



Community Development **REQUEST FOR PROPOSAL**

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

DATE ISSUED: Thursday July 31, 2025

BID DATE: Wednesday August 27, 2025

PROJECT: Hillcrest Woman's Half Way House Building Renovation

TO: Qualified Architects

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. The Mille Lacs Band of Ojibwe is accepting lump sum bids for qualified architects to provide architectural and engineering services for the renovation of the **Hillcrest Woman's Half Way House Building Renovation**. A mandatory pre-bid site visit will be held on-site located at Twilight Roads, Onamia MN on **Monday August 11th at 1:00 PM**. Bids will be due to the P.O. Box no later than 3:00 PM Wednesday 27, August 2025 and will be opened and read aloud on Thursday 28, August 2024 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 immediately following approval of contract.
- Biddable construction documents to be prepared for general contractor bidding
- Project to start construction in late 2025/early 2026.
- Final building design must pass licensure requirements of Ordinance 19.
- Architect must include in bid proposal their demonstrated history in the design and delivery of Ordinance 19 facilities.

General Notes:

1. Architect must demonstrate a history of design of similar licensed facilities. Please include this in your submittal package.
2. Contractor is responsible for a thorough investigation of the scope of work.

COMMUNITY DEVELOPMENT WILL, TO THE GREATEST EXTENT FEASIBLE, GIVE PREFERENCE IN THE AWARD OF CONTRACT TO INDIAN ORGANIZATIONS AND INDIAN-OWNED ECONOMIC ENTERPRISES.

A. Scope of Work:

- Project in general will consist of updates of interior space with some reconfiguration of existing space to maximize efficiency. The building will be converted into a womens halfway house.

- Project in general will consist of changes and updates of interior space including new flooring throughout, new interior and exterior lighting, addition of a 2nd laundry room in the basement, paint, required exit signage, exterior doors, all exterior windows and infill of patio door, interior doors and hardware, some additional casework. Updates include requires building fire alarms systems, fire sprinklers, security camera system, new restroom fixtures, and required ADA access to the building.
- Exterior updates will include repair or replacement of existing deck, refinish of existing siding, grading of entry driveway, drain tile, some water sealing of block, and the addition of building signage.
- Site work will include minor landscaping, new sidewalks
- Designer to field verify dimensional layout of the existing space.

B. Architectural and Engineering services to include:

- Complete Architectural, Structural, Mechanical/Plumbing, Fire Protection, Electrical and low voltage (Including but not limited to: Lighting, Security Systems, access controls, and Communication), plans and specifications ready for distribution to qualified and invited GCs 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 DI Health and Human Services Building or on-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.

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, Structural, Mechanical, and Electrical Engineering.
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 Jackie Smith at (320) 384-4773 or by email at JSmith@grcasinos.com 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.

All proposals must be mailed to and labeled as follows:

Mille Lacs Band of Ojibwe

Sealed bid: Hillcrest Woman's Half Way House Building Renovation Architecture

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. ****

PROPOSALS NOT SUBMITTED IN THIS MANNER WILL BE REJECTED.

THE MILLE LACS BAND RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS FOR ANY REASON.

Contacts:

Interested bidders shall contact Mike Moilanen – Director of Planning and Project Management at mike.moilanen@millelacsband.com to be included on the bidder's list in the event that any addendums are issued for this project.

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 Jackie Smith at (320) 384-4773 or by email at JSmith@grcasinos.com with questions regarding licensing and for the license application.

SECTION II – BIDDING FORMS

Bidding Requirements and Contract Forms

COMMUNITY DEVELOPMENT
PROJECT MANAGEMENT

FY 2025 CONSTRUCTION BID FORM REQUIRED FOR ALL BIDS

FIRM NAME: _____

JOB/PROJECT: **Architectural Services – Hillcrest Woman's Half Way House Building Renovation**

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 will 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: _____