



Community Development **REQUEST FOR PROPOSAL**

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

DATE ISSUED: April 3, 2025

BID DATE: April 30, 2025

PROJECT: 908 Blair Circle, Brainerd, MN

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 a residential renovation located at 908 Blair Circle, Brainerd, MN. Bids will be due Wednesday, April 30, 2025 at 3:00 PM. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday May 1, 2025 at 10:00 AM.

A mandatory pre-bid site visit will be held on Wednesday, April 16, 2025 at 9:30am. As several 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.

Work Scope Description: Unless otherwise noted all work shall be completed according to the 2025 MLB Spec Book.

Exterior:

1. Demo existing fence. Supply and install all new materials required to reconstruct wooden fence with gates per City of Brainerd Section 515-4-11 Fence Standards.
2. Demo and replace all damaged; or supply and install any missing siding, channel, louvered vents and accessories. All new shall match existing.
3. Remove and dispose of cable wires secured around the exterior of the house. Caulk holes in the siding after removal with color matching caulk.
4. Demo and replace all damaged; or supply and install any missing aluminum soffit and fascia covering. All new pieces to match existing.
5. Demo and replace all foundation flashing. Flashing must extend at least 6" below top of grade. Match existing color.
6. Supply and install black dirt to repair grade around the perimeter after flashing replacement.
7. 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: Barkwood.
8. Remove and dispose of satellite dish(es). Caulk any holes in roof sheathing after removal.
9. Pressure wash and clean all siding and exterior surfaces.
10. Demo all existing exterior light fixtures. Supply and install new Patriot Lighting dualux LED dual head motion sensor exterior fixtures model: E9201WH.
11. Demo and replace damaged; or supply and install missing window components.
12. Supply and install all new window screens.
13. Demo and replace garage service door and frame, include aluminum clad around perimeter.
14. Demo and replace overhead garage door and weatherstripping.
15. Supply and install gutter and downspouts, including leaf guards.
16. Supply and install concrete splash pads per Spec Book.
17. Demo existing sidewalk and garage apron Contractor shall supply and install any clean fill necessary and compact to prep the area. The new concrete shall be within 1/2" of garage floor elevation and asphalt elevation at abutments.
18. Demo and replace front house and rear garage entry doors and frames per Spec Book, include install of aluminum clad wrap and brick mould around perimeter. Provide and install new lock sets to be keyed alike. Doors shall have satin chrome knobs not levers.
19. Supply and install storm door with chain kit for front entry per Spec Book.
20. 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.
21. Supply and install new Lennox 14ACX condenser, controller and lineset. New condenser shall be set on 5'x5' concrete pad.
22. Clean out all intake and exhaust vents.
23. Contractor shall supply and install any missing outlet box covers.
24. Supply and install any missing or damaged components to ensure proper function of exterior hose bibs.
25. Supply and install 9-1-1 sign per Spec Book, mount on garage centered above overhead garage door.

Interior:

