

LEECH LAKE BAND OF OJIBWE

FUNERAL PARLOR

DESIGN/BID/BUILD - RFP #- 2025-26-014



Soliciting Party

Client: Leech Lake Band of Ojibwe

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

Phone: (218) 335-8200

Construction Site

Address: Gov't Lot 16, -94.5014, 47.1159, Onigum, MN 56484 and 15032 Old Housing Dr.
Bena, MN 56626

Contact: Donovan Staples, Planner

Phone: 218-335-3736

Email: donovan.staples@llojibwe.net

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RFP OVERVIEW AND PURPOSE

The Leech Lake Band of Ojibwe (LLBO), referred to as "The Band," is seeking a licensed architectural firm or general contractor to handle the development of construction documents, solicitation of contractors, and management of construction services using the Design-Build (DB) project delivery method. This project involves the construction of a funeral parlor located at Lot 16 -94.5014, 47.1159, Onigum, MN 56484 and 15032 Old Housing Dr., Bena, MN 56626

1. General Requirements

- A. LLBO is seeking a licensed general contractor to lead a DB project informed by existing schematic design (see appendix v) to be constructed in accordance to Minnesota State code, where the proposals will be accepted or denied by 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.

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. 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

Questions Related to the RFP or the project can be addressed to:

Donovan Staples, Planner
190 Sailstar Drive NW
Cass Lake, MN, 56633
(218) 335-8365
donovan.staples@llojibwe.net

- B. Provide letter of intent to submit proposal.
- C. 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.
- D. Proposals submitted after **11/10/2025 4:30 PM** will not be considered.
- E. Selection Criteria
- Ownership group will submit their recommendation to LLBO Tribal Council for approval by quorum, as defined in the tribal by-laws
 - Fee structure to be provided (percentage or flat fee)
 - Past tribal work experience
 - Availability to perform work
 - Communication plan
 - Provide overall cost estimate
 - Timeline for project completion
- F. All bids must be sealed.

3. Project Scope

- A. Assess the selected site location.
- B. Develop detailed plans for two (2) LLBO Funeral homes based on a basic 2400ft² building with male/female bathrooms and basic kitchen amenities to include well and septic to accommodate 100 people two or three times a month.
- C. Implement the construction phase of the project, adhering to safety standards, quality workmanship, and strict adherence to the approved design plans.
- D. Follow any State/Federal/Local procurement standards when selecting contractor(s).
- E. Provide regular progress reports to the LLBO and keep Tribal council informed of any significant developments.
- F. Ensure the completion of the project within the agreed-upon timeline and budget until project completion.
- G. Total cost of project, including pre-construction cost are not to exceed \$500,000
- H. Site visits are encouraged but not required.

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; relevant licenses, relevant certifications/accreditations, 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.
- F. **Budget & Timeline:** Present summary of total project cost, payment schedule, project phases, estimated start and end date
- G. **References:** Provide a list of references and/or letters of recommendation.
- H. **Fee Structure:** provide unit prices for materials and hourly rates for professional services and staff time.
- I. **Form of Contract:** provide proposed form of contract.

5. Scoring breakdown

| Criteria | Point Scale |
|---|-------------|
| Proposal Narrative | 25 |
| Qualifications & Certifications | 20 |
| Knowledge and experience with Tribal entities | 12 |
| Examples of past projects | 13 |
| Budget & Timeline | 15 |
| References | 9 |
| Native preference | 1 |

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

10/9/25 – RFP Issued

11/10/25 – Proposals Due (by 4:30 PM)

12/01/25 – Selected company notified

The issuance of this RFP does not obligate Leech Lake Band of Ojibwe to award a contract or pay any costs incurred in the preparation of the proposal. The Leech Lake Band reserves the right to accept or reject any or all proposals.

7. Appendix

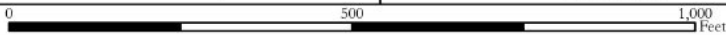
- i. Tribal Employment Rights Ordinance link- http://www.llojibwe.org/court/tcCodes/tc_title17_TERO.pdf
- ii. Compliance plan link- <http://www.llojibwe.org/td/terodocs/TERO%20Compliance%20Plan.pdf>
- iii. Site locations



Potential Location - Community Funeral Building Bena

Coordinate System:
NAD 1983 UTM Zone 15N
For Reference Use Only

Source: LLBO, Cass County
Jacque Meyer - LLBO GIS Dept
11/19/2024





Potential Location - Community Funeral Building Onigum - Old Agency

Coordinate System:
NAD 1983 UTM Zone 15N
For Reference Use Only

Source: LLBO, Cass County
Jacque Meyer - LLBO GIS Dept
11/19/2024

0 500 1,000 Feet



