Red Cliff Band of Lake Superior Chippewa Indians

Request for Sealed Bid Proposals

Design-Build Architectural and Engineering Services for Community Housing Development

Prepared by:
Red Cliff Band of Lake Superior Chippewa Indians
Planning Department
88455 Pike Road
Bayfield, WI 54814
715-779-3700
The Red Cliff Band of Lake Superior Chippewa Indians are requesting sealed bid proposals from qualified firms for Design-Build Architectural and Engineering Services for new construction of a community housing development located on the Red Cliff Reservation in Bayfield, Wisconsin.

An optional **pre-proposal conference** has been scheduled to allow potential proposers the opportunity to learn more about the planned development and community prior to submitting their proposal. The conference will be facilitated in-person at Red Cliff and virtually through the Microsoft Teams meeting platform. Proposers are encouraged to submit all questions in writing at least ten (10) days prior to the conference. Verbal questions will also be accepted during the conference, provided that proposers confirm verbal questions in writing for the record. After the conference, an amendment to the original RFP will be made publicly available with the questions and answers discussed at the conference. If attending the conference in-person, an opportunity to visit the proposed build site will be extended upon request.

**The pre-proposal conference will take place on July 5, 2022, at 9:00 AM CST at the Red Cliff Tribal Administration Building at 88455 Pike Road in Red Cliff, WI 715.779.3700. A Microsoft Teams Link for this conference is available [HERE](https://tinyurl.com/Pre-Proposal-Conference), or by visiting:**

https://tinyurl.com/Pre-Proposal-Conference.

Red Cliff requires the exclusive use of standard **AIA (American Institute of Architects)** forms for all legally binding contracts and bid documents employed through this RFP and throughout the periods of A&E and construction administration services.

Funding for this project has been acquired through the American Rescue Plan Act (ARPA) - State and Local Fiscal Recovery Funds, and all regulations associated with this funding shall apply. All funds must be obligated by December 31, 2024, and liquidated by December 31, 2026. Information regarding the Final Rule for ARPA funding regulations and compliance is provided in **Appendix A**.
1. Project Location
The project site is located on Red Cliff tribal lands in Bayfield County, Wisconsin, north-east of State Highway 13 North, and immediately west of the intersection at Blueberry Road and Pageant Road on the Red Cliff Reservation.

2. Project Purpose and Description
This community development will provide housing to Red Cliff Tribal members. The proposed build site consists of 80-acres of undeveloped, raw land near an existing residential neighborhood. There is no existing utility infrastructure at the build site, though water, sewer, electric, gas, and fiber optic utilities are in place along Blueberry and Daley Roads. This project will include planning and construction of the following structures and features:
A. Two (2) 8-unit multi-family rental apartment complexes with 2-, 3-, and 4-bedroom floorplans, and preliminary plans* for attached or detached garages under consideration.

B. Twelve (12) single-family rental homes with 2-, 3-, and 4-bedroom floorplans, and preliminary plans* for attached or detached garages under consideration.

C. Fourteen (14) single-family homeowner homes with 2-, 3-, and 4-bedroom floorplans, and preliminary plans* for attached or detached garages under consideration.

D. One (1) second story addition to existing single story 4-unit apartment complex, and additional 4-stall garage, if deemed feasible and cost-effective.*

E. All utilities, roads, sidewalks, lighting, stormwater management, and other associated infrastructure.

F. Preliminary plans for a community playground with green space, design layouts, activity areas, estimated design-build costs, and proposed orientation within the development under consideration.

* The existing single-story 4-unit apartment complex is located at 37260 Water Tower Road. If adding a second story to this building is not feasible or cost-effective, this item may be deleted, or an alternative construction solution may be proposed.

The A&E provider shall research existing Red Cliff housing styles and plan development for cohesive elements of design that complement the surrounding community. The Red Cliff Chippewa Housing Authority is a resource for this.

3. Scope of Work

Design-Build Architectural and Engineering Services will include the following:

3.1 Vision, Planning, and Pre-Design Work Sessions (Phase I)
Facilitate all planning and visioning work sessions with the Red Cliff Project Team to determine the best approach to build designs, layouts, and site plans, and begin drafting conceptual design plans for the proposed structures/features.

