



Community Development **REQUEST FOR PROPOSAL**

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

DATE ISSUED: October 19th, 2021

BID DATE: November 17th, 2021 3PM

PROJECT: ARCHITECTURAL SERVICES- CLINIC RV STORAGE BUILDING

TO: QUALIFIED ARCHITECTURAL FIRMS

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 a new Medical RV Storage garage, parking and associated site work in District I in Vineland, MN. 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 Tuesday November 2nd at 1:00 PM at the NAS Clinic located at: 18562 Minobimaadizi Loop, Onamia, MN 56359 (located on west side of County Road 25 (timber trails) about 1 mile south of the Highway #169- County#25 intersection. Meet at west end of building near garage and generator.

- Design phase Winter of 2021/2022
- Project to commence construction spring of 2022 with completion in fall of 2022
- Estimated project budget: \$800,000 (including garage, parking, fencing, site work, and architect fees)
- Scope of project:
 - Design of a garage approximately 10,000-14,000 square feet including:
 - Heated parking bay to house Mobile Medical RV
 - Storage space for clinical departments
 - Bathroom
 - fire suppression sprinkler system
 - trench drain with tank and flammable trap
 - Mezzanine level above storage for additional storage
 - Security system
 - Paved Parking, stripping, bulk storage, fencing, and driveway access
- Project to include: All aspects of building design, specifications and construction.
- Storm water management including SWPPP
- 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, Plumbing, Electrical (Including but not limited to: Lighting, Security Systems, Communications), Civil grading 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 constrains.
- b. Prepare concept sketches for the building and the layout of the site.
- c. The sketches will 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 (Bidding, Construction and Contract Document Phase):

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 and erosion control plan,
- b. Prepare a SWPP plan for the site. Storm water treatment pond for existing transfer station was oversized to accommodate partial and/or all of the storm water treatment 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 (Construction Phase):

Contractor will provide your construction contractor stakes for the items specified below. Each item will be staked the specified number of times, 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.

Bidding notes:

1. Submit proposal in lump sum, not to exceed amount. See Bid Form for more info.
2. Standard hourly rates: On a separate sheet, submit all labor rate levels that may be charged for architectural services to be provided throughout design and construction
3. Submit separate line item pricing per Bid Form.
4. Firms must be licensed with the Mille Lacs Band of Ojibwe. 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.

All proposals must be mailed and labeled as follows:

Mille Lacs Band of Ojibwe
Commissioner of Community Development
Sealed bid: Architectural Services – **CLINIC RV STORAGE BUILDING**
P.O. 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. ****

****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.

Proposals are due **in the P.O. Box** by 3:00 PM on November 17th, 2021. Do not require signature when mailing bid. Please note that FedEx and UPS typically will not deliver to a P.O. Box. Mail bid accordingly to ensure that it will be received at the Post Office by the specified time/date. A public bid opening will be held at 10:00 AM on November 18, 2021 at the Mille Lacs Band Government Center. Bid results will be sent to all firms that submit a bid.

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 – CLINIC RV STORAGE BUILDING**

LUMP SUM PRICE:

(Total of lines 1-6 listed below):

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

Written Value

1. ARCHITECTURAL: _____ \$ _____

2. SURVEYING: _____ \$ _____

3. CIVIL: _____ \$ _____

4. STRUCTURAL: _____ \$ _____

5. ELECTRICAL: _____ \$ _____

6. MECHANICAL/PLUMBING: _____ \$ _____

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: _____