Stockbridge Munsee Community

Design Build Services for Natural Resource Center Project

Release Date: November 4, 2026

Proposal Due Date: December 4 2026

Bidding Documents and subsequent addenda are available at the Stockbridge Munsee Community website at www.https://mohican-nsn.gov/ under the News/Updates "RFPS/Bids" tab on the home page of the website.

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I. INTRODUCTION

The Stockbridge Munsee Community is soliciting bid proposals from qualified Design-Build firms to provide complete design, engineering, permitting, site development, and construction services for a New Natural Resources Center serving Forestry, Ecology, Environmental Services, Water Resources, Utility Testing, and Land Management departments and programs.

The selected bidding team will be responsible for providing a turnkey facility that meets operational, safety, accessibility, and sustainability requirements while maintaining within the established project budget.

This Request for Proposal (RFP) outlines the requirements, scope, and evaluation criteria for selecting a qualified firm.

II. SCHEDULE AND SUBMITTAL OF PROPOSALS

Submission of Proposals. Proposals for the services requested in the RFP will be received until **December 4, 2027**, at 4:00 PM, Central Time. Proposals may be submitted with either a hard copy or submitted electronically in a .pdf format by email.

Proposals shall be marked **"Design Build Services for Natural Resource Center Project"** 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:

Stockbridge-Munsee Community
Natural Resource Center Proposal
Attn: Tribal Secretary
N8476 Moh He Con Nuck Road
P.O. Box 70
Bowler, WI 54416

Jody Hartwig, Tribal Secretary
Email: jody.hartwig@mohican-nsn.gov
Phone: 715-793-4387

RFP Schedule. The dates set forth are subject to change, in the sole discretion of the Tribe:

RFP Distribution: November 4- December 3, 2026
Site Walkthrough: November 16, 2026 at 10:00 a.m. CDT
Deadline for Contractor Questions: November 23, 2026 at 4:00 p.m. CDT
Proposal Submission Deadline: December 4, 2026
Contract Award: December 15, 2026
Project Construction Start: Based upon awarded bidders proposal
Project Substantial Completion: September 24, 2027

Responsibility to Examine Location. It is the responsibility of each bidder to examine the site of the new Natural Resource Center for which services are sought and ascertain accurate measurements and any other data and information deemed by bidder to be necessary for the purpose of preparing a proposal in response to this RFP. Bidders are responsible for all measurements. The Tribe makes no representations as to measurements. A site visit to the project site is recommended. Bidders may visit sites by contacting the Tribe's RFP Contact to arrange for a site visit.

Content of RFP and Superseding Effect. This RFP is designed to provide prospective bidders with information necessary for the preparation of competitive proposals. Each bidder is responsible for determining all factors necessary for the submission of a comprehensive and compliant proposal. This RFP supersedes all previous RFPs and all proposals, oral and written, and all negotiations, conversations, communications and discussions heretofore had by and between the parties, related to the subject matter of this RFP.

Amendment to RFP. The Tribe reserves the right to amend this RFP at any time. In the event it becomes necessary to amend, add to, or delete any part of the RFP, an amendment will be provided to all known vendors/prospective bidders who received the original RFP and posted on the Tribe's website. All submitted proposals/bids must include acknowledgment of each addendum and/or amendment.

Rejection of Proposals. Notwithstanding any other provision of this RFP, at any time prior to execution of the written Contract by and between the parties, the Tribe reserves the right to reject any or all proposals, in whole or in part, to advertise for new proposals, to abandon the need for such services, and to cancel this RFP if it is in the best interests of the Tribe.

Opening of Bids. The proposals will be opened during a CLOSED BID OPENING on **December 7, 2026**, or as soon thereafter as practicable.

Validity of Proposals. All proposals shall be valid for a period of sixty (60) business days following the date on which proposals are due, except that the proposal of the successful bidder shall remain valid until expiration or termination of any contract based upon the successful bidder's proposal, between the Tribe and the successful bidder.

Proposals Property of the Tribe. All proposals become the property of the Tribe and shall not be returned to the bidder submitting a proposal. The bidder agrees that the Tribe may copy the proposal for purposes of facilitating the evaluation of the proposal or for any other reason.

Disputes. In case of any doubt or differences of opinions as to the contents of this RFP, or interpretation of any provision of this RFP, the decision of the Tribe shall be final and binding upon all parties.

Inquiries Regarding RFP. Inquiries regarding the RFP and any questions related to the RFP shall be by e-mailed to Jody Hartwig at jody.hartwig@mohican-nsn.gov by **November 23, 2026** by 4:00 pm CDT Any responses to questions presented by bidders will be submitted to all bidders.

It is the responsibility of prospective RFP respondents to check the Stockbridge Munsee Community website for RFP Addenda and responses to any inquiries or questions. Website Address: www. https://mohican-nsn.gov/. Bidding Documents and subsequent addenda are available under the News/Updates "RFPS/Bids" tab on the home page of the website.

III. PROJECT OBJECTIVES

The Stockbridge Munsee Community anticipates the design and construction of a new approximately 3,000 square foot administrative and laboratory facility with an attached 48 foot by 60 foot (3,000 square foot) four bay garage. The goal of this project is to plan, design, and construct a modern, efficient, and sustainable Natural Resource Center that provides centralized office, laboratory, meeting, and operational space for the Tribe's Forestry, Ecology, Environmental Services, Water Resources, Utility Testing, and Land Management Departments.

