**REQUEST FOR PROPOSAL
TECHNICAL SUPPORT FOR THE MILLE LACS BAND OF OJIBWE IN:
REGISTERD SURVEY**T**HE MILLE LACS BAND OF OJIBWE IS INTERESTED IN CONTRACTING WITH AN EXCLUSIVE FIRM TO MEET ITS SURVEY ENGINEERING AND ARCHTECTUAL NEEDS FOR FY2018-2019 (DEC 2017-SEPT 30TH 2019). THE LICENSED SURVEYOR WITH THE FIRM MUST HAVE CFedS CERTIFICATION THROUGH THE BUREAU OF LAND MANAGEMENT CERTIFIED FEDERAL SURVEYOR PROGRAM. THE FIRM MUST HAVE THE CAPABILITY TO ALSO PERFORM LAYOUT OF PROPERTY FOR PLATTING INCLUDING DRAINAGE PLANS ETC, PRODUCE ROAD DESIGNS AND BID SPECS. SURVEYS ARE REQUIRED FOR VARIOUS PROJECTS AND SITES COULD RANGE IN SIZE FROM 100 FEET X 200 FEET TO LARGE ACREAGES. IT IS ESTIMATED THAT WE WILL HAVE A MINIMUM OF A $40,000.00 WORTH OF WORK. THE WORK WILL TAKE PLACE THROUGHOUT DISTRICT I, II, & III OF THE MILLE LACS BAND WHICH MAY INCLUDE AITKIN, CROW WING, MILLE LACS, KANABEC, PINE & MORRISON COUNTIES.**
RELEASED: Monday, October 24, 2017
DUE: Monday, November 15, 2017

**OBJECTIVE:** BIDS MUST COMMIT TO AN HOURLY RATE FOR COMPLETION OF THE ANTICIPATED WORK. HOURLY COSTS MUST BE BROKEN DOWN INTO THE FOLLOWING CATEGORIES: 1-MAN SURVEY CREW (INCLUDING GPS), 2-MAN SURVEY CREW (INCLUDING GPS), CREW CHIEF, REGISTERED LAND SURVEYER, GIS TECHNICIAN, SENIOR PLANNER, ASSOCIATE ENGINEER, COMPUTER DRAFTSPERSON, COMPUTER TECH, ARCHETECT, ARCHTECT TECHNICIAN, MILAGE, PER DIEM, AND REPRODUCTION COSTS WILL NOT BE BILLABLE. FIRM MUST FACTOR THESE INTO HOURLY RATES. REIMBERSABLE COSTS, SUCH AS THOSE INCURRED AT COUNTY LAND OFFICES CAN BE BILLED AT COST.

**CONSIDERATIONS WHEN PROVIDING A PROPOSAL:**

ONLY CONTRACTORS WHO CAN PROVIDE ALL OF THE SERVICES LISTED IN THE SCOPE OF ANALYSIS MAY OFFER PROPOSALS FOR THIS WORK. EXPERIENCE WITH PERFORMING AND DRAFTING CIP’S AND LDR’S PURSUANT TO 25 C.F.R. § 151 REQUIREMENTS.

Deliverables and Cost: December, 2017 through September 30, 2019

Partnering of firms is allowed. However, if your proposal to the Mille Lacs Band of Ojibwe does not include a list of the subcontractors, you may not use subcontractors. We are requesting a full proposal and not just statement of qualifications. Please include qualifications of the lead individuals who will be working on this contract to complete the deliverables.

In addition to the estimated cost and timeline for each deliverable, the Mille Lacs Band of Ojibwe requires a brief outline (2 to 4 pages) of the steps the proposer thinks are necessary to complete the work. You will not be penalized for using more than 4 pages. Once the contract has been awarded the successful bidder will be required to submit a detailed work plan.

The Mille Lacs Band of Ojibwe has several administrative requirements outlined below:

* Bid proposal must be signed.
* Sample Signature Page. Samples of signatures for anyone authorized to sign on behalf of their company. Should be included with bid, unless already on file with the Mille Lacs Band.
* Must provide proof of current Commercial or Comprehensive General Liability Insurance for a minimum coverage of $1 million; and Professional Liability Insurance for a minimum coverage of $2 million.
* Must have a Mille Lacs Corporate Ventures Non-gaming Vendor license.
* Reporting and invoicing. The Mille Lacs Band of Ojibwe requires monthly progress reports on all deliverables, one hard copy and one electronic copy submitted to the Director of Real Estate. Invoices must be submitted monthly and each invoice submitted must identify any work completed by a small business (100 employees or less).

