

**REQUEST FOR PROPOSALS FOR THE ARCHITECTURAL AND ENGINEERING
SERVICES FOR THE CONSTRUCTION OF THE WAKE HOUSE FOR THE
BAD RIVER BAND OF THE LAKE SUPERIOR CHIPPEWA**

ODANAH, WISCONSIN WAKE HOUSE

BACKGROUND

The Bad River Band is soliciting for Architectural / Engineering (A / E) firms or teams to provide limited architectural and engineering design services for the construction of a tribal owned building that is located on the Bad River Reservation adjacent to the cemetery, Odanah, WI.

This RFP is meant to provide prospective A / E firms or teams with sufficient information to prepare and submit proposals for architectural and engineering services during design development, construction documents, bidding, and construction administration.

All interested A / E firms or teams are invited to submit a proposal in accordance with the requirements and dates set forth herein.

PROJECT DESCRIPTION

The Bad River Band of Lake Superior Chippewa recognizes the need for development of a Wake House near the cemetery. This facility will be able to host ceremonial and burial functions for the Tribe. Currently the Tribe uses the community center gym. The design will include small kitchen, viewing room, and restrooms.

This facility will be 3000 to 40000 sq/ft with a construction cost of \$300,000.00. The Wake House needs to have foundation poured and septic tanks set prior to freeze this year. We are encouraging firms to look at pre-engineered metal buildings or modular homes to help advance the project on time and budget. With some pre-engineered buildings and modular homes, they will design their own interior and provide other services that would be replicated by an A/E firm. Please take this into account when submitting your price.

There has been some cost estimating done by Dynamic Homes but nothing further than that.

**SCOPE OF
WORK**

A) Introduction

In this section of the RFP, “the Architect” refers to the architectural and engineering firm or team.

- 1) The Architect will include professionals from all engineering disciplines, and will be responsible for overseeing, managing, and coordinating all engineering and architectural work.
- 2) Specifications will be furnished on 8 ½ x 11-inch sheets, bound with printing on one side only

- 3) Plans, elevations, and details will be drawn only to scales approved of by the Tribal Planner.
- 4) The design will support the expressed needs of the departments that will occupy the structure.
- 5) The design will meet with all codes and standards.

B) Pre-Design: Limited

- 1) The Architect shall meet with the Tribal Planner and appropriate personnel to ascertain or verify requirements of the project and see if any changes are needed to design.

C) Schematic Floor Plan Review:

- 1) The Architect shall present to and discuss with the Tribal Planner alternative approaches to construction of the facility.
- 2) Based on a mutually agreed-upon Project, schedule and construction budget requirements, the Architect shall prepare, for approval by the Tribal Planner, Final Schematic Design Documents consisting of drawings and other documents illustrating the scale and relationship of Project components.
- 3) The Architect shall submit to the Tribal Planner a revised estimate of construction and site development costs based on the Final Schematic Design.

D) Design Development:

- 1) Based on the approved Final Schematic Floor Plan and any adjustments authorized by the Tribal Planner in the Project, schedule, or construction budget, the Architect shall prepare, for approval by the Tribal Planner, Design Development Documents consisting of drawings and other documents to fix and describe the size and character of the Project as to the architectural, structural, mechanical and electrical systems, materials and such other elements as may be required.
- 2) The Architect shall advise the Owner of any adjustments to the preliminary estimate of the Construction Cost.
- 3) A general description of the Design Development is as follows:
 - a) Civil Drawing and Site Plans:
 - 1) Basic site design to a clear, practicable engineer's scale.
 - 2) Indicate all existing surface features, and grade controls and drainage patterns.
 - 3) Show existing contours, elevations, horizontal control, and utilities (water, sewer, gas, drainage lines, electric, telephone lines) known to exist, including indicating important depths of buried lines and overhead clearance lines.
 - 4) Include the following: Stormwater pollution prevention plan (SWPPP)
 - 5) Major exterior and interior materials and major exterior wall and roof sections.

b) Mechanical Plans:

- 1) Plumbing indicating water, waste, and fire protection systems and major equipment.
- 2) Heating indicating proposed type of systems and location of major equipment.
- 3) Ventilation indicating proposed type of systems and location of duct runs and major equipment.
- 4) Air Conditioning indicating proposed type of systems and location of duct runs and major equipment.
- 5) Show routing of all building fuel piping.
- 6) Show location of fuel tanks or other sources and routing of all exterior fuel lines. Identify type of preliminary fuel to be utilized.
- 7) Include preliminary design calculations for all elements of the mechanical design.

c) Electrical:

- 1) Plan of lighting and power systems.
- 2) Indicate proposed location of services entrance and main distribution switchgear and transformers.
- 3) Indicate proposed locations of panel boards and fire alarm panels.
- 4) Include the potential of installing solar energy when finances are available.
- 5) Include emergency alternative power supply.

d) Project Cost Estimate:

Provide cost estimate consistent with information available at this stage. This should be refined at every stage through Construction Documents.

