



Community Development **REQUEST FOR PROPOSAL**

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

DATE ISSUED: November 8th, 2021

BID DATE: December 15th, 2021 3PM

PROJECT: ARCHITECTURAL SERVICES- BIA SALT STORAGE BUILDINGS

TO: QUALIFIED ARCHITECTURAL FIRMS

A. Project Overview and Scope of Work:

The Mille Lacs Band of Ojibwe is accepting lump sum bids from architectural firms to provide architectural and engineering services for the design and construction for new BIA Salt Storage buildings and associated site work in District II East Lake and District III Hinckley. Once bids have been received and clarified, a contract will be submitted to the low qualified bidder for this project. See below for further info and bidding instructions.

A mandatory pre-bid meeting will be held on-site Wednesday November 24th at 10:00 AM at the Earthworks Shop located at: 27058 state highway 48 Hinckley MN 55037.

- Design phase January of 2022
- Project to commence construction late summer of 2022 with completion by spring of 2023
- Estimated project budget: \$1,000,000 (\$500,000 per site) including salt storage garage, site work, and architect fees.
- Scope of project:
 - Design of a salt storage including:
 - Salt storage
 - Cold Storage
 - Paved Parking, bulk storage, fencing, and driveway access
 - Building will be duplicated at both sites
 - Civil design and layout will be unique at each site.
- Project to include: All aspects of building design, specifications and construction.
- Storm water management design including SWPPP
- Building will have no plumbing: no bathroom and no fire suppression sprinkler.
- Mechanical system design will only include hanging gas fueled unit heaters serviced by propane.
- Security camera system design will be part of design package.
- Exterior building mounted lighting and exterior pole mounted lighting will be included in electrical design,

- Owner will solicit construction bids from general contractor
- Owner will write construction contract
- Once plans and specs have been finalized, the project will be bid by owner to qualified and invited General Contractors and be a single prime contract with stipulated lump sum.

Architectural services to be included in bid:

- Complete Architectural, Structural, Mechanical, Electrical (Including but not limited to: Lighting, Security Systems, Civil grading and paving/stripping plans.
 - o Attendance at Building Committee meetings in planning/design stage (include 5 meetings in proposal, this includes required pre-bid meeting with GC's). Meetings to be held on site.
 - o Develop plans and specifications ready for distribution to qualified and invited GC's for bidding.
 - o Attendance at bi-weekly project progress meetings throughout construction

Surveying (Schematic Design Phase)

Contractor will:

- a. Verify grades of existing roads and driveways serving the property.

Concept Design (Design Development Phase)

Contractor will:

- a. Visit the site to characterize the existing natural site features and site constraints.
- b. Prepare a concept sketches to be presented to the Owner for their review. Any input, comments and additional information shall be incorporated into the concept plan that will be presented to the Owner for their final review prior to starting preliminary design.

Final Design

Contractor will:

- a. Prepare Construction Plans suitable for bidding and building the project based on the Preliminary Plans. The plans will consist architectural, electrical, mechanical, structural, as well as civil including a grading, drainage, storm water treatment, and erosion control plan,
- b. Prepare a SWPP plan for the site. Storm water treatment pond required for this project.
- c. Provide the necessary engineering calculations, including street storm sewer pipe sizing and site-specific runoff calculations.
- d. Prepare a cost estimate and bid tabs for the project.
- e. Attend meetings with MLB staff and Band representatives to review plans and specifications, as requested by the Owner.

Construction Staking:

Contractor will provide your construction contractor stakes for the items specified below. The construction contractor will be provided with cut sheets for all stakes set.

- a. Site Grading
 - Stake silt fence line.

- ❑ Stake building location and elevation
- ❑ Stake clearing limits.
- ❑ Set one (1) contiguous contour elevation for each ponding area.

Construction Management (Construction Phase):

Contractor will:

- a. Render Construction Document interpretations necessary for the proper execution or progress of those portions of the work designed by Contractor for reasonable promptness.
- b. Provide observation of grading and street construction activities for the duration of the project. This will be considered part time observation.
- c. Direct location and timing of compaction tests.
- d. Verify field-measured quantities for payment to the construction contractor and review requests for payment.
- e. Perform required weekly and rainfall event related SWPPP inspections for the duration of the project.

Record Drawing (Post Completion/ Warranty Phase):

Contractor will:

- a. Prepare a set of record documents using information furnished by the owner, the construction contractor and as measured by the Contractor, (including the invert elevations of culverts and field changes to the plans). This set of documents shall consist of the original plan sheets altered by striking out the original elevation or distance and printing the record information.

B. Bidding notes:

1. Submit a completed and signed MLB Construction Bid Form with total lump sum, not to exceed amount and separate line item pricing for Architectural, Civil, Structural, Electrical, and Mechanical Engineering.
2. Firms must be licensed with the Mille Lacs Band of Ojibwe. 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 the Business Regulations Office at (320)532-8274 or by email at ETHornbloom@grcasinos.com with questions regarding licensing and for the license application.
3. Copy of current certificate of insurance for Commercial Liability of \$1 million and Design Professional Liability of \$2 million.
4. Copy of an authorized signature sheet if one is not already on file with the Mille Lacs Band.
5. List of previous projects / experience with facilities of this type / use.

All proposals must be mailed and labeled as follows:

Mille Lacs Band of Ojibwe
Commissioner of Community Development
Sealed bid: Architectural Services – **SALT STORAGE BUILDINGS**
P.O. Box 509
Onamia, MN 56359

PROPOSALS NOT SUBMITTED IN THIS MANNER WILL BE REJECTED.

Proposals are due **in the P.O. Box** by 3:00 PM on December 15th, 2021.

****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. ****

****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.**

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 with questions regarding licensing and for the license application.

Contacts:

If you have questions or need additional information, please email Mike Moilanen, Director of Planning and Project Management; mike.moilanen@millelacsband.com

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

SECTION II – BIDDING FORMS

Bidding Requirements and Contract Forms

COMMUNITY DEVELOPMENT
PROJECT MANAGEMENT

FY 2022 CONSTRUCTION BID FORM REQUIRED FOR ALL BIDS

FIRM NAME: _____

JOB/PROJECT: **Architectural Services – SALT STORAGE BUILDINGS**

LUMP SUM PRICE:

(Total of lines 1-6 listed below):

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

Written Value

1. ARCHITECTURAL: _____ \$ _____

2. CIVIL: _____ \$ _____

3. STRUCTURAL: _____ \$ _____

4. ELECTRICAL: _____ \$ _____

5. MECHANICAL: _____ \$ _____

Acknowledgement of Addendum(s): 1) _____ date 2) _____ date 3) _____ date

BID GUARANTEE PERIOD:

I agree to hold this bid open for a period of **120 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.

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

- MLB BID FORM (MUST BE SIGNED)
- MLBO VENDOR LICENSE

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

FIRM NAME: _____ TELEPHONE: _____

ADDRESS: _____

EMAIL ADDRESS: _____