

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. Box 39 Odanah, Wisconsin 54861

## REQUEST FOR PROPOSALS

FOR

### THE ARCHITECTURAL AND ENGINEERING SERVICES FOR THE CONSTRUCTION OF A NEW YOUTH FACILITY FOR THE BAD RIVER BAND OF THE LAKE SUPERIOR CHIPPEWA RFP No. 3-021226BGCAE

Bad River Band of Lake Superior Tribe of Chippewa Indians is seeking proposals through solicitation for Architectural / Engineering (A/E) firms or teams to provide architectural and engineering design services for the construction of a new Boys and Girls Club Facility to be located on the Bad River Reservation.

The Bad River Band of Lake Superior Tribe of Chippewa Indians is a federally recognized Indian Tribe organized under Section 16 of the Indian Reorganization Act of 1934, 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.

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. Questions regarding TERO, and if the TERO fee applies to the RFP, may be directed to the Bad River Band's Human Resource office at 715-682-7111.

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.

Sealed bids must be labeled **BGC A/E** and submitted by July 8, 2026 at 4:00 pm to

Bad River Tribe  
Chief Blackbird Center  
Attn: Executive Secretary  
PO Box 39/72682 Maple St  
Odanah, WI 54861

Questions regarding this project can be directed to Robert Page, Tribal Planner, [planner@badriver-nsn.gov](mailto:planner@badriver-nsn.gov), 715-682-7111 X1521

Bid opening will be held at Chief Blackbird Center, 72682 Maple St, Odanah, WI on Thursday, July 9, at 3 pm.

Any or all bids may be rejected when in the best interest of the Bad River Tribe.

This bid solicitation is also available on QuestCDN (<https://www.questcdn.com/>) under project number 10239223.

Program:	<i>Ramp</i>
Accounting:	<i>7/9/24</i>
Posted:	<i>6/19/24</i>
	<i>2:30 am/pm</i>

**REQUEST FOR PROPOSALS FOR THE ARCHITECTURAL AND ENGINEERING  
SERVICES FOR THE CONSTRUCTION OF A NEW YOUTH FACILITY FOR THE  
BAD RIVER BAND OF THE LAKE SUPERIOR CHIPPEWA  
RFP No. 3-021226BGCAE**

**BACKGROUND**

The Odanah, Wisconsin Bad River Band of Lake Superior Tribe of Chippewa Indians (Bad River Tribe) is soliciting for Architectural / Engineering (A / E) firms or teams to provide architectural and engineering design services for the construction of a new Boys and Girls Club Facility to be located on the Bad River Reservation.

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 Tribe recognizes the need for a new facility to house the Boys and Girls Club Program it operates on Reservation. The aging facility now in use has serious defects that cannot be remedied in a cost-effective manner. The Program is funded through a combination of federal and private foundation funds to serve approximately 300 youth between the ages of 7-18 years. The BGC provides learning opportunities to school-aged children who reside within and near the Reservation boundaries. Between 9 and 12 staff are employed in the Program.

Using the current and anticipated enrollment statistics and staffing levels of the BGC and the federal construction requirements and standards for such a facility; the selected architect/engineer will design a new BGC Facility to include listing below.

Estimated Facility Size: Approximately 8,750 square feet.

The facility will have the following major components:

Note:

**The square footage requirements and space needs listed below are based on the schematic floor plan attached and marked attachment 1.** The actual size may vary somewhat during the design process based on architectural programming

and federal facility standards.

SIX (6) ACTIVITY ROOMS = 4034 sq ft

1 Computer Room @ 683 sq ft

1 Kids Small Motor Activity Room @ 670 sq ft

1 Arts & Crafts Room @ 705 sq ft

1 Program Room @ 585 sq ft

1 Teen Room @ 1,292 sq ft with a securable single shower with changing area and a small laundry facility for up to 4 washer-dryers for use of program participants

Note:

- 1) Activity rooms will serve different ages and functions but all are equivalent of classroom spaces.

TWO (2) OFFICES AND VESTIBULE = 645 sq ft

1 shared @ 424 sq ft. = 531 sq ft.

1 private @ 107 sq ft.

Securable Vestibule

1 at 114 sq ft = 114 sq ft.

Note:

Private Office space will keep

- 1) Human resources files and other program files.
- 2) Fiscal information

OTHER PROGRAM FACILITIES

Mechanical / Maintenance Space

1 at 429 sq ft. = 429 sq ft.

Two (2) Storage

1 at 119 sq ft.

1 at 294 sq ft. = 413 sq ft

Kitchen

1 at 800 sq ft. = 800 sq ft.

Commons

1 at 1966 sq ft. = 1966 sq ft.

Corridor  
1 at 170 sq ft. = 170 sq ft.

Restroom  
1 at 292 sq ft. = 292 sq ft.

