



Community Development **REQUEST FOR PROPOSAL**

OWNER: Mille Lacs of Ojibwe
43408 Oodena Drive
Onamia, MN 56359

DATE ISSUED: June 23, 2023

BID DATE: July 26, 2023

PROJECT: DII and DIII Housing Warehouse Remodels – Architectural Services

TO: Qualified Architectural Firms

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

A. Project Overview and Scope of Work

The Mille Lacs Band of Ojibwe is accepting lump sum bids the request for proposals (RFP) for qualified architectural firms to provide architectural services for the renovation of the Mille Lacs Band DII Housing Warehouse in McGregor, 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 site visit will be held on: **Thursday July 13, 2023 at 10:00 AM** at the site. **20898 360th Street, McGregor, MN 55760**. Bids will be due to the P.O. Box no later than 3:00 PM Wednesday, July 26, 2023 and will be opened and read aloud on Thursday, July 27, 2023 at 10:00 AM at the Mille Lacs Band Government Center Office of Solicitor General. See below for further info and bidding instructions.

The Mille Lacs Band of Ojibwe is accepting lump sum bids the request for proposals (RFP) for qualified architectural firms to provide architectural services for the renovation of the Mille Lacs Band District III Housing Warehouse in Lake Lena. 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 site visit will be held on: **Thursday July 13, 2023 at 1:00 PM** at the site. **45700 Grace Lake Rd, Sandstone, MN 55072**. Bids will be due to the P.O. Box no later than 3:00 PM Wednesday, July 26, 2023 and will be opened and read aloud on Thursday, July 27, 2023 at 10:00 AM at the Mille Lacs Band Government Center Office of Solicitor General. See below for further info and bidding instructions.

- Design phase to begin in Summer of 2023, following approval of contract.
- Biddable construction documents to be prepared for general contractor bidding in Spring of 2024
- Project to commence construction by Summer 2024.

A. Scope of Work District II:

- Project in general will consist of updates of interior space of approx. 11,500 sq ft facility with some reconfiguration of existing space to construct a classroom (sized for a maximum of 15 occupants), glassworks shop, an additional bathroom, a break room, additional office (resident services) and storage.
- Interior updates including new flooring in the classroom, breakroom and office areas, replacement/upgrade of all HVAC system components (heat to service entire facility and a/c for office, classroom and break areas); add signage; CO system; building ventilation; add

- low voltage to office areas; install eye wash station; install camera system including interior common areas and full exterior view; card access system; installing lockable storage within Public Works bay; insulate facility with spray foam.
- Exterior updates will include an expansion of the existing parking lot including grading, base, paving, and striping; new parking lot LED lighting; security cameras; add exterior outlets; delete overhead doors to public storage bays; installation of security fence around the perimeter with electric gate opener; add a properly sized propane back-up generator; replacement/ upgrade of onsite septic system.
- Note: the intent is to keep the facility's building use classification and zoning the same. Also, all work must accommodate/ take into consideration/ be coordinated to work with the new salt shed being constructed onsite.

Architectural services to include:

- Complete Architectural, Structural, Mechanical/Plumbing, Electrical, Civil including SWPPP specifications ready for distribution to qualified and invited GC's for bidding.
- Attendance at Building Committee meetings in planning/design stage (include 4 meetings in proposal including pre-bid meeting with GC's). Meetings to be held at the site.
- Complete Construction Administration services throughout the construction process, including: technical submittal review, approval and tracking; RFI responses; ASI documentation, contractor proposal and payment application reviews, and building warranty period services.
- Attendance at bi-weekly project meetings throughout construction to monitor progress.