E) Construction Documents

- 1) Based on the approved Design Development Documents and any further adjustments in the scope of the Project or in the construction budget authorized by the Tribal planner, the Architect shall prepare for approval by the Tribal Planner, Construction Documents consisting of drawings and specifications, setting forth in detail the requirements for the construction of the Project and as described below.
- 2) The Architect shall prepare and draft with the Tribal Planner's input the necessary bidding information, bidding forms, Contract Conditions, and the form of Agreement between the Tribe and the Contractor.
- 3) The Architect shall advise the Tribal Planner of any adjustments to preliminary estimates of Construction Cost
- 4) The Architect shall assist the Tribal Planner in connection with the Tribe's responsibility for filing documents required for the approval of the governmental authorities having jurisdiction over the project including the Tribe, the Bureau of Indian Affairs, National Park Service and the local Fire Marshal.
- 5) In conjunction with the above, the Construction Documents Phase shall

include the following:

a) Reviews and Approval

- 1) As in earlier phases, the architect will receive oversight, review, input and approvals by the Tribal Planner during this phase.
- 2) All Construction Documents will comply with codes and standards.
- 3) Construction Documents will meet the requirements of the designated Fire Marshal.

b) Completed Construction Documents

Provide two copies for review.

- 1) Civil and site drawings (complete)
- 2) Sanitary Drawings (complete)
- 3) Structural Drawings (complete)
- 4) Architectural Drawings (complete)
- 5) Mechanical Drawings (complete)
- 6) Electrical Drawings (complete)
- 7) Security Systems Drawings (complete)
- 8) Design Calculations (complete)
- 9) Specifications (complete)
- 10) Detailed Estimate of Project Costs (complete)

c) Final Construction Documents

- 1) Ten copies of the final documents will be provided for the bidding of the project.
- 2) The Final Construction Documents provided to the Owner will be signed and certified.
- 3) The drawings will be placed on 24" to 40" wide sheets and the specifications, calculations, and cost estimates are to be on 8 ½" x 11" size bond paper.
- 4) The final Construction Documents will be completed following the schedule agreed to by the Tribal Planner and the Architect.

F) Bidding and Negotiation Phase

The Architect shall assist the Tribal Planner in identifying possible, capable contractors, encouraging these contractors' interest in the project, in obtaining bids or negotiated proposals, and in awarding and preparing the contracts for construction.

G) Construction Phase - Administration of the Construction Contract –

- 1) The Architect's responsibility to provide services for the Construction Phase under this agreement commences with the award of the initial Contract for Construction and terminates at the earlier of the issuance to the Tribe of the Final Certificate for Payment or 60 days after the date of

- Substantial Completion of the Work.
- 2) The Architect shall provide administration of the Contract for Construction set forth in applicable American Institute of Architects (AIA) documents. The Tribal Planner and the Architect must agree to any modifications.
 - 3) The Architect, as a representative of the Tribal Planner, shall visit the site at intervals appropriate to the stage of the Contractor's operations and as agreed to by the Tribal Planner.
Assembly and coordination of Owner's Maintenance and Operational Manuals.

PROJECT
DELIVERABLES

Project design documents are to be completed within an agreed upon time schedule between the Tribe and the A / E firm or team.

After the execution of the contract, the A / E firm or team will promptly prepare and submit to the Tribal Planner one copy of a schedule showing a proposed time schedule for the completion of each phase within the contract time. Based on proposed dates, the schedule will be in graphic form and at a suitable scale to indicate the percentage completed for each phase. The A / E firm or team will update the progress schedule monthly and submit one copy to the Tribal Planner depicting progress through all phases of development.

For each submission or resubmission, the Tribal Planner's review time will commence upon receipt of the required submittals and end when the A / E firm or team receives the Tribe's review and comments.