Note:

Restroom space will

1. Hold six (6) stalls with one (1) common sink
2. One (1) ADA stall with one (1) private sink

#### OTHER NOTES

An Environmental Assessment (EA) to address NEPA requirements is underway for the proposed site. A wetlands delineation has been completed and will be made available to the A / E firm selected under this solicitation. **Maps of the site make up attachment 2 of this document.**

Soil testing has not been conducted for the site. Include the cost to conduct one in the bid.

#### 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 as complete construction drawings – Civil, Structural, Architectural, Mechanical, Electrical, Plumbing
- 3) Any and all needed Construction Documents
- 4) Bid Documents
- 5) Estimate of construction costs based on the Construction Documents
- 6) Specifications will further be furnished on a USB flash drive.
- 7) Plans, elevations, and details will be drawn to scales convenient for legibility.
- 8) The design will meet with all codes and standards stipulated by the Tribe, Universal Building Codes on Design, U.S. Dept. of Agriculture Rural Development Community Facilities

Program, USDA Child and Adult Food Program, and Boys and Girls Club of America requirements.

B) Pre-Design:

- 1) The Architect shall meet with the BGC Facility Construction Program's Review Committee to ascertain or verify requirements of the project.
- 2) The Architect must develop a Project Schedule and Budget. The Architect will evaluate the Project Budget in relation to the desired building components and will inform the Review Committee if the desired spaces can be provided within budget. If not, the Architect will write a brief report indicating how much of the space list can be provided within budget.
- 3) The Architect will develop a more detailed Project Schedule breaking project into Two Phases. Phase I to include all described in section D 3 a) 1-5 below. Phase II to include vertical construction, and activation.

Note: The design should include the structural integrity for the addition of a partial second floor and a first-floor addition if Club growth necessitates more needed programming space.

Note: The design should integrate sustainability, including renewable energy components or other recommendations of Certified LEED design with upfront cost ramifications where appropriate.

C) Schematic Floor Plan Review:

- 1) The Architect shall present to and discuss with the Review Committee 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 Review Committee, 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 Review Committee 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 Review Committee in the Project,

schedule, or construction budget, the Architect shall prepare, for approval by the Review Committee, 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) Show existing roads, parking, walks, erosion control elements, property lines, special landscaping features, and culturally significant implications.
- 3) Indicate all existing surface features and grade controls and drainage patterns.
- 4) 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.
- 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 types of systems and location of duct runs and major equipment.
- 4) Air conditioning indicating proposed types 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 preliminary fuel to be utilized.
- 7) Include preliminary design calculations for all elements of the mechanical design.
- 8) Completed Life-Cycle-Cost analysis.

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.

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 Review Committee, the Architect shall prepare for approval by the Review Committee, 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 Review Committee'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 Review Committee of any adjustments to preliminary estimates of Construction Cost
- 4) The Architect shall assist the Review Committee 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, U.S. Dept. of U.S. Dept. of Agriculture Rural Development Community Facilities Program, Indian Health Service, Boys and Girls Clubs of America and the local Fire Marshal.

In conjunction with the above, the Phase II Construction Documents shall include the following:

1) Civil and Site:

- Incorporate the approved site development and civil data into working drawings.
- Establish a control system for location of changes to the site.
- Develop the foundation system.
- Structural details and schedules.
- All structural calculations.

## 2) Architectural:

- Floor Plans: Include door swings, room names, room numbers, general dimensions, net floor areas, location and identification of equipment; structural, mechanical and electrical elements.
- Ceiling Plans: Include all areas required for coordination of architectural, mechanical and electrical features.
- Building Sections: Include transverse and longitudinal sections as necessary. Indicate vertical dimensions, structural, mechanical and electrical features; finish materials and interior elevations.
- Elevations: Include fenestrations, height dimensions by dimension lines, materials, foundations, and mechanical and electrical features appearing on walls, roofs, and adjacent areas.
- Basic Wall Sections: Indicate materials and major features including beams, joists, foundations, including heights of openings, bearing heights, foundation depths-all from finish floor by dimension lines, not target elevations.
- Outline finish and schedules and legends will be included on the drawings.
- Insulating materials: Furnish heat loss computations for roofs, walls, floors, and foundations.
- Culturally significant incorporations: Detail those cultural aspects that are important to the Review Committee that will be incorporated into the building.

## 3) Mechanical and Plumbing

- Show location of all equipment; indicate motor sizes, piping and duct work for plumbing, heating, ventilating, and air conditioning systems.
- Complete load analysis and design calculations.
- Schedule of HVAC equipment selected.
- Complete plumbing schedule.

- Description of control systems proposed for HVAC systems.
- Exterior utility services: Show the locations and sizes of underground heating, cooling, hot water, and gas distribution lines between the building and source of supply.
- Provide complete mechanical and plumbing legends.

