

REQUEST FOR PROPOSAL
for
Mohican Family Center Expansion Project
N8705 Oak St.
Bowler, WI 54416

Issued: April 17, 2023



Stockbridge-Munsee Community
N8476 Moh He Con Nuck Road
PO Box 70
Bowler, WI 54416

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1. INTRODUCTION

- 1.1. The STOCKBRIDGE-MUNSEE COMMUNITY (“Tribe” or “Owner”) seeks proposals from qualified firms to provide feasibility and design/build services for the proposed *Mohican Family Center Expansion Project* (“Project”).
- 1.2. The Project outlined in this Request for Proposals (“RFP”) has 2 components. The first is to assess the feasibility and suitability of expanding the existing Mohican Family Center building. The second is to provide design/build services for the construction of an expansion that includes both an addition to the facility as well as modifications of the existing structure.
- 1.3. The Project’s proposed expansion to the facility is intended to add a new wing that will be used primarily for fitness activities to the building with a pool, a walking track, fitness center, and locker rooms, as well as modify the existing building to be a gym shared between the 2 wings, office space, and wing primarily used for youth programs.
- 1.4. Questions regarding this RFP should be directed to the appropriate individual listed below, prior to the submittal date.
 - 1.4.1. Overall questions related to the RFP and submittal of a proposal should be directed to: Tribal Secretary Jody Hartwig at 715-793-4387 or jody.hartwig@mohican-nsn.gov
 - 1.4.2. To schedule an appointment to view blueprints or for a site visit at the current building contact Allen Quinney at 715-793-3052 or allen.quinney@mohican-nsn.gov

2. BACKGROUND INFORMATION

- 2.1. The Tribe is a federally-recognized Indian tribe with a rural reservation in central Wisconsin. It owns and operates the Mohican Family Center facility on its reservation. The facility is located at N8705 Oak St., Bowler, WI 54416, on the Stockbridge-Munsee Reservation. This location is adjacent to a residential area.
- 2.2. The current Mohican Family Center is approximately 128’ by 118’ including a 72’ by 118’ basketball gym and locker rooms, a 56’ by 118’ East wing and a 67’ by 23’ second floor mezzanine area. The Family Center provides a fitness/gym space, educational programming, healthy family and youth activities, tutoring services and direct services to families and individuals of the Stockbridge Munsee Community.
- 2.3. The Tribe wishes to improve local opportunities for community recreation and youth services. This includes adding a pool, an improved fitness center, a walking track, and modifying existing space to better serve youth programming.

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2.4. This Project is subject to an initial assessment as to feasibility and site suitability. If authorized to move forward, the design and approval of construction is subject to final approval of the Tribal Council.

2.5. The process and final project must comply with American Rescue Plan Act (ARPA) requirements for expanding an existing facility.

2.6. Site visit will be available upon request.

3. DESCRIPTION OF PROJECT

3.1. Assessment of Feasibility and Site Suitability for Expansion. The Tribe wishes to optimize its existing facilities by adding a new wing to the Mohican Family Center. As part of the design work, the successful bidder will be responsible to assess feasibility and site suitability for the Project.

3.1.1. Inspect and assess current facility for feasibility of adding to and upgrading building.

3.1.2. Assess site suitability for expansion including obtaining appropriate geotechnical reports on the site. Coordinate with tribal staff to obtain existing groundwater, environmental, and archeological reports and to assess impacts on site.

3.1.3. Review community water and wastewater treatment capacity for adding a pool.

3.1.4. Prepare summary report on findings for Tribe.

3.2. Proposed Expansion. The Tribe wishes to expand its current Mohican Family Center facilities by having a main sign-in station for the building, adding a new wing for fitness activities that includes a pool, maintain the current gym for use by both wings, and repurpose the current building to function as a youth activities wing that has controlled access.

3.2.1. The Tribe understands the proposed new wing has a fixed foot print and capacity but desires that the new wing will include:

3.2.1.1. A recreation pool, which is anticipated to be at least 20' by 40'.

3.2.1.2. A 6 person hot tub.

3.2.1.3. A 3 lane track around the interior perimeter of the addition.

3.2.1.4. An ADA compliant men's locker/changing room.

3.2.1.5. An ADA compliant women's locker/changing room.

3.2.1.6. At least 2 rooms that can be used family dressing rooms.

3.2.1.7. Access to shared gym, office space, and controlled access to youth programming. Access shall ensure the gym is not exposed to chlorine.

