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**Community Development**

**REQUEST FOR PROPOSAL**

**OWNER: MILLE LACS BAND OF OJIBWE DATE ISSUED: October 25, 2017**

**43408 OODENA DRIVE**

**ONAMIA, MN 56359 BID DATE: November 29, 2017**

**PROJECT: D1 Community Center, Onamia, MN**

**TO: Pre-Qualified General Contractors**

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

**RFP for Turn Key Construction of a New Community Center, Parking, Site Utilities, and Associated Amenities.**

**The Mille Lacs Band of Ojibwe, Community Development office will be accepting sealed bids from pre-qualified general contractors for the construction of a new community center, parking, site utilities, and associated amenities located in Onamia, MN. Bids will be due Wednesday November 29th, 2017 at 3:00 PM. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday November 30th, 2017 at 8:30 AM.**

Pre-Qualified General Contractors for this project are:

Hytec Construction- Mitch Feierabend [mitchf@hytecconstruction.com](mailto:mitchf@hytecconstruction.com)

Nor-son, Inc. – Mark Korte – [darin.dirkes@nor-son.com](mailto:darin.dirkes@nor-son.com)

W. Gohman Construction, Co., Inc. – Denis Anderson – [denis@wgohman.com](mailto:denis@wgohman.com)

Shingobee Builders, Inc. - [jschuweiler@shingobee.com](mailto:jschuweiler@shingobee.com)

Jorgenson Construction, Inc. – Dwayne Kanne – [Dwayne@jorgensonconstruction.com](mailto:Dwayne@jorgensonconstruction.com)

**A mandatory pre-bid site visit will be held Thursday, November 9 at 2:00 pm. Site is located at the intersection of Timber Trails Rd. and Wagidaaki Drive**

**(.7 miles South of Timber Trails and Hwy. 169 intersection)**

**General Notes:**

1. **It is the Contractors responsibility to identify any and all discrepancies in the scope of work, not meeting Industry Standards or that which is inconsistent with the International Building Code (IBC), and Project design documents as prepared by Negen and Associates.**
2. **All electrical wiring, apparatus and equipment for electric light, heat and power, technology circuits or systems shall comply with the rules of the Department of Commerce or the Department of Labor and Industry, as applicable, and be installed in conformity with accepted standards of construction for safety to life and property.**
3. **Contractor must reconnect all utilities, service panel or service feed. Also includes gas, or propane. Include such equipment or materials identified in the pre-bid conference.**
4. **Contractor will secure all permits and fees and associated plan reviews.**
5. **Contractor is responsible for a thorough investigation of the scope of work.**
6. **Contractor will repair any damage to the property or structure created by the scope of work.**
7. **Contractor shall be responsible for all debris removal related to all work performed under this work scope.**
8. **NO WORK SHALL BE PERFORMED UNTIL ALL REQUIRED PERMITS HAVE BEEN ISSUED AND COPIES IN THE POSSESSION OF THE PROJECT COORDINATOR AND /OR MILLE LACS BAND BUILDING OFFICIAL.**

**COMMUNITY DEVELOPMENT WILL, TO THE GREATEST EXTENT FEASIBLE, GIVE PREFERENCE IN THE AWARD OF CONTRACT TO INDIAN ORGANIZATIONS AND INDIAN-OWNED ECONOMIC ENTERPRISES.**

**Work Scope Description:**

**Turn Key Construction. Approved Bldg Drawings & Specifications prepared by Negen and Associates**

1. **Refer to Negen and Associates Project 160205 Project Manual & Specification and Design Drawings. General Contractor to perform all construction activities as defined in plans and specifications as identified by Negen and Associates for the construction of the New Community Center facility in Onamia, MN.**
2. **Bids must be honored for 90 calendar days.**
3. **Anticipated project schedule is: May 2018 to September 2019.**
4. **Contractor shall be responsible for costs and connections to utilities. Electric, including transformer-(Mille Lacs Electric), Water, Wastewater (MLBO Public Works), Natural Gas – (Center Point Energy) and all costs associated. All utilities shall be the Contractor’s responsibility until the building is officially turned over to the Mille Lacs Band of Ojibwe (certificate of occupancy and punch list completion).**
5. **Contractor to include temporary construction site chain link security fencing and entrance gate around the building site, to be removed at project completion.**
6. **Contractor shall include 0.5% TERO tax fee in base bid. Contractor shall utilize FEDERAL Davis Bacon wage rates for construction of this project. Wage determination rates are provided in the project specifications or pre-bid addendum.**
7. **Refer to the Project bid form for the listing of Bid Alternates.**