B. Scope of Work DIII Lake Lena

- Project in general will consist of updates of interior space of approx. 12,250 sq ft facility with some reconfiguration of existing space to construct a classroom (sized for a maximum of 15 occupants), an additional bathroom, a break room, additional office (resident services), separate far end of garage for carpenter staff storage/use and organize storage.
- Interior updates including new flooring in the classroom, breakroom and office areas, replacement/upgrade of all HVAC system components (heat to service entire facility and a/c for office, classroom and break areas); CO system; add signage; building ventilation; add low voltage to office areas; install eye wash station; install camera system including full exterior view; card access system; installing lockable storage; insulate facility with spray foam.
- Exterior updates will include an expansion of the existing parking lot including grading, base, paving, and striping; new parking lot LED lighting; security cameras; add exterior outlets; delete overhead doors to public storage bays; installation of security fence around the perimeter with electric gate opener; add a properly sized propane back-up generator; replacement/ upgrade of onsite septic system.
- Note: the intent is to keep the facility's use classification and zoning the same.

Architectural services to include:

- Complete Architectural, Structural, Mechanical/Plumbing, Fire Protection, Electrical, Civil including SWPPP specifications ready for distribution to qualified and invited GC's for bidding.
- Attendance at Building Committee meetings in planning/design stage (include 4 meetings in proposal including pre-bid meeting with GC's). Meetings to be held at the site.
- Complete Construction Administration services throughout the construction process, including: technical submittal review, approval and tracking; RFI responses; ASI

documentation, contractor proposal and payment application reviews, and building warranty period services.

- Attendance at bi-weekly project meetings throughout construction to monitor progress.

C. 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, Mechanical, and Electrical Engineering. Please fill out discount, if any, for award of both districts' projects.
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.

Proposals are due in the PO Box by 3:00 PM on Wednesday, July 27, 2023. A public bid opening will be held at 10:00 AM on Thursday, July 28, 2023 at the Mille Lacs Band Government Center. Bid results will be made available to bidding firms following the bid opening.

All proposals must be mailed and labeled as follows:

**Mille Lacs Band of Ojibwe
Commissioner of Community Development
Sealed bid: DII & DIII Hsg Warehouse Remodels – Architectural Services
PO 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.

Contacts:

If you have questions or need additional information, please call 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 2023 CONSTRUCTION BID FORM REQUIRED FOR ALL BIDS

FIRM NAME: _____

JOB/PROJECT: **DII Housing Warehouse Remodel - Architectural Services**

LUMP SUM PRICE:

(Total of lines 1-5 listed below):

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

Written Value

1. ARCHITECTURAL: _____ \$ _____

2. STRUCTURAL: _____ \$ _____

3. ELECTRICAL: _____ \$ _____

4. MECHANICAL/PLUMBING: _____ \$ _____

5. CIVIL: _____ \$ _____

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 may result in bid disqualification.

- MLB BID FORM (MUST BE SIGNED)
- MLBO VENDOR LICENSE
- COPY OF CURRENT INSURANCES
- SUB-CONTRACTOR LISTS (Include values)

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

FIRM NAME: _____ TELEPHONE: _____

ADDRESS: _____

EMAIL ADDRESS: _____

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: **DIII Housing Warehouse Remodel - Architectural Services**

LUMP SUM PRICE:

(Total of lines 1-5 listed below):

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

Written Value

1. ARCHITECTURAL: _____ \$ _____

2. STRUCTURAL: _____ \$ _____

3. ELECTRICAL: _____ \$ _____

4. MECHANICAL/PLUMBING: _____ \$ _____

5. CIVIL: _____ \$ _____

6. On-Site Septic Design _____ \$ _____

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.

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NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

FIRM NAME: _____ TELEPHONE: _____

ADDRESS: _____

EMAIL ADDRESS: _____

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: DII & DIII Hsg Warehouse Package Discount - Architectural Services

Total Discount: Discount offered if awarded both projects. (if zero, please still indicate and sign the bid form)

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

NAME: _____ **TITLE:** _____

SIGNATURE: _____ **DATE:** _____

FIRM NAME: _____ **TELEPHONE:** _____

ADDRESS: _____

EMAIL ADDRESS: _____