1. Contractor shall provide dehumidification throughout renovation to minimize swelling.

2. Patch, texture, prime and paint all damaged interior drywall surfaces. Demo and replace any sections of drywall with heavy molding. 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.
3. Demo and replace all smoke detectors with spec combo smoke c/o detector to meet code compliance.
4. Demo existing ceiling fan. Supply and install new surface mount light fixture per Spec Book and controller.
5. Demo and replace all interior light fixtures with Spec model surface mount fixture except existing recessed lighting.
6. Supply and install all new LED light bulbs throughout per Spec Book schedule.
7. Demo and replace any damaged; or supply and install any missing, damaged or painted receptacle and switch covers.
8. Demo all existing flooring and underlayment. Grind and prep subfloors as needed for a neat even finished appearance, including floor leveler, if needed. Supply and install Shaw Infinite 12 luxury vinyl plank flooring throughout except the mechanical room. Install per manufacturer's specifications. Color is 7192 Vista. Supply and install vinyl stair treads and risers, Johnsonite color: 09 clay. Clean off and paint mechanical room floor with epoxy.
9. Supply and install white pvc colonial style baseboards in mechanical and bathrooms.
10. Demo and replace all kitchen cabinets, countertops, sink, faucet and side sprayer. Stain to match existing. Countertop selection: 7732-58 Butterum Granite.
11. Demo and replace range hood per Spec Book. Include venting to exterior and conceal.
12. Demo any existing; supply and install all new window blinds per Spec Book.
13. Demo and replace any damaged; or supply and install any missing baseboards, baseshoe, trim, jambs or casing. Woodwork should be free of water damage (blackened appearance or wrapping), cracking or excessive paint. Match to existing finishes.
14. For upper bathroom:
 - a. Demo and replace bath fan with Panasonic FV-05-11VKSL2 model, vented to the exterior. Include Condensation Module FV-CSVK1.
 - b. Demo and replace toilet stool per Spec Book.
 - c. Demo existing vanity, top, sink and faucet. Supply and install new bath vanity, cultured marble top and faucet per Spec Book. Match existing wood finish.
 - d. Demo and replace showerhead and trim set. Ensure that all plumbing components are in place and functioning.
 - e. Demo existing bath accessories and supply new per Spec Book.
15. For lower bathroom:
 - a. Supply and install all missing electrical components.
 - b. Supply and install all missing plumbing components.
 - c. Supply and install missing sheetrock. Patch and paint per interior work scope item #2.
 - d. Supply and install bath fan with Panasonic FV-05-11VKSL2 model, vented to the exterior. Include Condensation Module FV-CSVK1.
 - e. Supply and install toilet stool per Spec Book.
 - f. Supply and install new bath vanity, cultured marble top and faucet per Spec Book. Match existing wood finish.
 - g. Supply and install showerhead and trim set. Ensure that all plumbing components are in place and functioning.
 - h. Supply and install bath accessories and supply new per Spec Book.
16. Supply and install pre-hung interior doors, frames and hardware per Spec Book to match existing stain and hardware finishes for the mechanical room, lower level bath and closet beneath the stairs.
17. Demo and replace any damaged interior doors, frames and hardware per Spec Book, doors stained to match existing finishes, hardware to have satin chrome finish. Remove existing bedroom bi-fold doors. All doors shall have knobs not levers.
18. Demo and replace any damaged; or supply and install any missing door stops.

19. Supply and install missing sheetrock in mechanical/ laundry room. Patch and paint per interior work scope item #2.
20. Supply and install furnace and A-coil per Spec Book, include installation of any missing ductwork components.
21. Supply and install new furnace thermostat model: Honeywell T6 Pro Series TH6210U2001.
22. Contractor shall have all ductwork cleaned.
23. Demo and replace all floor vents, wall registers, diffusers and return air covers.
24. Contractor shall supply and install missing; or demo and replace damaged wiring and electrical components throughout the house. Contractor shall include any code required upgrades to restore full electrical service.
25. Supply and install missing; or demo and replace damaged plumbing lines throughout the home.
26. Contractor shall test water system after repairing and check for leaks. Contractor shall notify Owner if any problems are discovered.
27. Ensure water meter function. If needed, MLB will supply a new meter for contractor to install.
28. Demo and replace laundry tub and faucet per Spec Book.
29. Supply and install water heater per Spec Book.
30. Insulate exposed plumbing pipes in mechanical room per Spec Book.
31. Supply and install HRV unit and ductwork.
32. Thoroughly clean all interior surfaces.
33. 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.
34. Construction shall be permitted through the MLBO and the City of Brainerd.
35. Housing will maintain utilities throughout the duration of the renovation.
36. 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 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 120 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: 908 Blair Circle 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@gracasin.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 City of Brainerd and Mille Lacs Band of Ojibwe (MLBO) Permits.

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.

