MSHDA-Procurement@michigan.gov**
- D. Commencement of Work.** Project work shall not commence until execution of a project contract. The selected contractor shall not proceed with performance of the project work or incurring of project costs until both parties have signed the project contract to show acceptance of its terms and conditions.
- E. Project Control.** The selected contractor will carry out this project under the direction and control of the Authority and its designated Contract Administrator.
- F. Quarterly Progress Reports.** The selected contractor may be required to submit brief written quarterly summaries of progress outlining the work accomplished during the reporting period. Problems, real and anticipated, or any significant deviation from the agreed-upon work plan should be brought to the attention of the Contract Administrator. A financial report of expenditures to date including any changes to approved budget or approved work schedule must be submitted as part of the report.

If required, these reports will be due to the Authority each January 15, April 15, July 15 and September 15 during the project period.

**G. Final Project Summary Report.** The selected contractor may be required to submit a narrative summary of the project and its outcome. This should include an outline of the methodology used, evaluation of the project results, and a summary of what worked and what the selected contractor would do differently the next time the contractor undertakes a project of this nature. If required, one printed copy of the final summary report and an electronic version of the report in shall be submitted to the Authority.

### **III. Selection of Proposal**

The selection of a proposal shall be subject to review by the Authority's Legal Affairs Division concerning conflicts of interest and/or participation in Authority programs by the Bidder, its officers, employees, subcontractors or independent contractors.

**A. Selection Criteria.** The Authority and its Cultural Resource Fund Grant partners will select a proposal based on Selection Criteria listed below:

1. The project personnel must document that they meet or exceed the 36 CFR 61 Professional Qualifications Standards established by the National Park Service. (15 Points)
2. The consultant must be a practicing, full time conservation professional with a minimum of five years of experience. (15 Points)
3. Experience in the conservation of petroglyphs is required and the consultant must be able to demonstrate having completed similar work on petroglyph sites within the last ten years. (15 Points)
4. The quality and relevance of the two examples of work submitted with the application. (10 Points)
5. Adequacy of proposed staffing to meet project requirements and deadline. (10 Points)
6. Proposed budget is reasonable and adequate to effectively complete project. (15 Points)
7. Experience in Tribal collaboration and preserving sacred sites is preferred. (10 Points)
8. Experience in the conservation of sandstone is preferred. (10 Points)

**Total Possible Points:**

**100 Points**

**B. Proposal Selection.** The Authority's review may take up to four weeks after the closing date for submitting proposals. The Authority anticipates notifying the selected contractor on or about **July 31, 2017** via e-mail and posting on the Authority's website; however, the selection and final notice of award will be contingent on approval by the Michigan Civil Service Commission and the Authority's Board.

**C. Cancellation of Selected Proposal.** The selection of a proposal by the Authority may be cancelled at any time prior to the complete execution of a contract. If the Authority cancels its selection of a proposal, the Authority may repost this or a similar RFP and re-seek proposals. Reasons for canceling the selected proposal may include, but are not limited to, the following:

1. Refusal of Department of Civil Service to process required forms.
2. Refusal of duly authorized Authority signatory to execute the contract.

**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
REQUEST FOR PROPOSAL**

**EXHIBIT C**

**PROPOSAL FORMAT**

**I. Overview**

- Proposals must be submitted in the format described in this Exhibit C as outlined below.
- There should be no attachments, enclosures or exhibits other than those considered by the Bidder to be essential to a complete understanding of the proposal.
- Each section must be clearly identified with appropriate headings and/or table of contents.
- The proposal should be clear, accurate, and complete, with sufficient detail to enable the Authority to evaluate the services and methods proposed.

**I. Headers/Table of Contents**

**A. Business Organization.** Include the following information and supporting documentation as outlined in Exhibit *[ADD APPROPRIATE EXHIBIT LETTER]*-Organization Background Checklist found attached and incorporated into this RFP:

1. The full name and address of Bidder, including any “Doing Business As” titles.
2. The branch office or name and address of registered agent, if applicable.
3. The type of entity (e.g., Michigan corporation, Michigan nonprofit corporation, Michigan limited liability company, foreign). Note that the selected contractor will be required to provide proof of authorization to conduct business in the State of Michigan.

**B. Management and Personnel.** Answer/Address the following:

1. **Officer and Management Summary.** Identify managers and/or officers who will manage the contract if it is awarded and provide their resumes or CVs. Identify officers and managers by name and position. List their responsibilities and the specific tasks each officer and manager assigned to the project will carry out and the anticipated time frames for each task. Provide current contact information including the manager(s) and/or officer(s) name, title, mailing address, email address, and phone and fax numbers.
2. **Personnel Summary.** Identify proposed key project personnel, including job titles, responsible for performing the activities and services described in the Scope of Work.

