****

**Community Development**

**REQUEST FOR PROPOSAL**

**OWNER: Mille Lacs of Ojibwe DATE ISSUED: 4 March 2021**

**43408 Oodena Drive**

**Onamia, MN 56359 BID DATE: 24 March 2021**

**PROJECT: Architectural Services - Tribal Courts Renovation**

**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 renovation of the former Mille Lacs Band Labor Pool Department area within the Mille Lacs Band Tribal Government Center located at 43408 Oodena Drive, Onamia, MN 56359. The space will be repurposed for Tribal courts including a 2nd courtroom and additional office space. 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 March 15th at 11:00 AM at the Mille Lacs Band Government Center. 43408 Oodena Drive Onamia. Bids will be due to the P.O. Box no later than 3:00 PM Wednesday 24 March 2021 and will be opened and read aloud on Thursday 25 March 2021 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 May 2021, following approval of contract.
* Biddable construction documents to be prepared for general contractor bidding in Fall of 2021
* Project to commence construction by winter of 2021.
* Approximately 4,500sf area to be remodeled.

**Scope of project:**

* + Project in general will consist construction of a lobby/reception area, a second court room, a jury room, 2 unisex bathrooms, and cosmetic updates of interior space with some minor reconfiguration of existing space including creation of a corridor to connect the existing courts space to the new courts space. This work in general will include flooring, paint, new led lighting throughout, new exit signage, doors, hardware, audio visual equipment, access control, cameras, and security systems, etc.
  + Project designer will be given original pre-construction drawings for reference use. Designer to field verify dimensional layout of the existing space.

**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 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 March 24th at 3:00PM . A public bid opening will be held at 8:30 AM on Thursday 25 March 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 – Courts Renovation**

**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 – Courts Renovation**

**LUMP SUM PRICE:**

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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