



Community Development **REQUEST FOR QUALIFICATIONS**

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

DATE ISSUED: 4 AUGUST 2021

BID DATE: 25 AUGUST 2021

PROJECT: ARCHITECTURAL RFQ – NEW HEAD START FACILITY HINCKLEY

TO: **Qualified Architectural Firms**

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

I. INTRODUCTION

- A. The Mille Lacs Band of Ojibwe, Community Development office will be accepting sealed Statements of Qualifications from architectural firms to provide architectural services for the design and construction of a new Head Start facility in Hinckley, MN.
- B. Project Overview:
- Design phase to begin in November/December 2021
 - Project to commence construction summer of 2022 with completion in spring of 2023
 - Approximately 5,000-6000 sf2
 - Single story building with masonry exterior and pitched metal roof
 - Potential enrollment capacity of 30-50 students
 - Project to include: 2-3 classrooms, staff offices, kitchen facility, indoor and outdoor play spaces, circulation, mechanical, and maintenance. Site work including grading, parking and stormwater treatment are also included.

Architectural services to include:

- Complete Architectural, Surveying, Civil, Mechanical and Electrical plans and specifications

This Request for Qualifications (RFQ) is issued by the Mille Lacs Band of Ojibwe to identify architectural firms for the Mille Lacs Band of Ojibwe - District III Head Start Facility. The project is located in the Hinckley Community of the Mille Lacs Band of Ojibwe's District III.

II. STATEMENT SUBMITTAL INSTRUCTIONS

Companies must notify, via email, with their intent to submit a response to the RFQ to:

Mike Moilanen, Director of Planning and Project Management
mike.moilanen@millelacsband.com

Statement proposals will be due Wednesday 25 August 2021 at 3:00 PM. Statements received will be opened and qualified by the Mille Lacs Band of Ojibwe starting on Thursday 26 August 2021.

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

All Statements of Qualifications must be received at the P.O. Box no later than 3:00 p.m., Wednesday 25 AUGUST 2021. Statements MUST be mailed to:

**Mille Lacs Band of Ojibwe
Commissioner of Community Development
Sealed bid: ARCHITECTURAL RFQ – NEW HEAD START FACILITY HINCKLEY
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. ****

PROPOSALS NOT SUBMITTED IN THIS MANNER WILL BE REJECTED.

III. STATEMENT OF QUALIFICATIONS CONTENT

1. Cover Letter/Title Page - Include name of project, name of the company, local address, telephone and fax number, name of the contact person, and the date.
2. Provide the qualifications and resumes of the professional staff that will be assigned to the project. Include the name(s), experience, and qualifications of person(s) that will be routinely responsible for the project.
3. Detail the firms experience designing multi-million dollar commercial projects and give examples by listing projects, costs and indicating company's role in project. Highlight pertinent headstart/daycare/school experience. Include information regarding company's history, years in business and annual volume.
4. Also detail any sub-engineers that will be used on the design team. Give examples by listing projects and indicating company's role in project. Highlight pertinent headstart/daycare/school experience.
5. Detail the firms' assigned Architects experience. give examples by listing projects, costs and role in project. Highlight pertinent school construction experience.
6. Detail examples of how the company and the assigned personnel to this project have delivered past projects on time and on/or under budget.
7. Detail the firms past performance with regard to existing or previous projects or activities with the Mille Lacs Band of Ojibwe and/or other federally recognized Indian Tribes.
8. Detail the company's willingness to enter into Mille Lacs Band's Standardized Contract.
9. References - Please include a list of project client references where related services were provided by the staff identified above. Highlight school clients where applicable.
10. Please submit six (6) copies of the Response to the RFQ. One copy to be an original signed copy, others to be marked as "Copy".

IV. SELECTION PROCESS

1. Selection Committee will review and score all submitted SOQ's.
2. The top 5 scoring qualified companies will be selected and allowed to respond to the RFP to submit bids on the project design.