### C. Experience.

1. **Prior Experience of Bidder.** Indicate **one or more relevant experiences**, of similar size and scope to this RFP, from the last 10 years supporting your ability to successfully manage a contract of similar size and scope for the work described in this RFP. Include sufficient detail to demonstrate the relevance of such experience. Include descriptions of qualifying experience, including project descriptions, costs, and starting and ending dates of projects successfully completed. Also include the name, address, and telephone number of the responsible official of the client organization who may be contacted.
2. **Experience of Proposed Personnel Assigned to Provide Services.** The proposal should describe the education and experience of the personnel who will be assigned to provide the proposed services, including managers who may oversee work of personnel.
3. **Examples of Work.** The following examples of recent work should be submitted with the application:
  - a. Two examples of recent work products (final reports) should be submitted with the application. If the protection of sensitive cultural information prevents the complete sharing of recent work products, summarize work to the extent appropriate and describe the nature of the associated protections.
4. **Confirm Whether Any Assigned Personnel Receive Pension Payments from the State of Michigan.** If any assigned personnel receive pensions from the State of Michigan, you must provide confirmation, signed by each assigned person with a State of Michigan pension, that he or she acknowledges and agrees that he or she must forfeit any pension payments made during the term of the contract. If a contract is awarded, each assigned person with a State of Michigan pension must submit a copy of the pensioned retiree's directions to the State of Michigan's Office of Retirement Services to withhold the retiree's pension payments during the contract term.
5. **Professional References.** Include professional references who can provide information regarding the Bidder's prior past performance.
6. **Additional Information and Comments.** Include any other information that is believed to be pertinent but not specifically asked for elsewhere.

### D. Proposed Services.

1. **How Services Will be Rendered.** Provide a detailed description of the proposed methodology, techniques, and procedures to be used in carrying out the components of the project. Include a time line that specifies the projected completion date for each project task, a projected delivery date for each of the project deliverables, and a projected final project completion date.
2. **Use of Subcontractors.** If any work will be subcontracted, describe the following:
  - a. Work that will be subcontracted.
  - b. The process used to select the subcontractors.

- c. The subcontractor's experience and expertise.
- d. The names of the firms/individual(s) who will perform the subcontracted work.
- e. How quality of service will be monitored and ensured.

**3. Standards.** Describe or address the following:

- a. The project personnel must document that they meet or exceed the 36 CFR 61 Professional Qualifications Standards established by the National Park Service.
- b. The consultant must be a practicing, full time conservation professional with a minimum of five years of experience.
- c. Experience in the conservation of petroglyphs is required and must be able to demonstrate having completed similar work on petroglyph sites within the last ten years.
- d. Experience in the conservation of sandstone is preferred.
- e. How quality of service will be monitored and ensured.
- f. Whether "best practices" will be followed. (If applicable, identify the organization and/or document establishing such standards.)

**4. Security of Data.** If the services to be rendered require the collection and/or use of confidential and/or personal data, confirm the following:

- a. Has your organization established and used a policy to address the security of paper and electronic data? (***Please do not submit a copy of your security policy.***)
- b. Does your policy address the removal of confidential and/or personal data from storage media? (For example, does your firm's policy include the removal or "wiping" of data from hard drives when a computer is no longer used?)

**5. Copyrighted Materials.** Acknowledge and/or confirm the following:

- a. You agree that any and all products produced as a result of this contract shall be the property of the Authority.
- b. You agree that the Authority shall (a) hold a copyright on all materials or products produced under the contract and (b) be allowed to file for a copyright with the United States Copyright Office.
- c. You acknowledge that submitted documents will not contain in part or whole copyrighted materials.



**E. Price Proposal & Budget**

1. **Price Proposal.** All rates quoted in proposals submitted in response to this RFP will be a firm fixed price for the duration of the contract. No price changes will be permitted. *(Note that proposals should reflect State of Michigan per diem rates in effect at the time of proposal submission. State per diem rates are subject to change during the term of an awarded. They can be found at [http://www.michigan.gov/documents/dtmb/Travel\\_Rates\\_FY17\\_January 2017\\_547101\\_7.pdf](http://www.michigan.gov/documents/dtmb/Travel_Rates_FY17_January_2017_547101_7.pdf)).*
  
2. **Budget.** Include in the proposal a line item budget identifying all expenses related to the work to be performed. By submitting the bid, the Bidder acknowledges that it bears the risk that its expenses may exceed the proposed amount. The budget should include applicable items, which may include the following:
  - a. Staff costs broken down by each individual staff person. Include # of hours, per hour rate, and work assignment.
  - b. Lodging costs (based on State of Michigan per diem rates). Description should include when and why lodging is needed.
  - c. Meal costs (based on State of Michigan per diem rates). Description should include when and why meals are needed.
  - d. Transportation costs (standard State of Michigan mileage rate is \$0.36 per mile). Description should include type and reason for transportation cost.
  - e. Costs of supplies and materials. Description should include items to be purchased and reason for purchase.
  - f. Other direct costs. Description should include items to be purchased and reason for purchase.
  - g. Total budget.

