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**Community Development**

**REQUEST FOR PROPOSAL**

**OWNER: Mille Lacs of Ojibwe DATE ISSUED: 10 September 2018**

 **43408 Oodena Drive**

 **Onamia, MN 56359 BID DATE: 26 September 2018**

**PROJECT: Tribal Courts Remodel – Architectural Services**

**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 design and renovation of the Mille Lacs Band Tribal Court department within the Mille Lacs Band Community Center Building at 45300 Virgo Road, Onamia, MN 56359. 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: Monday September 17th at 11:00 AM at the D1 Community Center. Bids will be due to the P.O. Box no later than 3:00 PM Wednesday 26 September 2018 and will be opened and read aloud on Thursday 27 September 2018 at 8:30 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 November-December 2018, following approval of contract.
* Biddable construction documents to be prepared for general contractor bidding in Spring of 2019
* Project to commence construction by late summer 2019.
* Approximately 18,000sf area to be remodeled.

**Scope of project:**

* + Project in general will consist of reconfiguration of existing space; courtroom, offices, hallways, and staff areas to address the Tribal Courts staffing and security needs.
	+ Project designer will be given original pre-construction drawings for reference use. Designer to field verify dimensional layout of the existing space.
	+ Work in general will include reconfiguration of the existing space, upgrading of exterior roofing, siding and windows, interior finishes, building technologies and associated offices and finishes in the department areas.

**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.
* Attendance at Building Committee meetings in planning/design stage (include 8 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. Please note: Interior / Exterior construction activities may be completed in multiple phases as separate projects.
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@mlcv.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 26 September 2018. A public bid opening will be held at 8:30 AM on Thursday 27 September 2018 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: Tribal Courts Remodel – 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.**

**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 Ryan Jendro, Project Manager, at (320) 532-7857 or via email at** **ryan.jendro@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 2018 CONSTRUCTION BID FORM

REQUIRED FOR ALL BIDS

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

**JOB/PROJECT: Architectural Services – Tribal Courts Renovation**

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