



## **Community Development REQUEST FOR PROPOSAL**

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

**DATE ISSUED:** 15 September 2021

**BID DATE:** 6 October 2021

**PROJECT:** DIII Hinckley Head Start Architecture

**TO:** Previously Qualified Architectural Firms

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

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### **A. Project Overview and Scope of Work**

The Mille Lacs Band of Ojibwe is accepting lump sum bids the request for proposals (RFP) for pre-qualified architectural firms to provide architectural and engineering services for the new Mille Lacs Band Head Start within Hinckley in District III. Once bids have been received and clarified, a contract will be submitted to the low qualified bidder for this project. Only those 5 firms that qualified through the RFQ process are allowed to respond to this RFP. See below for further info and bidding instructions. A mandatory pre-bid site visit will be held on: Thursday **September 23rd at 12:00 Noon** at the District III Hinckley Community Center located at 38043 Hinckley Road, Hinckley MN. Bids will be due to the P.O. Box no later than 3:00 PM Wednesday 6 October 2021 and will be opened and read aloud on Thursday 7 October 2021 at 10:00 AM at the Mille Lacs Band Government Center Office of Solicitor General. See below for further info and bidding instructions.

### **Scope of project:**

#### **B. Project Overview:**

- Project in general will consist of a new Head Start Building within the Zhingwaak Oodena Phase 3 development in Hinckley MN. The building will include 2-3 classrooms, staff offices, commercial kitchen facility, indoor and outdoor play spaces, storage, circulation, mechanical, and maintenance. Site work including grading, sidewalks, lighting, parking and stormwater treatment are also included.
- Design phase to begin in December 2021
- Project to commence construction summer of 2022 with completion in spring of 2023
- Approximately 5,000-6000 sf<sup>2</sup>
- Single story building with masonry exterior and pitched metal roof
- Potential enrollment capacity of 30-50 students
- Product selections/ Color selections included in the specifications.

#### **Architectural/Engineering services to include:**

- Complete Architectural, Civil, Structural, Mechanical/Plumbing, Fire Protection, Electrical (Including but not limited to: Lighting, Security Systems, Cameras, Communications and Acoustics/AV), plans and specifications ready for distribution to qualified and invited GC's for bidding.
- Preparation of a Stormwater pollution Prevention Plan SWPPP prepared in accordance with Environmental Protection Agency EPA guidance.

- Attendance at Building Committee meetings in planning/design stage (include 8 meetings in proposal including pre-bid meeting with GC's). Meetings to be held at MLB Hinckley Community 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. Mille Lacs Band Project management staff will solicit for General contractors and provide upfront language for the construction specifications.
- Attendance at bi-weekly project meetings throughout construction to monitor progress.

**C. 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](mailto: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 October 6th at 3:00PM . A public bid opening will be held at 10:00 AM on Thursday October 7th 2021 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: DIII Hinckley Head Start 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. \*\***

**\*\*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](mailto: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 2021 CONSTRUCTION BID FORM REQUIRED FOR ALL BIDS

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

JOB/PROJECT: **DIII Hinckley Head Start Architecture**

**LUMP SUM PRICE:**

(Total of lines 1-5 listed below):

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

Written Value

1. ARCHITECTURAL: \_\_\_\_\_ \$ \_\_\_\_\_

2. STRUCTURAL: \_\_\_\_\_ \$ \_\_\_\_\_

3. ELECTRICAL: \_\_\_\_\_ \$ \_\_\_\_\_

4. CIVIL: \_\_\_\_\_ \$ \_\_\_\_\_

5. MECHANICAL/PLUMBING: \_\_\_\_\_ \$ \_\_\_\_\_

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: \_\_\_\_\_