

LEECH LAKE BAND OF OJIBWE

Construction of LLBO Animal Wellness Clinic

General Contractor - RFP #007-2025

Soliciting Party

Client: Leech Lake Band of Ojibwe

Address: 190 Sailstar Drive NW, Cass Lake, MN, 56633

Phone: (218) 335-8200

Construction Site

Address: 205 Oak Ave. NE, Cass Lake, MN 56633



Contact: Gavin Herrera, Planner

Phone: 218-335-8365

Email: Gavin.Herrera@llojibwe.net

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RFP OVERVIEW AND PURPOSE

The Leech Lake Band of Ojibwe (LLBO), hereinafter referred to as "The Band," is issuing this Request for Proposals (RFP) to solicit bids from licensed and qualified general contractors for the construction of a new Animal Wellness Clinic. This facility will be located at 205 Oak Avenue NE, Cass Lake, MN 56633, and is designed to serve the community's animal health and wellness needs.

The selected contractor will oversee and execute the construction project, which encompasses architectural, structural, mechanical, electrical, and civil work as detailed in the contract documents prepared by LSE Architects, Inc., dated November 18, 2024.

This project is a critical step toward enhancing animal care services within the Leech Lake Band of Ojibwe community. The Band is committed to delivering a high-quality facility that meets the highest standards of construction, safety, and functionality.

1. General Requirements

- A. LLBO is seeking a general contractor to be a construction manager at risk project informed by existing construction documents.
- B. All works will need to comply to Minnesota State building code
- C. Bidders must have general liability insurance, minimum \$1,000,000.00 of coverage.
- D. OSHA safety guidelines will need to be adhered to.
- E. Must comply with Tribal Employment Rights Ordinance (TERO), including, but not limited to:
 - *Minimum numerical hiring goal-Means the minimum percentage of Indian employees out of all persons employed by a contractor. One hundred percent (100%) of the labor force, classified as skilled or unskilled laborers on a project, shall be from the T.E.R.O. office. Sixty percent (60%) of the skilled labor force, classified as "any skilled tradesman" on a project, shall be from the T.E.R.O. office.*
 - *For each contract of \$5,000.00 or more, a fee of 3% of the total contract shall be assessed.*
 - *Every covered entity, contractor, and subcontractor intending to engage in a consensual business activity with the tribe on the Reservation must, prior to the time it commences work on the Reservation, submit a contracting and subcontracting compliance plan to the Office. No covered entity, contractor, or subcontractor may commence work on the Reservation until it has met with the TERO Director or their delegate and has developed an acceptable plan for meeting its obligations under these regulations.*
- F. Contractor has not been debarred, suspended, or declared ineligible from doing business with any Tribal, Federal, State, or Local governments.
- G. Awardee will be required to sign a hold harmless agreement and provide a W9.
- H. Project is tax exempt.
- I. Leech Lake Band of Ojibwe is a federally recognized Indian tribe, retaining aspects of sovereignty including sovereign immunity. If the proposer is requesting a waiver of sovereign immunity, then Leech Lake requires that dispute resolution be limited to mediation and/or arbitration, including an express waiver of any right to a jury trial.

2. Selection Process

- A. The general contractor will be selected through a competitive bidding process based on the best value, Contractor's ability to complete the project scope, the selection criteria identified in this RFP, and determined to be in the best interest of the Band. Five Copies of your proposals shall be submitted to:

Darold Madigan, Purchasing Director
190 Sailstar Drive NW
Cass Lake, MN, 56633
darold.madigan@llojibwe.net

Questions Related to the RFP or the project can be addressed to:

Gavin Herrera, Planner
190 Sailstar Drive NW
Cass Lake, MN, 56633
Gavin.Herrera@llojibwe.net

- B. Provide letter of intent to submit proposal.
- C. The bidder must submit documentation that provides evidence that they are capable, have expertise, and experience to perform the works required described in the RFP.
- D. Proposals submitted after **3/3/25 2:30 PM** will not be considered.
- E. Selection Criteria
- Ownership group will submit their recommendation to LLBO Tribal Council for approval by quorum, as defined in the tribal by-laws
 - Fee structure to be provided (percentage or flat fee)
 - Past tribal work experience
 - Availability to perform work
 - Communication plan
 - Provide overall cost estimate
 - Timeline for project completion
- F. All bids must be sealed.

