



REGION FIVE Development Commission

REQUEST FOR PROPOSALS FOR LEECH LAKE BAND OF OJIBWE FOR ARCHITECTURAL AND ENGINEERING SERVICES

PROPOSALS DUE BY **September 15, 2021**

The objective of the Request for Proposal is to solicit bids from licensed Architectural & Engineering Firms (“The Firm”) to submit proposals to the Region Five Development Commission for a project with the Leech Lake Band of Ojibwe (“LLBO”) to provide Architectural & Engineering (“A&E”) services for the LLBO Construction Industry Workforce Training Facility.

LLBO INTRODUCTION

Government:

The Leech Lake Band of Ojibwe is one of six Chippewa Bands that comprise the federally recognized Minnesota Chippewa Tribe, whose original Constitution and By-Laws were ratified in 1936 following Congressional enactment of the Indian Reorganization Act of 1934. The Leech Lake Tribal Council is comprised of five members, including a Chairman, Secretary-Treasurer, and three District Representatives, all of whom are elected during alternate terms to ensure continuity. The government consists of 9 administrative divisions with each having their own administrative departments and programs.

Location:

The Leech Lake Reservation is in north-central Minnesota and covers parts of four counties: Beltrami, Cass, Itasca, and Hubbard, with the major portion located within Cass County. The reservation is situated 100 miles south of the Canadian border, 225 miles north of Minneapolis/St. Paul, 140 miles west of Duluth, and 155 miles east of Fargo, North Dakota. The Chippewa National Forest also partially overlaps the reservation border. The reservation has two regional economic hubs, the city of Bemidji, MN and the city of Grand Rapids, MN. Both are located outside the reservation borders. The reservation is bisected by State Highway 371 and U.S. Highway 2.

The Tribal government is headquartered in the City of Cass Lake, MN. The Cass Lake area is the population center of the Reservation and is the location of the government facilities for the Leech Lake Tribal Council and other divisions and programs, as well as the offices for the Leech Lake Tribal College, Minnesota Chippewa Tribe, Cass Lake Indian Health Service Hospital and Clinic, and the Chippewa National Forest. There are more than 18 villages and scattered communities that lie within and outside the reservation boundaries. These include:

District 1: Ball Club, Deer River, Inger, S Lake, Winnie Dam, Otenagen

District 2: Bena, Boy River, Kego Lake, Smokey Point, Sugar Point

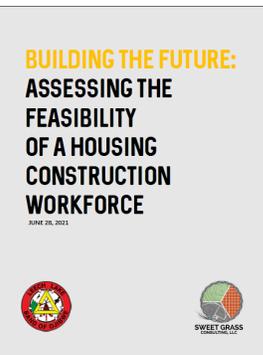
District 3: Cass Lake, Cass River, Mission, Oak Point, Onigum, Sugar Bush/Buck Lake, Prescott

R5DC INTRODUCTION

R5DC and the Band entered into an agreement on December 4, 2019 to jointly prepare and submit an Economic Adjustment Assistance application to the Economic Development Administration (EDA). The MOU extended the partnership agreement between R5DC and the Band to carry out and implement the EDA grant award, if awarded, in preparation of a feasibility study and construction application to EDA, under terms outlined [HERE](#) in a **copy of the MOU**.

R5DC is the designated Economic Development District (EDD) for the five (5) county area of central Minnesota and includes the Leech Lake Reservation sections located in Cass County. EDA requires its EDD's to submit 5-year Comprehensive Regional Economic Development Strategies (CREDS) every five years in order to qualify for EDA funding support from the federal government.

Through this partnership R5DC and the Band will qualify to receive federal funding from EDA under its varied funding programs. The specific goal for submitting said application to the EDA is to develop a comprehensive workforce program on the Leech Lake Reservation. The objectives are to train a qualified workforce for living wage jobs, create more than 100 living wage jobs, reduce the number of homeless and increase the number of affordable housing opportunities for Tribal members living on the reservation.



