



Community Development **REQUEST FOR PROPOSAL**

OWNER: MILLE LACS BAND OF OJIBWE

DATE ISSUED: May 3, 2023

BID DATE: May 24, 2023

PROJECT: Child Support / Tribal Courts Phase II

TO: QUALIFIED GENERAL CONTRACTORS

The Mille Lacs Band of Ojibwe, Community Development office will be accepting sealed lump sum bids for a commercial remodeling project to be completed at the MLBO Government Center located at 43408 Oodena Drive, Onamia, MN. Bids will be due Wednesday, May 24, 2023 at 3:00 PM. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday May 25, 2023 at 10:00 AM.

A mandatory pre-bid site visit will be held on: Thursday May 11, 2023 at 3:00 PM. (43408 Oodena Drive, Onamia, MN 56359) Project plans and product specifications will be available to bidders at the pre-bid site visit.

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 Building Code (IBC), and Mille Lacs Band of Ojibwe 2016 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.
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. Contractor shall be responsible for all debris removal related to all work performed under this work scope.
8. Contractor to carry Builder's Risk insurance on project for duration of construction.
9. Contractor shall include 0.5% TERO Fee.
10. Mille Lacs County Davis Bacon Wage rates apply to this project. Contractor to submit certified payroll reports with each application for payment.

COMMUNITY DEVELOPMENT WILL, TO THE GREATEST EXTENT FEASIBLE, GIVE PREFERENCE IN THE AWARD OF CONTRACT TO INDIAN ORGANIZATIONS AND INDIAN-OWNED ECONOMIC ENTERPRISES.

Work Scope:

Sequence of Work: Work to begin on Phase I (Approx 1,600sf). When Phase I is complete, the Child Support Department will vacate Phase II area and move into the Phase I Space. Phase II Area Approx (1,100sf) to be completed. The area of Phase I adjacent to the courtroom and Phase II behind the courtroom will need to be coordinated to limit disruptions to the day to day operations of the court staff. Courts Administrator shall provide courtroom scheduling dates and times to the contractor.

Phase I: Old Courts Space Remodel Area 1 (To become Child Support Office)

1. See plan Area 1 for details and layout configuration.
2. Demo flooring and vinyl wall base throughout the space. Prep floors for new carpet tiles.
3. Demo ceiling tile throughout the space. Grid to remain.
4. Demo existing casework at the reception area. Install new P-lam counter and workstation. Install new base and upper cabinets where shown on Area 2 floor plan. Owner to select laminate colors.
5. Provide and install new sliding security glass front above counter with aluminum stile and track rail assembly. Include allowance of \$4,000 for material and installation. Submit shop drawing for approval.
6. Relocate existing fire alarm sensor from Room 016 and install in Room 010. Test function upon completion.
7. Construct new office partition wall as shown on the plan. Provide batt insulation, drywall, HM Frame, hardware and wood door slab (Utilize Door Slab from Phase II Entry). Modify Ceiling grid as needed for new wall installation.
8. Provide new office light switch and separate the new office lighting to the new switch.
9. Demo recessed can lights and dimmer from Room 009. Re-locate existing light switch, or install 3-way switch at the interior door location.
10. Provide and install Acoustical sound deadening material (Homasote and acoustical sealant) to the wall areas shown on the plan. Cover with new drywall. Install deeper mud rings or box extensions to all electrical components as needed to flush out with the new wall. Modify Ceiling grid accordingly to accommodate the new wall thickness and install new perimeter edge track as needed. Provide and install additional sound deadening measures above the ceiling to prevent sound transfer into the adjacent courtroom space.
11. Patch and paint all drywall and HM frames, and hydronic heating covers in the remodel area.
12. Provide and install new Acoustical Ceiling tiles (USG Mars SQ 8615) and 2' grid T-bars for a 2x2 tile configuration. (9/16" Armstrong Suprafine system). Provide 1 extra cases of tile for Owner stock. Remove and re-install ceiling mounted devices and fixtures as needed to complete the installation.
13. Prep concrete floors and install new carpet tiles and vinyl base.
14. Provide \$50,000.00 Contingency Allowance in base bid to be utilized by Owner for unforeseen conditions or modifications to the project work scope. All work completed under this allowance must be approved by the Owner prior to commencing any work.

Bid Alternate #1: Labor and Material to demo and replace current 2x4 troffer light fixtures with LED units (Day-Brite; by Signify; Recessed Selectable Backlit Panel 2'x4'), including emergency and exit lighting.

Bid Alternate #2: Provide new keying to existing locksets. Coordinate keying schedule with Owner.

Bid Alternate #3: Demo and Replace existing wood door slabs (VT Select White Birch CL18) and new hardware with products matching the new court space.

