

LEECH LAKE BAND OF OJIBWE

BENA EMERGENCY HOMELESS SHELTER RFP # 005-0028



Soliciting Party

Client: Human Services

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

Phone: (218) 335-8200

Construction Site

Address: 15085 Old Housing Dr. NE, Bena, MN 56626

Contact: Tracey Howg

Phone: 218-513-1518

RFP OVERVIEW AND PURPOSE

The Human Services Department is seeking proposals for Design-Build services for an Emergency Homeless Shelter to be constructed at 15085 Old Housing Dr. NE, Bena, MN 56626. The project is to fully design and construct a new 9,000sq. ft. ADA-compliant emergency shelter to increase capacity and improve accessibility for mobility-challenged individuals. The project will include private family rooms, a commercial-grade kitchen, and communal areas for skill-building, with a low-barrier, family-focused approach. Proposals are due 2/20/25 by 2:00 PM. The facility will be built in accordance with Minnesota state building codes with a certificate of occupancy provided upon completion.

1. General Requirements

- A. Human Services Department is seeking an Architectural firm or General Contractor to lead a Design Build (DB) project where 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.
- J. Provide a AIA contract example

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. 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:

Jonathan Barcenas, Construction Management Assistant
190 Sailstar Drive NW
Cass Lake, MN, 56633
(218) 515-0579
jonathan.barcenas@llojibwe.net

C. Questions concerning the RFP will be sent via e-mail before 2/11/25

D. Letter of intent before 2/14/25

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 2/20/25 2:00 PM 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. Fee structure to be provided (percentage or flat fee)
- iii. Past tribal work experience
- iv. Availability to perform work
- v. Provide clear statement of budget
- vi. Timeline for project completion

H. All bids must be sealed

3. Project Scope

A. Existing SD floorplan (appendix iv) developed internally for grant application, requesting optimized layout for cost-effectiveness and utility.

B. Design and construct a 9,000 square foot facility that includes

- 10 (10) individual family rooms
- Four (4) Bathroom/Shower rooms
- One (1) ADA- Wheelchair accessible shower

- Two (2) Single Occupancy rooms
- Separate family children's play area visible to living area
- Separate staff area with 4 offices, small conference room, waiting area and half bathroom
- Multi-functional area for resident training (classroom), workshops, visiting and meetings
- Private shower and bathroom areas with gender-neutral options to support LGBTQ guests.
- Commercial kitchen and food storage area equipped for three meals for up to 62 residents
- Common dining and living areas
- Entry area with two electronically controlled doors (man-trap)
- Staff/intake office adjacent to entry
- Laundry facilities for resident and house needs
- Mechanical room on main floor and/or attic
- Storage space on main floor and/or attic
- Janitor's closet with floor sink
- Security cameras for exterior of building, common areas, and hallways
- Alarm system including exit doors, emergency exits, and windows
- Durable, low-maintenance interior and exterior construction
- Energy-efficient heating and cooling systems

C. See Owners Project Requirement (OPR) for additional details

D. Facility must comply with ADA guidelines.

E. Lead overall site design and build the Bena Emergency Homeless Shelter, adhering to safety standards, quality workmanship, and strict adherence to the approved design plans and construction documents.

F. All service utility connection costs` are to be included in proposal

G. Construction start summer 2025 and completion in 2026

H. Provide regular progress reports to the Ownership Group and keep Tribal Council informed of any significant developments.

I. Ensure the completion of the project within the contractually agreed-upon timeline and budget until project completion

J. Establish preliminary budget, revised floorplan and project timeline by 2/20/24

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.
- F. **Budget & Timeline:** Present summary of total project cost, payment schedule, explain project phases, estimated start and end date to complete the build.
- G. **Proposed Floorplan:** Proposed layout functionality improvements and cost-effectiveness
- H. **References:** Provide a list of references and/or letters of recommendation.