The goal and objectives detailed in the first phase planning grant are **outlined [HERE](#)** “Building the future: Assessing the Feasibility of a Housing Construction Workforce” report, published by Sweetgrass Consulting LLC on June 28, 2021. This report was approved via resolution by the LLBO Tribal Council on July 15, 2021. This approved feasibility led to a second phase construction application to EDA’s American Rescue Plan Act Indigenous Communities and other funding investment opportunities in 2021.

Through the LLBO and R5DC relationship, R5DC agreed to:
Provide lead administrative work in consultation with Band in drafting, publishing and securing any required 3rd party bids for project related tasks, including identifying & selecting consultant(s) to complete planning, design and construction phase of the proposed project, including preliminary engineering, environmental narratives, ongoing engineering assessments and associated due diligence and evaluation reports as required by EDA;
Assist and lead as agreed to with Band to submit grant applications to enhance project goals and objectives, including grants and subsidies to pay for RSDC staff time and associated expenses billed at cost; Provide administrative leadership and liaison with EDA, Band and other project partners; Provide project progress reporting with Band contacts and others as required by EDA; Other tasks and unforeseen events as agreed upon by the Band, R5DC and EDA.

PROJECT BACKGROUND

The planning consultation, design and engineering of a newly constructed approximately \$7.0 million (per the feasibility study estimates) 45,000 sq. ft building on 79.23 acres on parcel # 29-009-2100 in Cass County Minnesota per appropriate industry standards or guides developed by such professional organizations as the American Consulting Engineers Council (ACEC), American Society of Civil Engineers (ASCE), National Society of Professional Engineers (NSPE), and/or the American Institute of Architects (AIA) alongside the Leech Lake Band of Ojibwe (LLBO) professional engineering expectations.

PROJECT SCOPE OF WORK

R5DC and LLBO seek to partner with an architectural/engineering contractor or team of contractors to develop a design consistent with the Community's culture, history, and goals, and to produce the final architectural drawings and engineering plans for a Construction Industry Workforce Training Facility. The scope of work for the finalist selected by the Community, in accordance with the Community's goals and regulations, and the funding regulations of the Economic Development Agency (EDA), includes the following:

- a) Review the Community's Feasibility Study found [HERE](#)
- b) Meet with several LLBO representative including staff, elders, and other key stakeholders to review input for final space to share potential ideas for creating spaces that promote increased entrepreneurship.
- c) Present design concepts and recommendations to the Tribe and the Community for comment and approval. Cost estimating will be necessary to ensure that design will produce a Project within budget.
- d) Work with Planning Department to obtain Tribal Council approval for the final design.
- e) Integrate Ojibwe and sustainable building concepts, methods, and materials into the design as practical. Including a design with a focus on re-use of materials.
- f) Provide all necessary design and engineering services including architectural, civil, structural, mechanical, electrical, landscape, and interior design services for a project of this size, type, and scope for a project to be competitively bid.
- g) Prepare and present drawings, models, and exhibits as necessary at all design project or Council meetings.
- h) Provide meeting minutes and documentation of all design meetings until construction begins.
- i) Assist in the establishment of the overall master budget and overall project schedule.
- j) Provide cost-benefit analysis, life cycle analysis, building system analysis, alternative materials, equipment and methods to provide the most economical, high-quality, sustainable facility possible within the Community's budget.
- k) Provide documents, drawings, schedules, and specifications necessary for estimating purposes at the various stages of design and engineering including schematic, design development, and construction documents.
- l) Provide/present material selections and finishes to the work group and Planning Department.
- m) Collaboratively work with the Community to provide coordination with all utility companies for utility relocations, disconnects, and connections.

RESPONDER'S RESPONSIBILITIES/DELIVERABLES

Responders will provide bulleted/itemized costs for **each of the following A-F deliverables** detailed below. All deliverables are in compliance with requirements of FY2021 American Rescue Plan Act Indigenous Communities Notice of Funding Opportunity Number: EDA-2021-ARPAINDIGENOUS and CFDA Number 11.307, Economic Adjustment Assistance. EDA NOFA found [HERE](#).

