



## **Community Development** **REQUEST FOR PROPOSAL**

**OWNER:** MILLE LACS BAND OF OJIBWE  
43408 OODENA DRIVE  
ONAMIA, MN 56359

**DATE ISSUED:** May 13, 2025

**BID DATE:** June 11, 2025

**PROJECT:** 16576 Nay Ah Shing Drive, Onamia, MN

**TO:** QUALIFIED GENERAL CONTRACTORS

**THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED  
HEREIN.**

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The Mille Lacs Band of Ojibwe, Community Development office will be accepting sealed lump sum bids for a residential renovation located at 16576 Nay Ah Shing Drive, Onamia, MN. Bids will be due Wednesday, June 11, 2025 at 3:00 PM. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday June 12, 2025 at 10:00 AM.

**A mandatory pre-bid site visit will be held on Monday, May 19, 2025 at 9:30am. As 2 other pre-bid site visits immediately follow this site visit, all contractors who plan to attend must email Carla Dunkley ahead of time. As such, they can be informed of any schedule changes.**

### **General Notes:**

1. It is the Contractors responsibility to identify any and all discrepancies in the scope of work, not meeting Industry Standards or that which is inconsistent with the International Residential Code (IRC), and Mille Lacs Band of Ojibwe 2025 MLB Project Specification Book.
2. All electrical wiring, apparatus and equipment for electric light, heat and power, technology circuits or systems shall comply with the rules of the Department of Commerce or the Department of Labor and Industry, as applicable, and be installed in conformity with accepted standards of construction for safety to life and property. Contractor should provide their electrical subcontractor with sufficient information so that cost of any code required updates are included in their base bid.
3. Contractor must reconnect all utilities, service panel or service feed. Also includes gas, propane. Include such equipment or materials identified in the pre-bid conference.
4. Contractor will secure all permits and fees.
5. Contractor is responsible for a thorough investigation of the scope of work.
6. Contractor will repair any damage to the property or structure created by the scope of work.
7. NO WORK SHALL BE PERFORMED UNTIL ALL REQUIRED PERMITS HAVE BEEN ISSUED AND COPIES IN THE POSSESSION OF THE PROJECT COORDINATOR AND /OR MILLE LACS BAND BUILDING OFFICIAL.

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**Work Scope Description:** Unless otherwise noted all work shall be completed according to the 2025 MLB Spec Book. Utilize provided sheet for product finish and color selections.

**Exterior:**

1. Demo and replace all damaged; or supply and install any missing siding, channel, louvered vents and accessories. All new shall match existing.
2. Remove and dispose of cable wires secured around the exterior of the house. Caulk holes in the siding after removal with color matching caulk.
3. Remove and dispose of satellite dish(es). Caulk screw holes or repair any damage to the roof or siding.
4. Demo and replace all damaged; or supply and install any missing aluminum soffit and fascia covering. All new pieces to match existing.
5. Remove all existing shutters. Supply and install new Musket Brown shutters on the front elevation only.
6. Dig down to access the front left section of foundation wall which is badly cracked. Remove at least 2 blocks on either side of the crack for its full depth. Create an ICF-like form and pour the removed section of basement wall. Include #4 rebar reinforcement throughout and be doweled into the foundation block on either side of the in-fill. Provide waterproofing of the exposed section of foundation before backfilling after the concrete has properly dried.
7. Supply and install top soil and black dirt to repair grade around the perimeter of the home, mostly in the rear of the house.
8. Tear-off and replace existing house roofing. Include ice & water installation, replacement of underlayment, drip edge, valley metal flashings, roof jacks, bath fan exhaust covers, ridge vent / attic exhaust vents, step flashings and any other accessories which may be present. Color selection: Shakewood.
9. Demo all existing windows and replace with Spec Thermotech vinyl casement windows that meet egress requirements. Adjust siding to fit new windows. Install j-channel and 2" brown brick mould and caulk around perimeter. Windows to be Sandlewood.
10. Supply and install all new window screens.
11. Demo existing plastic egress window well and replace with galvanized steel window well with ladder. Provide fabric and 4" of rock inside the bottom of the window well.
12. Pressure wash and clean all siding and exterior surfaces.
13. Supply and install new Patriot Lighting dualux LED dual head motion sensor exterior fixtures model: E9201WH at all exterior light locations.
14. Supply and install exterior garage man door and frame, include aluminum clad around perimeter. Adjust siding to fit door and frame with brick mould. Install j-channel and 2" brown brick mould and caulk around perimeter. Provide and install new lock sets to be keyed alike. Doors shall have satin chrome knobs not levers.
15. Supply and install overhead garage door metal jamb flashing, weatherstripping and overhead garage door complete (including track). Supply and install a door lock.
16. Demo and replace damaged; or supply and install gutter and downspout components, including leaf guards.
17. Supply and install concrete splash pads per Spec Book.
18. Cut and remove the first 4' of existing garage floor. Take care not to damage the garage apron. Contractor shall provide grade corrections as needed and supply and install fill to prep area for repour. New section of garage floor shall be doweled into the existing back section of garage floor. Pour concrete to replace removed concrete at the front of the garage and over existing concrete within the garage as necessary to restore the correct elevation of the floor throughout the garage. Include #4 rebar 24" o.c. throughout new garage floor concrete. Include an expansion joint at garage apron abutment. Ensure that elevations match at abutments.
19. Complete taping of sheetrock on the garage firewall.

