



Community Development REQUEST FOR PROPOSAL

OWNER: Mille Lacs of Ojibwe
43408 Oodena Drive
Onamia, MN 56359

DATE ISSUED: 28 March 2022

BID DATE: 27 April 2022

PROJECT: NAS Schools 2022 Remodel – Architectural Services

TO: Qualified Architectural Firms

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

A. Project Overview and Scope of Work

The Mille Lacs Band of Ojibwe is accepting lump sum bids the request for proposals (RFP) for qualified architectural firms to provide architectural services for the renovation of the Mille Lacs Band NAS Upper and Lower School within District I of the Mille Lacs Band. Once bids have been received and clarified, a contract will be submitted to the low qualified bidder for this project. See below for further info and bidding instructions. A mandatory pre-bid site visit will be held on: **Monday April 11th at 11:00 AM** at the NAS Lower School; 43521 Oodena Dr; Onamia, MN 56359. Bids will be due to the P.O. Box no later than 3:00 PM Wednesday 27, April 2022 and will be opened and read aloud on Thursday 28st, April 2022 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 in July 2022, following approval of contract.
- Biddable construction documents to be prepared for general contractor bidding in Winter of 2022
- Project to commence construction by summer 2023.
- Approximately 81,000sf of total interior remodel between the lower and upper school to be remodeled.

Scope of project:

- Project in general will consist of updates to the Mille Lacs Upper and Lower School. These updates are mostly cosmetic in nature including updates of interior space with some minor reconfiguration of existing space. Activities will include flooring, paint, new led lighting throughout, new gym flooring, new walk in freezers, new exit lighting and signage, ceiling grid and tile, interior doors, door hardware, Bathroom updates including partitions, fixtures, HVAC updates, HVAC control system design, plumbing updates, exterior windows and doors, new outdoor patio with integrated seating.
- Exterior updates will include continuous EIFS installation over existing exposed CMU block walls. A reclaim, repave, and restripe of the parking lot, new parking lot LED lighting, landscaping including drainage issue at lower school. New retaining wall at lower school, new sidewalks, some water sealing of block, and repainting the front elevation, with addition of building signage.

- Evaluation of HVAC equipment with possible replacement of roof top units. (Include cost for both services. If equipment is deemed acceptable and replacement is not recommended, provide a cost deduct for elimination of the design work. (See Bid Alt. #1). The professional services contract will be reduced by the Bid Alternate amount if the service is not needed.)
- Project designer will be given original pre-construction drawings for reference use. Designer to field verify dimensional layout of the existing space.

Architectural services to include:

- Complete Architectural, Structural, Mechanical/Plumbing, Fire Protection, Electrical (Including but not limited to: Lighting, Security Systems, Communications and Acoustics/AV), specifications ready for distribution to qualified and invited GC's 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 MLB Government Center.
- 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.

Civil scope of work:

Site Design and engineering of the NAS lower school campus including: storm water grading, new stoops, sidewalks, rear egress sidewalks, parking lot design, new sidewalks, new drop-off configuration, retaining wall design, LED parking lots lights, fencing, playground regrading, rear drainage grading, stripping plan. There is an existing bituminous parking lot within the NAS Lower School campus that will be repaved and regraded. The site is within the Vineland Community in District I of the Mille Lacs Band of Ojibwe. Scope of work is listed below.

Surveying (Schematic Design/ Preliminary Study Phase)

Contractor will:

- a. Verify grades of existing parking lot in vicinity of the building.

Concept Design (Design Development Phase)

Contractor will:

- a. Prepare a concept sketches for the layout. (CAD and Arcview file provided to client)
- b. The sketches will be presented to the Owner for their review. Any input, comments and additional information shall be incorporated into the concept plan that will be presented to the Owner for their final review prior to starting preliminary design.

Preliminary Design (Design Development Phase)

Contractor will:

- a. Prepare Preliminary Plans indicating proposed building location and elevation, grading plan, proposed new sidewalks, lighting, , retaining wall, existing and proposed dumpster location, etc. parking lot stripping plan.

Final Design (Bidding, Construction & Contract Document Phase)

Contractor will:

- a. Prepare Construction Plans and Specs suitable for bidding the project based on the Preliminary Plans. The plans will consist of a site grading and drainage, subsurface piping, parking lot stripping, retaining wall, parking lot lighting, and dumpster enclosure construction.
- b. Provide the necessary engineering calculations.
- c. Prepare a cost estimate and bid tabs for the project including quantities.
- b. Attend a meeting with MLB staff to review plans and specifications, as requested by the Owner.

Construction Staking (Construction Phase):

Contractor will provide your construction contractor stakes for the items specified below. Each item will be staked the specified number of times, the construction contractor will be provided with cut sheets for all stakes set.

- a. Site Grading and drainage
 - Stake parking lot
 - Stake sidewalk location

Record Drawing (Post Completion/ Warranty Phase):

Contractor will:

- a. Prepare a set of record documents using information furnished by the owner, the construction contractor and as measured by the Contractor, (including the invert elevations of culverts and field changes to the plans). This set of documents shall consist of the original plan sheets altered by striking out the original elevation or distance and printing the record information.

B. 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 Elizabeth Thornbloom at the Business Regulations Office at (320)532-8274 or by email at ETHornbloom@grcasinos.com with 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.
5. List of previous projects / experience with facilities of this type / use.

Proposals are due in the PO Box by 3:00 PM on Wednesday April 27th 2022. A public bid opening will be held at 8:30 AM on Thursday April 28, 2022 at the Mille Lacs Band Government Center. Bid results will be made available to bidding firms following the bid opening.

All proposals must be mailed and labeled as follows:

**Mille Lacs Band of Ojibwe
Commissioner of Community Development
Sealed bid: NAS Schools 2022 Remodel – Architectural Services
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. ****

****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.

Permit and Contractor Requirements:

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

Contacts:

If you have questions or need additional information, please call Mike Moilanen, Director of Planning and Project Management, at mike.moilanen@millelacsband.com

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

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: **Architectural Services – NAS Schools 2022 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: _____ \$ _____

Bid Alternate #1 (deduct HVAC replacement equipment design)

Deduct: _____ \$ _____

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: _____