

The Saginaw Chippewa Indian Tribe is in the process of constructing a new facility titled; Wii Maajiwkad. We are seeking proposals for coordination of current inventory, new acquisition and installation of furniture, fixtures and equipment (FF&E).

The project is located on the Saginaw Chippewa Indian Tribe's reservation at 2875 Gikendaaso Way, Mt. Pleasant, Michigan. It is approximately 79,000 square feet. Three tribal programs will be located at the facility; 1) Anishinabe Language Revitalization Department and Sasiwaans Preschool, 2) Tribal Education Department and Saginaw Chippewa Academy (K-5<sup>th</sup> grade), 3) Tribal Recreation.

The space includes the following areas,

- 3 Preschool classrooms
- 6 elementary classrooms
- 2 full gymnasiums
- 1 weight room
- 1 stage area/multi-purpose area
- A multi-media area/library
- 6 special use rooms
- 21 office areas (approx. includes multi use areas)
- Food service area and storage rooms
- 1 Outdoor courtyard
- 1 main lobby entrance

Detailed drawings will be made available upon request.

### **Objective**

Company will create a detailed plan for the FF&E services. The plan will include the following deliverables;

- Identify, inventory and list existing FF&E to be moved and used at the new facility.
- Selection of all desks, tables, chairs, bookcases, free-standing cabinets, shelving and furniture accessories along with finishes and color
- Color bound booklet showing pictures of all selections, colors and specifications.
- Preparation and organization of documents/specifications for bidding.
- Collaboration with Tribal Purchasing Department for bidding and acquisition preparation.
- Coordination with Tribal Purchasing Department for bidding and final selections.
- Overall timeline plan indicating schedule of events; acquisition and storage to on site installation.
- Coordinate with A/E team regarding power and IT needs for specified equipment.
- Continuous financial oversight to maintain allocated funds.

### **Qualifications**

Describe the strengths of your company, focusing on specializations that are most relevant for this project. Identify qualifications that support your ability to address client needs for the project. Provide information that show how you can meet the required schedule, such as staffing/subcontractors and percentage of time devoted to the project.

### **Execution Strategy**

Describe methods and provide examples of your process for completing the objectives.

**Resources**

Describe the resources you have in place, or plan to acquire, such as qualified contractors, facilities and technology.

**Timeline for Completion**

The timeline will follow the overall construction timeline and the completion of specific areas. A preliminary critical path schedule will be provided upon request.

**Cost for services**

Please provide a breakdown of associated costs for the overall project. As well as fee information as it pertains to the overall timeline and completion of important milestones.

**Conclusion**

Proposals are due March 24, 2023.

Please submit proposals to:

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