



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

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

**DATE ISSUED:** 18 April 2023

**BID DATE:** 7 June 2023

**PROJECT:** DI and DIII Ceremonial Building Remodels – 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 District I Ceremonial Building. 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: **Thursday May 18<sup>th</sup> at 10:00 AM** at the site. **16141 Nay Ah Shing Drive, Onamia, MN 56359**. Bids will be due to the P.O. Box no later than 3:00 PM Wednesday 7, June 2023 and will be opened and read aloud on Thursday 8, June 2023 at 10:00 AM at the Mille Lacs Band Government Center Office of Solicitor General. See below for further info and bidding instructions.

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 District III Ceremonial Building. 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: **Thursday May 18<sup>th</sup> at 1:00 PM** at the site. **64599 BADGER RD, Sandstone, MN 55072**. Bids will be due to the P.O. Box no later than 3:00 PM Wednesday 7, June 2023 and will be opened and read aloud on Thursday 8, June 2023 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 Summer of 2023, following approval of contract.
- Biddable construction documents to be prepared for general contractor bidding in Spring of 2024
- Project to commence construction by summer 2024.

#### **A. Scope of work District I:**

- o Project in general will consist of updates of interior space with some reconfiguration of existing space to increase the size of the dance area. 2 small additions will be included to accommodate functions previously served by the increased dance area. Additions to include commercial kitchen expansion, men's and women's bathrooms, unisex bathroom, storage, and mechanical systems relocation. The existing bathrooms and mechanical rooms will be turned into dance-space expansion, with possible elevated tiered seating. The kitchen will

include new kitchen equipment, venting and Ansel fire suppression system, ½ bath for kitchen staff.

- Interior updates including new flooring throughout with the exception of the dance area wood flooring with will be refinished and sealed, wood floor transitions, paint, new led lighting throughout, new exit signage, all exterior doors, all interior doors, Replacement/repair of all HVAC system components, New operable windows in rotunda, or fixed windows with ventilation system, new A/C condensing units with protection/relocation, Camera system including full exterior view,
- Exterior updates will include an expansion of the existing parking lot including grading, base, paving, and striping, new parking lot LED lighting, new sidewalks,

**Architectural services to include:**

- Complete Architectural, Structural, Mechanical/Plumbing, Fire Protection, Electrical 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 the 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.

**B. Scope of Work DIII Lake Lena**

- Project in general will consist of updates of interior space with reconfiguration of existing space to increase the size of the dance area. 2 small additions will be included to accommodate functions previously served by the increased dance area. Additions to include main men's and women's bathrooms, storage, and mechanical systems relocation.
- Interior updates including new flooring throughout with the exception of the dance area wood flooring with will be refinished and sealed, wood floor transitions, paint, new led lighting throughout, new ceiling fans, new exit signage, all exterior doors, New ADA door with controls at entry door, hardware, etc. Replacement/repair of all HVAC system components, New operable windows in rotunda, or fixed windows with ventilation system, new A/C condensing units with protection/relocation, replace existing washer and dryer, add additional washer and dryer,
- Kitchen updates including larger sink(s), new countertops, new flooring, adding a commercial dishwasher, Fix or new oven, new microwave, fix hood and Ansel system,
- Exterior updates will include a reconfiguration of the existing parking lot including grading, base, paving, and striping of the parking lot, new parking lot LED lighting, minor landscaping, exterior drain tile, new sidewalks, some water sealing of block, and repainting the front elevation, with addition of building signage. Fix water electrical hook-ups at camping sites. Landscaping, Gutter fixing and cleaning, new fencing, dumpster enclosure,
- Design of new on-site septic system

**Architectural services to include:**

- Complete Architectural, Structural, Mechanical/Plumbing, Fire Protection, Electrical 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 the 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.

### **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. Please fill out discount, if any, for award of both districts' projects.
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 7 June 2023. A public bid opening will be held at 10:00 AM on Thursday 8 June 2023 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: DI and DIII Ceremonial Remodels – 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.**

### **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 2020 CONSTRUCTION BID FORM REQUIRED FOR ALL BIDS

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

JOB/PROJECT: **Architectural Services – DI Ceremonial 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: \_\_\_\_\_

## **SECTION II – BIDDING FORMS**

Bidding Requirements and Contract Forms

**COMMUNITY DEVELOPMENT**  
**PROJECT MANAGEMENT**

### **FY 2023 CONSTRUCTION BID FORM** **REQUIRED FOR ALL BIDS**

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

**JOB/PROJECT: Architectural Services – DIII Ceremonial 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:** \_\_\_\_\_ \$ \_\_\_\_\_

**6. On-Site Septic Design** \_\_\_\_\_ \$ \_\_\_\_\_

**Acknowledgement of Addendum(s):** 1) \_\_\_\_\_ date 2) \_\_\_\_\_ date 3) \_\_\_\_\_ date

**BID GUARANTEE PERIOD:**

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

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

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

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

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

## SECTION II – BIDDING FORMS

Bidding Requirements and Contract Forms

COMMUNITY DEVELOPMENT  
PROJECT MANAGEMENT

### FY 2023 CONSTRUCTION BID FORM REQUIRED FOR ALL BIDS

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

JOB/PROJECT: **Architectural Services – Combined Package Discount**

Total Discount: Discount offered if awarded both projects. (if zero, please still indicate and sign the bid form)

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

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

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

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

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

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