3.2.1.8. Design weight lifting space, cardio space and multi-purpose exercise space based on 12 people per hour.

3.2.1.9. A workstation for fitness staff.

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- 3.2.1.10. Re-route current underground electrical servicing the Tornado Shelter.
 - 3.2.2. Modification of existing building to be office space and a controlled access area for youth activities that optimizes the existing square footage and repurposes as much of existing rooms as possible.
 - 3.2.2.1. Re-Design the commercial kitchen to accommodate light breakfast, lunch and dinner options and serve 20 people
 - 3.2.2.2. Design 4 multi-purpose rooms to accommodate 20 students per room for current and future Family Center services.
 - 3.2.2.3. Maximize the first-floor storage capacity.
 - 3.2.2.4. The mezzanine will house all office space requirements.
 - 3.2.2.5. Design a centralized data closet and upgrade building wiring and systems, including adding information technology infrastructure such as high capacity wireless access points.
 - 3.2.2.6. The current building will remain operational as long as possible during construction.
 - 3.2.3. Maintain existing gym and provide for shared access by both the fitness and youth wings of the facility. Ensure ability to create temporary divisions in the space so it can be used for both youth activities and fitness activities during evenings.
 - 3.2.4. Supporting Spaces
 - 3.2.4.1. Parking lot can move to provide the most efficient access to the facility from Camp 14 Road.
 - 3.2.4.2. The existing wing will need to accommodate a school bus drop off area for youth activities.
 - 3.2.4.3. The existing parking area or another area adjacent to building converted to an outside play area including an outdoor basketball court.
 - 3.2.4.4. Design moving the Baseball field to the Northwest of building.
- 3.3. Building Design Criteria.
- 3.3.1. The facility shall be designed and built to State of Wisconsin building codes for similar commercial buildings and swimming pools as applicable. The plans must be approved by the State of Wisconsin. Design Builder shall be responsible for compliance and all permit fees.
 - 3.3.2. The façade of the building should reflect natural materials associated with a woods and river motif.
 - 3.3.3. The facility shall be functional.
 - 3.3.4. 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 natural resources. The sustainable design features include, but are not limited to:

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- Ecological site design; erosion control, storm water management, light pollution reduction.
 - Optimize energy performance, utilizing renewable energy sources, maximizing energy conservation.
 - Waste reduction; job site recycling, efficient use of materials.
- 3.3.5. Provide for appropriate separation of spaces and secure space for youth activities.

3.4. Equipment.

- 3.4.1. Services to include providing fixtures and equipment necessary to outfit locker rooms and pool room in new wing. Owner anticipates that this, at minimum, will include lockers and seating. Equipment for an outside play area and outdoor basketball court to be included.
- 3.4.2. Owner anticipates that equipment from existing facility will be used to equip other spaces for the most part.
- 3.4.3. Costs to equip the new kitchen space should be provided as an allowance.
- 3.4.4. Costs to establish new baseball field should be provided as an allowance.

3.5. Budget and Costs. The design/build budget for this project is to be proposed by bidder and summarized in a Guaranteed Maximum Price.

- 3.5.1. The Owner's anticipated budget for the feasibility assessment and design-build services for the expansion is \$5.8 million.
- 3.5.2. This amount is to be inclusive of all design and construction related costs including preconstruction, permitting, commissioning, and post-construction costs.
- 3.5.3. 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.

3.6. Schedule and Construction Services Criteria.

- 3.6.1. The construction schedule should minimize the amount of time that operations in the existing facility are disrupted.
- 3.6.2. All construction must be completed by December 31, 2024.
- 3.6.3. The construction plan must be developed in a manner that avoids winter weather conditions.
- 3.6.4. Building permits shall be obtained through the Stockbridge-Munsee Community.
- 3.6.5. Stormwater construction permitting shall be obtained through the U.S. EPA.

4. SCOPE OF SERVICES

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- 4.1. Review of existing conditions and of Owner provided documentation to become familiar with Project.
- 4.2. Complete assessment of feasibility and site suitability for Project.
- 4.3. Provide design services necessary to create Preliminary Design Documents.
 - 4.3.1. 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, landscape, structural, mechanical and electrical systems, and the materials and such other elements of the Project as may be appropriate.
 - 4.3.2. 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).
 - 4.3.3. Design-Builder's Proposal shall contain 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.
- 4.4. Once Preliminary Design Documents are approved by the Tribe, finalize design as Construction Documents and obtain necessary approvals.
- 4.5. Provide construction services consistent with design and approved construction documents.
- 4.6. Provide cost estimates at various stages of the design.
- 4.7. Provide a proposed schedule for completion of the Project.
- 4.8. Meetings: Contractor shall facilitate and prepare minutes for the Project meetings.
- 4.9. Other services:
 - 4.9.1. Presentation documents
 - 4.9.2. Presentations to Project Team
 - 4.9.3. Presentations to the Tribal Council, as required
 - 4.9.4. Presentations to the Community, as required
 - 4.9.5. Colored rendering of proposed design.

