



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

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

**DATE ISSUED:** June 9, 2026

**BID DATE:** June 24, 2026

**PROJECT:** 520 1<sup>st</sup> STREET SW, HINCKLEY RENOVATION

**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 520 1<sup>st</sup> Street SW, Hinckley, MN. Bids will be due Wednesday, June 24, 2026 at 3:00 PM. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday June 25, 2026 at 10:00 AM.

**A mandatory Pre-Bid site visit will be held on Friday, June 12, 2026 at 1:00 pm.**

### **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.

**Exterior Work:**

1. Remove what remains of the existing expansion joint between the garage apron and garage floor. Cleanout the gap. Place clean sand as needed to infill underlying void. Supply and install new expansion joint or similar like material to replace and infill the gap.
2. Demo the concrete slab located along the right side of the home at the rear of the garage.
3. Resecure the top row on each of the wood window wells as needed.
4. Grind the cracked area of the concrete window well located to the left rear of the home. Clean-up the crack and widen if needed to repair. Apply and install hydraulic water-stop cement to infill. If needed, also apply a sealant after the cement repair has dried.
5. Delete downspout located at the rear right side of the garage. Plug/cover and seal downspout opening in gutter.
6. Supply and install a downspout at the front right side of the garage.
7. Delete downspout located at the rear right side of the home. Plug/cover and seal downspout opening in gutter.
8. Pull back top soil and rock around the home's perimeter to replace damage foundation flashing. New flashing to match existing. After replacing flashing, install additional fill in low areas around the perimeter of the home. Re-install top soil and rock to restore landscaping. Re-seed areas of yard disturbed by work.
9. Form and pour concrete splash pad per the MLB Spec Book at the front right side of the garage. If purchased, must be 4' in length.
10. After surrounding grades are restored, form and pour custom concrete splash pad at rear corner of the garage where water is coming off of the roof valley to protect the nearby window well. Top of the concrete at the house foundation abutment should be no more than 1/2" lower the top of foundation flashing. The concrete between the garage and window well should have a dip to center run off. The concrete pad width-wise can extend from the back of the garage to the south edge of the window well. Length-wise the concrete can extend 6' past the side of the garage. Make sure that the surrounding grades are adjusted as needed to work with the new pad. This may require a slight lowering of grade in the right side yard to ensure that the splash pad has sufficient slope for runoff and that runoff continues to the valley between yards where it runs to a culvert by the street.
11. Remove a section of sidewalk along the left side of the home to install draitile beneath to daylight the rear left gutter downspout to the side yard which looks to drain towards the street. Make sure to recompact the area and place some clean sand in preparation for pouring a new sidewalk section. New concrete sidewalk section to match the elevation of the existing sidewalk sections at each abutment.
12. Pull back the decorative rock and poly inside each window well as needed to replace foundation flashing and adjust siding and channel beneath each window. All new flashing, siding and channel to match existing.
13. Supply and install a see-through poly window well cover for the window behind the garage.
14. Ensure that all vents are cleaned when the ductwork is cleaned.

**Interior Work:**

1. Demo and replace all smoke detectors with spec combo smoke c/o detectors as needed to meet code compliance.
2. Have all of the duct work cleaned, include bath fans, cleaning of all grills, diffusers, etc. throughout the home.
3. Demo and replace lower portion of the side sheetrock returns on the window located in the lower NW bedroom.
4. Repaint all the walls in this bedroom. Patch, tape and texture drywall as needed in the room; prime and paint all affected drywall surfaces in the bathroom. All (new and existing) texturing to match as closely as possible. Prime all drywall with Zinsser mold killing primer. Paint walls

to match existing. When complete, the expectation is that the drywall finish, paint and texturing in the room is as uniform as possible.

5. Demo and replace baseboards in the bedroom. Match existing finish.
  6. Demo existing carpet and pad. Supply and install Shaw Floors Vista Havencrest 20 mil x 12" waterproof vinyl tile with attached underlayment. Home Depot model # HD88107052,
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Additional Costs to be Included in Bid:

1. Contractor shall include 0.5% TERO tax fee on bids of \$25,000.00 or more. Submission of receipt for paid TERO fee is required with application for final payment.
2. Contractor shall include the City of Hinckley's permit fee.

*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 90 days of fully executed contract.
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. Documentation to be provided along with bid submittal (bid will be disqualified if items marked as required are not included):
  - a. Completed & signed MLB Community Development Construction Bid Form **(required)**
  - b. Completed schedule of values (billing worksheet page 2) **(required)**
  - c. A copy of Current MLB Vendor's License (or a copy of the submitted application)
  - d. A copy of Current Insurance Certificate
  - e. A copy of Subcontractor/Material Supplier list
  - f. A copy of valid State of Minnesota Contractor's License
  - g. 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.

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

**Mille Lacs Band of Ojibwe  
Commissioner of Community Development  
Sealed bid: 520 1<sup>st</sup> St SW, Hinckley  
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@gracasin.com](mailto:JSmith2@gracasin.com) with questions regarding licensing and for the license application.

**PERMIT AND CONTRACTOR REQUIREMENTS:**

Permits: Contractors are responsible to attain all necessary permits for all work, including City of Hinckley 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.

**SECTION II – BIDDING FORMS**

Bidding Requirements and Contract Forms

COMMUNITY DEVELOPMENT  
PROJECT MANAGEMENT

**FY 2026 CONSTRUCTION BID FORM**  
**REQUIRED FOR ALL BIDS**

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

**JOB/PROJECT:** 520 1<sup>st</sup> St SW, Hinckley Renovation

**ELDER RENOVATION LUMP SUM PRICE:**

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

**TOTAL PROJECT LUMP SUM PRICE:**

\_\_\_\_\_ \$ \_\_\_\_\_  
(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 may result in bid disqualification.**

- MLB BID FORM (**REQUIRED & MUST BE SIGNED**)
- SCHEDULE OF VALUES (**REQUIRED**)
- 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:** \_\_\_\_\_