4) Electrical:

- Lighting Fixtures: Indicate all interior and exterior lighting fixtures including exit lights to scale. Indicate fixtures by type and include schedule of all fixtures on drawings. Provide detail of fixtures on drawings.
- Lighting Calculations: Indicate proposed lighting intensities and calculate resultant foot-candles obtained in typical areas with the fixture types and mounting indicated.
- Load Summary: Breakdown of the estimated connected load to show:
  - Lighting and outlet load
  - Power load for building equipment, such as heating, air conditioning, etc.
- Loads for special operating equipment such as compressors, emergency generators, and pumps; and for power receptacles being provided to energize special equipment. Apply appropriate demand factor to each and compute total demand load.
- Outlets and switches: Show locations of all receptacles and switches.

5) Provide cost estimates based on all information developed at this stage

6) Construction Documents will meet the requirements of the designated Fire Marshal.

b) Completed Construction Documents

Provide three copies for review and a USB flash drive.

- 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) Two 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 1/2" x 11" size bond paper.
  - 4) The final Construction Documents will be completed following the schedule agreed to by the Review Committee and the Architect.

#### F) Bidding and Negotiation Phase

The Architect shall assist the Review Committee 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 Review Committee

- and the Architect must agree to any modifications.
- 3) The Architect, as a representative of the Review Committee, shall visit the site at intervals appropriate to the stage of the Contractor's operations and as agreed to by the Review Committee.
  - 4) Assembly and coordination of Owner's Maintenance and Operational Manuals.

PROJECT  
DELIVERABLES

The A / E firm or team will complete the design documents based on U.S. Dept. of Agriculture Rural Development Community Facilities Program Boys and Girls Clubs of America standards and the applicable Fire Marshall.

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 Review Committee 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 Review Committee depicting progress through all phases of development.

For each submission or resubmission, the Review Committee'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

Name Robert Page  
Title Tribal Planner  
Ph: 715-682-7111 X 1534 Em: [planner@badriver-nsn.gov](mailto:planner@badriver-nsn.gov)

SUBMITTAL

Firms wishing to be considered shall submit three (3) copies and one USB flash drive of the qualification materials and proposal by mail, delivery or drop off (no email/FAX) included no later than 4:00 pm central time, July 8, 2026 at the office of:

Bad River Tribe  
**Attn.: Priscilla Dax Re: BGC A/E**  
Executive Secretary  
72682 Maple Street  
PO Box 39  
Odanah, WI 54861-0039

## EVALUATION CRITERIA

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.

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 A through E should be addressed in the proposals in the order as listed below. These will be reviewed by the Review Committee.

### **Project Understanding and Approach**

- 1) Describe your firm/team's understanding of the project.
- 2) How would your firm/team incorporate tribal culture and values into the facility?
- 3) Describe your firm/team's understanding of youth needs and the BGC program.
- 4) Describe your firm/team's approach to the project, How might this approach differ from that of other firms/teams?
- 5) What is your firm/team's approach to keep the project within budget?
- 6) How would your firm/team work with the Bad River Band to ensure that the project reflects their requirements?
- 7) Include a proposed schedule.

### **Description of Firm or Team**

- 1) List the name and address of the individuals, including people with educational and preschool facility experience, 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.
- 2) Provide a one-page overview of each firm that will be part of the project team.
- 3) Develop an organizational chart with names, disciplines, and roles.
- 4) For each person on the organizational chart, provide a resume that includes professional licenses, certificates, education, relevant experience, and years with the firm.

### **General Background and Experience**

- 1) Provide a summary description of experience and ability in the field of architecture and design (excluding educational and youth facilities, which is covered in the next section).
- 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 (other than educational and preschool facilities) that your firm or team is most proud of. Include references and their contact information.

### **Experience with Educational & Youth Facilities**

- Provide a summary description of your firm's or team's experience and knowledge of architecture and design of educational and **youth** facilities.
- For each firm that is part of your team, provide names, address, telephone numbers, and contact person for three similar projects (e.g., educational, preschool facility tribal) worked on over the last five years. Include abstracts with name of facility, square footage, location, contact person's name and phone number and what your firm or team is most proud of.
- List all other related work contracted for during the past five years.
- Indicate the status of all current Educational Facility projects under contract and each of the proposed project team-members' schedules for and commitments to these projects.
- Provide information on your firm's or team's familiarity and work experience with the following:
  - USDA RD Community Facility Standards
  - Universal Building Codes

### **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.
- 3) What is your firm's or team's experience working with and for other Indian Tribes? For projects completed during the past five years, indicate name of Tribe, location, type of project, project cost, when completed. Provide contact person, and phone number for most recent projects.

## SELECTION PROCESS

### **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. One USB flash drive with two folders – one for all proposal materials and one for the budget should be included.

The BGC Program Review Committee 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.

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.

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### **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

Attachment 1 Schematic Design  
Attachment 2 Maps



# LOCATION OF THE BAD RIVER RESERVATION

ATTACHMENT 2 (1 of 2)



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The 3.12 acre site polygon (black outline) is 450 ft x 350 ft.  
The 8,558 sq.ft. building footprint is 89 ft x 118 ft at its widest points (rounded up to nearest foot).

ATTACHMENT 2 (2 of 2)