5. PROPOSAL REQUIREMENTS

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- 5.1. At a minimum, proposals must contain the following information. A proposal that does not contain this information shall be deemed non-responsive and may subject to rejection.
- 5.1.1. Identification of bidder. Include a properly executed Contractor's Qualification Statement, AIA Document A305. In paragraph 4.3 Surety, state:
 - 5.1.1.1. The construction bonding capacity of the construction firm.
 - 5.1.1.2. The amount of professional liability coverage normally carried by the design entity.
 - 5.1.2. A description of the design and construction process employed by the bidder.
 - 5.1.2.1. Description of the extent and forms of client participation.
 - 5.1.2.2. Description of each deliverable.
 - 5.1.2.3. Description of the bid process employed by the firm. Is work competitively bid? Is it negotiated? Is any work self-performed?
 - 5.1.3. Identify the bidder's qualifications to provide the services. Discuss the aspects of the Project which represent special design considerations and why the submitting firm(s) is fully qualified to address those considerations.
 - 5.1.3.1. Identify experience providing feasibility and suitability services
 - 5.1.3.2. Identify experience with design/build services in relation to similar facilities.
 - 5.1.4. Describe how bidder intends to provide these services. Identify key personnel, qualifications, and the areas of responsibility.
 - 5.1.5. Provide a contact person if we have questions on your proposal. Include: Name; Title; Address; Telephone number; and email address.
 - 5.1.6. Provide examples of past design and construction commissions emphasizing work of the type and scale addressed by the present Project.
 - 5.1.7. Provide at least 3 references/past clients.
 - 5.1.8. Identify the timeline for providing the services.
 - 5.1.9. Identify Cost of the Work for all services requested in RFP and the basis for such fee.
 - 5.1.9.1. Identify cost for feasibility and suitability services.
 - 5.1.9.2. Identify any reimbursable expenses – specify what such expenses would be in detail.
 - 5.1.9.3. Identify the bidder's Design-Builder's Fee as a percentage of Cost of Work.
 - 5.1.9.4. Identify the bidder's method of adjustment to the Design-Builder's Fee for changes in the Work.

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- 5.1.9.5. Provide allowance for cost to equip kitchen and what it includes.
- 5.1.9.6. Identify any additional services you feel may be beneficial to the project and the cost of those services.
- 5.1.9.7. NOTE: As discussed in Section 4, Tribe intends to enter into a Design-Build agreement with a Guaranteed Maximum Price (GMP) for the cost of the work plus Design-Builder's fee. The contractor 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.

5.1.10. Identify any deviations from this RFP.

5.2. Proposal Schedule.

- 5.2.1. **Sealed proposals for services requested in the RFP will be received until June 2, 2023 at 3:00 PM, Central Daylight Time.**
- 5.2.2. Proposal must be identified as being "Bid for Mohican Family Center Expansion" on the outside of the envelope.
- 5.2.3. In addition to hard copies a digital version must be included.
- 5.2.4. Submittals shall be delivered to:
Jody Hartwig, Tribal Secretary
Stockbridge-Munsee Community
P.O. Box 70
Bowler, WI 54416
- 5.2.5. The Tribe reserves the right to interview and negotiate with bidders.
- 5.2.6. The Tribe anticipates that a successful bidder will be selected by the Tribal Council on or about **June 23, 2023**.

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

6. ADDITIONAL INFORMATION

- 6.1. The Tribe reserves the right to revise the selection process and, in its sole discretion, to accept or reject any or all responses to this RFP. The Tribe may negotiate with or request additional information from any or all considered bidders. The Tribe may waive informalities or irregularities in a proposal.
- 6.2. The successful bidder will be selected in accordance with tribal bid policies, as applicable.
- 6.3. This RFP does not commit the Tribe to award a contract or pay any costs associated with the preparation and presentation of a proposal.

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- 6.4. The successful bidder 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.
- 6.5. Design Builder will also utilize an Owner Direct Purchasing Program for materials fully consumed in the Project.
- 6.6. The successful bidder will be required to carry all appropriate insurance, such as professional liability, errors and omissions, general liability, vehicle and worker compensation coverages.
- 6.7. The successful bidder must not engage in discriminatory conduct and may not be a barred contractor under tribal or federal contracting requirements.