Preconstruction design - Phase 1 of project

- A. *Preliminary Engineering* and Design- **One Form ED-900C** (EDA Application Supplement for Construction Programs) and accompanying supporting documentation – PER instructions, see [HERE](#).
- B. *Environmental Narrative* Requirements (see Appendix 1) **An environmental narrative** see [HERE](#) – that will enable EDA to comply with its NEPA responsibilities. A narrative outline that details required components may be accessed in EDA's website at: http://www.eda.gov/files/012_Environmental_Narrative_Template.zip.

Construction award deliverables – Phase 2 of project

- C. *Final Design* Construction Documents sufficient for soliciting bids. The Firm will provide Schematic Design (“SD”) level drawings including but not limited to: Floor Plans – Architectural, Mechanical & Electrical, Elevations, Site Planning, Budget Estimates
- D. *Site visits* – significant visits to project site to determine in general if the work is proceeding in accordance with the engineering designs and construction contracts. This includes providing a construction inspector and site surveillance to assure compliance with plans, specifications and other contract documents.
- E. *Create sub-contractor RFP* - prepare and submit tabulation of bids, and make a recommendation as to contract award. Sub-awarded general contractor shall secure all required state and local permits and approvals.
- F. *Submit reports* - not less frequently than quarterly to R5DC covering the general progress of the job and describing any problems or factors contributing to delay.
- G. *ALL other services* offered are to be listed as separate “optional” line items with clear narrative description of services.

REQUIREMENTS

- The Firm must provide all services in-house
- Experience designing “Net-Zero” buildings
- Optional - Energy Star Certified and/or LEED Certified
- If contract is over \$100,000, an executed copy of the Certification Regarding Lobbying, from the contractor as required by Section 1352, Title 31, of the U.S. Code.

R5DC'S RESPONSIBILITIES

Procurement of competitive proposals in accordance with procurement methods in compliance with 2.CFR.200.320.(d) – and the Leech Lake Band of Ojibwe procurement practices.

PROJECT SCHEDULE

- Responses to this RFP due September 15, 2021 and must be submitted electronically to Cheryal Lee Hills chills@regionfive.org.
- A meeting may be scheduled to give Respondents the opportunity to ask questions regarding the project specifications.
- Pre award deliverables - Initial building designs, Preliminary Engineering Report and Environmental Narrative due **December 1, 2021**.
- Post award deliverables - Construction Documents and site visits (4.2.c. & 4.2.c) shall be ready within 60 days of notification of available EDA funding.
- Anticipated construction start date shall be June or July 2022 with completion to be 24-36 months from start date

Item	Response Due
RFP Issued	August 15, 2021
LOI Deadline with any Questions via email	August 22, 2021
Release of Q&A	August 29, 2021
Proposals Due	September 15, 2021
Architect Selection & contract executed	September 24, 2021

R5DC may delay scheduled due dates if it is to their advantage. LLBO will notify The Firms who responded with a LOI of all schedule changes by written addenda.

TECHNICAL PROPOSAL

The technical proposal prepared in response to this RFP shall contain at a minimum the following information and shall be organized in the following manner:

- The name, address, phone and email addresses contact information of the firm submitting the RFP and identification of a parent company, if any;
- The name, office location, qualifications (brief bio), and experience of the individual who would be designated as overall project manager as well as any other team members, partners or sub-contractors contributing to the project. Include identification of similar work performed by these individual(s) in the last three to five years. Brief statement of qualifications together with appropriate supplemental information demonstrating qualifications of the Architect, Engineer and other key personnel identified to undertake the proposed project. Please indicate the number of years the firm and the key personnel have been involved in business or projects requiring a similar set of skills and expertise.
- Proposals shall include a breadth of most recent projects and include projects that were done for LLBO and/or other Tribal Governments.

