



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

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

**DATE ISSUED: June 28, 2023**

**BID DATE: July 26, 2023**

**PROJECT: 43653 Henry Davis Drive Onamia, MN**

**TO: General Contractor**

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

The Mille Lacs Band of Ojibwe, Community Development office will be accepting sealed lump sum bids for an Exterior Handicap Ramp Structure and Interior Stair Lifts at 43653 Henry Davis Drive in Onamia. Bids will be due Wednesday **July 26, 2023 at 3:00 PM.** Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday July 27<sup>th</sup>, 2023 **at 10:00 AM.**

**A mandatory pre-bid site visit will be held on: Wednesday, July 12, 2023 at 10:00am.**

### **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 2016 MLB Project Specification Book that supersedes previous additions.
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.
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. Contractor shall be responsible for all debris removal related to all work performed under this work scope.
8. **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.**

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

## Work Scope:

1. Include .05% TERO fee in proposal.
2. Include a contingency allowance of \$1,500.00 in the Project Total. Add to total Base Proposal amount.

## Exterior Handicap Ramp:

1 – At the time contract is awarded; the General Contractor must provide a plan for construction of the handicap ramp for the Mille Lacs Band of Ojibwe Building Official. Please, include that time and cost into your pricing.

**Contractor Must Provide a Detailed Drawing for Building Official Review** and include a comprehensive Scope of Work including material types. The maximum slope allowed will be 1:12. The switchback landing will be minimum of 60” turning radius. The ramp will be approximately 60 feet long in its’ entirety. The ramp will be 42” wide with a handrail that finishes 34” above the walking surface. Handrails to be continuous except at points of access along the ramp.

2 – The Plan must call out the location at the front entry area. Approximately ½ of the width across the existing concrete steps will be used for able bodied users on the left hand side. The existing handrails at the existing concrete steps into the home need to be fully removed and new, full replacement materials and labor provided. This is in addition to the new wooden ramp handrails specific to the handicap ramp user.

3 – Include all plan fees, cost of supplies and building materials as well as all contractor fees.

4 – The shape and layout of the exterior handicap ramp will be an approximate 30 foot run from the bottom of the front concrete steps back toward the street. Then a landing that will turn the ramp 180 – degrees back (switchback ramp) toward the home front entry with a minimum of a 5 foot turning radius that will run approximately 30 feet back up to the top of the concrete steps at the front entry.

5 – The new wooden, exterior ramp is to be constructed of Treated Lumber for structural portion and the ground contact areas. The deck boards will be 5-1/4.

6 – Build ramp with screws.

7 – Sonotube concrete forms need to meet code for the exterior ramp assembly. This will be included on the plan for MLBO Plan Review prior to construction

starting. Lateral stability must be addressed with cross-bracing as necessary in permit process.

8 – Handrail and stringers must meet code for handicap ramp.

9 – Two (2) handicap stair lifts. These lifts will be specified by the MLBO Project Management Office and all General Contractors will contact “Casey” at Arrow Lift Company (612-910-2614) Duluth Location.

10 - For bids totaling \$25,000 or more, .5% TERO tax fee shall be included in the base bid and paid to the TERO office prior to receipt of final contract payment.

See 2016 MLBO Project Specifications Manual for all products. Include MLBO Building Permit and as we are including interior work as indicated above; updating all required smoke/fire alarms/ CO2 detectors will be required.

*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 **Jim Carpenter, Project Coordinator**, at **320-364-9865 (cell)** or at [james.carpenter@millelacsband.com](mailto:james.carpenter@millelacsband.com) to be included on the bidder’s list in the event that any addendums are issued for this project.

Mobilization:

1. The Contractor shall be capable of mobilizing his equipment and crews within seven days of the receipt of Notice to Proceed.
2. Contractor shall provide means and methods for all building phases of construction.

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

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 must provide the following along with their bid submittal:
  - a. Completed and signed MLB Community Development Construction Bid Form
  - b. A copy of Current MLB Vendor’s License (or a copy of the submitted application)
  - c. A copy of Current Insurance Certificate
  - d. A copy of Subcontractor/Material Supplier list
  - e. A copy of valid State of Minnesota Contractor’s License (if applicable)

- f. 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 (TERO DIRECTOR) 320-532-4778 or EMAIL Lori Trail at [Lori.Trail@millelacsband.com](mailto:Lori.Trail@millelacsband.com).

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

**Mille Lacs Band of Ojibwe  
Commissioner of Community Development  
Sealed bid: (43653 Henry Davis Drive Onamia)  
P.O. Box 509  
Onamia, MN 56359**

\*\*Please note that the bids must be 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. \*\*

**\*\*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 Elizabeth Thornbloom at (320)532-8274 or via email at [ETHornbloom@grcasinos.com](mailto:ETHornbloom@grcasinos.com) with questions regarding licensing and for the license application.

**Permit and Contractor Requirements:**

Permits: Contractors are responsible to obtain all necessary permits for all work, including Mille Lacs Band of Ojibwe (MLBO) Permits. Inspector is Toby Egan at 320-630-2491 or

Email [toby.egan@millelacsband.com](mailto:toby.egan@millelacsband.com)

**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.

# SECTION II – BIDDING FORMS

Bidding Requirements and Contract Forms

COMMUNITY DEVELOPMENT  
PROJECT MANAGEMENT

## FY 2023 CONSTRUCTION BID FORM REQUIRED FOR ALL BIDS

FIRM NAME: \_\_\_\_\_

JOB/PROJECT: (43653 Henry Davis Drive Onamia, MN 56359)

LUMP SUM PRICE:

\_\_\_\_\_ \$ \_\_\_\_\_  
(Written Value) (Dollar Amount)

**ALTERNATE #1 (IF APPLICABLE):**

*(Indicate specifics of what is to be included in Alternate 1.)*

\_\_\_\_\_ \$ \_\_\_\_\_  
(Written Value) (Dollar Amount)

**ALTERNATE #2 (IF APPLICABLE) :**

*(Indicate specifics of what is to be included in Alternate 2.)*

\_\_\_\_\_ \$ \_\_\_\_\_  
(Written Value) (Dollar Amount)

Acknowledgement of Addendum(s): 1) \_\_\_\_\_ date 2) \_\_\_\_\_ date 3) \_\_\_\_\_ date

**BID GUARANTEE PERIOD:**

I agree to hold this bid open for a period of **90 days** after the bid opening. If this bid is accepted I agree to execute a Contract and/or a Purchase Order with the Mille Lacs Band of Ojibwe along with furnishing all required bonding (if required) and insurances.

**TERO COMPLIANCE:**

I understand that this company, its subcontractors and all employees performing work on this project will be expected to comply with all Mille Lacs Band TERO Compliance Regulations. Upon being informed that I will be awarded a contract for this project, I will submit all required TERO Compliance Plans directly to the MLB TERO Office for review and approval.

Acknowledgement of TERO Compliance: \_\_\_\_\_

**ATTACHMENTS REQUIRED: Failure to provide any of these attachments will result in bid disqualification.**

- MLB BID FORM (MUST BE SIGNED)
- MLBO VENDOR LICENSE
- COPY OF CURRENT INSURANCES
- LETTER FROM BONDING SURETY (If required)
- COPY OF MINNESOTA CONTRACTOR'S LICENSE (if applicable)
- SUB-CONTRACTOR LISTS (Include values)

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

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

EMAIL ADDRESS: \_\_\_\_\_