5. Scoring breakdown

Criteria	Point Scale
Proposal Narrative	20
Qualifications & Certifications	20
Knowledge and experience with Tribal entities	10
Examples of past projects	10
Budget & Timeline	15
Proposed Floorplan	15
References	9
Native preference	1

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

- A. Timeline for submittal process
 - 2/2/25– RFP Issued
 - 2/11/25 – Deadline for questions
 - 2/14/25 – Letter of Intent
 - 2/20/25 – Proposals Due (by 2:00 PM)
 - 2/28/25 – 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- <https://form.jotform.com/240294915174055>
- iv. Floorplan reference - to be optimized as part of proposal
- v. OPR Document



LEECH LAKE BAND OF OJIBWE
190 Sullabar Dr. NW
66613

Construction Manager
Lee Giffen
218-761-8055

Drawn By:
Project Specialist
Jonathan Baronas
218-515-0579

Site Scan By:
BM Manager
Ardley Harrison
218-558-2651

****Not For Construction****

No.	Description	Date

Owner

Project Name
Ground Level

Project Number	Project Number
Date	Issue Date
Drawn By	Author
Checked By	Checker

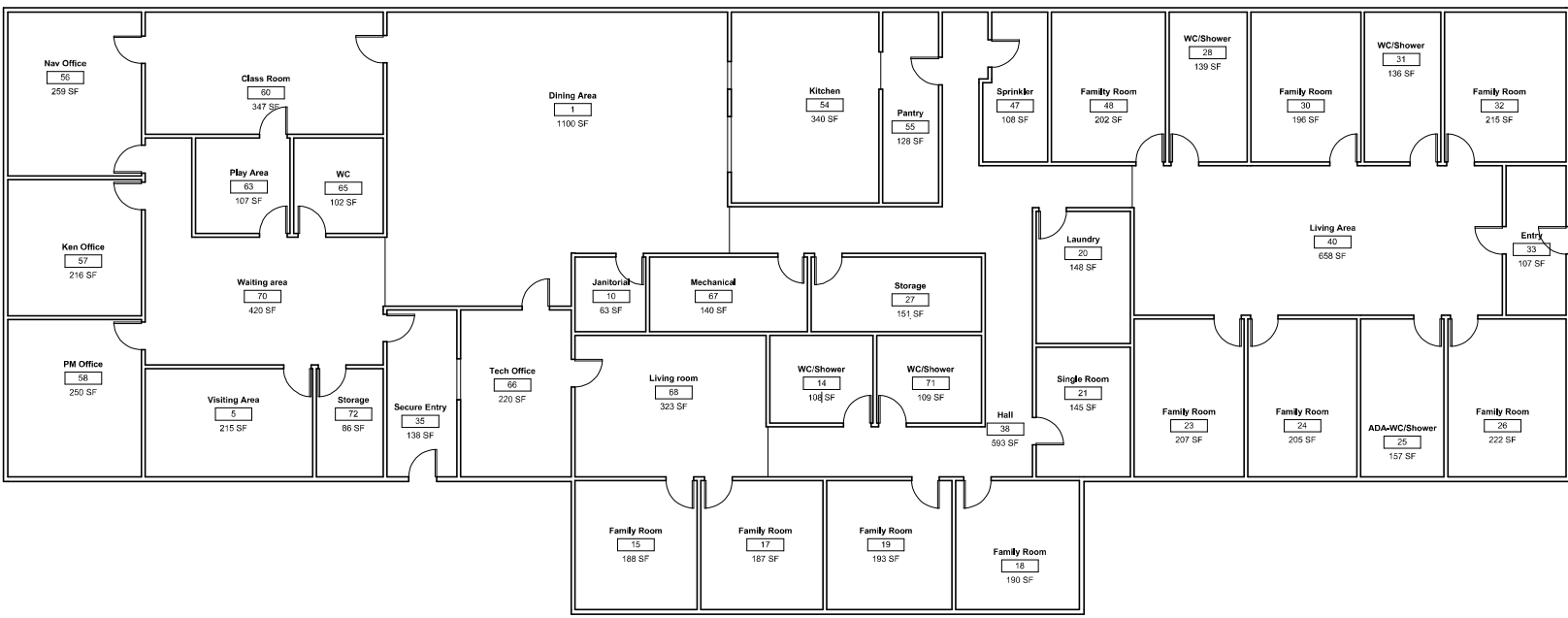
A102

Scale 3/16" = 1'-0"

