



Community Development **REQUEST FOR PROPOSAL**

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

DATE ISSUED: 12 October 2023

BID DATE: 15 November 2023

PROJECT: 45225 US Highway #169
Onamia, MN 56359

TO: QUALIFIED GENERAL CONTRACTORS

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 renovation and construction at 45225 US Hwy. #169, Onamia, MN. These bids are for this "Revised RFP". Bids will be due Wednesday, November 15, 2023 at 3:00 PM. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday November 16, 2023 at 10:00 AM.

A mandatory Pre-Bid site visit will be held at the site on:

Tuesday, October 24, 2023 at 11:00 AM.

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.**
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. 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.

Work Scope Description:

Porch Roof Replacement / Connection to Existing Home Roofing

1. **DEMOLITION AND REMOVAL:** The existing porch was an addition and the porch roof connects at the original home exterior house fascia. The existing porch roof shingles, all porch sheathing / decking and insulation will be removed and replaced. The shingles and roofing will also be removed on the entire remainder of the home. The posts currently in place that are located one (1) at each end of the 28' exterior porch wall and the other Two (2) posts for a total of four are partially enclosed with wood trim. The aforementioned posts will remain and no additional posts will be installed. Removing existing roofing is intended to minimize the weight. Special attention must be given to providing adequate space for attic ventilation. The Pine T/G Interior Porch Ceiling will remain in place.
2. **INSULATION:** Rigid poly iso foam insulation will be provided and installed in two layers. The lower 3" insulation does not require foil facing. The top 2" of rigid insulation should be foil faced with the foil facing upward. Stagger the joints of the rigid insulation and keep off-set. Maintain enough space for ventilation above the foil faced sheet of rigid. The insulation must be properly caulked and or foamed at edges, etc... Seal all air gaps in rigid insulation by combination of required caulking, sealants and or foam around the perimeter. The insulation install will take place from the exterior located above the porch as to not disturb the existing pine ceiling below. Include new gable end vents and new box vents. Include drip edge to cover insulation.
3. **CARPENTRY / RAFTER STIFFENING:** Provide and install 2 x 6 material and labor to stiffen the existing roof deck structure. Each existing 2x6 "rafter" in the ceiling of the porch will have a

new 2x6 “sistered” on to provide strength and rigidity. This work will be performed from above and the existing porch finished ceiling will remain as-is. Gutters and downspouts with extensions, metal fascia, metal soffits, spaced sheathing, ventilation and insulation, framing and any other required carpentry items and or materials provided and installed.

4. **METAL WRAPPED SOFFIT AND FASCIA:** The existing porch overhang will not be cut off while completing demolition of the porch roofing materials. Metal will be wrapped over porch and entire home soffits and fascia. GARAGE NOT INCLUDED.
5. **PORCH ROOF SHEATHING / DECKING:** Remove the existing porch roof sheathing and provide and install new 5/8” roof sheathing over the entire porch area. Provide / install a new “ice and water shield product” over the new sheathing. Also, provide and install “ice and water shield product” up two rows on the entire home perimeter prior to installing new shingles.
6. **REPLACEMENT WINDOWS:** All new windows provided and installed for the porch area only. The new windows will be approximately the same width and the height will be less. The new openings for all the windows will be approximately 4’6” wide and 3’ 6” tall. This window can be a Jeld Wen Slider. THE ELDER HOMEOWNER DOES NOT WANT WHITE WINDOW FRAMES. Provide SAMPLE or direct Elder Homeowner to ONLINE COLOR CHOICE. Please, indicate on your proposal what “manufacturer” window you are including. Include fitting the new windows into the window openings. Include all materials and labor for the necessary framing, installation and fitting of the windows.
7. **HOUSE ROOFING DEMOLITION:** Remove and dispose of all roofing shingles from the entire roof (complete re-shingle of existing house and the new porch roof.) Dispose of torn off roofing properly in contractor provided dumpsters.

8. **ICE AND WATER SHIELD:** Provide and install ice and water shield over the entire porch area and 6 feet up the entire remainder of the house roof prior to shingle replacement.
9. **SHINGLE WORK:** Provide and install new Timberline shingles for entire house and porch roof. Elder homeowner to select color.
10. **INTERIOR CEILING AT PORCH:** The interior porch ceiling will remain as is. Rigid insulation will be installed from above when the sheathing is removed and prior to re-installation of new 5/8" sheathing.
11. **BLINDS:** Remove old blinds and provide and install new blinds and installation labor complete for the porch area only. See MLBO Spec. Book for blinds.
12. **HOUSE SIDING:** Siding to be provided and installed on entire exterior of the porch to match house style and color. Siding will be repaired as needed on the existing home. The area near the utility penetrations has extensive repair and replacement. The home exterior requires material and labor for repairs to damaged areas. Much of the exterior siding is in good condition. Only obvious damaged areas to be replaced. Match new and repair siding with existing. All repaired and replaced exterior wood and siding will be provided, finished and installed by the contractor.
13. **PAINTING:** Painting, decorating, staining, finishing, etc... to be color matched to current colors and materials as possible for the house exterior of porch and affected areas due to exterior repairs.
14. **ALARMS:** Include all new ALARMS AND SMOKES for the porch area. The home alarm system is updated and has no further requirements.

15. CONTINGENCY ALLOWANCE: Include a \$3,000.00 CONTINGENCY ALLOWANCE AS PART OF THE BASE PRICE. Whatever the unapproved or unused portion of the contingency will be deducted from the base price on final billing.

Bid Alternate #1: none

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 – CMD Project Coordinator or at 320.364.9865 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.

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 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
 - 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 at (320) 532-4778.
5. **INCLUDE ½ % of the total bid for TERO FEE in your base bid.**

All proposals must be mailed and labeled as follows:

**Mille Lacs Band of Ojibwe
Commissioner of Community Development
Sealed bid: (45225 US Hwy. #169)**

**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:

1. 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 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** **Be sure to include correct permit cost based on updated permit schedule.**

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 2024 CONSTRUCTION BID FORM REQUIRED FOR ALL BIDS

FIRM NAME: _____

JOB/PROJECT: 45225 US HWY #169 Onamia, MN 56359

A. Base Bid Proposal _____ \$ _____
(Written value) (Dollar amount)

A. Include a \$3,000.00 Contingency Allowance in the Base Bid on Line A above. Any unused contingency allowance will be credited back to the project total on the final Invoice from General Contractor. Only Project Coordinator approved Contingency will be allowed. Please, do not proceed with any unauthorized work as part of the contingency.

Acknowledgement of Addendum(s): 1) _____ N/A_ 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
- COPY OF MINNESOTA CONTRACTOR'S LICENSE
- SUB-CONTRACTOR LISTS (Include values)

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

FIRM NAME: _____ TELEPHONE: _____

ADDRESS: _____

EMAIL ADDRESS: _____