



Community Development **REQUEST FOR PROPOSAL**

OWNER: MILLE LACS BAND OF OJIBWE
43408 OODENA DRIVE
ONAMIA, MN 56359

DATE ISSUED: Thursday September 5, 2024

BID DATE: Wednesday October 16, 2024

PROJECT: District II ALU, Health and Human Services Building Renovation

TO: Qualified Architects

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. The Mille Lacs Band of Ojibwe is accepting lump sum bids for qualified architects to provide architectural and engineering services for the renovation of the Mille Lacs Band District II Health and Human Services building (previously ALU). A mandatory pre-bid site visit will be held on-site located at 20849 370th St., McGregor, MN on **Monday September 23rd at 1:00 PM**. Bids will be due to the P.O. Box no later than 3:00 PM Wednesday 16, October 2024 and will be opened and read aloud on Thursday 17, October 2024 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 Winter of 2024, following approval of contract.
- Biddable construction documents to be prepared for general contractor bidding
- Project to start construction in 2025.

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 Mille Lacs Band of Ojibwe 2016 MLB Project Specification Book.
2. Contractor is responsible for a thorough investigation of the scope of work.

COMMUNITY DEVELOPMENT WILL, TO THE GREATEST EXTENT FEASIBLE, GIVE PREFERENCE IN THE AWARD OF CONTRACT TO INDIAN ORGANIZATIONS AND INDIAN-OWNED ECONOMIC ENTERPRISES.

A. Scope of Work:

- Project in general will consist of updates of interior space with some reconfiguration of existing space to maximize efficiency for the various HHS programs. The building will include medical exam rooms, behavioral health exam and offices, dental space including operatory and x-ray, social service space, nurse areas, office areas, a waiting room, conference rooms, cubicle space, IT space, medical records, lab space, pharmacy med room, optometry.

- Project in general will consist of changes and updates of interior space including partitioning and existing apartment units into new functions. Interior updates including new flooring throughout, new interior and exterior lighting, paint, exit signage, exterior doors, all exterior windows and infill of patio doors, burglar security system, interior doors and hardware, new casework throughout. Updates to the building fire alarms, security, camera system, and new access control, new restroom fixtures (sink, grab bars, toilet, and Partitions, etc.). signage, plumbing line and fixture updates, doors hardware, etc.
- Exterior updates will include new roofing, new siding, cosmetic revisions to entry canopy and siding area, siding repair and staining, some water sealing of block, and the addition of building signage.
- Site work will include a reclaim and repave, restripe of the parking lot, new parking lot LED lighting, minor landscaping, new sidewalks
- Project designer will be given original pre-construction drawings for reference use. Designer to field verify dimensional layout of the existing space.

B. Architectural and Engineering services to include:

- Complete Architectural, Structural, Mechanical/Plumbing, Fire Protection, Electrical and low voltage (Including but not limited to: Lighting, Security Systems, access controls, and Communication), specifications ready for distribution to qualified and invited GCs for bidding.
- Attendance at Building Committee meetings in planning/design stage (include 5 meetings in proposal including pre-bid meeting with GC's). Meetings to be held at the DII Health and Human Services Building.
- 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.

A. Bidding notes:

1. Submit a completed and signed MLB 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 (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.

All proposals must be mailed to and labeled as follows:

**Mille Lacs Band of Ojibwe
Sealed bid: DII HHS BUILDING 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. ****

PROPOSALS NOT SUBMITTED IN THIS MANNER WILL BE REJECTED.

THE MILLE LACS BAND RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS FOR ANY REASON.

Contacts:

Interested bidders shall contact Mike Moilanen – Director of Planning and Project Management at mike.moilanen@millelacsband.com to be included on the bidder's list in the event that any addendums are issued for this project.

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: **Architectural Services – DII HHS Building Renovations**

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: _____