- A chart or table illustrating the Respondent's assessment of key milestones in the project and an anticipated timeline for reaching those milestones
- A list of relevant references.
- A specific description of the support that must be provided by the R5DC and LLBO in order for the Responder to successfully and expeditiously carry out the work plan described above.
- Name of any professional memberships such as the American Consulting Engineers Council (ACEC), American Society of Civil Engineers (ASCE), National Society of Professional Engineers (NSPE), and/or the American Institute of Architects (AIA).
- The Firm must demonstrate the ability to work with green design principals, "Net-Zero" ready buildings, and cutting edge technologies. The Firm must provide a cost break down for the hourly rate with the proposal.

COST PROPOSAL

- **The Firm will bill at an hourly rate for the time spent working on project**
- A firm, not to exceed fixed price for the complete scope of services described in the Responder's Technical Proposal and cover costs for each of the items listed in Responders Responsibilities and Deliverables section of this RFP.
- All services necessary for the successful execution of the project, including consultations, surveys, soil investigations, supervision, "as- built" drawings and incidental costs or spelled out in RFP response.
- Offer a bid that is NOT based on the use of the cost-plus-a- percentage-of- cost or percentage of construction cost form of compensation. (These forms of compensation are not eligible for EDA participation.)

PROPOSAL EVALUATION

The initial evaluations will be based on the content of the Proposals. The proposals will be ranked based on the following factors (weighting of each factor listed in parentheses):

- Expressed **understanding of the project**, and proposed key milestones, objectives, timeline and associated risks (30%);
- Assessment of the experience working with **Tribal Governments** – Native preference will apply. Diverse Business Designation including but not limited to Minority-owned, Woman-owned, Veteran-owned and small business (10 %);
- Assessment of the proposed **project team** and/or firm for qualifications, experience with similar projects, appropriate resources allocated to the project, references (25%);
- Assessment of the overall project **cost estimate** on a comparative basis to the other proposals (35%).

INQUIRIES

All questions regarding this RFP should be addressed as follows by email:

chills@regionfive.org

Subject line: "LLBO Engineering Competitive Bid"

RFP packages may be picked up at the R5DC office at 200 1st Street Suite 2, Staples MN – or emailed to respondents. Contact Erica Bjelland at ebjelland@regionfive.org for more details on these options. RFP packages are offered in ADA compliant and in non-English formats upon request.

Any protest regarding the evaluation, recommendation or award of proposals shall be filed no later than five (5) calendar days after the electronic notification of award has been sent. Protests shall be addressed to the R5DC Executive Director and be delivered electronically to chills@regionfive.org.

SUBMISSION REQUIREMENTS

- Interviews with top ranked Respondents may be held to clarify and review proposal and qualifications only.
- R5DC reserves the right to award the contract to the Responder whose offer provides the overall greatest value to the R5DC. The award may not be determined by price alone.
- R5DC reserves the right to review any proposal in full or in part and to accept or reject any or all proposals.
- If necessary, contract negotiations related to the timeline may proceed following selection of the successful proposal. The A/E awarded contract will not be eligible for large modifications to the scope of work or negotiations of cost.
- R5DC reserves the right to approve or reject any sub-contractors proposed for work under this proposal or waive any minor irregularities.
- R5DC reserves the right to select the successful firm on the basis of proposals received, without seeking further information for clarification from The Firm.

In accordance with the RFP schedule, proposals must be received by email to Cheryl Hills on or before **4:30pm CST 9/15/2021 to chills@regionfive.org**.

Proposals received after the scheduled date/time will not be considered. All supporting materials and documentation must be included with the proposal. The responsibility of timely delivery lies solely with the Architect.

The respondent agrees to be responsible for any damages arising from any defects in design (the firm must show proof of insurance to cover liability for such damages).

All applicable Tribal, federal, state, and local laws regarding competitive bidding, anti-competitive practices, and conflict of interest shall be applicable to this RFP.