

# LEECH LAKE BAND OF OJIBWE

ARC-RENOVATION #005-0028



## Soliciting Party

**Client:** Addiction and Dependency Department

**Address:** 190 Sailstar Drive NW, Cass Lake, MN, 56633 **Phone:**  
(218) 335-8200

## Construction Site

**Address:** 16599 69<sup>th</sup> Ave NW, Cass Lake, MN 56633

**Contact:** Curtis Jackson

**Phone:** 218-398-3906

## RFP OVERVIEW AND PURPOSE

The Leech Lake Band of Ojibwe is soliciting proposals from qualified General Contractors for renovation work at the Ahnji-Be-Mah-Diz Recovery Center (ARC), located at 16427 69th Ave NW, Cass Lake, MN 56633. This project involves the removal and replacement of the facility's existing siding, new soffit, fascia, gutters, exterior windows and interior doors. Originally renovated in 2021, the ARC serves as a residential treatment facility for individuals with substance use disorders. This renovation project will be an additional phase of work that will ensure the building meets safety, security, and state health facility standards. All work must be completed in accordance with applicable building codes and Tribal employment regulations.

## 1. General Requirements

- A. Human Services Department is seeking an General Contractor to provide bids where proposals will be accepted or denied by the LLBO Tribal 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.
- J. All agents/employees of Contractor that will be on site must complete and sign confidentiality forms.

## 2. Selection Process

- A. The 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.

Electronic .pdf versions of the proposals and Five physical 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:

Alden Fairbanks, Tribal Planner  
190 Sailstar Drive NW  
Cass Lake, MN, 56633  
(218)214-3877  
alden.fairbanks@llojibwe.net

- C. Questions concerning the RFP will be sent via e-mail before 10/6/25

- D. Letter of intent before 10/8/25

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

- F. Proposals submitted after 10/15/2025 will not be considered

- G. Selection Criteria

- i. Ownership group will submit their recommendation to LLBO Tribal Council for approval by quorum, as defined in the tribal by-laws
- ii. Provide a hard bid
- iii. Past Tribal work experience
- iv. Availability to perform work
- v. Timeline for project completion

- H. All bids must be sealed

### 3. Project Scope

- A. Prefer existing Sheet sets for cost estimation (appendix iv)
- B. Renovation work
  - **Siding Replacement:** Remove and replace existing exterior siding with durable, weather-resistant materials.
  - **Window Replacement:** Remove and install new energy-efficient, secure casement windows
  - **Door Replacement:** Install listed interior bathroom doors and hardware throughout the facility. Remove and install four exterior doors and hardware with Steel doors with half windows.
  - **Soffit, Fascia, and Gutters:** Install new soffit, fascia, and gutter systems to ensure proper drainage and protect the building envelope.
- C. Facility must comply with ADA guidelines.
- D. Coordinate design and construction of renovation adhering to safety standards, quality workmanship, and strict adherence to the approved design plans and construction documents.
- E. Construction start as soon as possible
- F. Provide regular progress reports to the Ownership Group and keep Tribal Council informed of any significant developments.
- G. Ensure the completion of the project within the contractually agreed-upon timeline 6/15/2026 and budget until project completion

### 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.  
**Knowledge and Experience with Tribes:** cultural considerations, compliance with tribal regulations, experience working with tribal communities.
- D.
- E. **Examples of Past projects:** Projects of similar scale or projects involving renovations and construction in similar environment.

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	5
Qualifications & Certifications	1
Knowledge and experience with Tribal entities	10
Examples of past project	10
Budget & Timeline	55
References	9
Native Preference	1

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

A. Timeline for submittal process

9/29/25–  
RFP Issued

10/6/25 –  
Deadline for  
questions

10/8/25 –  
Letter of Intent

10/15/25 –  
Proposals Due (by  
2:00 PM)

10/29/25 –  
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](http://www.llojibwe.org/court/tcCodes/tc_title17_TERO.pdf)
- iii. Compliance plan link- <https://form.jotform.com/240294915174055>
- iv. Floorplan reference-Door Schedule
- v. Confidentiality Form