

**STOCKBRIDGE-MUNSEE COMMUNITY  
BOWLER, WISCONSIN**

**Tribal Court & Wellness Recovery Programs Remodel  
Construction Services  
REQUEST FOR PROPOSALS**

**June 4<sup>th</sup>, 2025**

**I. INTRODUCTION**

The Stockbridge-Munsee Community (“Owner” or “Tribe”), a federally-recognized Indian tribe, is seeking proposals from a General Contractor to provide construction services in relation to the renovation of an existing 3082 sq.ft. previously used assisted living facility converting it into an office building for Tribal Court & Wellness Recovery Programs (“Project”). The services discussed under this Request for Proposals (“RFP”) will be provided on the Stockbridge-Munsee Indian Reservation, located in Shawano County, Wisconsin.

**II. SCHEDULE FOR PROPOSALS**

Sealed proposals for the services requested in the RFP **will be received until June 25<sup>th</sup>, 2025 at 2:00 PM**, Central Daylight Time. Proposals shall be marked “Tribal Court & Wellness Recovery Program Remodel” on the outside of the envelope. **Proposals shall be delivered by mail or by hand** to the Stockbridge-Munsee Tribal Secretary, N8476 Moh He Con Nuck Road, P.O. Box 70, Bowler, WI 54416.

**III. PROJECT**

A. Description of Project. The Project is to renovate the existing assisted living building converting it into an office building for Tribal Court & Wellness Recovery Programs that can be used by tribal government programs as part of a multi-faceted approach intended to support efforts to address community substance abuse issues. More specifically, the new office space will be used to support tribal court system, a peer recovery office, public meeting spaces for recovery support groups for addictions, law enforcement office, as well as expansion of the Tribe’s Courts services to include a Healing to Wellness Court. This project will be located at N8697 Moh He Con Nuck Road, Bowler, WI 54416.

The current existing building located at the address will be remodeled for the specific use of a full functioning Tribal Court/Wellness Recovery Programs. Existing basement and foundation would be used for newly renovated office building footprint, also all existing offices will remain the same layout with existing bathrooms to remain in place. It will also have 5 new office rooms for Tribal Court Staff, 1-Tribal Courtroom, 1- large conference room, and 1-breakroom. 1-large ADA Accessible Public Unisex restroom, 1- Public waiting area, secured private card reader access doors on private staff side.

The newly remodeled office building would include:

1. All new flooring, exterior and interior doors hallways and exit/entrance doors, ADA Accessibility features for public unisex restroom, new framing

work if needed in existing kitchen area converting it into tribal court room such as load bearing header support. New base floor trim and casings. All existing resident rooms to be converted to office rooms leaving existing restrooms in place except for 1-restroom to be removed in proposed large conference room. Added new electrical receptacles and ceiling lighting in Tribal court Room/public waiting room/hallways, and add new surveillance camera systems and IT drops.

- a. This would entail looping and wiring in fire detection system to activate private secured badge access doors to demand to unlock in a fire emergency for egress purposes.
- b. New LVP flooring throughout the offices and building remove existing carpet.
- c. Creating a raised area for a court bench in Courtroom with court reporter area and witness stand.
- d. New breakroom to use existing cabinets and counters. Reroute electrical to work if needed.
- e. Upgrade electrical receptacles where needed.
- f. Exterior existing wood siding new paint and caulking of existing windows. Remove screened porch entrance walls to open up for ADA Accessible route.
- g. Upgrade landscape area in front of building.
- h. Rerouting of existing exhaust fan systems to extend out roof with re-flashing added at roof.
- i. New Window treatments such as blinds for windows in Tribal Court room. Remove exterior patio door fill in wall if possible.
- j. New Soundproof wall between court room and public waiting area.
- k. Demo some interior non-load bearing walls, demo old shower/bath room, add new ADA Public Unisex rest room.

2. Deadline to complete construction, with all expenses being invoiced to the Owner is **end of December 2025**

- a. During construction-phase contractor must work with the Owner to minimize disruptions to operations, employees and residents located near and to the North of the project site.
- b. There are thirty (30) Tribal employees.

