

Stockbridge-Munsee Community RFP – Ella Besaw Expansion

REQUEST FOR PROPOSAL
For
Ella Besaw Expansion Project
Bowler, WI
Project Number: EBE-01-05-2022

1/5/2022



See paragraph 6.4 for required submittal quantities and deadline.

Stockbridge-Munsee Community
N8705 Moh He Con Nuck Road
PO Box 70
Bowler, WI 54416

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1. INTRODUCTION

- 1.1. The STOCKBRIDGE-MUNSEE COMMUNITY, Selection Committee hereby requests Proposals from qualified firms to provide Design/Build services for the proposed *Ella Besaw Center Expansion Project in Bowler, WI*. Upon receipt of the Proposals, the Selection Committee will review the statements and select a firm based upon the selection procedure identified in section seven of this RFP.
- 1.2. The Selection Committee consists of the following individuals: Tribal Council, the Project Manager, Tribal Representatives, Facilities Representatives, and other interested departments of the Stockbridge-Munsee Community.
- 1.3. Questions regarding this RFP should be directed to the appropriate individual listed below, prior to the submittal date.
 - 1.3.1. Questions related to any other section shall be directed to: Allen Quinney @ 715-793-3052 or allen.quinney@mohican-nsn.gov
 - 1.3.2. To request to view blueprints of current structure contact Allen Quinney @ 715-793-3052 or allen.quinney@mohican-nsn.gov

2. BACKGROUND INFORMATION

- 2.1. PROJECT HISTORY: The Stockbridge-Munsee Community has an aging population that needs more care than the current facility can provide. This expansion project is critical component for keep the Tribe's elders connected to the community. This project is subject to the final approval of the Tribal Council.

3. DESCRIPTION OF PROJECT

GENERAL DESCRIPTION: The site is located at N8697 MohHeConNuck Road Bowler, WI 54416.

- 3.1. The current facility is an eight (8) bed Community Based Residential Facility built in 1991. The project is to expand the facility into a twenty-four (24) bed facility that is consistent in space, functionality, and FF&E throughout the existing and newly constructed portions of the final facility. However this is accomplished, the process and final project must comply with ARPA requirements for expanding an existing facility. The project must be designed and delivered in a manner that complies with American Rescue Plan Act (ARPA) requirements for expansion of existing facilities.
 - 3.1.1. All twenty-four (24) resident rooms must have an ADA compliant full bath, full size bed, wall mount for a TV from 32 – 47 inches and one lift assist recliner.
 - 3.1.2. Commercial kitchen required.

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- 3.1.3. Common space for twenty-four (24) residents, 12 guests and 5 staff. Design must also accommodate usage of the space as a communal dining area and group activity space. Examples of activities are birthday parties, social activities (bingo, board games, etc.), and group exercise classes.
- 3.1.4. Office space for five (5) staff. Consisting of Ella Besaw Center Manager, Lead Nurse, Administrative Assistant, Nutritionist/Cook, visiting staff office.
- 3.1.5. A breakroom designed to accommodate a minimum of five people.
- 3.1.6. An area specifically designed for medication storage and disbursement.
- 3.1.7. Two (2) hospice care rooms which include in the design space for family members to be able to stay overnight along with space for continual staff monitoring for around the clock care.
- 3.1.8. Four (4) unisex public bathrooms for guests and staff usage.
- 3.1.9. Reverse osmosis system for drinking water purposes throughout the building.
- 3.1.10. WIFI offered throughout the building. Hardwire computer capabilities in all offices, breakroom, and common space.
- 3.1.11. A data closet for networking that is temperature controlled to 68 degrees Fahrenheit.

3.2. GENERAL SCHEDULE

- 3.2.1. The construction cannot disturb operations of the existing facility.
- 3.2.2. A plan must be developed for moving existing residents into the expansion for resident care while the existing structure is renovated to meet the standards of the expansion section.
- 3.2.3. All construction must be completed by December 31, 2024.
- 3.2.4. The construction plan must be developed in a manner that avoids winter weather conditions and is compliant with State of Wisconsin building codes for CBRFs.

