



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

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

**DATE ISSUED:** August 16th, 2021

**BID DATE:** September 29th, 2021

**PROJECT:** NAS Lower School Civil Site Plan

**TO:** Surveying and Engineering Firms

**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 site design of the NAS Lower School to be performed at the NAS Upper School located within the Vineland Community. Bids will be due Wednesday 29 September 2021 at 3:00 PM. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday 30 September 2021 at 10:00 AM.

**A mandatory pre-bid site visit will be held on: Tuesday August 24th at 1:00 PM at the NAS Lower School located on Oodena Drive just east of the Grand Casino Mille Lacs.**

### **General Notes:**

1. It is the Contractors responsibility to identify any and all discrepancies in the scope of work, not meeting Industry Standards.
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.**

### **Scope of Work**

Site Design and engineering of the NAS lower school campus including: storm water grading, new stoops, sidewalks, rear egress sidewalks, parking lot design, new sidewalks, new drop-off configuration, retaining wall design, LED parking lots lights, fencing, playground regrading, rear drainage grading, stripping plan. There is an existing bituminous parking lot within the NAS Lower School campus that will be repaved and regraded. The site is within the Vineland Community in District I of the Mille Lacs Band of Ojibwe. Scope of work is listed below.

### **Surveying (Schematic Design/ Preliminary Study Phase)**

Contractor will:

- a. Verify grades of existing parking lot in vicinity of the building.

### **Concept Design (Design Development Phase)**

Contractor will:

- a. Prepare a concept sketches for the layout. (CAD and Arcview file provided to client)
- b. The sketches will be presented to the Owner for their review. Any input, comments and additional information shall be incorporated into the concept plan that will be presented to the Owner for their final review prior to starting preliminary design.

### **Preliminary Design (Design Development Phase)**

Contractor will:

- a. Prepare Preliminary Plans indicating proposed building location and elevation, grading plan, proposed new sidewalks, lighting, , retaining wall, existing and proposed dumpster location, etc. parking lot stripping plan.

### **Final Design (Bidding, Construction & Contract Document Phase)**

Contractor will:

- a. Prepare Construction Plans and Specs suitable for bidding the project based on the Preliminary Plans. The plans will consist of a site grading and drainage, subsurface piping, parking lot stripping, retaining wall, parking lot lighting, and dumpster enclosure construction.
- b. Provide the necessary engineering calculations.
- c. Prepare a cost estimate and bid tabs for the project including quantities.
- b. Attend a meeting with MLB staff to review plans and specifications, as requested by the Owner.

### **Construction Staking (Construction Phase):**

Contractor will provide your construction contractor stakes for the items specified below. Each item will be staked the specified number of times, the construction contractor will be provided with cut sheets for all stakes set.

- a. Site Grading and drainage
  - ❑ Stake parking lot
  - ❑ Stake sidewalk location

### **Record Drawing (Post Completion/ Warranty Phase):**

Contractor will:

- a. Prepare a set of record documents using information furnished by the owner, the construction contractor and as measured by the Contractor, (including the invert elevations of culverts and field changes to the plans). This set of documents shall consist of the original plan sheets altered by striking out the original elevation or distance and printing the record information.

### **Contacts:**

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

## **Time of Performance**

The contractor's schedule for preparation and delivery of the documents requested by the Owner shall be in accordance to a schedule mutually agreed upon between the Contractor and Owner, which will be established upon final approval of the MLBO Owner-Design Professional Agreement contract and prior to the commencement of any work.

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

### **Bidding notes:**

1. Submit proposal in lump sum (supply and install), not to exceed amount
2. 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, Commercial Liability of \$1 million and Design Professional Liability of \$2 million.
  - d. A copy of Authorized Signature Sheet (submitted with first bid submittal)
3. 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 with questions.

### **All proposals MUST be mailed and labeled as follows:**

**Mille Lacs Band of Ojibwe  
Commissioner of Community Development  
Sealed bid: NAS Lower School Civil Site Plan  
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.**

### **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 532-8274 or via email [ETHornbloom@grcasinos.com](mailto:ETHornbloom@grcasinos.com) with questions regarding licensing and for the license application.

## 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:** **NAS Lower School Civil Site Plan**

**TOTAL LUMP SUM PRICE:**

*(Labor and materials):*

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

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

**BID GUARANTEE PERIOD:**

I agree to hold this bid open for a period of **90 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.

**TERO COMPLIANCE:**

I understand that this company, its subcontractors and all employees performing work on this project will be expected to comply with all Mille Lacs Band TERO Compliance Regulations. Upon being informed that I will be awarded a contract for this project, I will submit all required TERO Compliance Plans directly to the MLB TERO Office for review and approval.

**Acknowledgement of TERO Compliance:** \_\_\_\_\_

**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/SUPPLIER LIST (Include values)

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

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

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

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

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