- F. Schedule/Timeline.** Bids must include a schedule for delivery of services set forth in the Scope of Work and cite the proposed deadlines for completing the tasks within the Scope of Work. All work must be completed by December 1, 2017.

Include a timetable indicating how the project will be scheduled. The timetable should include: (1) any proposed meetings; (2) dates for draft submittals; (3) review times (allow 4 weeks for Authority review) and completion dates for deliverables; (4) On-site Fieldwork; (5) Conservation Assessment 75% Draft Report; (6) Conservation Assessment Final Report . A proposed schedule/timeline is listed below:

<b>Completed Service/Project Components</b>	<b>Estimated Completion Dates</b>

(Using Scope of Work, Bidder should insert tasks and activities to be completed)	(Bidder should insert estimated deadlines)

**G. Disclosure of Participation and Interests in Authority Programs.**

1. **Disclosure of Interests in Authority Programs.** Authority programs include, but are not limited to, the Housing Voucher Program, any loans where the Authority is the lender, and any grants made by or administered by the Authority.
2. **Submission of Conflicts of Interests.** Submit a list of all interests that the Bidder, its officers, board members, and employees respectively have in Authority programs. If the Bidder intends to use independent contractors or subcontractors to render services, include the interests that independent contractors or subcontractors and their officers, board members, and employees respectively have in Authority programs.
3. **Potential Conflicts of Interests.** Indicate in the proposal whether the Bidder is currently under contract and/or has been awarded a grant from the Authority. Please confirm whether any potential conflict of interest will exist if the Authority enters into a contract with the Bidder.

Potential conflicts of interest may arise from the Bidder's officers, employees, members, board members, independent contractors or subcontractors the Bidder will use to render services if the firm enters into a contract with the Authority.

**If the Bidder is currently under contract or is receiving a grant from the Authority, indicate if the Bidder or project personnel holds a position with another entity that may be under contract or receiving a grant from the Authority.**

Include an organizational chart from each entity under contract or awarded a grant from the Authority in which the Bidder or project personnel holds a position. Include each employee's position and title within the entity. In addition, indicate whether the Bidder or the project personnel is responsible for making financial decisions in his/her capacity and what measures have been implemented to ensure that funds are not comingled.

**THE STATE RESERVES THE RIGHT TO DEEM A BID NON-RESPONSIVE FOR FAILURE TO DISCLOSE A POTENTIAL CONFLICT OF INTEREST.**

4. **Family Members Who Work for Authority.** Please list the names of the Bidder's officers, board members, and employees who have family members who work for the Authority and the names of the family members who work for the Authority.

**H. Signature Clause to be Signed by Bidder's Authorized Signatory.** Insert into the proposal and have the authorized signatory sign the following signature clause at the end of the proposal:

**I confirm that I have submitted this proposal on behalf of \_\_\_\_\_ in response to the Michigan State Housing Development Authority's Request for Proposals for Advertising & Media Services.**

**I also confirm that I have read and understand the Authority's indemnification, copyright, data security and insurance requirements.**

**By: \_\_\_\_\_**

**Its: \_\_\_\_\_**

**Date: \_\_\_\_\_**



**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
REQUEST FOR PROPOSAL**

**EXHIBIT D**

**PROJECT PERSONNEL**

**See appended document titled**

**CERTIFICATE VERIFYING PROJECT PERSONNEL**

**CERTIFICATE VERIFYING PROJECT PERSONNEL OF THE  
CONTRACTOR/SUBCONTRACTOR**

The Contractor/Subcontractor acknowledges that the following personnel are Project Personnel of the Contractor/Subcontractor:

(1) Name \_\_\_\_\_  
(Print or type name above line)

Title with Contractor/Subcontractor \_\_\_\_\_

**Is this person a retiree who receives a pension from the Michigan State Employees Retirement System? Yes \_\_\_\_\_/No \_\_\_\_\_**

(2) Name \_\_\_\_\_  
(Print or type name above line)

Title with Contractor/Subcontractor \_\_\_\_\_

**Is the person a retiree who receives a pension from the Michigan State Employees Retirement System? Yes \_\_\_\_\_/No \_\_\_\_\_**

(3) Name \_\_\_\_\_  
(Print or type name above line)

Title with Contractor/Subcontractor \_\_\_\_\_

**Is the person a retiree who receives a pension from the Michigan State Employees Retirement System? Yes \_\_\_\_\_/No \_\_\_\_\_**

Name of Signatory for Contractor/Subcontractor:

Printed Name: \_\_\_\_\_  
(Print or type name above line)

Its: \_\_\_\_\_

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

Federal Identification Number: \_\_\_\_\_

Pensioned Retirees (2007, MCL 38.68) (12/7/07 Rev)

**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
REQUEST FOR PROPOSAL**

**EXHIBIT E**

**Photographs of Site**



The sandstone outcrop and its immediate built and natural environment (photo May 2017)



Representative petroglyphs (photo May 2017)



Old graffiti and vandalism (photo May 2017)



Recent graffiti (photo May 2017)