



Community Development **REQUEST FOR PROPOSAL**

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

DATE ISSUED: September 14, 2026

BID DATE: October 14, 2026

PROJECT: DISTRICT III – POW WOW GROUNDS ARENA AND ASSOCIATED IMPROVMENTS

TO: QUALIFIED ARCHITECTURAL/ENGINEERING FIRMS

A. Project Overview and Scope of Work:

The Mille Lacs Band of Ojibwe is accepting lump sum bids from architectural and engineering firms to provide architectural and engineering services for the design and construction of upgrades of the Pow Wow arena in District III in Hinckley, 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. Bids are due in the PO Box at **3:00pm, on October 14, 2026**. Bids will then be publicly opened and read aloud, on **October 15, 2026 at 10:00am** in the **Community Development Department**, located in the Mille Lacs Government Center

A mandatory Pre-Bid site visit will be held at the site on Thursday September 24th at 1:00 PM. We will meet at the Meshakwad Community Center: 38043 Hinckley Rd., Hinckley, MN 55037 and then walk out to the site of the Arena.

- Design phase to begin in Winter of 2026
- Project to commence construction late summer 2027 with completion in 2028
- Estimated project budget: \$5 Million (including arena, site work, and all improvements)
- Once under contract, Structural Engineer will immediately inspect current structure.
- 1st and 2nd meetings will be to go over pros and cons of Options #1 vs Options #2 so decision can be made.
- Scope of project will include either of these 2 options
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- **OPTION #1**
 - Tear down of the existing arena and arbor structure.
 - Design of an arena approximately with approximately 160' in diameter of dance space, including:
 - Arena seating/bleachers
 - Arena roof
 - Soundstage/MC booth
 - At-grade elder/ADA seating
 - Shading (systems to be decided)
 - An arbor structure with tuck under vender stalls
 - Center arbor

- Speaker mounting system

- **OPTION #2**

- Upgrades to the existing arena and arbor structure.
- Design of additional buildings to augment functions of existing arena, including:
 - Design of a plaza immediately west of the current arena including
 - A septate building to include registration, first aid, staff bathroom
 - 2 permanent vender stands
 - Arena seating/bleachers upgrades
 - Lighting upgrade to LED
 - Enclosed soffit
 - Fans or ventilation
 - Sun shading
 - Arena roof
 - Soundstage/MC booth reconfiguration

Additional At-grade elder/ADA seating

Both options will also include

- Elder and Pow Wow Committee Parking
 - Vendor area design to include:
 - 20 additional vendor hook-ups for electrical
 - Repair of existing hook-up locations
- Project to include: All aspects of building design, specifications and construction.
 - Include allowance of \$1,000.00 for printing and postage in base bid (under Architectural line item).
 - Once plans and specs have been finalized, the project will be bid 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, WIFI network with WIFI access points, security camera system with full coverage, Communications and Acoustics/AV), Surveying (including topographical surveys/drawings) and Civil Engineering services from project planning, construction, and project closeout.
 - Attendance at Building Committee meetings in planning/design stage (include 15 meetings in proposal, this includes required pre-bid meeting with GC's). Meetings to be held at DIII Hinckley Community Center.
 - plans (for arena, parking) and specifications ready for distribution to qualified and invited GC's for bidding.
 - Attendance at bi-weekly project meetings throughout construction
 - Provide assistance and direction to Building Committee through selections processes

B. Bidding notes:

1. Submit proposal in lump sum, not to exceed amount. See Bid Form for more info.
2. Do not print proposals double-sided. Also, do not staple or bind proposals.
3. 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
4. Submit separate line item pricing per Bid Form.
5. 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 Jackie Smith at

(320) 384-4773 or via email at JSmith2@grcasinos.com with questions regarding licensing and for the license application.

6. Copy of current certificate of insurance for Commercial Liability of \$1 million and Design Professional Liability of \$2 million.
7. Copy of an authorized signature sheet if one is not already on file with the Mille Lacs Band.
8. 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 – District III Pow Wow Grounds Arena
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 October 14th. 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 October 15th, 2026 at the Mille Lacs Band Government Center. Bid results will be sent to all firms that submit a bid.

****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.**

Contacts:

To be put on the bidders list or if you have additional questions or need additional information, please email Mike Moilanen, Director of Planning and Project Management at: 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 2026 CONSTRUCTION BID FORM

REQUIRED FOR ALL BIDS

FIRM NAME: _____

JOB/PROJECT: **Architectural Services – District III Pow Wow Grounds Arena**

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: _____