3.3. PROJECT IMAGE:

- 3.3.1. The façade of the building should reflect natural materials associated with a woods and river motif.
- 3.3.2. The building must have adequate parking for 24 residents, 12 staff, 24 visitors and the correct number of ADA parking spaces.

3.4. BUILDING DESIGN REQUIREMENTS:

- 3.4.1. The facility shall be functional.
- 3.4.2. The facility shall be easily expandable.
- 3.4.3. The facility shall have sustainable design features and while **we do not intend to pursue a LEED Certification Rating**, LEED will be used as a benchmark for evaluating sustainable design features. It is a goal of the Stockbridge-Munsee Community to minimize the environmental impact of its building projects consistent with our cultural beliefs to respect nature and conserve

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natural resources. The sustainable design features include, but are not limited to:

3.4.3.1. Ecological site design; erosion control, storm water management, light pollution reduction.

3.4.3.2. Optimize energy performance, utilizing renewable energy sources, maximizing energy conservation.

3.4.3.3. Waste reduction; job site recycling, efficient use of materials.

3.4.4. The design and construction of the project shall conform to, or exceed, all local and state codes and restrictions. Design Builder shall be responsible for compliance and all permit fees.

3.4.5. See Project Criteria in Appendix 10.3

3.5. FACILITY USERS: The facility must be designed for residents that meet the Class C Semi-ambulatory standard. A Class Semi-ambulatory CBRF serves residents who are ambulatory or semi-ambulatory, but one or more resident may not be physically or mentally capable of responding to an electronic fire alarm and exiting the facility without help or verbal or physical prompting.

3.6. SITE DESIGN REQUIREMENTS: The original drawings for the existing facility will be made available for review and copy once a NDA is fully executed.

4. BUDGET INFORMATION

4.1. The construction budget for this project is to be proposed by bidder.

4.2. Design/Build Preconstruction Services Fee is in addition to the construction budget and has been included under soft costs.

4.3. Soft costs, miscellaneous costs, and contingency costs are in the overall project budget and as such, they are not included in the construction budget noted above.

5. SCOPE OF SERVICES

5.1. Review of existing conditions and of Owner provided documentation to become familiar with project.

5.2. Provide design services necessary to create Preliminary Design Documents.

5.2.1. Preliminary Design Documents shall consist of preliminary design drawings, renderings, outline specifications, and other documents sufficient to establish the size, quality and character of the entire Project, its architectural, civil,

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landscape, structural, mechanical and electrical systems, and the materials and such other elements of the Project as may be appropriate.

- 5.2.2. The Preliminary Design Documents are not Construction Documents and only need to document the concept scope in sufficient detail to allow creation of a Design-Builder's Proposal with a Guaranteed Maximum Price (GMP).

5.3. Provide cost estimates at various stages of the design.

5.4. Provide a proposed schedule for completion of the Project.

5.5. Meetings: Contractor shall facilitate and prepare minutes for the project design meetings.

5.6. The Scope of Work shall be those services necessary to prepare a Design-Builder's Proposal which includes an estimate for overall project cost and a cost of the work plus Design-Builder's fee that will be incorporated into the Guaranteed Maximum Price Amendment (GMP). The Design-Builder will be responsible for any costs that exceed 5% above the RFP proposed overall project cost unless substantive scope changes from this RFP are requested by Tribe. Upon completion of the Proposal, and acceptance of the proposal by the Tribe, the Contractor and the Tribe intend to enter into an Agreement between Owner and Design-Builder with a GMP.

5.7. Other services:

- 5.7.1. Presentation documents
- 5.7.2. Presentations to Project Team
- 5.7.3. Presentations to the Tribal Council, as required
- 5.7.4. Presentations to the Community, as required
- 5.7.5. Colored rendering of proposed design.

6. SUBMITTAL REQUIREMENTS

6.1. The Qualification Statement must be typed and submitted on 8.5 by 11 inch paper bound securely.

6.2. The Qualification Statement shall be organized and presented in the order and by the number assigned in paragraph 6.3 of this RFP.

