



## **Community Development** **REQUEST FOR PROPOSAL**

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

**DATE ISSUED: 9 February 2022**

**BID DATE: 9 March 2022**

**PROJECT: DII Head Start / Child Care Expansion: 36666 State Hwy. 65, McGregor, MN 55760**

**TO: Qualified General Contractors**

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

The Mille Lacs Band of Ojibwe, Community Development office will be accepting sealed lump sum bids for commercial remodel work to construct a building addition and partial renovation of the DII Head Start building, located in McGregor, MN. Bids will be due Wednesday 9 March, 2022 at 3:00 PM. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday 10 March 2022 at 10:00 AM.

**A mandatory pre-bid site visit will be held on: Thursday February 17<sup>th</sup>, 2022 at 1:00 PM. The DII Head Start is part of the East Lake Community Center / Minisinaakwaang Leadership Academy building located at 36666 State Hwy. 65, McGregor, MN. (Covid check-in procedures and masks required for building entry)**

### **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 Project design documents as prepared by Architectural Resources Inc.
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. **NO WORK SHALL BE PERFORMED UNTIL ALL REQUIRED PERMITS HAVE BEEN ISSUED AND COPIES IN THE POSSESSION OF THE PROJECT COORDINATOR AND /OR MILLE LACS BAND BUILDING OFFICIAL.**

**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:**

Project Narrative: The DII Head Start program is in need of a building expansion to meet the needs of their program. Work will include a 2,400 square foot building addition to the South of their existing space, and minor interior renovation of their existing space. Work in the existing space will include selective demolition and layout changes to the building floor plan. The Building addition will consist of a wood frame structure on traditional concrete footings and poured concrete foundation walls. Work will include interior and exterior finishes, including EIFS, standing seam metal roofing, flooring, acoustical ceilings, painting, casework, HVAC, plumbing, electrical, and minimal site work will be included.

1. Refer to Busch Architects, Inc. Project 21-08. Project Manual including specifications and design drawings will be provided to bidding contractors. General Contractor to perform all construction activities as defined in the plans and specifications as identified by Busch Architects, Inc. for the DII Head Start / Child Care Expansion project.
2. Bids must be honored for 90 calendar days.
3. Anticipated project schedule is Late Spring – Early Summer 2022 to Winter 2022 for both phases of construction.
4. Contractor shall include 0.5% TERO tax fee in base bid. Contractor shall utilize FEDERAL Davis Bacon wage rates for construction of this project. Wage determination rates for Aitkin County will be provided in the first pre-bid addendum.
5. Refer to the project Bid Form for the listing of Bid Alternates.
6. Project is sales tax exempt. Awarded contractor will be provided with the tax exemption form.
7. Contractor to include an Owner contingency allowance in the base bid of \$100,000.00. This allowance will be utilized by the Owner for changes to the project workscope. Contractor is limited to 10% markup on changes. Unused allowance will be credited back to the Owner at the end of the project.
8. Project Retainage is 10%.
9. The Head Start facility is an occupied facility and daily operations will continue during construction of the addition space. Continuous cleaning operations, temporary barricades and other measures will need to be taken to limit disruption to daily building operations during construction activities. Minimal parking and delivery restrictions will be required during construction.
10. Contractor shall be required to provide portable toilet facilities for work staff.
11. **Design drawings include two construction phases. This bid will include both phases of work. The Labor Pool department will occupy and continue operations in the phase II area until Phase I is complete and ready for occupancy. Following the operations move, work may proceed in the phase II area to complete the project.**

*Specified Product Substitutions: All proposed product substitutions shall be submitted in accordance with the project specifications. Any approved substitutions, will be made available to all bidders via Pre-Bid Addendum.*

**Contacts:**

**Interested bidders shall contact Ryan Jendro - CMD Project Manager at 320.630.5011 or at [ryan.jendro@millelacsband.com](mailto:ryan.jendro@millelacsband.com) to be included on the bidder's list in the event that any addendums are issued for this project.**

**Mobilization:**

1. The Contractor shall be capable of mobilizing his equipment and crews within seven days of the receipt of Notice to Proceed.
2. Contractor shall submit building schedule to Owner at the time of contract signature by the Contractor.
3. Contractor shall provide means and methods for all building phases of construction.

**Bidding notes:**

1. Submit signed proposal in lump sum (supply and install), not to exceed amount
2. All Contractors (including subcontractors) must comply with Commercial Davis Bacon wage requirements (Aitkin County).
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. Bid Bond (5%)
  - e. A copy of Subcontractor/Material Supplier list
  - f. 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: DII Head Start Expansion  
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.**

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

**PERMIT AND CONTRACTOR REQUIREMENTS:**

Permits: Contractors are responsible to attain all necessary permits for all work, including Mille Lacs Band of Ojibwe (MLBO) Permits. MLBO permit fee \$50.

**Licensing:**

1. 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 by email at [ETHornbloom@grcasinos.com](mailto:ETHornbloom@grcasinos.com) with questions regarding licensing and for the license application.

**Bonding Requirements:**

Performance and Payment Bond: A performance and payment bond on the part of the contractor for 100 percent of the contract price shall be required. "Performance and Payment Bond" means a bond executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

Bid Bond: Provide a bid guarantee equivalent to 5 percent of the bid price. The bid guarantee must consist of a firm commitment such as bid bond, certified check, or negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of his/her bid, execute such contractual documents as may be required within the time specified after the forms are presented to him/her.

**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: **DII Head Start / Child Care Expansion**

BASE BID – (Labor and materials):

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

ALTERNATE #1A (Additional Card Readers: 003A, 003B, 011, 008A)

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

ALTERNATE #1B (Additional Card Readers: 001B, 002B, 014A)

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

ALTERNATE #2 (Hall 007 LVT Installation)

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

ALTERNATE #3 (Paint Door Frames and Walls Existing Space)

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

ALTERNATE #4 (Door Core Replacement / New Keying)

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

ALTERNATE #5 (CMU Foundation Walls in lieu of Poured Concrete Walls)

\_\_\_\_\_ \$ \_\_\_\_\_  
(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
- BID BOND (REQUIRED)
- COPY OF MINNESOTA CONTRACTORS LICENSE (if required)
- SUB-CONTRACTOR/SUPPLIER LIST (Include values)

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_