

**STOCKBRIDGE-MUNSEE COMMUNITY
REQUEST FOR PROPOSALS**

**DESIGN-BUILD SERVICES
FOR MULTI-PURPOSE TRIBAL FARM FACILITY**

March 19, 2025

I. INTRODUCTION

The Stockbridge-Munsee Community (“Tribe”), a federally-recognized Indian tribe, is seeking proposals from qualified firms or individuals to provide design-build services for the design and construction of a new approximately 7200 sq.ft facility with approximately 1,700 sq.ft. of outdoor space at the Tribe’s farm. The facility will include areas for the washing and packing of fresh produce, food processing areas including a small kitchen, dry food storage (both main floor and a basement space), small office/conference space, and an area that can be used as a farm market and outdoor produce wash area (this can be a covered outdoor space). Included in the total sq. ft. an approximately 2000 sq. ft. basement plus exterior ramp, will be used for long-term produce storage.

II. SCHEDULE

Sealed proposals for the services requested in the RFP **will be received until Wednesday, April 23, 2025 at 4:00 PM**, Central Daylight Time. Proposal must be identified as being “Bid for Farm Facility” on the outside of the envelope. Proposals shall be delivered to the:
Stockbridge-Munsee Tribal Secretary
N8476 Moh He Con Nuck Road
P.O. Box 70
Bowler, WI 54416
Telephone: 715-793-4387

III. PROJECT AND SCOPE OF SERVICES

The Tribe is a federally-recognized Indian tribe with a reservation in central Wisconsin. It employs individuals both in tribal government operations as well as through a number of tribal enterprises including a small farm for local produce sales. The Tribe wishes to build a multi-purpose facility in order to expand operations at its farm, which is located off of Maple Road on the Stockbridge-Munsee reservation (“Project”). The Tribe is requesting proposals for firms or individuals to provide all design-build services necessary to complete the Project.

A. Tribe’s Objectives.

1. To have the successful bidder to provide the Tribe with design and construction services required to complete the Project.

2. The Tribe will have a project monitor who will be responsible to coordinate services and monitor progress on the Tribe's behalf.
3. The Tribe will have staff that will serve as points of contact regarding budget and design decisions.

B. Tribe's Intended Use of New Facility

The Tribe intends the facility to be ADA-accessible and contain the following spaces and areas that can be used for the following purposes.

1. Exterior

- a. Finishes must be a cost effective, yet aesthetic and long-life span approach to siding, roof, and all exterior surfaces.
- b. Covered canopy spanning the west and south exterior length with cement floor.
 - i. West facing (980 SF) will host farm markets. 110V Power necessary
 - ii. South facing (800SF) will be for outdoor produce wash.
Considerations made in design for framing in of these spaces for future expansions. 110V and 220V power necessary. Wash waste water routing away from building. Exterior wall treatments must be able to withstand water.
- c. ALTERNATE: building designs to support future solar additions
- d. Considerations for future addition of a loading dock
- e. ALTERNATE: Loading Dock for box trucks and semi truck
- f. Hook ups for a generator

2. Produce Wash/Pack

- a. Indoor space (~1200 SF)
 - i. Walls, ceiling, and light fixtures must have food safe, washable treatments that meet Food Safety Modernization Act requirements.
 - ii. Floor must have trench drain and floor treatment should have safety considerations when wet.
 - iii. Space for at least 3 packing tables on casters (4'x8')
 - iv. 2 Cool Bot Refrigeration units, fully insulated rooms with insulated doors (8'x12' each)
 - v. One garage door and one 36" door from wash/pack to exterior porch wash/pack (secondary fire exit)
 - vi. Employee washing station with handwashing sink and eyewash station
 - vii. Space for following Washing Equipment (Tribe to provide equipment):
 1. 1000 gal Greens Bubbler (57"W x 26"H x 45"H / power and drain)
 2. Mini-Barrel Washer (57"W x 58" D x 73"H / power and drain)
 3. Salad Greens Dryer (41"H x 30"W / power and drain)
 4. Drying Rack (~4'W x 2'D x 3'H)
 5. AZS Rinse Conveyer (18' x 5' / needs power and drain)

6. Floor Scales (4'x4' / needs power)
7. Mobile Utility Sink on wheels
8. Wall Mounted Hose Reels
9. Harvest Bins Storage (~8'W x 2'D x 6'H)
10. 12" of uninterrupted wall space for white board
11. Supply Cabinet (~8'W x 2'D x 6'H)