6.3. The Qualification Statement must be received at the noted date and location, and shall include the following sections:

6.3.1. A table of contents.

6.3.2. A properly executed Contractor's Qualification Statement, AIA Document A305. In paragraph 4.3 Surety, state:

6.3.2.1. The construction bonding capacity of the construction firm.

6.3.2.2. The amount of professional liability coverage normally carried by the design entity.

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- 6.3.3. A description of the design and construction process employed by the firm.
 - 6.3.3.1. Description of the extent and forms of client participation.
 - 6.3.3.2. Description of each deliverable.
 - 6.3.3.3. Description of the bid process employed by the firm. Is work competitively bid? Is it negotiated? Is any work self-performed?
- 6.3.4. Denote specific knowledge and expertise related to project management skills and methodology used to monitor design effort's quality, scope compliance, budget compliance, and schedule.
- 6.3.5. A discussion of the aspects of the project which represent special design considerations and why the submitting firm(s) is fully qualified to address those considerations.
- 6.3.6. Organization charts showing:
 - 6.3.6.1. Roles, responsibilities, and relationships of the firms involved (i.e.: joint venture, limited partnership, consultant, financial, design, construction, subcontractor, etc.).
 - 6.3.6.2. Roles, responsibilities, and relationships of the project team. Include names of principal members of the team who will be assigned to the project.
- 6.3.7. Brief resumes, highlighting related project experience, of **Design Entity**:
 - 6.3.7.1. Principal members of the design team who will be assigned to this project.
 - 6.3.7.2. Any external consultants who will be retained by the design entity.
- 6.3.8. Brief resumes, highlighting related project experience, of **Construction Entity**:
 - 6.3.8.1. Principal members of the construction team who will be assigned to this project.
 - 6.3.8.2. Any sub-contractors who will be retained by the construction entity prior to bidding.
- 6.3.9. Examples of past commissions emphasizing work of the type and scale addressed by the present project and representative examples of other significant work by the **Design Entity** and the proposed project architect. Highlight specific examples of projects done by the proposed team. Said examples shall denote the following information:
(Graphic and or photographic images are encouraged to be included).
 - 6.3.9.1. Project name and address
 - 6.3.9.2. Description of project (project type, square footage, etc.)
 - 6.3.9.3. Project delivery method (Design/Build, Design/Bid/Construct, etc.)

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- 6.3.9.4. Completion date
- 6.3.9.5. Final estimated construction cost
- 6.3.9.6. Actual construction cost
- 6.3.9.7. Project Architect’s name
- 6.3.9.8. General Contractor

- 6.3.10. Examples of past projects emphasizing work of the type and scale addressed by the present project and representative examples of other significant work by the **Construction Entity** and the proposed project manager. Highlight specific examples of projects done by the proposed team. Said examples shall denote the following information:
 (Graphic and or photographic images are encouraged to be included)
 - 6.3.10.1. Project name and address
 - 6.3.10.2. Description of project (project type, square footage, etc.)
 - 6.3.10.3. Project delivery method (Design/Build, Design/Bid/Construct, etc.)
 - 6.3.10.4. Completion date
 - 6.3.10.5. Final estimated construction cost
 - 6.3.10.6. Actual construction cost
 - 6.3.10.7. Architect of Record
 - 6.3.10.8. Project Manager’s name
 - 6.3.10.9. Superintendent’s name

- 6.3.11. Denote specific knowledge/expertise and experience of **Design Entity** in designing sustainable projects. Include examples of past commissions emphasizing work of the type and scale addressed by the present project.

- 6.3.12. Denote specific knowledge/expertise and experience of **Construction Entity** in developing sustainable projects. Include examples of past projects emphasizing work of the type and scale addressed by the present project.
 - 6.3.12.1. Employees proposed to be assigned to the project that is: enrolled members of the Stockbridge-Munsee Community, First generation descendants of an enrolled member of the Stockbridge-Munsee Community, or enrolled members of other federally-recognized Indian tribes.
 - 6.3.12.2. Consultants proposed to be utilized on the project that is certified as Indian-owned Businesses. Include the name of the entity and contact person that certified the business as Indian-owned.
 - 6.3.12.3. Include a table identifying: all firms included in your proposal, general title of their scope of work, and what percentage of the total scope that firm will be responsible for completing. Example below:

| Firm Name | Scope of Work | Percentage of Work |
|----------------------------|----------------------------------|---------------------|
| ABC Architects | Architectural, Structural Design | 50% of design total |
| Indian Preference Vendor A | Civil Engineering | 10% of design total |