PROJECT
CONTACT

Doug Jennings
Tribal Planner
72682 Maple Street
PO Box 39
Odanah, WI 54861
Office 715-682-7111 ext. 1593
Cell 715-581-7395

SUBMITTAL OF
PROPOSALS

Firms wishing to be considered shall submit One (1) copy of the qualification materials and proposal included no later than 4:00 pm central time, October 26th, 2020 at the office of:

Bad River Band of the Lake Superior Chippewa
Attn.: Barb Stone
Executive Secretary
72682 Maple Street
Odanah, WI 54861

The qualification materials and proposal shall be submitted in a sealed envelope clearly marked as containing the qualification materials and proposal and shall include the Firm's name and the Project name.

EVALUATION CRITERIA

The Bad River Tribe requests the following material for use in selecting a Contractor:

Submissions shall include 2 separate components: a Proposal, and a Budget.

Proposal

The following items should be addressed in the proposals in the order as listed below. These will be reviewed by the Tribal Planner.

Project Understanding and Approach

- 1) Describe your firm/team's understanding of the project.
- 2) Describe your firm/team's approach to the project? How might this approach differ from that of other firms/teams?
- 3) What is your firm/team's approach to keep the project within budget?
- 4) How would your firm/team develop a project? Include a proposed schedule.

Description of Firm and Team

- 1) List the name and address of the individuals submitting the proposal and the identification of key personnel who will be actively engaged in the Scope of Work. In the case of teams, consultants, and so forth, include all firms.

General Background and Experience

- 1) Provide a summary description of experience and ability in the field of architecture and design.
- 2) For each firm that comprises your team, provide a list of related work contracted for during the past five years.
- 3) Provide abstracts with photos for three projects that your firm or team is most proud of, funeral homes or wake homes preferred.

Indian Experience and Preference Certification

- 1) Describe your firm's or team understands of the Tribal Employment and Contracting Rights Ordinance (TERO), and the office of Management and Budget's Circular A-102.
- 2) If your firm or team qualifies for Indian Preference, provide information to verify this.

Budget

Proposed Budgets for Services should be submitted in sealed envelopes, separate from the Proposal. Envelopes containing Proposed Budgets should be clearly marked. Proposed Budgets should be comprehensive, including all expenses and transportation costs. The Review Committee will only open and evaluate

the Proposed Budgets after review of the Proposals.

Format. Submittals should not exceed 24 printed pages, excluding the front and back covers and section dividers, and be within a soft bound document using 8.5" x 11" portrait format paper.

SELECTION PROCESS

The Tribal Planner will, or such other Committee authorized by the Tribal Council (hereafter the Review Committee) will represent the Bad River Band of the Lake Superior Chippewa in reviewing the merits of proposals received in accordance with the general criteria described herein. Based on the Proposals received, the Review Committee will rank each proposal.

Next, the Review Committee will open budgets.

Based on the proposals and budgets the Review Committee will then make a recommendation to the Tribal Council. Time of completion will weigh heavy in the process of selection.

The Tribal Council will decide which firm or team is best suited for the project and negotiation a contract with the firm or team. If the results of negotiations are not satisfactory, then Tribal Council will begin negotiations with the second recommendation.

The Bad River Band of Lake Superior Indians is a federally recognized Indian tribe organized under Section 16 of the Indian Reorganization Act of 1934, 25 U.S.C. Section 476. This entitles the Tribe to government pricing and exempts the Tribe from state sales and use taxes and from federal excise taxes. Therefore, price quotations should not include such taxes.

Indian Preference Requirements

This Request for Proposals is open to all qualified, responsive bidders. Indian Preference will apply in the selection process in accordance with the Tribal Employment Rights Ordinance (TERO) or the Indian Preference Act of 1934 (Title 25, USC, Section 47), based on funding source requirements.

Firms or persons applying for Indian preference must provide evidence in its proposal of 51% or more Indian ownership. In addition, the firm or person must provide evidence of structure, management and financing affecting the Indian character of the firm.

Documentation of and compliance with Indian Preference must accompany the proposal. Additional information for Indian Preference can be obtained by contacting the Bad River Band's HR Office at: (715) 682-7111.

TERO Fee

The Bad River Band assesses a TERO (Tribal Employment Rights Ordinance) fee of one and a half percent (1.5%) of the total contract amount. Additional information for the TERO fee can be obtained by contacting the Bad River Band's HR Office at: (715) 682-7111.

NOTES

Prospective firms and persons are advised that no obligation or commitments are incurred by the Bad River Band in announcing this Request for Bids. It is the intention that the Bad River Band after appropriate evaluations, will select the best qualified firm or person and enter into an Agreement for such services to complete the Project.

ATTACHMENTS

Site work