3.2. Conceptual and Schematic Design (Phase II)

Review and refinement of all conceptual and schematic design plan needs identified in Phase I. This phase will include additional meetings with the Red Cliff Project Team to further refine the build designs and locations, and to determine the most cost-effective approach to the architecture regarding modular vs. stick-built or other advantageous construction design options.

3.3 Design Development (Phase III)

Upon approval and acceptance of the refined products from Phase II by the Red Cliff Project Team, the A&E provider will work to create detailed plans for the project, including building design and elevations, appropriate material selections, considerations for mechanical, plumbing, electrical, geotechnical, and associated control systems, and final design. Several revisions to the plans may be required as the project is developed during this phase. The A&E provider will consider optimal and cost-effective energy efficiency standards for mechanical and other building control systems as appropriate, and will prepare a final, comprehensive design plan for the construction project based on the inputs from the Red Cliff Project Team. The A&E provider shall also deliver appropriate building plans to the assigned Civil Engineer and coordinate site planning and layout to ensure proper orientation of vertical and below-ground construction and associated utility work.

3.4 Construction Documents (Phase IV)

The A&E provider will provide optional costs to include services for a standardized construction bid package that can be used to solicit bids for construction. If this option is exercised by Red Cliff, and upon approval and acceptance of the refined products from Phase III by the Red Cliff Project Team, the A&E provider will be responsible for the authoring and preparation of the requisite construction documents for bidding purposes. The determination of required
construction documents to meet code approval and the overall scope of the project will be the responsibility of the A&E provider, and may include, but not be limited to the following for each structure/feature:

A. Site Plans
B. Landscaping Plans
C. Stormwater Management Plans
D. Floor Plans
E. Roof Plans
F. Drainage Plans
G. Foundation Plans
H. Framing Plans
I. Door and Window Plans
J. HVAC Plans
K. Fire Protection Plans
L. Plumbing and Electrical Plans
M. Submittal Worksheets

3.5 Bidding and Contract Award (Phase V)

The A&E provider and the Red Cliff Project Team will work together in successfully bidding the project to prospective prime contractors. Services will include the distribution of all plans and specifications, facilitation of sub-contractor pre-bid communications, meetings, and timely responses to inquiries, issuing applicable addendums, participation in sealed bid openings, and providing recommendations for prime contractor awards to the Red Cliff Project Team.

3.6 Project Management

The A&E provider will provide optional costs to provide a dedicated representative to serve as the Project Manager for the duration of the project. The Project Manager will lead the Red Cliff Project Team throughout the contracting, construction, and correction period as described in the contract documents, extending until all final payments to assigned contractors have been
processed. The Project Manager will be responsible for the procurement of all plan approvals from local, county, state, and/or federal agencies as applicable for each proposed plan and will have direct oversight and responsibility for all work occurring during each phase of the project. In addition to providing oversight of the design process, the Project Manager will be responsible for all aspects of construction administration, including, but not limited to the following responsibilities:

A. Preparation and Execution of Bid Documents
B. Awarding of Construction Contracts
C. Preparation and Execution of Change Orders
D. Resolution of Construction and/or Contractor Issues
E. Site Inspections and Inspection Reports
F. Compliance with all Contract Documents

The Project Manager will facilitate regularly scheduled meetings and site inspections, and provide updated budgetary cost estimates to the Red Cliff Project Team throughout each phase of the design and construction process as needed to ensure the project remains within assigned budgets.

4. Sustainable Design and Material Preferences

Red Cliff encourages sustainable design practices, energy efficiency strategies, and the use of recyclable materials for all construction projects on the Red Cliff Reservation. The tribe may consider requesting LEED or other environmentally friendly “Green” building standards that align with its long-term sustainability goals.

5. Right to Reject Proposals

Red Cliff reserves the right to select the proposal deemed to best meet the requirements of the Tribe, which may not necessarily be the lowest cost proposal. Red Cliff reserves the right to reject any or all proposals at any time during the evaluation process.