20. Demo existing steps within the garage. Contractor shall construct 4'x4' wood landing with two or three 4'x12" steps down and handrails, to be properly anchored to the concrete floor.
21. Construct and pour a 6' wide sidewalk from the garage apron to the new front steps. Contractor shall supply and install any clean fill necessary and compact to prep the area. Include #4 rebar 24" o.c. throughout with control joints no more than every 4' in sidewalk. Include an expansion joint at garage apron and foundation abutments. The new concrete shall match elevation of existing concrete at abutment.
22. Demo both front and rear entry doors. Modify each opening to fit 3' entry door per Spec Book. Supply and install spec entry door, frame with aluminum clad wrap and brick mould. After modified, finish this section of exterior wall by in-filling siding (color match to existing), insulation, vapor & air barriers per Spec Book. Provide and install new lock sets to be keyed alike. Doors shall have satin chrome knobs not levers. Note on the rear entry: locate the new 3' door to the right side of the existing opening.
23. Supply and install storm doors with chain kits for front and rear entry per Spec Book.
24. Demo front deck. Contractor shall construct a small 6'x6' wood deck with two or three 4'x12" steps down and handrails, to be constructed on frost-free piers. Deck to be centered around front entry door with steps facing the garage. Contractor shall finish this section of exterior wall by in-filling siding (color match to existing), insulation, vapor & air barriers per Spec Book. Supply and install black dirt and seed around perimeter to help stabilize grade.
25. Demo rear deck. Contractor supply and install fill and prep area to pour 8'x8' patio slab per Spec Book. Contractor shall install #4 re-bar reinforcement @ 24" o.c. Install expansion joint between foundation and patio slab. Contractor shall construct 4'x4' wood landing with two or three 4'x12" steps down and handrails, to be properly anchored to the concrete patio. Rear entry door shall be located to the left of patio slab. Contractor shall finish this section of exterior wall by in-filling siding (color match to existing), insulation, vapor & air barriers per Spec Book. Supply and install black dirt and seed around perimeter to help stabilize grade.
26. Provide materials and labor to construct a 5'x5' concrete pad 4" thick. Supply and install AC-Guard security cage model AC GU with AC-Guard Top Bar to be anchored with 1/2"x 3" Red Head anchor sleeves to the 5'x5' pad.
27. Supply and install new Lennox 14ACX condenser, controller and lineset. New condenser shall be set on 5'x5' concrete pad.
28. Clean out all intake and exhaust vents.
29. Contractor shall supply and install all new outlet box covers.
30. Replace all components for exterior hose bibs to ensure proper function.
31. Supply and install 9-1-1 sign per Spec Book, mount on garage centered above overhead garage door.
32. Supply and install mailbox and swing away post per Spec Book.

### **Interior:**

1. Contractor shall provide dehumidification throughout renovation to minimize swelling.
2. Demo and replace garage service door, frame and weatherstripping. Provide and install new lock sets to be keyed alike. Doors shall have satin chrome knobs not levers.
3. Supply and install sheet rock for modified entry door openings; and throughout the main level to enclose walls. Supply and install any missing batt insulation or poly on the exterior walls. Supply and install sheetrock to enclose walls on each side of the stairway. All of these areas shall be finished per interior work scope item #4.
4. Patch, texture, prime and paint all damaged interior drywall surfaces. Demo and replace any sections of drywall with heavy molding. Include replacement of damaged sheetrock beneath living room window and on ceiling of main level SW bedroom. Sand any existing drywall areas of texture or seams which do not blend-in well. Repair any noticeably damaged corners. All (new and existing) texturing to match as closely as possible. Prime all drywall with Zinsser mold killing primer. Repaint **all** drywall surfaces Dover White. When complete, all the paint and texturing is expected to look as uniform as possible.
5. Supply and install all new smoke detectors with spec combo smoke c/o detector to meet code compliance.