Phase II: Current Child Support Space Area 2 (To become Courts Expansion)

1. See plan Area 2 for details and layout configuration.
2. Demo flooring, interior walls, and acoustical ceilings as shown.
3. Construct new interior walls as shown on building plan. New office area walls to include sound batt insulation. Install Homasote and drywall to office wall adjoining corridor.
4. Include Rough-in and finish of up to 6 new receptacles. Patch and paint all drywall walls, and HM frames within the space.
5. Provide and install HM door frames, hardware and wood doors (VT Select White Birch CL18) to match the new courts space.
6. Install new Acoustical ceiling grid (USG Fineline DXF 9/16") and tile (USG Mars FLB 86985) to match new courts space.
7. Install new LED light fixtures (Day-Brite; by Signify; Recessed Selectable Backlit Panel 2'x4') to match new courts space and lighting controls to integrate with newly remodeled court space and installation / relocation of light switches for the new configuration.
8. Modify fire protection heads as necessary for the new ceiling plan.
9. Add fire alarm detection to the File Room and test system upon completion.
10. Prep concrete floors, and install new carpet tiles and vinyl base to match the new courts space.
11. Judges Chamber, Hall, and bathroom behind courtroom (RM 008):
 - a. Demo existing flooring, tile, lighting, ceiling grid and tile. Prep floors for new carpet and ceramic tile.
 - b. Demo and replace toilet and sink. Provide and install new fixtures, solid surface top w/integral sink and removable P-lam plumbing screen, mirror and accessories. Match fixtures installed in the remodeled courts space.
 - c. Install new bathroom ceramic tile, floor and walls. (See Bathroom Elevation Reference drawing for layout).
 - d. Install new ceiling grid and tiles to match new courts space area.
 - e. Provide and install new LED light fixtures throughout space. Provide low profile surface mounting kit for the Judge's Chamber lights if there is not enough space above the ceiling grid.
 - f. Replace Bathroom and Judge's Chamber Door Slabs and hardware (VT Select White Birch CL18)
12. Include Mechanical / Electrical Allowance of \$35,000. To be utilized for HVAC Modifications and related electrical / low voltage needs for the space. Contractor to bill time and material. Unused allowance will be credited back to the Owner. Specific Electrical / Lighting items identified in the RFP shall be included in the respective base bid.

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 Ryan Jendro, Project Manager, at 320.630.5011 or at ryan.jendro@millelacsband.com to obtain bid form and to be included on the bidder's list in the event that any addendums are issued for this project.

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 must provide the following along with their bid submittal:
 - a. Completed and signed MLB Community Development Construction Bid Form
 - b. A copy of Current MLB Vendor's License (or a copy of the submitted application)
 - c. A copy of Current Insurance Certificate
 - d. Surety Bond Letter
 - 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: Child Support / Courts Phase II
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. ****

****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 Elizabeth Thornbloom at (320) 532-8274 or via email at EThornbloom@grcasinos.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 Mille Lacs Band of Ojibwe (MLBO) Permits.

Bonding Requirements: In accordance with 2016 MLB Project Specification Book.

MLBSA Section 17 Procurement Statute Ordinance 03-06 states the following:

Section 17. Bonding

- A. In construction contracts that are federally funded or deemed commercial, bonding is required. These types of contracts shall demand a performance bond not less than twenty (20%) percent of the total contract price, but not to exceed \$500,000.00. A performance bond requirement is to ensure that, if a contractor defaults, the Band may request that the surety pay the expense incurred to complete the construction contract.
- B. In addition, all construction contracts identified as federally funded or commercial shall be covered by a payment bond equal to one payment installment or cover subcontractors/suppliers as determined by the Contracting Officer or his agents. The payment bond must contain language stating that if the contractor fails to make a payment to its subcontractors/suppliers, the surety will make the necessary payment.

SECTION II – BIDDING FORMS

Bidding Requirements and Contract Forms

COMMUNITY DEVELOPMENT
PROJECT MANAGEMENT

FY 2023 CONSTRUCTION BID FORM REQUIRED FOR ALL BIDS

FIRM NAME: _____

JOB/PROJECT: **Child Support / Courts Phase II**

BASE BID – Phase I Old Courts Space Area 1 (*Labor and materials*):

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

ALTERNATE #1 (LED Lighting Upgrade)

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

ALTERNATE #2 (Re-Keying of Existing Locksets)

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

ALTERNATE #3 (Interior Door / Hardware Replacement)

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

BASE BID – Phase II Current Child Support Space Area 2 (*Labor and materials*):

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

TOTAL BASE BID – Phase I & Phase II (*Labor and materials*):

_____ \$ _____
(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 will result in bid disqualification.

- MLB BID FORM (MUST BE SIGNED)
- MLBO VENDOR LICENSE
- COPY OF CURRENT INSURANCES
- LETTER FROM BONDING SURETY (REQUIRED)
- COPY OF MINNESOTA CONTRACTORS LICENSE (if required)
- SUB-CONTRACTOR/SUPPLIER LIST (Include values)

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

FIRM NAME: _____ TELEPHONE: _____

ADDRESS: _____

EMAIL ADDRESS: _____