

**LEECH LAKE BAND OF OJIBWE (LLBO)
REQUEST FOR PROPOSALS (RFP)
BEMIDJI BEHAVIORAL HEALTH DESIGN-BUILD**



Soliciting Party

Client: Leech Lake Band of Ojibwe-Department of Resource Management

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

Phone: (218) 335-8200

Quote Dates: 5/18/2026 – 5/29/2026

Contact: Matthew Korpela

Phone: 218-239-0197

Date Released: 5/18/2026

Proposals due by 2:00 pm June 1st, 2026

1. INTRODUCTION

The Leech Lake Band of Ojibwe is soliciting proposals from qualified Design-Build firms to provide architectural, engineering, permitting, and construction services for the renovation of a recently acquired building that will be converted into a Behavioral Health Office located in Bemidji.

The selected Design-Build contractor shall provide all professional design services, code analysis, permitting support, construction services, and project coordination necessary to deliver a complete and operational facility in compliance with all applicable federal, state, and local codes and ordinances.

The project includes renovation and reconfiguration of existing spaces, conversion of a garage area into office space, utility upgrades, plumbing and HVAC improvements, and assistance with obtaining approvals required by the City of Bemidji Conditional Use Permit (CUP) process.

2. PROJECT OVERVIEW

The purpose of this project is to renovate an existing building into a fully functional Behavioral Health Office capable of supporting counseling, administrative operations, and related healthcare services.

A preliminary pre-design has already been developed by the Owner. The selected Design-Build contractor shall review, critique, revise, and finalize the pre-design documents as necessary to meet all applicable building codes, permitting requirements, operational needs, and professional standards. Final construction documents shall be signed and stamped by appropriately licensed design professionals registered in the State of Minnesota.

3. SCOPE OF SERVICES

The selected Design-Build contractor shall provide all labor, materials, supervision, equipment, architectural and engineering services necessary to complete the project, including but not limited to the following:

A. Architectural & Engineering Services

1. Review existing pre-design documents prepared by Owner.
2. Evaluate existing building conditions and identify deficiencies or code-related concerns.
3. Modify and finalize floor plans and building layouts as required.
4. Provide signed and stamped construction drawings suitable for permitting and construction.

5. Coordinate all required architectural, civil, structural, mechanical, electrical, and plumbing engineering services.
 6. Ensure compliance with:
 - Minnesota State Building Code
 - Minnesota Plumbing Code
 - Minnesota Mechanical Code
 - Minnesota Accessibility Code
 - Applicable fire and life safety codes
 - City of Bemidji zoning and permitting requirements
 - Any other applicable local, state, tribal, or federal requirements
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B. Interior Renovation & Construction

The renovation work is anticipated to include, but is not limited to:

Interior Buildout

- Construction of new interior walls and office spaces
- Renovation and conversion of existing garage space into occupiable office space
- Installation of new doors, finishes, ceilings, and flooring
- Painting and interior finish work
- Code-required accessibility improvements

HVAC Improvements

- Evaluation of existing HVAC system capacity
- Modification and/or replacement of HVAC systems as required to accommodate new room configurations and occupancy loads
- Installation of new ductwork, controls, diffusers, exhaust systems, and related components as required

Plumbing Improvements

- Installation of a new domestic water service line from the municipal water system
- Construction of two (2) new bathrooms
- Installation of new domestic water distribution piping
- Installation of new sanitary sewer piping connecting to existing building waste lines leading to the municipal sewer system
- Construction of a new kitchen area including, at minimum:
 - Sink
 - Stove connection
 - Associated plumbing infrastructure

Electrical Improvements

- Electrical modifications necessary to support new office layouts and equipment
- New lighting, outlets, switches, and associated circuitry
- Fire alarm and low-voltage modifications as required by code

4. CONDITIONAL USE PERMIT (CUP) & PERMITTING ASSISTANCE

The selected Design-Build contractor shall assist the Owner in obtaining all necessary permits and approvals required by the Bemidji and other Authorities Having Jurisdiction (AHJs).

This includes preparation, coordination, and submission of required documents for the Conditional Use Permit process, including but not limited to:

- Site Plan
- Civil Plan
- Storm Water Runoff Plan
- Grading and Drainage Plan
- Utility Plan
- Plumbing Plan
- Mechanical Plan
- Electrical Plan
- Landscaping Plan (if required)
- Parking Plan (if required)
- Erosion Control Plan (if required)
- Any additional plans, studies, or documentation required by the City

The Design-Build contractor shall coordinate directly with city officials and assist the Owner in addressing comments, revisions, or additional requirements resulting from plan review or CUP review processes.

5. CONTRACTOR QUALIFICATIONS

Proposing firms shall demonstrate the following qualifications:

1. Experience performing Design-Build renovation projects of similar size and complexity.
2. Experience renovating healthcare, behavioral health, office, or commercial facilities.
3. Experience coordinating permitting and CUP approvals with municipalities.
4. Ability to provide licensed architectural and engineering professionals in the State of Minnesota.
5. Ability to perform construction services under an integrated Design-Build delivery model.
6. Knowledge of applicable healthcare and accessibility requirements.

Preference may be given to firms with experience working on federally funded, tribal government, healthcare, or public-sector projects.

6. PROPOSAL REQUIREMENTS

Proposals shall include, at minimum, the following:

A. Company Information

- Legal business name
- Business address
- Primary contact information
- Business structure
- Relevant licenses and certifications

B. Experience & Qualifications

- Description of similar projects completed
- Relevant Design-Build experience
- Qualifications of key personnel
- Resumes of project manager, architect, and engineering staff

C. Project Approach

- Understanding of the project
- Proposed design and construction approach
- Approach to permitting and CUP coordination
- Preliminary project schedule

D. Cost Proposal

Provide a detailed fee proposal including:

- Design services
- Engineering services
- Construction costs
- General conditions
- Permitting assistance
- Contingency assumptions
- Any allowances or exclusions

E. References

Provide at least three (3) references for similar completed projects.

7. PROJECT SCHEDULE

The anticipated project schedule is as follows:

Milestone	Date
RFP Issued	5/18/2026
Questions Due	5/25/2026
Proposals Due	5/29/2026
Contractor Selection	6/1/2026
Notice to Proceed	6/5/2026

The Owner reserves the right to modify the schedule as necessary.

8. EVALUATION CRITERIA

Proposals may be evaluated based on:

- Relevant experience
- Qualifications of personnel
- Understanding of project scope
- Ability to meet schedule requirements
- Cost proposal
- Experience with permitting and municipal coordination
- References
- Overall responsiveness to the RFP

EVALUATION CRITERIA & POINT ALLOCATION

Evaluation Category	Maximum Points
1. Firm Experience & Qualifications	20
2. Key Personnel & Project Team	10
3. Project Understanding & Technical Approach	15
4. Design & Permitting Experience	15

Evaluation Category	Maximum Points
5. Project Schedule & Capacity	20
6. Cost Proposal	15
7. References & Past Performance	5
Total Possible Points	100

9. RESERVATION OF RIGHTS

LLBO reserves the right to:

- Reject any or all proposals
 - Waive informalities or irregularities in proposals
 - Request clarification or additional information
 - Negotiate with one or more proposers
 - Cancel or modify the RFP at any time
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10. SUBMISSION INSTRUCTIONS

Proposals shall be submitted no later than:

2:00 P.M. on June 1st, 2026

Submit proposals electronically or by mail to:

Darold Madigan (darold.madigan@llojibwe.net)

Questions regarding this RFP shall be directed to:

Matthew Korpela
Government Lease Administrator
matthew.korpela@llojibwe.net
218-239-0197
