



## **Community Development** **REQUEST FOR QUALIFICATIONS**

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

**DATE ISSUED:** July 24, 2024

**BID DATE:** August 7, 2024

**PROJECT:** ELECTRICAL APPRENTICE TRAINING

**TO:** QUALIFIED MASTER ELECTRICIANS

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### **I. INTRODUCTION**

The Mille Lacs Band of Ojibwe, Community Development office will be accepting sealed Statements of Qualifications for consulting services for the development of a Tribal Electrician Apprentice Training Program located within the Housing Department of Community Development. Statement proposals will be due Wednesday August 7, 2024 at 3:00 PM. Statements received will be opened and qualified by the Mille Lacs Band of Ojibwe starting on Thursday August 8, 2024 at 9am.

This request for Statements of Qualifications (SOQ) is issued by the Mille Lacs Band of Ojibwe to qualify professional consulting master electricians to aid in the formation and implementation of a Tribal Electrician Apprentice Training Program.

The program will:

1. Teach, supervise, and coach electrical apprentices for a total of 1900 hours during the fiscal year.
2. Project supplies take-offs
3. Print Reading
4. Project Bidding and Budgeting
5. Safety
6. Job design

This analysis will assist the Band in: (1) its importance and monetary value to Housing operations; (2) determining current and future infrastructure needs; (3) identifying potential opportunities for efficiency and cost savings; (4) building on "green" efforts already existing; and (6) focusing Band efforts on renewable energy alternatives and additional economic development activities.

### **II. STATEMENT SUBMITTAL INSTRUCTIONS**

Companies must notify, via email, with their intent to submit a response to the RFQ to:

Tracy Burr, Commissioner of Community Development

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

**All Statements of Qualifications must be received at the P.O. Box no later than 3:00 p.m., Wednesday August 7, 2024. Statements MUST be mailed to:**

**Mille Lacs Band of Ojibwe  
Commissioner of Community Development  
Sealed bid: Electrician Apprentice Training Program  
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. \*\*

**PROPOSALS NOT SUBMITTED IN THIS MANNER WILL BE REJECTED.**

**III. STATEMENT OF QUALIFICATIONS CONTENT**

1. Cover Letter/Title Page - Include name of the company, local address, telephone and fax number, name of the contact person, and the date.
2. Provide the qualifications and resumes of the professional staff that will be assigned to the project. Include the name(s), experience, and qualifications of person(s) that will be routinely responsible for the project. Include Master Electrician name and license #
3. Detail the company's experience working with Tribal Governments. Emphasize any work done in the formation of an Electrician Apprentice Training Program.
4. Detail examples of how the company and the assigned personnel to this project have delivered past Electrician Apprentice Training Program on time and on/or under budget.
5. Detail residential Master Electrician experience.
6. Detail commercial Master Electrician experience.
7. Detail HVAC experience.
8. In addition to the lump sum for the 1900 hours included in the base bid, detail hourly wage rates and other fees for extra requested items above and beyond the base work scope. Please use menu of itemized activities with associated cost of activity.
9. Detail the company's understanding of laws and regulations with regard to Electrician Apprentice Training Programs and Minnesota State electrical inspections.
10. Detail the company's understanding of Tribal laws and regulations.
11. Detail the company's willingness to enter into Mille Lacs Band's Standardized Contract.
12. Detail the company's ability to assign appropriate personnel to complete the project or activity within a specified project schedule.
13. References - Please include a list of project client references where related services were provided by the staff identified above.
14. Please submit six (6) copies of the Response to the RFQ

**IV. SELECTION PROCESS**

1. Selection Committee will review and score all submitted SOQ's. All scores will be emailed to all RFQ respondents. All scores will be public information.
2. Highest qualified Candidate will be given the opportunity to enter into a contract with the Mill Lacs Band

**END OF REQUEST FOR QUALIFICATIONS – Electrician Apprentice Training Program**