All Proposals must be mailed and labeled as follows:

 Mille Lacs Band of Ojibwe

 Sealed Bid: Surveys

 PO Box 509

 Onamia, MN 56359

Bids will be due in PO Box by Wednesday 15 November, 2017 at 3:00 PM.

**A late response will not be accepted.**

Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday 16 November 2017 at 8:30 AM.

\*\*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.**

**Bidders may address any and all questions to Bridgett Donahue, Director of Real Estate via email:** **Bridgett.Donahue@millelacsband.com****, no later than 4:30pm on or before November 10, 2017.**

**The selection process will be completed by November 27, 2017 or sooner and responses will be developed and sent out to all bidders.**

If no additional information is required, an award will be made based on price, time schedule for deliverables, and steps required in completing the work.

**SCOPE OF ANALYSIS:** The specific tasks to be performed by the contractor are listed below.

**SURVEYS MUST FILL THE FOLLOWING REQUIREMENTS:**

**DRAWING REQUIREMENTS:**

Drawings shall note all dimensions and elevations in feet. Show NORTH arrow directed to the top of the sheet. Legal Descriptions will call out the directions for the Township and Ranges and include which meridian the property is located in. Spot elevations on paving or other hard surfaces shall be to the nearest .01 foot; on other surfaces, to the nearest .1 foot. Boundary and topographic information shall be on the same drawing. State elevation datum of each drawing and describe location of benchmark used. Furnish to the owner one reproducible transparency, three prints, one computer file saved in AutoCAD Format, and one computer file in Arcview 10.3 compatible format.

**Survey Requirements:**

* Utilize Tract/parcel #, legal description and verify as provided by client.
* Note & identify, jurisdiction and width of adjoining streets and highways, width and type of pavement.
* Show encroachments that cross property lines. Locations and elevations of utilities such as characteristics of power, well. Septic, and fiber optic.
* Show all existing structures.
* A brief survey report to accompany each survey that describes methodology used in the survey.

**Topographical Survey Requirements**

All lines of levels shall be checked by separate check level lines, or on previous turning points or benchmarks. Topographical survey requirements shall be established as indicated below.

1. A minimum of one permanent benchmark on site for each four acres and a description and elevation to nearest .01 foot.

2. Contours at 1 foot intervals; error shall not exceed one-half contour interval.

3. Field topographical spot elevation over site to create 1-foot interval contour map.

4. Spot elevations at center roadways, on center of curb and edge of paving.

5. Locations and elevations of utilities such as characteristics of power, well, septic, fiber optic.

6. Mean location of water in any natural excavation or nearby body of water.

7. Identify edges of obvious wet areas.

8. Develop a legal description for each lot.

9.  In some cases, the surveyor may be requested to show areas that have concentration of trees and identify edges of treed areas. Isolated trees that are 8” in diameter at 3’ above grade will need to surveyed. All identified trees will need to be as to species type.

**GIS Requirements:**

The Band is currently implementing a GIS system to organize and store information contain in the surveys performed under this contract. In order to efficiently incorporate this information into the GIS database the Band is requiring the survey contract to submit these deliverables for each survey.

1. Digital CAD drawing referenced to MN County Coordinates NAD83 HARN US FOOT, NAVD88
2. PDF file of survey.
3. GIS files of key survey layers. GIS layers are to be delivered as ESRI shapefile or ESRI personal geodatabase in MN County Coordinates. The GIS layers are to be named and contain populated attributes as specified below. The Band can provide a template database for the GIS layers upon request.
	1. Boundary Surveys
		1. Surveyed\_ctrl\_pts – this is a point shapefile of control and monument points used in the survey. Attributes:
			1. SurveyID
			2. Type: Valid Values – brass cap monument original, brass cap monument reestablished, section monument original, section monument reestablished, MNDOT reference pins, other
			3. Notes: if other please specify source
	2. Plats
		1. Plat
		2. Blocks
		3. Lots
		4. Parcels
	3. Lease Sites
		1. Lease
		2. Building
		3. Septic system points
		4. Well points

**Legal Description Review and Certificate of Inspection and Possession Requirements:**

From time to time the CFeds surveyor will be required to perform legal description reviews on parcels of tribal lands that will be submitted to the BILS (Bureau of Indian Land Surveyor) and will also perform Certificate of Inspection and Possession Requirements pursuant to “Department of Justice Standards 2001,” Section 4, Supplemental and Supporting Title Evidence, b. Certificate of Inspection and Possession (CIP).