



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

**OWNER: MILLE LACS BAND OF OJIBWE**

**DATE ISSUED: February 8, 2023**

**BID DATE: March 1, 2023**

**PROJECT: East Lake Ceremonial Parking Lot Expansion**

**TO: QUALIFIED GENERAL CONTRACTORS**

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The Mille Lacs Band of Ojibwe, Community Development office will be accepting sealed lump sum bids for a commercial parking lot project to be completed at the East Lake Ceremonial Building located at 20848 367<sup>th</sup> Lane, McGregor, MN. Bids will be due Wednesday, March 1, 2023 at 3:00 PM. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday March 2, 2023 at 10:00 AM.

**A mandatory pre-bid site visit will be held on: Friday February 17, 2023 at 1:00 PM. 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. Contractor will secure all permits and fees.
3. Contractor is responsible for a thorough investigation of the scope of work.
4. Contractor will repair any damage to the property or structure created by the scope of work.
5. 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:

### Building Exterior:

1. Demo exterior wood fencing along the retaining wall.
2. Remove trees and brush around the existing retaining wall. Fill depressed area with topsoil removed from parking lot island area in #3 below. Smooth grade and seed area.
3. Remove vegetation, topsoil and unsuitable materials from parking lot island area and export off site. Cut section of asphalt across drive entrance and remove culvert. Import pit run granular material to fill the area compacting in lifts to 98%. Install 12" granular subgrade and 6" class 5 base material and asphalt per section detail. Contractor to be responsible for compaction testing of the base material prior to paving.
4. Repair existing asphalt parking lot cracks and sealcoat. Re-stripe parking lot, including directional arrows, handicap stall identification, and parking stall lines. Parking lot Striping and HC Identification: Include 1,500LF of parking lot line striping. Include 10 HC stall identification symbols. Include up to 300LF of asphalt crack filling prior to sealcoat application. Coordinate with Owner.
5. Repair and restore finish grade where culvert is removed and seed area when complete.
6. Provide \$10,000.00 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 #1a & 1b:

Unit cost per cubic yard of soil removed from site and Unit cost per cubic yard of soil replaced with compacted granular pit run material. **Include up to 450 cubic yards of material removed and 400 Cubic yards of material imported in the base bid. Unit cost will be used to calculate credit or add if more or less material is disturbed.** Coordinate material quantities with Project Manager at the time of export / import.

### 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](mailto: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 are encouraged to provide the following along with their bid submittal:

- a. Completed and signed MLB Community Development Construction Bid Form (REQUIRED)
  - 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 (REQUIRED)
  - 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: East Lake Ceremonial Building Parking Lot  
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](mailto: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:** **East Lake Ceremonial Building Parking Lot Expansion**

**BASE BID –** *(Labor and materials):*

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

**ALTERNATE #1a (Unit Cost per Yard of Exported Material)**

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

**ALTERNATE #1b (Unit Cost per Yard of Imported Material)**

\_\_\_\_\_ \$ \_\_\_\_\_  
(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 may 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:** \_\_\_\_\_