12/26/25 6:37:36 PM

Room Schedule							
Number	Name	Level	Department	Occupancy	Area	Perimeter	Comments
1	Dining Area	Level 1			1100 SF	139' - 3 3/8"	
5	Visiting Area	Level 1			215 SF	67' - 1 3/4"	
10	Janitorial	Level 1			63 SF	31' - 9 1/8"	
14	WC/Shower	Level 1			108 SF	41' - 7 5/8"	
15	Family Room	Level 1			188 SF	54' - 10 3/8"	
17	Family Room	Level 1			167 SF	54' - 9 3/8"	
18	Family Room	Level 1			190 SF	55' - 2 5/8"	
19	Family Room	Level 1			193 SF	55' - 6 1/2"	
20	Laundry	Level 1			148 SF	49' - 4 1/2"	
21	Single Room	Level 1			145 SF	48' - 9 3/8"	
23	Family Room	Level 1			207 SF	58' - 5 3/8"	
24	Family Room	Level 1			205 SF	58' - 3 3/8"	
25	ADA-WC/Show	Level 1			157 SF	52' - 7 3/8"	
26	Family Room	Level 1			222 SF	67' - 2 1/4"	
27	Storage	Level 1			151 SF	53' - 5 3/8"	
28	WC/Shower	Level 1			139 SF	49' - 7 3/8"	
30	Family Room	Level 1			196 SF	56' - 7 3/8"	

Room Schedule							
Number	Name	Level	Department	Occupancy	Area	Perimeter	Comments
31	WC/Shower	Level 1			136 SF	49' - 3 3/8"	
32	Family Room	Level 1			215 SF	59' - 0 1/2"	
33	Entry	Level 1			107 SF	45' - 9 3/8"	
35	Secure Entry	Level 1			138 SF	51' - 6 3/4"	
38	Hall	Level 1			593 SF	238' - 7 1/8"	
40	Living Area	Level 1			658 SF	113' - 5 3/8"	
47	Sprinkler	Level 1			108 SF	46' - 9 5/8"	
48	Family Room	Level 1			202 SF	57' - 5 1/8"	
54	Kitchen	Level 1			340 SF	74' - 7 1/8"	
55	Pantry	Level 1			128 SF	54' - 2 1/4"	
56	Nav Office	Level 1			259 SF	64' - 8 7/8"	
57	Ken Office	Level 1			216 SF	58' - 10"	
58	PM Office	Level 1			250 SF	63' - 4 7/8"	
60	Class Room	Level 1			347 SF	78' - 8"	
63	Play Area	Level 1			107 SF	41' - 5"	
65	WC	Level 1			102 SF	40' - 4 3/4"	
66	Tech Office	Level 1			220 SF	60' - 7"	
67	Mechanical	Level 1			140 SF	50' - 7 1/2"	
68	Living room	Level 1			323 SF	72' - 11 3/8"	
70	Waiting area	Level 1			420 SF	101' - 11 3/8"	
71	WC/Shower	Level 1			109 SF	41' - 11 5/8"	
72	Storage	Level 1			86 SF	38' - 1 1/2"	
9016 SF							



Bena Emergency Homeless Shelter Owner's Project Requirements

1 Owner's Project Requirements

This OPR was developed by Tracey Howg (Director) Ken Thompson (Homeless Shelter Director), and Jon Barcenas (Construction Manager)

The Bena Emergency Homeless Shelter will provide a holistic and culturally responsive approach to addressing homelessness by offering not only emergency shelter but also comprehensive case management, transportation assistance, and advocacy to help guests navigate housing and support systems. With services that include three daily meals, on-site laundry, a savings program, and life skills training, the shelter fosters personal growth and prepares guests to transition into permanent housing. The shelter emphasizes accessibility and inclusivity, featuring ADA-compliant spaces and private accommodations for families and individuals, ensuring dignity and safety for all guests, including LGBTQ individuals.

