

LEECH LAKE BAND OF OJIBWE

FIREWOOD DRY STORAGE BUILDING



Soliciting Party

Client: DRM Forestry Department

Address: 190 Sailstar Drive NW, Cass Lake, MN, 56633

Phone: (218) 335-7418

Construction Site

Address: 7110 156 St. NW, Cass Lake, MN 56626

Contact: Jeremy Ince

Phone: 218-252-3520

RFP OVERVIEW AND PURPOSE

The Division of Resource Management Forestry Department is seeking proposals for a firewood storage pole barn structure to be constructed at 7110 156th Street NW, Cass Lake, MN 56633. The project is to fully design and construct a new 3,072sq. ft. 964' long by 48' wide) firewood storage shelter to improve ability to maintain dry firewood for individuals in need of it. This pole barn will be one large room with a roof and three walls to minimize weather elements. Proposals are due 10/17/25 by 4:30 PM.

1. General Requirements

- A. DRM Forestry Department is seeking a General Contractor to construct a firewood dry storage building; proposals will be accepted or denied by the LLBO council
- B. All works will need to comply to Minnesota State building code
- C. Bidders must have general liability insurance, minimum \$1,000,000.00 of coverage.
- D. OSHA safety guidelines will need to be adhered to
- E. Must comply with Tribal Employment Rights Ordinance (TERO), including, but not limited to:
 - *Minimum numerical hiring goal-Means the minimum percentage of Indian employees out of all persons employed by a contractor. One hundred percent (100%) of the labor force, classified as skilled or unskilled laborers on a project, shall be from the T.E.R.O. office. Sixty percent (60%) of the skilled labor force, classified as "any skilled tradesman" on a project, shall be from the T.E.R.O. office.*
 - *For each contract of \$5,000.00 or more, a fee of 3% of the total contract shall be assessed.*
 - *Every covered entity, contractor, and subcontractor intending to engage in a consensual business activity with the tribe on the Reservation must, prior to the time it commences work on the Reservation, submit a contracting and subcontracting compliance plan to the Office. No covered entity, contractor, or subcontractor may commence work on the Reservation until it has met with the TERO Director or their delegate and has developed an acceptable plan for meeting its obligations under these regulations.*
- F. Contractor has not been debarred, suspended, or declared ineligible from doing business with any Tribal, Federal, State, or Local governments.
- G. Awardee will be required to sign a hold harmless agreement and provide a W9
- H. Project is tax exempt
- I. Leech Lake Band of Ojibwe is a federally recognized Indian tribe, retaining aspects of sovereignty including sovereign immunity. If the proposer is requesting a waiver of sovereign immunity, then Leech Lake requires that dispute resolution be limited to mediation and/or arbitration, including an express waiver of any right to a jury trial.

2. Selection Process

- A. The Architectural Firm or General Contractor will be selected through a competitive bidding process based on the best value, Contractor's ability to complete the project scope, the selection criteria identified in this RFP, and determined to be in the best interest of the Band. Five Copies of your proposals shall be submitted to:

Darold Madigan, Purchasing Director
190 Sailstar Drive NW
Cass Lake, MN, 56633
(218) 308-1971

darold.madigan@llojibwe.net

B. Questions Related to the RFP and its requirements can be addressed to:

Keith Karnes, Forestry Director-Division of Resource Management
190 Sailstar Drive NW
Cass Lake, MN, 56633
(218) 335-7418
Keith.karnes@llojibwe.net

C. Questions concerning the RFP will be sent via e-mail before 10/8/25

D. Letter of intent before 10/10/25

E. The bidder must submit documentation that provides evidence that they are capable, have expertise, and experience to perform the works required described in the RFP

F. Proposals submitted after **10/17/25 4:30 PM CT** will not be considered

G. Selection Criteria

- i. Past tribal work experience
- ii. Availability to perform work
- iii. Provide clear statement of budget
- iv. Timeline for project completion

H. All bids must be sealed

3. Project Scope

A. Design and construct a 3,072 square foot facility that includes

- Dimensions: 64' long by 48'wide
- Height: 12'6" high at the sides.
- One open gabled end
- Eave Lights: 24" polycarbonate eave lights along both sides of the building
- Construction Type: Treated pole barn structure

B. Lead overall site construction of a Firewood Storage Shed, adhering to safety standards, quality workmanship, and strict adherence to the approved design plans and construction documents.

C. No service utility connection costs` are to be included in proposal

D. Construction start October 2025 and completion in December 2025

E. Provide regular progress reports to the DRM Forestry Department and keep Tribal Council informed of any significant developments.

- F. Ensure the completion of the project within the contractually agreed-upon timeline and budget until project completion
- G. Establish preliminary budget, floorplan and project timeline by 10/17/25

4. Required Proposal Content

- A. **Contact Information:** Street, mailing address, telephone, and email address.
- B. **Proposal Narrative:** A proposal narrative explaining the overall strategy to be taken toward completion of the project scope, how each phase will be completed, and any recommended changes in the phasing as presented in this RFP.
- C. **Qualifications & Certifications:** Brief statement of qualifications together with appropriate supplemental information demonstrating qualifications; architectural licenses, relevant certifications/accreditations, community engagement, workforce development, etc. Identify other key personnel/organizations who will help undertake the proposed project.
- D. **Knowledge and Experience with Tribes:** cultural considerations, compliance with tribal regulations, experience working with tribal communities.
- E. **Examples of Past projects:** Projects of similar scale or projects involving renovations and construction in similar environment, and how it relates to this project.
- F. **Budget & Timeline:** Present summary of total project cost, payment schedule, explain project phases, estimated start and end date to complete the build.
- G. **References:** Provide a list of references and/or letters of recommendation.

5. Scoring breakdown

Criteria	Point Scale
Proposal Narrative	30
Qualifications & Certifications	20
Knowledge and experience with Tribal entities	10
Examples of past projects	10
Budget & Timeline	20
References	9
Native preference	1

6. Suggested timeline (guide only, times/dates are subject to change)

A. Timeline for submittal process

9/26/25– RFP Issued

10/8/25 – Deadline for questions

10/10/25 – Letter of Intent

10/17/25 – Proposals Due (by 4:30 PM CT)

10/21/25 – Selected company notified

7. Appendix

- i. LLBO TERO site- <http://www.llojibwe.org/td/tero.html>
- ii. Tribal Employment Rights Ordinance link- http://www.llojibwe.org/court/tcCodes/tc_title17_TERO.pdf
- iii. Compliance plan link- <http://www.llojibwe.org/td/terodocs/TERO%20Compliance%20Plan.pdf>