

**STOCKBRIDGE-MUNSEE COMMUNITY
BOWLER, WISCONSIN**

**REQUEST FOR PROPOSALS
OWNER REPRESENTATIVE SERVICES FOR
MOHICAN FAMILY CENTER EXPANSION PROJECT**

October 11, 2023

I. INTRODUCTION

The Stockbridge-Munsee Community (“Owner” or “Tribe”), a federally-recognized Indian tribe, has issued this Request for Proposals (“RFP”) to obtain information so that it may engage a qualified firm to act as its owner representative in relation to the construction of an expansion on its existing Mohican Family Center facility (“Project”). The Tribe is seeking an owner representative to monitor and help ensure the successful and timely advancement of the Project on its behalf as well as coordinate the Owner’s direct purchase program for materials.

II. SCHEDULE FOR PROPOSALS

Sealed proposals marked “Owner Representative Services for MFC Expansion” for the Project services requested in the RFP **will be received until 4:00 P.M., on November 30, 2023**, Central Daylight Time. Proposals shall be delivered to the Stockbridge-Munsee Tribal Secretary, N8476 Moh He Con Nuck Road, P.O. Box 70, Bowler, WI 54416.

III. PROJECT

- A. Project. The Owner has engaged a design-build firm, Bayland Buildings, Inc., construct an expansion on its existing Mohican Family Center facility. The expansion project is proposed 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 make improvements to the existing building to be a gym shared between the 2 wings, office space, and a wing with controlled access that is primarily used for youth programs. The addition will be required to conform to Wisconsin building codes for public buildings and will be built in accordance with plans that have been approved by the State of Wisconsin.
- B. Location. The facility is located at N8705 Oak St., Bowler, WI 54416, on the Stockbridge-Munsee Reservation. This location is adjacent to a residential area.
- C. Project Schedule. The Owner anticipates that design work on the Project completed in Winter 2023 with construction to begin in April 2024 and be completed by December 31, 2024.

IV. SCOPE OF SERVICES

A. Owner's Objectives.

1. The owner representative will advise and assist Tribe with fulfilling Owner's obligations for the Project as well as performing tasks necessary to help ensure a successful, timely and on-budget completion of the Project.
2. The owner representative will be expected to work closely with the Tribe's employees as well as coordinate with the design-build team on the Tribe's behalf.
3. The owner representative will be responsible to monitor and keep the Tribe informed about the status of the Project, as well as provide recommendations to the Tribe on how to best address construction related issues.
4. The owner representative will be responsible to assist the Tribe with coordinating and managing a program for the direct purchase of materials by Tribe to take advantage of the Tribe's tax-exempt status.

B. Owner Representative Responsibilities. The selected proposer will have the following responsibilities as the Tribe's owner representative for the Project.

1. Provide Owner with preconstruction services for Project. Assist with finalizing construction program, design, and completing any required value engineering.
2. Establish clear and consistent communication protocols for use throughout the Project. Facilitate communications between Owner and design-build team and Owner's response to requests from design-build team.
3. Work with tribal staff to facilitate the program for the Tribe's direct purchase of materials for use by the design-build team in order to take advantage of Owner's tax-exempt status.
4. Log, copy, distribute, and maintain a file of Project documentation for Owner. Submit all Project documentation to Owner in an organized and useable form at the completion of the Project.
5. Advise Tribe of any concerns identified so that they can be resolved with design-build team in a timely manner throughout the Project.
6. Review construction documents for Project prepared by design-build team for consistency with Owner's program and contract documents.
7. Attend weekly meetings between Tribe and design-build team to review procedures, progress, coordination, and scheduling of the work.
8. Review written progress reports provided by design-build team.
9. Monitor Project budget and schedule.
10. Facilitate Tribe's timely review and response on any submittals.
11. Regularly visit Project site to monitor quality of the construction activities and compliance with construction documents.
12. Review inspection reports for issues of concern.

13. Advise Tribe of any work that does not conform to design and/or requires correction. Provide prompt written notice of deficiency to responsible party. Make recommendations for corrective actions and ensure that corrections are implemented.
14. Review requests for payment from design-builder for consistency with schedule of values and progress of work prior to Tribe processing them for payment.
15. Review and assist with processing change orders. Ensure validity, negotiate costs on Owner's behalf, and advise Owner as to effect on budget and schedule.
16. Assist with collecting and preparing a digital catalog of all operating and instruction manuals for equipment and building systems, as well as all warranty documentation, and coordinating the training of Owner's personnel on the operation and maintenance of building systems and equipment.
17. Make sure that all required documentation, including drawings and warranties required from design-build team is furnished, digitized, organized, and turned over to the Owner.
18. Review as-built drawings for accuracy and notify Tribe of any errors in such drawings or errors that otherwise become known.
19. Coordinate construction close-out activities, including punch-list activities, and ensure Project site is cleared of all equipment, trailers and debris.
20. Coordinate move-in and use of building by Owner.
21. Conduct follow-up inspections of the Project at 6-months and 12-months after construction is completed.

V. QUALIFICATIONS

- A. The successful bidder must meet the following minimum qualifications.
 1. At least five (5) years of experience with construction project management services.
 2. Hold insurance coverage provided at own cost from a reliable company acceptable to Tribe and licensed to do business in the State of Wisconsin at industry standard levels. Certificates must be on file prior to the start of any work and policies provided on request.

VI. PROPOSAL REQUIREMENTS

- A. Proposals must contain the following information. A proposal that does not contain this information shall be deemed non-responsible and is subject to rejection.
 1. Describe proposer's qualifications to provide the services including providing at least 3 examples of related experience provided in the past 5 years.
 2. Describe how proposer intends to staff the Project to provide required services. Identify key personnel and areas of responsibility, relevant experience, and Tribe's primary point of contact. Identify whether subcontractors will be required.

3. Provide schedule for the proposer's on-site presence at the Project during construction
4. Describe in detail how you propose to charge for your services including providing a not-to-exceed cost for services.
5. Identify reimbursable expenses, if any, and specify what such costs will be in detail. Include a preliminary estimated cost of reimbursables.

B. Identify any deviations from this Request for Proposals.

C. Written questions concerning this RFP shall be forwarded, by fax, email or mail, to the Stockbridge-Munsee Tribal Secretary at N8476 Moh He Con Nuck Road, P.O. Box 70, Bowler, WI 54416 (fax: 715-793-4887) (email: jody.hartwig@mohican-nsn.gov).

VII. ADDITIONAL INFORMATION

- A. The successful bidder will be selected in accordance with tribal bid policies, as applicable. This RFP does not commit the Tribe to award a contract or pay any costs associated with the preparation and presentation of a proposal. 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.
- B. The successful bidder will be required to enter into a written contract with the Tribe. 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. The successful bidder must not engage in discriminatory conduct and may not be a barred contractor under tribal or federal contracting requirements.

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