3. Scope of Work

- Construction of a new animal wellness clinic located at 205 Oak Avenue NE, Cass Lake, MN 56633, for the Leech Lake Band of Ojibwe.
- Work includes architectural, structural, mechanical, electrical, and civil components as outlined in the contract documents prepared by LSE Architects, Inc., dated November 18, 2024.
- Gross Maximum Pricing of \$925,000.

Contractor Responsibilities

- 1. General Construction:**
 - Provide administration, supervision, labor, materials, and equipment to complete the project.
 - Ensure proper execution, quality, and compliance with contract documents.
- 2. Supervision:**
 - Assign a full-time Field Superintendent for the project duration.
- 3. Site Management:**
 - Maintain a clean, safe, and organized site.
 - Restrict operations to designated areas and avoid disruption to adjacent properties or driveways.
 - Enforce site rules (alcohol-free, tobacco-free, drug-free, and weapon-free zone).
- 4. Quality Assurance:**
 - Use skilled personnel for all trades and ensure work meets specified standards.
 - Verify all field measurements, conditions, and coordinate with utilities.
- 5. Construction Activities:**
 - Layout work from provided benchmarks and ensure accurate alignment and elevations.
 - Provide utility coordination, including adjustments or relocations, in collaboration with local authorities.
 - Execute installation following manufacturer guidelines and ensure compatibility with the design.
- 6. Owner-Specific Requirements:**
 - Receive, handle, and install owner-furnished products as specified.
 - Coordinate communication and approvals through the Owner's Construction Manager.
- 7. Project Timeline:**
 - Construction duration and milestones to be determined upon issuance of the Notice to Proceed and pre-construction meeting.
 - Substantial Completion and Final Completion timelines will follow the Contractor's approved schedule.
- 8. Safety and Protection:**
 - Protect the work from water, weather, and other damage throughout construction.
 - Ensure compliance with environmental and safety regulations.
- 9. Waste Management:**
 - Perform daily site cleaning, including lawful disposal of waste materials.
 - Prevent pollution by properly managing hazardous waste and ensuring no materials are buried or washed into waterways.
- 10. Project Completion:**
 - Conduct equipment startup, testing, and adjustments for proper operation.
 - Provide final property surveys and closeout documentation.

Required Proposal Content

- A. **Contact Information:** Street, mailing address, telephone, and email address.
- B. **Proposal Narrative:** A proposal narrative explaining the overall strategy to be taken toward completion of the project scope, how each phase will be completed, and any recommended changes in the phasing as presented in this RFP.
- C. **Qualifications & Certifications:** Brief statement of qualifications together with appropriate supplemental information demonstrating qualifications; relevant licenses, relevant certifications/accreditations, workforce development, etc. Identify other key personnel/organizations who will help undertake the proposed project.
- D. **Knowledge and Experience with Tribes:** cultural considerations, compliance with tribal regulations, experience working with tribal communities.
- E. **Examples of Past projects:** Projects of similar scale.
- F. **Budget & Timeline:** Present summary of total project cost, payment schedule, project phases, estimated start and end date
- G. **References:** Provide a list of references and/or letters of recommendation.
- H. **Fee Structure:** provide unit prices for materials and hourly rates for professional services and staff time.
- I. **Form of Contract:** provide proposed form of contract.

4. Scoring breakdown

Criteria	Point Scale
Proposal Narrative	25
Qualifications & Certifications	20
Knowledge and experience with Tribal entities	12
Examples of past projects	13
Budget & Timeline	15
References	9
Native preference	1

5. Suggested timeline (guide only, times/dates are subject to change)

- 2/3/25 – RFP Issued
- 3/3/25 – Proposals Due (by 2:30 PM)
- 3/17/25 – Selected company notified

The issuance of this RFP does not obligate Leech Lake Band of Ojibwe to award a contract or pay any costs incurred in the preparation of the proposal.

6. Appendix

- i. Tribal Employment Rights Ordinance link - http://www.llojibwe.org/court/tcCodes/tc_title17_TERO.pdf
- ii. Compliance plan link - <http://www.llojibwe.org/td/terodocs/TERO%20Compliance%20Plan.pdf>
- iii. Appendix A – Summary of Work
- iv. Appendix B – Permit Set upon request