

**STOCKBRIDGE-MUNSEE COMMUNITY
REQUEST FOR PROPOSALS
TO OBTAIN PROFESSIONAL SERVICES
FOR PLANNING AND DESIGN OF A TRIBAL CULTURAL CENTER
BOWLER, WISCONSIN**

I. INTRODUCTION

The Stockbridge-Munsee Community a federally recognized Indian tribe's (hereby the "Tribe"), invites qualified consultants to submit proposals to provide professional services related to the planning and design of a new tribal Cultural Center ("Project"). This selected firm will support a comprehensive scope of work including review of existing studies, feasibility analysis, conceptual design, community engagement, and preparation of design plans suitable for construction.

We encourage respondents listed in the ATALM Culture Builds Community Contractor Directory and those with demonstrated experience working with Indigenous, tribal, and culturally-specific communities.

The Tribe's goal is to build a vibrant, inclusive space that reflects our Mohican and Munsee cultures and the needs of the Stockbridge-Munsee Community. We are looking to gather input community input from a diverse range of stakeholders—including Tribal Members, community residents, artists, cultural department staff, and community leaders—to define the programming, amenities, and design vision for this new facility. Some site visits for client meetings and outreach to the Stockbridge-Munsee Indian Reservation in Shawano County, Wisconsin will be required.

II. SCHEDULE FOR AND SUBMITTAL OF PROPOSALS

Proposals for the services requested in the RFP **will be received until May 21st, at 4:00 PM**, Central Daylight Time. Proposals may be submitted with either a hard copy or submitted electronically in a .pdf format by email. Proposals shall be marked "Cultural Center Design Services" on the outside of a sealed envelope or in the subject line of the email. Proposals must include an electronic version with the submission if a paper copy is submitted.

Proposals shall be delivered to the Stockbridge-Munsee Tribal Secretary at N8476 Moh He Con Nuck Road, P.O. Box 70, Bowler, WI 54416 or at jody.hartwig@mohican-nsn.gov .

III. PROJECT OBJECTIVES:

- A. Gather diverse perspectives and needs from Tribal Members and other stakeholders. Engage community stakeholders in meaningful ways to obtain their priorities and aspirations for a new cultural center
- B. Develop a clear and compelling conceptual design.
- C. Assess existing cultural offerings and potential gaps in services.

- D. Review previous completed cultural center feasibility studies and assess what information may be used towards a new study. Evaluate prior planning efforts and existing documentation.
- E. Explore and recommend potential locations for a new cultural center.
- F. Support development of a feasible, fundable, and implementable plan
- G. Develop a comprehensive report summarizing key findings and recommendations.
- H. Provide recommendations related to industry environmental standards to house, protect and preserve cultural artifacts.
- I. Produce final architectural design documents to support construction and implementation.
- J. Meet with the Tribe representative(s), provide a management plan outlining timeline of activities and expected completion milestones.
- K. These services shall be completed by September 1, 2027.

IV. SCOPE OF SERVICES

The successful bidder will be responsible to provide the following services as part of this Project.

A. Review of Existing Studies

- Collect and review all relevant prior studies, reports, and plans
- Identify gaps, inconsistencies, and key insights
- Provide a summary report with recommendations for integration into the current project

B. Feasibility Study

- Market analysis and demand assessment
- Site analysis
- Space needs assessment and programming
- Preliminary cost estimates (capital and operational)
- Funding and revenue strategies
- Risk assessment
- Final feasibility report with recommendations

C. Conceptual Design

- Development of design vision and guiding principles
- Preliminary site and building concepts
- Space planning and functional layouts
- Sustainability and accessibility considerations
- Concept renderings and diagrams

D. Community Engagement

- Stakeholder identification and outreach strategy
- Public meetings, workshops, and surveys
- Engagement with cultural groups, artists, and community leaders
- Documentation and integration of community feedback into design

E. Design Development & Construction Documents

- Schematic design
- Design development drawings
- Construction-ready plans and specifications that are approved by the State of Wisconsin
- Coordination with engineering disciplines (structural, mechanical, electrical, etc.)
- Preliminary project schedule
- Preliminary project budget
- Provide draft sustainability and long-term management plan for proposed facility

F. Construction Administration

- Facilitate the preparation of contractor bidding documents and participate in contractor bidding and selection process.
- Work with Tribal staff to provide architectural oversight for construction work.
- Provide monitoring and milestone inspections for the construction process and assist with processing of requests for payment from contractor.

V. DELIVERABLES

The successful bidder will be responsible to provide the Tribe with the following deliverables as part of their services for this Project.

1. Existing Conditions & Finding Report
2. Feasibility Study Report.
3. Conceptual Design Package (drawings, renderings, narratives)
4. Community Engagement Summary Report
5. Schematic Design Documents
6. Design Development Documents
7. Construction Documents
8. Sustainability and long-term management plan

VI. QUALIFICATIONS

The successful bidder must meet the following minimum qualifications.

- A. Be licensed to provide services in the State of Wisconsin.
- B. Have prior experience with similar projects.
- C. Hold insurance coverage from a reliable company acceptable to Tribe and licensed to do business in the State of Wisconsin at industry standard levels.

VII. PROPOSAL REQUIREMENTS

- A. Proposals shall include the following elements:
 1. Cover Letter
 2. Firm/Team Overview and Qualifications
 3. Relevant Project Experience
 4. Submission of references from three previous customers

5. Previous work experience with Native American Communities, including any past work with the Stockbridge Munsee Community
6. Fee Proposal Budget of all cost for the Consultant's services. If there are reimbursable expenses, specify what these costs will be in detail.
7. Project Schedule
8. Team Composition and Key Personnel
9. Proposed Approach and Methodology
10. Identify any deviations from this RFP.

- B. Proposals that do not include all the requested information may be deemed non-responsive and subject to rejection.
- C. Any questions concerning this RFP shall be by e-mailed to Jody Hartwig at jody.hartwig@mohican-nsn.gov.
- D. Any responses to questions presented by bidders will be submitted to all bidders.

VIII. ADDITIONAL INFORMATION

The successful bidder will be selected in accordance with tribal bid policies, as applicable. This RFP does not commit the Tribe to award a contract or pay any costs associated with the preparation and presentation of a proposal. The Tribe reserves the right to revise the selection process and, in its sole discretion, to accept or reject any or all responses to this RFP. The Tribe may negotiate with or request additional information from any or all considered bidders. The Tribe may waive informalities or irregularities in a proposal.

The successful bidder will be required to enter into a written contract with the Tribe. The successful bidder will be required to carry all appropriate insurance, such as professional liability, errors and omissions, general liability, vehicle and worker compensation coverages. The successful bidder must not engage in discriminatory conduct and may not be a barred contractor under tribal or federal contracting requirements.

***** **END OF DOCUMENT** *****