6. Provide materials and labor to restore electrical throughout the home, basement and attached garage. Contractor shall include any code required upgrades to restore full electrical service. Garage should have 2 ceiling lights with outlets on 2 walls and 1 mid-ceiling. Include installation of a low voltage panel and wiring.
7. Supply and install all interior light fixtures per Spec Book.
8. Supply and install all new LED light bulbs throughout per Spec Book schedule.
9. Supply and install all new receptacle and switch covers.
10. Provide materials and labor to restore plumbing throughout the home and basement. Contractor shall test water system after repairing and check for leaks. Contractor shall notify Owner if any problems are discovered.
11. Supply and install all plumbing fixtures throughout: faucets, kitchen sink, shower trim kits, toilets.
12. Supply and install a water meter per Spec Book.
13. Demo and replace sump pump.
14. Remove the lift pump. Permanently cap the lift basket in the basement.
15. Supply and install all new Shaw Infinite 12 luxury vinyl plank flooring and underlayment throughout the main level. Grind and prep subfloors as needed for a neat even finished appearance, including floor leveler, if needed. Install per manufacture's specifications. Color is 7192 Vista. Supply and install vinyl stair treads and risers, Johnsonite color: 09 clay.
16. Supply and install white pvc colonial style baseboards throughout the main level.
17. Supply and install all upper and lower kitchen cabinets, countertops, sink, faucet and side sprayer. Countertop selection: 7732-58 Butterum Granite. Cabinets to extend along exterior wall to end within 12" of the new rear entry door casing. The oven and refrigerator will be located along the interior kitchen end wall where the range hood venting is located. Upper cabinets to be 12" deep and lowers to be 24" deep.
18. Supply and install range hood per Spec Book vented to exterior and provide matching conceal.
19. Window openings will have sheetrock returns for side jambs and marble sills. See selection sheet.
20. Supply and install all new window blinds per Spec Book.
21. For each bathroom:
  - a. Provide refinishing of the existing tub/ shower and shower stall located in the main level bathrooms. Remove the shower door and top rail from the shower stall in the bathroom near garage. The rest of the frame may remain in place.
  - b. Provide and install bath accessories per Spec Book to include a curtain rods.
  - c. Provide and install a properly sized bath vanity with cultured marble top in each bathroom.
  - d. Supply and install vanity faucet.
  - e. Supply and install toilet stool.
  - f. Supply and install shower trim kit.
  - g. Supply and install bath fan with Panasonic FV-05-11VKSL2 model, vented to the exterior. Include Condensation Module FV-CSVK1.
  - h. Delete pocket door from bathroom located near garage entry. Provide and install additional framing to support pre-hung door.
22. Supply and install wire shelving throughout, including all closets, above laundry and in open space in the bathrooms.
23. Supply and install pre-hung interior doors, frames and hardware per Spec Book throughout the main level and one for the lower level mechanical room. Note: closets shall not receive doors but be finished sheetrock opening with pvc baseboards only. All doors shall have knobs not levers.
24. Supply and install all door stops.
25. Supply and install handrails for stairs.
26. Supply and install high moisture sheetrock to enclose walls for the lower level mechanical room. Rock to be taped only.
27. Supply and install furnace and A-coil per Spec Book, include installation of any missing ductwork components, including return air ducting. To be properly sized per energy calculations, which must be submitted to MLB Inspector.
28. Supply and install new furnace thermostat model: Honeywell T6 Pro Series TH6210U2001.
29. Contractor shall have all ductwork cleaned.

30. Supply and install all floor vents, wall registers, diffusers and return air covers.
31. Supply and install water heater per Spec Book.
32. Insulate exposed plumbing pipes in mechanical room per Spec Book.
33. Demo existing and replace HRV unit per Spec Book, include any missing ductwork.
34. Thoroughly clean all interior surfaces.
35. Include \$10,000 allowance in base bid for concealed damages. Allowance shall only be used for changes to the work scope which have been approved by Carla Dunkley, Compliance & Residential Projects Manager, prior to execution of work.
36. Construction shall be permitted through the MLBO.
37. Housing will maintain utilities throughout the duration of the renovation.
38. Contractor shall include 0.5% TERO tax fee in base bid. Submission of receipt for paid TERO fee is required with application for final payment.

*Specified Product Substitutions: All proposed product substitutions must be approved by the Project Coordinator 5 days prior to bid. Any approved substitutions, will be made available to all bidders.*

### **Contacts:**

Interested bidders shall contact Carla Dunkley at 320-630-2495 or by email at [carla.dunkley@millelacsband.com](mailto:carla.dunkley@millelacsband.com) to be included on the bidder's list in the event that any addendums are issued for this project.