*Specified Product Substitutions: All proposed product substitutions shall be submitted in accordance with the project specifications.*

Contacts:

**Plans may be obtained by contacting the office of the Architect – Negen and Associates. Pre-Qualified bidders shall contact Ryan Jendro by email at** [**ryan.jendro@millelacsband.com**](mailto:ryan.jendro@millelacsband.com) **with RFI’s regarding MLBO contract and project administration questions during the Pre-bid period. Bidders shall contact Negen & Associates for RFI’s regarding building design, discrepancies, or product questions requiring design clarification or substitution approval during the Pre-bid period.** [**lon@negenarchitects.com**](mailto:lon@negenarchitects.com) **or by phone at (320) 251-3304.**

Mobilization:

1. The Contractor shall be capable of mobilizing his equipment and crews within fifteen days of the receipt of Notice to Proceed.
2. Contractor shall submit building schedule to Owner at the time of contract signature by the Contractor.
3. Contractor shall provide means and methods for all building phases of construction.

**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 (including subcontractors) must comply with FEDERAL Davis Bacon wage requirements.
3. All Contractors must provide the following along with their bid submittal:
   1. Completed and signed Construction Bid Form
   2. A copy of Current MLB Vendor’s License (or a copy of the submitted application)
   3. A copy of Current Insurance Certificate
   4. A copy of Subcontractor / Material Supplier list
   5. Bid Bond
   6. A copy of Authorized Signature Sheet (submitted with first bid submittal)
4. All Contractors must comply with all Mille Lacs Band of Ojibwe American Indian Employment requirements (see 18 MLBSA § 5). Contact Craig Hansen at (320) 532-4778. Initial bid form section.
5. Contractor Qualifications: Invited General Contractors who previously responded to, and successfully completed the Request for Qualifications process
6. Plan Availability: Plans and Specifications may be obtained by contacting the office of the Architect for a Dropbox link: Negen and Associates: 700 41st Avenue North, St. Cloud, MN 56303 Phone: (320)-251-3304

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

**Mille Lacs Band of Ojibwe**

**Commissioner of Community Development**

**Sealed bid: D1 Community Center**

**P.O. Box 509**

**Onamia, MN 56359**

\*\*Please note that the bids must be submitted via mail ***and delivered*** to the P.O. Box by the bid deadline date and time. 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 Jacquelyn Smith at (320)532-8240 or email at [jsmith@mlcorporateventures.com](mailto:jsmith@mlcorporateventures.com) with questions regarding licensing and for the license application.

Permit and Contractor Requirements:

Permits: Contractors are responsible to attain all necessary permits for all work, including Mille Lacs Band of Ojibwe (MLBO) Permits. Contractor shall be responsible for plan submission to Minnesota Department of Health for Plumbing plan review.

**Bonding Requirements: In accordance with the Project Manual Specification Book.**

MLBSA Section 17 Procurement Statue Ordinance 03-06 states the following:

Section 17. Bonding

1. In construction contracts that are federally funded or deemed commercial, bonding is required. These types of contracts shall demand a performance bond not less than twenty (20%) percent of the total contract price, but not to exceed $500,000.00. A performance bond requirement is to ensure that, if a contractor defaults, the Band may request that the surety pay the expense incurred to complete the construction contract.
2. In addition, all construction contracts identified as federally funded or commercial shall be covered by a payment bond equal to one payment installment or cover subcontractors/suppliers as determined by the Contracting Officer or his agents. The payment bond must contain language stating that if the contractor fails to make a payment to its subcontractors/suppliers, the surety will make the necessary payment.