3. Kitchen / Retail

- a. Retail / dry food packing space (~480 SF)
 - i. ALTERNATE: Finished retail space with display fridge, display tables, checkout table, stainless steel pack table
- b. Kitchen space (~240 SF)
 - i. Unfinished space with connections for power and plumbing
- c. ALTERNATE: Finished kitchen space for canning and preservation classes with counters, food-prep sink, stove/hood, handwashing sink, 3-stall sanitizing sink, refrigerator, freezer, dehydrator, storage, and large island that can be used for classes

4. Food Curing / Garage

- a. Open space (minimum 1000 SF)
 - i. Used for produce curing/drying (exposed rafter for hanging)
 - ii. No insulation needed
 - iii. Space will require large garage doors (10'H) for moving produce and equipment into and out of facility
 - iv. Space may also be used for off-season storage of equipment including tractors and processing equipment
 - v. Space allotted for work bench and tool storage
 - vi. 110v and 220V power necessary
 - vii. Fans and light necessary
 - viii. Door into building and door exiting the garage

5. Administrative

- a. Office Space (~320 SF)
 - i. At least 3 rooms
- b. Conference Room/Break Room (~800SF)
 - i. Staff Lockers
 - ii. Meeting table / lunch table
 - iii. Printer / office supply storage
 - iv. Storage for produce packing supplies

6. Basement (minimum 2000 SF)

- i. 12' foot wide exterior ramp and garage door to access space
- ii. Minimum of 8' ceiling to run fork lift
- iii. Interior access stairs
- iv. Ability to run a fork lift and pallet jack
- v. Climate control (control temp and humidity)

- vi. 1 room walled off to separate potatoes from alliums
- vii. Storage Racks (96"W x 48"D x 72"H)
- viii. Power necessary
- ix. Hose hook up for washing space

7. ADA-accessible bathroom

C. Services Provided by Design-Builder

1. Design Services

- a. Prepare preliminary design documents that consist of 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.
- b. 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).
- c. 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.

2. Stormwater Planning and Permitting.

- a. The Design-Builder will be responsible for completing all required stormwater management design and permitting
- b. The Design-Builder will be responsible for obtaining all necessary permits including driveway permits and a tribal building permit

3. Construction Services

- a. Provide all materials, equipment, and personnel necessary to complete construction consistent with the agreed-upon design and construction documents.
- b. Oversee construction activities.
- c. Provide regular updates to Tribe on Project status.
- d. Earthwork will be done by the Stockbridge-Munsee Community.
- e. ALTERNATE: Earthwork done by Design-Builder

D. Timeline. The Tribe's goal is to have construction on the Project substantially complete by December 15, 2026.

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

- 1. The Tribe's anticipated budget is \$1,000,000.00.

2. This amount is to be inclusive of all design and construction related costs including preconstruction, permitting, commissioning, and post-construction costs.
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.

IV. STANDARDS AND QUALIFICATIONS

1. Bidders must be licensed to provide applicable services in the State of Wisconsin. The facility must be designed and built in compliance with State of Wisconsin building codes.
2. The bidder must have and maintain adequate general liability, errors and omissions, worker's compensation, vehicle insurance coverage at the bidder's own cost. Certificates must be on file prior to the start of any work and policies provided on request.
3. The Project is being constructed on tribal trust land so that the bidder has no lien rights.
4. The successful bidder will be prohibited from taking on any other role or responsibility with respect to the Project covered by this proposal, which would conflict with or undermine their primary responsibility to represent the interests of the Tribe on the Project.

V. PROPOSAL REQUIREMENTS

At a minimum, proposals must contain the following information. A proposal that does not contain this information shall be deemed non-responsive and is subject to rejection.

1. Identify the bidder's qualifications to provide the services, including any experience with similar facilities. Provide at least 3 examples of projects with similar scope, budget, and complexity.
2. Provide an estimate for overall project cost and a cost of the work plus Design-Builder's fee that will be incorporated into a Guaranteed Maximum Price Amendment (GMP).
 - a. 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.
 - b. This Project is funded in whole or in part with funds provided through the federal government and/or State of Wisconsin. Davis-Bacon prevailing wage rates shall apply.
 - c. The cost of any alternate items or allowances shall be listed as additions to the estimated cost under the proposal.
3. Identify key personnel and the areas of responsibility, including the person who will be the primary contact with the Tribe.

4. Identify any the nature of any potential conflict of interest the bidder might have in providing services for the Tribe and any current litigation in which the bidder is a named party.
5. Identify any deviations from this RFP.

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)

V. ADDITIONAL INFORMATION

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.

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.