B. Project Schedule. The Owner's goal is to hire the General Contractor company **By July 2, 2025** and have the **work completed by end of December 2025.**

#### IV. SCOPE OF SERVICES

##### A. Owner's Objectives.

1. To have the successful bidder to provide the Tribe with construction services required to complete the Project.
2. The Tribe will have a Project Manager who will be responsible to provide Project management services on the Tribe's behalf.
3. The Tribe will have a team of executive staff that will serve as points of contact regarding budget and design decisions.

4. The successful bidder will work with all parties to minimize disruption to residents/employees in the surrounding area throughout the construction process.

B. Contractor Responsibilities.

1. The successful bidder will be responsible to prepare preliminary design plans for Project for the Tribe's approval.
2. Such plans shall be sufficient to establish the size, quality and character of the entire Project. The plans must meet State of Wisconsin building codes.
3. Once the design is approved by the Tribe, the successful bidder will be responsible to finalize design and obtain a building permit from the Stockbridge-Munsee Land Department.
4. The successful bidder will be responsible to provide all equipment and materials for the Project.
5. The successful bidder will be responsible to provide all construction services required to complete the Project consistent with design plans and approved construction documents.

E. Conditions. The following conditions must be adhered by the Company when performing services under this Project.

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 supply all materials and personnel required to perform work.
3. 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.
4. The Project is being constructed on tribal trust land so that the bidder has no lien rights.
5. 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 Owner on the Project.

## V. PROPOSAL REQUIREMENTS

A. Proposals shall include the following elements:

1. Proposals shall identify the total lump sum cost for the Project.
  - a. This project is funded in whole or in part with funds provided by the federal government and/or the State of Wisconsin. Davis-Bacon prevailing wage rates shall apply.

- b. The cost of any allowance or optional items shall be listed as additions to the lump sum price as part of the bid.
  2. Proposals shall identify the staffing plan for the Project and key personnel, including contact person and on-site personnel.
  3. Proposals shall identify the bidder's qualifications for this work.
  4. List a minimum of 3 projects completed by your firm that best represents a similar scope, budget, program and complexity.
  5. Proposals shall identify 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.
- B. Proposals that do not include all the requested information shall be deemed non-responsive and may be subject to rejection.
- C. Any questions concerning this RFP shall be forwarded, in writing, by e-mail, fax or mail, as follows:

Stockbridge-Munsee Executive Director  
W13817 Cty Highway A  
P.O. Box 70  
Bowler, WI 54416  
Telephone: 715-793-3052    Cell: 715-216-6794
- D. Any responses issued will be provided to all proposers who have submitted a notice of intent to propose.

## VI. ADDITIONAL INFORMATION

- A. The successful bidder will be required to enter a written contract with the Tribe in relation to these services. An example of this contract may be provided upon request. The Owner does not intend to grant a limited waiver of its sovereign immunity as part of any contract to provide services under this RFP.
- B. This RFP does not commit the Tribe to award a contract, pay any costs associated with the preparation and presentation of a proposal, or procure or contract for services of any kind whatsoever.
- C. The Tribe reserves the right to revise the evaluation and selection process without notice and in its sole discretion, to accept or reject any or all bids, to negotiate with any or all bidders or to cancel the RFP in whole or in part.
- D. The Tribe reserves the right to request additional information from any or all bidders.
- E. Bidders may be required to participate in negotiations and to submit any price, technical or other revisions to its proposal that may result from such negotiations.
- F. All materials submitted in response to this RFP will become the sole property of the Tribe and will not be returned.
- G. Should the Tribe be unsuccessful in negotiating a contract with the selected bidder within an acceptable time frame, the Tribe reserves the right to begin contract negotiations with another respondent to the RFP.

- H. The Tribe may waive informalities or irregularities in a proposal.
- I. The successful bidder will be fully responsible for errors and omissions of any subcontractors and subconsultants used for the work.
- J. By submitting a bid, bidders warrant that they have not and will not engage in conduct that violates federal law or tribal law prohibiting conflicts of interest, gratuities or gifts between contractors and tribal officers and employees involved in the award or administration of contracts.
- K. The successful bidder must agree to provide the Tribe with audit access on request during the term of the contract and for seven years thereafter.
- L. The successful bidder shall be actively engaged in hiring qualified tribal enrolled members for open positions to complete this Project.

\*\*\*\*\* **END OF DOCUMENT** \*\*\*\*\*