6. RFP Timeline
<table>
<thead>
<tr>
<th>RFP Date of Publication</th>
<th>Friday, June 24, 2022</th>
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<tbody>
<tr>
<td>Pre-Proposal Conference and Build Site Tour</td>
<td>Tuesday, July 5, 2022</td>
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<tr>
<td>RFP Submittal Due Date</td>
<td>Thursday, July 21, 2022</td>
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<tr>
<td>Public Bid Opening*</td>
<td>Friday, July 22, 2022</td>
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<td>RFP Evaluation Window</td>
<td>Friday, July 22 - Wednesday, July 27, 2022</td>
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<tr>
<td>Award Approval by Tribal Council</td>
<td>August 1, 2022</td>
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<tr>
<td>Notification of Award</td>
<td>August 3, 2022</td>
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<tr>
<td>Estimated Start of Work</td>
<td>August 22, 2022</td>
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* A public bid opening will be held at 1:00pm on Friday, July 22, 2022, at the Red Cliff Tribal Administration Building at 88455 Pike Road in Red Cliff, WI 54814.

7. RFP Evaluation Criteria

All proposals will be evaluated according to the following criteria:

- A. The proposer’s professional qualifications necessary for the satisfactory performance of required A&E and construction management services, including qualifications of all key assigned personnel.
- B. The proposer’s experience and technical competence in A&E and construction management projects specific to multi-family residential designs and development.
- C. The proposer’s past performance working in design and/or construction contracts with Tribal Nations, Housing Authorities, and/or Developers.

8. Native Preference

In the case of equally qualified candidates, Native Preference shall be applied to native-owned businesses, but all qualified submittals shall be considered.

9. Instructions and Notes

- A. List the services and methodologies that your firm will employ during Phases I through V as described in the Scope of Work. If particular services are to be subcontracted, list the
individuals or firms that will be used for these services, and in which phase(s) they are to be utilized.

B. Provide a reasonable expectation and conceptual timeline for phased and full completion of the project, indicating when specific units and infrastructure may be ready for occupancy.

C. Fee Proposal: Provide a detailed Fee Proposal indicating all fees to be assessed for A&E, construction administration and project management services. An anticipated schedule for the completion of required work relating to each phase of the project. Hourly rates and number of hours needed to complete the work for specific services should be clearly identified. Please do not provide lump sums. The Fee Proposal should include, but is not limited to the following categories:

   a) Schematic Design
   b) Civil Infrastructure Design
   c) Design Development
   d) Construction Drawings and Permitting
   e) Construction Documents
   f) Bidding and Procurement
   g) Construction Administration
   h) Project Management
D. Provide descriptions of any possible accessory costs not included in the base fees that the Tribe may incur as part of the design-build process. Red Cliff reserves the right to negotiate these costs with the provider and may, at its option, contract separately for unanticipated services if deemed in the best interests of the tribe.

E. Describe how your firm has incorporated sustainable or “Green” design practices and list any experience working with Focus on Energy or other similar pilot programs designed to create energy savings and reduce carbon footprints.

F. Provide at least three (3) professional references that the tribe may contact, including the person’s name, title, contact information, and relationship to a particular project or how they are acquainted with your firm.

G. Provide the principal contact for your firm who can be contacted for additional information or correspondence as necessary during the RFP evaluation process.

H. A 5% Tribal Tax shall be assessed on all contracts for professional services from firms that are not 51% or more native-owned.

I. Bidding and Contracting: Red Cliff requires the exclusive use of standard AIA (American Institute of Architects) forms for all legally binding contracts and bid documents employed through this RFP and throughout the periods of A&E and construction administration services.

J. Please provide (4) hard copy, sealed proposals that are clearly marked A&E Proposal for Red Cliff Community Housing Development.

K. Proposals must be received no later than Thursday, July 21, 2022, by 4:00pm CST.

L. Please mail or deliver sealed proposals to:

   Ashley Peterson, Property and Procurement Officer
   Red Cliff Band of Lake Superior Chippewa Indians
   88455 Pike Road, Bayfield, WI 54814

   Questions concerning this RFP should directed to rcarp@redcliff-nsn.gov or 715-779-3700
APPENDIX A

Link to the Final Rule of the American Rescue Plan Act (ARPA) – State and Local Fiscal Recovery Funds: