

# LEECH LAKE BAND OF OJIBWE

TERO ADMINISTRATION BUILDING -RFP # 2024-401



## Soliciting Party

Client: TERO

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

**Phone:** (218) 335-8200

## Construction Site

**Address:** 47°21'26.8"N 94°37'24.9"W

**Contact:** Ashley Harrison

**Phone:** 218-888-2651

## RFP OVERVIEW AND PURPOSE

The Tribal Employment Rights Office (TERO) is seeking proposals from qualified Architectural firm or General Contractors (GC) for the design and construction of a new Tribal Employment Rights Ordinance (TERO) administration building that is 4,000-4,500 square feet. The project site will be cleared, prepped, and graded by the Leech Lake Band of Ojibwe (LLBO). All other components of the design and build are to be completed by the GC in accordance with Minnesota state building codes with a certificate of occupancy upon completion.

### 1. General Requirements

- A. Tribal Employment Rights Office (TERO) is seeking an Architectural firm or General Contractor to design and build a new administration building where proposals will be accepted or denied by TERO.
- 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.
- J. Provide a preferred AIA contract

## 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  
(218) 308-1971  
darold.madigan@llojibwe.net

B. Questions Related to the RFP and its requirements can be addressed to:

Jon Barcenas, Project Specialist  
190 Sailstar Drive NW  
Cass Lake, MN, 56633  
(218) 515-0579  
jonathan.barcenas@llojibwe.net

C. Questions concerning the RFP will be sent via e-mail before **6/18/24**

D. Letter of intent before **6/21/24**

E. 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

F. Proposals submitted after **6/28/24 2:00 PM** will not be considered

G. Selection Criteria

- i. Ownership group will submit their recommendation to LLBO Tribal Council for approval by quorum, as defined in the tribal by-laws
- ii. Fee structure to be provided (percentage or flat fee)
- iii. Past tribal work experience
- iv. Availability to perform work
- v. Provide overall cost estimate
- vi. Timeline for project completion

H. All proposals must be sealed

### 3. Project Scope

- A. Construct new TERO Administration Building 4,000-4,500 Square Feet:
  - Three (3) private offices 150-200 SF
  - Storage space with shelving
  - Kitchenette
  - Lavatory (public and private)
  - Receptionist office
  - Waiting lobby
  - Meeting space for up to 20 occupants
  - 2 stall attached garage
- B. Lead overall site design and build the TERO administration building, adhering to safety standards, quality workmanship, and strict adherence to the approved design plans and construction documents.
- C. All service utility connection costs` are to be included in proposal
- D. Provide regular progress reports to the TERO and keep Tribal Council informed of any significant developments.
- E. Ensure the completion of the project within the agreed-upon timeline and budget until project completion
- F. Establish preliminary budget and project timeline by 6/28/24

### 4. 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; architectural licenses, relevant certifications/accreditations, community engagement, 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 or projects involving renovations and construction in similar environment.
- F. **Budget & Timeline:** Present summary of total project cost, payment schedule, project phases, estimated start and end date to complete the build
- 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.

## 5. Scoring breakdown

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

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

- 6/9/24 – RFP Issued
- 6/18/24 – Deadline for questions
- 6/21/24 – Letter of Intent
- 6/28/24 – Proposals Due (by 2:00 PM)
- 7/5/24 – 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.

We look forward to receiving your proposal and working together to develop this new site, please submit a letter of intent if you plan on submitting a proposal.

## 7. Appendix

- i. LLBO TERO site- <http://www.llojibwe.org/td/tero.html>
- ii. Tribal Employment Rights Ordinance link- [http://www.llojibwe.org/court/tcCodes/tc\\_title17\\_TERO.pdf](http://www.llojibwe.org/court/tcCodes/tc_title17_TERO.pdf)
- iii. Compliance plan link- [https://www.llojibwe.org/td/terodocs/tero\\_compliance\\_plan\\_2024.pdf](https://www.llojibwe.org/td/terodocs/tero_compliance_plan_2024.pdf)