



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

**OWNER:** MILLE LACS BAND OF OJIBWE      **DATE ISSUED:** January 12, 2024

**BID DATE:** January 31, 2024

**PROJECT:** Hinckley Early Headstart Playground– Hinckley, MN

**TO:** Qualified Playground Equipment Contractors

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

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The Mille Lacs Band of Ojibwe, Community Development office will be accepting sealed bids for purchase and installation of playground equipment for a playground to be located at the Mille Lacs Band of Ojibwe Early Headstart facility in Hinckley, MN. Bids will be due Wednesday 31 January 2024 at 3:00 PM. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday 1 February 2024 at 10:00 AM.

A mandatory pre-bid site visit will be held on: Friday January 19th, 2024 at 1:00 PM. Site Address is 1451 Giizhik Circle, Hinckley, MN 55037. Directions to the site from Hinckley: Hwy 48 East to County Rd. 15 (by casino hotel entrance). County Rd. 15 South 0.8 miles to Zhingob Ave East. The site is at the intersection of Zhingob Avenue and Giizhik Circle.

### **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 Residential Code (IRC), and Mille Lacs Band of Ojibwe 2016 MLB Project Specification Book.
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. **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 Description:**

1. Playground equipment needed for age group 0 to 3 years.
2. Playground Total Budget amount \$105,000 to \$110,000.00. Each proposal submitted should have a total base bid value ranging between \$105,000 to \$110,000. Award will be factored on design(s) submitted.
3. Please submit 2-3 designs for review. For all submitted proposals, Submit separate bid form for each proposal identifying the design number.
4. Final color selections will be chosen by Owner.
5. Provide product data for all equipment being proposed and cost breakdown for all proposed equipment items.
6. The Playground will be installed in a fenced area. Fencing by others. The clear space within the fenced area is 40' x 58'. See attached dimensioned site plan for reference. One half of that area to be multi-color P.I.P. with designs (include 3 colors). The other half of the fenced area to be synthetic turf. Provide product data for both materials to ensure material is safe for 0 to 3 year olds.
7. Playground base site work shall be included in the installation package. The building general contractor shall leave the fenced site area sub-graded to allow for installation of drain tile and base materials. Playground contractor shall coordinate the rough elevation requirements with the Owner and General Contractor on site. Existing subgrade soils are sand.
8. Supply and install sub surface drain tile with sock (to daylight with rodent guard), border, sub-base material, geotextile filter fabric. Include ADA access point(s) where design requires. Base material to be CL5 w/ fines or Recycled Concrete base @ 6" thickness.
9. Supply and install rock / base materials as needed for the drain tile system and for the playground surfacing materials including geotextile filter fabric.
10. Supply and install playground boarder materials transitioning from the artificial turf to the P.I.P. surfacing, and identify on your design proposal. Provide product data to Owner with bid proposal.
11. Provide and install poured-in-place rubber fall protection surfacing material. Include up to 3 colors, pattern or design in the finished surfacing. Include sample layout with equipment proposal(s).
12. Contractor shall be responsible for all debris removal, and site restoration of any disturbed areas.
13. All Contractors and Suppliers must be licensed with the Mille Lacs Band of Ojibwe. 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.
14. Project Location is Hinckley, MN.
15. Davis Bacon Construction wage rates apply.

16. Include 0.5% (1/2%) TERO Tax Fee in the base bid. Awarded contractor shall submit required approved TERO plans for all trades working on site prior to work commencement.
17. Include Performance & Payment bonds. Requirements are included at the end of the RFP.
18. All proposals must be Sealed Bid Form. **Do not bind proposals or print double sided.**
19. Include product order lead time in your proposal.
20. Final color selections will be made by the Owner after award. Provide color package templates. Once selected, contractor shall produce selected color drawings for final approval.

### **Contacts:**

**Interested bidders shall contact Ryan Jendro at 320.630.5011 or by email 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 six weeks of the receipt of Notice to Proceed.
2. Contractor shall submit building schedule to Project Coordinator at the time of contract signature by the Contractor.
3. Contractor shall provide means and methods for all building phases of construction.

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

### **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 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. TERO Compliance Plan Acknowledgement – on bid form.
  - 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.  
[Lori.trail@millelacsband.com](mailto:Lori.trail@millelacsband.com)

**All proposals MUST be mailed and labeled as follows:**

**Mille Lacs Band of Ojibwe  
Commissioner of Community Development  
Sealed bid: Hinckley Headstart Playground equipment  
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:**

- 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 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. Mille Lacs Band Permit is not required.

**Bonding Requirements: In accordance with 2016 MLB Project Specification Book.**

- 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 2024 CONSTRUCTION BID FORM REQUIRED FOR ALL BIDS

**FIRM NAME:** \_\_\_\_\_

**JOB/PROJECT:** Hinckley Headstart Playground Equipment

**LUMP SUM PRICE: PLAYGROUND EQUIPMENT SUPPLY AND INSTALL: IDENTIFY DESIGN #** \_\_\_\_\_

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

**LUMP SUM PRICE: PLAYGROUND EQUIPMENT BASE (PREP AND INSTLLATION OF POURED IN PLACE SURFACING)**

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

**LUMP SUM PRICE: PLAYGROUND GREENSPACE BASE (PREP AND INSTLLATION OF SYNTHETIC TURF SURFACING)**

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

**TOTAL BASE BID VALUE:**

\_\_\_\_\_ \$ \_\_\_\_\_  
(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
- LETTER FROM BONDING SURETY
- SUB-CONTRACTOR LISTS (Include values)

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

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

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

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

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