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**Community Development**

**REQUEST FOR PROPOSAL**

**OWNER: Mille Lacs of Ojibwe DATE ISSUED: 23 June 2021**

**43408 Oodena Drive**

**Onamia, MN 56359 BID DATE: 28 July 2021**

**PROJECT: Architectural Services - DII Head Start/Child Care Expansion**

**TO: Qualified Architectural Firms**

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

1. **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 expansion of the Mille Lacs Band Head Start area within the District II Mille Lacs Band Community Center/Leadership Academy building located at 36666 State Highway #65, McGregor MN. 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: Wednesday July 14th at 11:00 AM at the District II Government Center. 36666 State Highway #65, McGregor MN. Bids will be due to the P.O. Box no later than 3:00 PM Wednesday 28 July 2021 and will be opened and read aloud on Thursday 29 July 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:**

* + Project in general will consist an addition that will extend south from the current Head Start area within the District II community center/leadership academy building. The expansion will include 1 additional infant classroom including an in-room bathroom/changing area for the children, a teacher prep room, storage, a unisex adult bathroom, mechanical space for addition, and circulation space.
  + Design phase to begin in October 2021, following approval of contract.
  + Biddable construction documents to be prepared for general contractor bidding in early 2022
  + Project to commence construction by Spring of 2022.
  + Expansion will be approximately 2400 square feet.
  + Product selections/ Color selections included in the specifications.
  + Approximately 2,400sf to be added.

**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. \*\*\* Note\*\*\*Mechanical will include investigation and corrections to cooling, heating deficiencies within the existing Head Start classroom adjacent to the addition.
* Attendance at Building Committee meetings in planning/design stage (include 6 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.

1. **Bidding notes:**
2. 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.
3. 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.
4. Copy of current certificate of insurance for Commercial Liability of $1 million and Design Professional Liability of $2 million.
5. Copy of an authorized signature sheet if one is not already on file with the Mille Lacs Band.
6. List of previous projects / experience with facilities of this type / use.

**Proposals are due in the PO Box by 3:00 PM on Wednesday July 28th at 3:00PM . A public bid opening will be held at 10:00 AM on Thursday July 29th 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: Architectural Services – DII Head Start Child Care Expansion**

**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 2021 CONSTRUCTION BID FORM

REQUIRED FOR ALL BIDS

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

**JOB/PROJECT: Architectural Services – DII Headstart Expansion**

**LUMP SUM PRICE:**

*(Total of lines 1-4 listed below):*

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(Written Value) (Dollar Amount)

**Written Value**

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

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

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

**4. 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**