This project expands Leech Lake's emergency shelter capacity and improves accessibility for mobility-challenged individuals. The new facility will include private family sleeping spaces and ADA-compliant accommodation, addressing current gaps in housing and support. Designed to foster skill-building and self-reliance, the facility will feature a commercial kitchen for resident training and communal meals, classrooms for workshops, and dedicated spaces for family-centered activities.

Goals

- Construct a 9,000 sq. ft. facility adhering to Minnesota State Building Codes.
- Prioritize safety, comfort, and accessibility with ADA-compliant facility
- Provide multi-functional spaces for resident training, workshops, and communal living.
- Use durable, low-maintenance, and energy-efficient construction materials.
- Complete construction within the proposed timeline.

1.1 Key Owner's Requirements

- Ten (10) individual Family Rooms That can accommodate two bunk beds and one full size bed with space for a play pen or bassinet
- Two (2) Single person rooms That can accommodate one to two bunk beds
- One (1) ADA- Wheelchair accessible shower and bathroom
- Two (2) Single Occupancy rooms
- Separate family children's play area
- Separate staff area with 4 offices, small conference room, waiting area and half bathroom
- Multi-functional area for resident training (classroom), workshops, and meetings

- Private shower and bathroom areas with gender-neutral options to support LGBTQ guests.
- Commercial kitchen and food storage area equipped for three meals for up to **62** residents
- Common dining and living areas
- Entry area with two electronically controlled doors (man-trap)
- Reception window with bullet proof glass and a small pass-through area.
- Staff/intake office adjacent to entry
- Laundry facilities for resident and house needs
- Mechanical room on main floor
- Storage space on main floor
- Janitor's closet with floor sink
- Security cameras for exterior of building, common areas, and hallways
- Water treatment system
- Alarm system including exit doors, emergency exits, and windows
- Durable, low-maintenance interior and exterior construction
- High durability commercial flooring finishes or flooring that can handle high traffic with multiple cleanings each day.
- Energy-efficient heating and cooling systems
- Hot water system that will handle multiple types of daily use.

1.2 Functional Uses

Sleeping Area

- Two singles room with two beds.
- 10 individual family rooms with two bunk beds and one full size bed in each

Support services:

- Multi-functional training area for workshops and meetings.
- Separate family play area visible from the living area.

Dining and Kitchen:

- Commercial-grade kitchen and food storage space
- Dining area accommodating up to 62 residents

Offices:

- Workstations
- File storage

- Seating for 4

Reception:

- Workstation
- Print/fax station
- Mailroom
- File storage
- Secure Access

Storage:

- Files
- Janitorial equipment
- Documentation

Classroom/training area:

- Computers w/ small desks
- Room for 4 tables with power
- Informational board with necessary applications and training opportunities

Adjacency Requirements:

- Intake near entry; sleeping and hygiene areas separated for privacy.
- Support service spaces accessible but distinct from sleeping zones.
- Proximity of administrative spaces to operational areas.

1.3 Occupancy Requirements

Staff-

- A least 4 permanent on-premises employees 1 workstation per occupied M-F 8-4:30
- Privacy space to interview or conduct 1 on 1 trainings and application/screening process

Residents-

- Up to 62 residents can be housed at any given time.
- Adult Residents will all be required to pass a criminal background check and youth residents' custody will be established at entry for legal and health purposes.
- All residents will be literally homeless at entry
- Residents will agree to work with the case manager or housing navigator on a plan to obtain and maintain a permanent residence. This will reduce the extent of homelessness for individuals to ensure the homelessness experience is brief, rare and non-recurring.

- Any and all people will be eligible for services regardless of race, personal identification or sexual orientation. Respect and inclusion for the LGBTQ members will be always practiced and gender specific spaces will not exist in the shelter.