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| | | |
|----------------------------|-------------------------|---------------------|
| DEF Engineers | MEP Design | 40% of design total |
| GHI Construction Managers | Construction Management | 80% of CM |
| Indian Preference Vendor B | Construction Management | 20% of CM |
| | | |

6.3.13. Identify the firm’s proposed fee for the following (clearly identify what is included and what is excluded from noted fee):

- 6.3.13.1. Completing all services identified in Section 5 Scope of Services.
- 6.3.13.2. Identify the firm’s Design-Builder’s Fee as a percentage of Cost of Work.
- 6.3.13.3. Identify the firm’s method of adjustment to the Design-Builder’s Fee for changes in the Work.
- 6.3.13.4. You may identify any additional services you feel may be beneficial to the project and the cost of those services.

6.3.14. References, past clients.

6.3.15. Contact information; identify the person(s) within your firm whom we would contact if we have questions on your proposal. Include:

- Name
- Title
- Address
- Telephone number
- E-mail address

A minimum of 2 copies of your submittal shall be received no later than the close of business (4:30 pm, CDT) on March 14, 2022. In addition to hard copies a digital version must be included. Submittals shall be delivered to:

Jody Hartwig, Tribal Secretary
Stockbridge-Munsee Community
P.O. Box 70
Bowler, WI 54416

6.3.16 All documents submitted with the proposal and the proposal itself become property of the Tribe and shall not be returned.

7. SELECTION PROCEDURE

7.1. The Proposals will be reviewed for completeness to determine if all submission requirements were met. Failure to submit complete documents may result in the

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Proposal being rejected. In the event that all Proposals are judged incomplete, the STOCKBRIDGE-MUNSEE COMMUNITY reserves the right to select the Proposal which in its opinion most nearly meets all the requirements of this Request for Proposals.

7.2. The Proposals will be reviewed and scored by each Selection Committee member. The criteria for scoring are based upon the submittal requirements identified in paragraph 6.3. The highest scoring firm may be invited to begin the contract award process.

7.2.1. In the event the Selection Committee does not have consensus that the high scoring firm is the appropriate choice, then the Stockbridge-Munsee Community reserves the right to invite the two or three highest scoring firms to be interviewed by the Selection Committee.

8. CONTRACT REQUIREMENTS

8.1. The selected firm will execute an AIA A141-2004 as customized by the Stockbridge-Munsee Community with a Guaranteed Maximum Price utilizing a cost of the work plus Design-Builders Fee. Design Builder will also utilize an Owner Direct Purchasing Program for materials fully consumed in the project. The Design-Builder will be responsible for any costs that exceed 5% above the RFP proposed overall project cost unless substantive scope changes from this RFP are requested by Tribe. Upon completion of the Proposal, and acceptance of the proposal by the Tribe, the Contractor and the Tribe intend to enter into an Agreement between Owner and Design-Builder with a GMP that utilizes a cost of the work plus Design-Builders Fee.

9. SCHEDULE

9.1. The following schedule shall be used for this solicitation (subject to change due to required approvals):

| | |
|------------------------|---|
| January 05, 2022 | Request for Proposals (RFP) issued/posted. |
| February 14 - 18, 2022 | Site Walk through |
| March 14, 2022 | Proposals due at Stockbridge-Munsee Tribal Secretary |
| March 28, 2022 | Selection Committee short lists firms and notifies top firms of interview, if needed. |
| April 11- 15, 2022 | Interviews with firms, if needed and final selection. |
| April 22, 2022 | Notification to firms of selection. |

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May 6, 2022


Fully executed contract and begin work.

APPENDIX A

Ella Besaw Center \Tribal Administration Office



Legend

 Assignment Lines



Prepared by SM Land Management
June 2021