### **Mobilization and Project Schedule:**

1. The Contractor shall be capable of mobilizing his equipment, crews, and subcontractors within 30 days of a fully executed contract.
2. Project will be substantially complete within 150 days of fully executed contract. Weather dependent exterior items may be allowed to exceed this timeframe with prior approval of project coordinator.
3. General contractor expected to immediately, upon receipt of fully executed contract, source all required materials and products required for the project. Contractor must immediately notify project coordinator of items with long lead times that may impact project schedule.
4. Contractor shall provide means and methods for all building phases of construction.
5. Liquidated damages for exceeding specified timeframes will be in all contracts.

**COMMUNITY DEVELOPMENT/PROJECT MANAGEMENT RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS FOR ANY REASON.**

**COMMUNITY DEVELOPMENT WILL, TO THE GREATEST EXTENT FEASIBLE, GIVE PREFERENCE IN THE AWARD OF CONTRACT TO INDIAN ORGANIZATIONS AND INDIAN-OWNED ECONOMIC ENTERPRISES.**

### **Bidding notes:**

1. Submit proposal in lump sum (supply and install), not to exceed amount.
2. All Contractors (including subcontractors) must comply with Davis Bacon wage requirements.
3. All Contractors are encouraged to provide the following along with their bid submittal:
  - a. Completed and signed MLB Community Development Construction Bid Form (Required)
  - b. Completed schedule of values (billing worksheet page 2). Should include names of the sub-contractors supplying labor for each item and each materials supplier for each item. (Required)
  - c. A copy of Current MLB Vendor's License (or a copy of the submitted application)
  - d. Bonding Surety - Bonding is required for this project, as such a letter from your bonding company must be included with your bid stating that if you are awarded the contract for this

project that they will issue the required bond. **Any bid submitted without this letter will be disqualified.**

- e. A copy of Current Insurance Certificate
  - f. A copy of Subcontractor/Material Supplier list
  - g. A copy of valid State of Minnesota Contractor's License. The contractor submitting the bid must be the license holder.
  - h. A copy of Authorized Signature Sheet (submitted with first bid submittal)
4. All Contractors must comply with all Mille Lacs Band of Ojibwe American Indian Employment requirements (see 18 MLBSA § 5). Contact Lori Trail at (320) 532-4778.
  5. Bidders must thoroughly review the MLB 2025 Spec Book, project rfp and any pre-bid addendums issued to ensure that they have accounted for and included the cost of all specified materials, products, equipment and labor in their bid.

**All proposals must be mailed and labeled as follows:**

**Mille Lacs Band of Ojibwe**

**Commissioner of Community Development**

**Sealed bid: 16576 Nay Ah Shing Drive Rehab**

**PO Box 509**

**Onamia, MN 56359**

**\*\*Please note that the bids submitted via mail to the P.O. Box. FedEx and UPS will not deliver to a P.O. Box and the Onamia post office will not accept hand delivered items. Please plan accordingly to ensure the timely receipt of your bid submittal. Do not require delivery signature.\*\***

**\*\*The Band reserves the right to reject any bid that it is unable to collect at the Onamia post office by the bid deadline date and time, provided that the Band has made diligent and reasonable efforts to collect the bid. The Band reserves this right even in the event that the bid has been postmarked before the deadline.**

**PROPOSALS NOT SUBMITTED IN THIS MANNER WILL BE REJECTED.**

**Licensing:**

Firms must be licensed with the Mille Lacs Band of Ojibwe. A copy of this license (or the license application) must accompany each bid. Licensing process can take several weeks. If you are not currently licensed with the MLBO, please submit a copy of your license application along with your proposal. Contact Jackie Smith at (320)384-4773 or via email at [JSmith2@gracasinos.com](mailto:JSmith2@gracasinos.com) with questions regarding licensing and for the license application.

**Contractor submitting the bid must hold a valid State of Minnesota Contractor's License. The bidding contractor must be the license holder.**

**PERMIT AND CONTRACTOR REQUIREMENTS:**

Permits: Contractors are responsible to attain all necessary permits for all work, including Mille Lacs Band of Ojibwe (MLBO) Permit.

**Bonding Requirements: In accordance with Mille Lacs Band Title 7 as updated in Band Ordinance 07-22. Please note that bonding requirements on Mille Lacs Band Funded Residential projects has changed.**

Band Ordinance 07-22 states the following:

For all Band funded residential construction projects, a performance bond is required for contracts in excess of \$100,000.00.

