



Community Development **REQUEST FOR PROPOSAL**

OWNER: MILLE LACS BAND OF OJIBWE **DATE ISSUED:** 18 November 2021
43408 OODENA DRIVE
ONAMIA, MN 56359 **BID DATE:** 29 December 2021

PROJECT: Tribal Courts Remodel: 43408 Oodena Drive, Onamia, MN 56359

TO: Qualified General Contractors

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 for commercial remodel work to renovate the Tribal Courts department within the District I Government Center, located in Onamia, MN. Bids will be due Wednesday 29 December, 2021 at 3:00 PM. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday 30 December 2021 at 10:00 AM.

A mandatory pre-bid site visit will be held on: Wednesday December 1st, 2021 at 2:00 PM. The Tribal Courts department is located in the Mille Lacs Band of Ojibwe Government Center lower level. (Covid check-in procedures and masks required for building entry)

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 Building Code (IBC), and Project design documents as prepared by Architectural Resources Inc.
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. Contractor to carry Builder's Risk insurance on project for duration of construction.
9. **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:

Project Narrative: The Tribal Courts department currently occupies space in the Mille Lacs Band of Ojibwe Government Center. They will be expanding into existing office space adjacent to their current area. The expansion space (Phase I) will include a new lobby area with security check-in, seating, court bailiff station, and court clerk station window. The space will also incorporate a new courtroom space, private office spaces, and workstation open office areas. Two individual bathrooms will be added. When work is complete in the expansion space, the existing courtroom will be remodeled and connection made to the newly expanded space.

1. Refer to Negen Associates. Project 210412. Project Manual including specifications and design drawings will be provided to bidding contractors when available. General Contractor to perform all construction activities as defined in the plans and specifications as identified by Negen Associates for the Tribal Courts Remodel project.
2. Bids must be honored for 90 calendar days.
3. Anticipated project schedule is February 2022 to August 2022.
4. Contractor shall include 0.5% TERO tax fee in base bid. Contractor shall utilize FEDERAL Davis Bacon wage rates for construction of this project. Wage determination rates for Mille Lacs County will be provided in the first pre-bid addendum.
5. Refer to the project Bid Form for the listing of Bid Alternates. This will be issued in the first pre-bid addendum.
6. Project Retainage is 10%.
7. The Government Center is an occupied facility and daily operations will continue during construction. Continuous cleaning operations, temporary barricades and other measures will need to be taken to limit disruption to daily building operations. Parking and delivery restrictions will be required during construction. Building access points will be discussed at the pre-bid site visit.
8. Contractor shall be required to provide portable toilet facilities for work staff.
9. Owner will re-use some of the existing modular furniture in the new open office area. Contractor shall be responsible for disassembly, storage, and re-assembly of the existing modular furniture workstations. Coordinate with Owner to determine the new configuration and inspect components for re-use. Unused components will be disposed of by the Contractor.
10. **Design drawings include two construction phases. This bid will include both phases of work. Tribal courts will occupy and continue operations in the phase II area until Phase I is complete and ready for occupancy. Following the operations move, work may proceed in the phase II area to complete the project.**

Specified Product Substitutions: All proposed product substitutions shall be submitted in accordance with the project specifications. Any approved substitutions, will be made available to all bidders via Pre-Bid Addendum.

Contacts:

Interested bidders shall contact Ryan Jendro - CMD Project Manager at 320.630.5011 or at 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 seven days of the receipt of Notice to Proceed.
2. Contractor shall submit building schedule to Owner at the time of contract signature by the Contractor.
3. Contractor shall provide means and methods for all building phases of construction.

Bidding notes:

1. Submit proposal in lump sum (supply and install), not to exceed amount
2. All Contractors (including subcontractors) must comply with Commercial Davis Bacon wage requirements (Mille Lacs County).
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. A copy of Subcontractor/Material Supplier list
 - e. 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.

All proposals MUST be mailed and labeled as follows:

**Mille Lacs Band of Ojibwe
Commissioner of Community Development
Sealed bid: Tribal Court Remodel
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.

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

PERMIT AND CONTRACTOR REQUIREMENTS:

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

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 by email at ETHornbloom@grcasinos.com with questions regarding licensing and for the license application.

Bonding Requirements:

In accordance with 2016 MLB Project Specification Book Section III (see below).

SECTION III – PERFORMANCE AND PAYMENT BONDS

Bidding Requirements and Contract Forms

1. MLBSA Section 17 Procurement Statute Ordinance 03-06 states the following:

Section 17. Bonding

- 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.