IV. SCOPE OF SERVICES

The selected bidder shall provide all labor, materials, equipment, supervision, permits, and professional services necessary to design and construct a complete, fully operational Natural Resource Center.

1. Project Planning and Programming
   The Contractor shall:
   - Conduct project kickoff meetings with Tribal staff.
   - Review operational requirements for all Departments and programs.
   - Develop space needs assessments and operational workflows
   - Confirm building program requirements and future expansion needs.
   - Evaluate potential project schedules and cost estimates.
   - Coordinate required agency and Tribal approvals.

2. Architectural Design Services
   The Contractor shall:
   - Prepare conceptual building layouts and site plans.
   - Design approximately 3,000 square feet of administrative office space; including laboratory space.
   - Design an attached four-bay garage approximately 48 feet by 60 feet (3,000 square feet).
   - Design spaces to support current and future staffing needs.
   - Incorporate energy-efficient and durable building materials.
   - Prepare all construction documents and technical specifications.

3. Engineering Services
   The contractor shall provide:
   - **Civil Engineering**
     - Site layout and grading plans.
     - Stormwater management design.
     - Erosion control measures.
     - Utility service planning.
     - Parking and roadway design.
     - Traffic circulation planning.
   - **Structural Engineering**
     - Foundation and slab design.
     - Building structural systems.
     - Garage structural systems.
     - Snow and wind load calculations.
     - Structural framing design.

- **Mechanical Engineering**
  - In-floor radiant heating system design.
  - Ventilation systems.
  - Laboratory exhaust requirements.
  - Energy-efficient HVAC systems.
  - Building automation and controls.
- **Electrical Engineering**
  - Electrical distribution systems.
  - Interior and exterior LED lighting.
  - Emergency power provisions.
  - Data and communications infrastructure.
  - Security and surveillance systems.
- **Plumbing Engineering**
  - Domestic water systems.
  - Laboratory plumbing requirements.
  - Sanitary sewer systems.
  - Floor drains and wash-down systems.
  - Water conservation fixtures.
- **Site Development**
  The project shall include:
  - Site clearing and grubbing.
  - Excavation and grading.
  - Utility extensions and connections.
  - Water service installation.
  - Sewer or septic system installation.
  - Electrical and communications service installation.
  - Construction of parking facilities.
  - Driveways and access roads.
  - Site lighting.
  - Signage and wayfinding.
  - Landscaping and restoration.
  - Stormwater management facilities.
- **Natural Resource Laboratory**
  The laboratory portion of the facility shall include:
  - Environmental testing workspace.
  - Water quality testing area.
  - Sample preparation area.
  - Laboratory casework and countertops.
  - Laboratory sinks and water service.
  - Secure sample storage.
  - Specialized ventilation systems.
  - Chemical and equipment storage areas.
  - Safety equipment and eyewash stations.

- **Administrative Office Areas**
  The office portion of the facility shall include:
  Offices
  - Private Offices for 7 departments staff.
  - Shared office space accommodating four staff members.
  - Shared office space accommodating two staff members.
  - Reception and visitor services area.

  Conference Room
  - Seating capacity for 16 people.
  - Presentation and audio-visual capabilities.
  - Hybrid meeting technology.
  - Telecommunications infrastructure.
- **Support Areas**
  - Kitchen and staff break room.
  - Printer and plotter room.
  - Records and file storage.
  - General storage room.
  - Mud room/decontamination area.
  - Staff restrooms.
  - Mechanical and utility rooms.
- **Garage and Operations Area**
  The garage area shall include:
  - Four oversized equipment storage bays.
  - Heated workspace.
  - Equipment maintenance area.
  - Vehicle storage.
  - Material and tool storage.
  - Wash-down area.
  - Exterior equipment staging area.
  - Utility vehicle access.
- **Technology and Security Systems**
  The project shall include:
  - High-speed network infrastructure.
  - Wireless internet connectivity.
  - Access control systems.
  - Security cameras.
  - Intrusion alarm systems.
  - Fire alarm systems.
  - Conference room technology.
  - Audio-visual systems.
  - Telephone systems.
  - Data cabling infrastructure.

- **Accessibility Requirements**
  The consultant shall ensure compliance with:
  - Americans with Disabilities Act (ADA).
  - Applicable state accessibility regulations.
  - Tribal accessibility requirements.
  - Features shall include:
    - Accessible parking spaces.
    - Accessible entrances.
    - Accessible restrooms.
    - Accessible workstations.
    - Accessible conference facilities.
    - Accessible routes throughout the site and building.
    - Automatic door operators where appropriate.

- **Codes and Regulatory Compliance**
  - The consultant shall ensure compliance with
    - All applicable State of Wisconsin Building Codes.
    - Applicable environmental regulations, Tribal ordinances and standards.
    - Applicable state and local permitting requirements.

4. Construction Services
   The successful bidder shall:
   - Provide all labor, materials, equipment, and supervision.
   - Maintain project schedule and budget controls.
   - Coordinate subcontractors and suppliers.
   - Conduct quality assurance and quality control inspections.
   - Maintain site safety and security.
   - Manage permits and inspections.
   - Provide project progress reports.
   - Coordinate substantial completion and final inspections.

5. Project Closeout
   The successful bidder shall provide:
   - Final inspections and testing.
   - Building commissioning.
   - Equipment startup and training.
   - Record drawings and as-built plans.
   - Operations and maintenance manuals.
   - Warranty documentation.
   - Staff training for building systems.
   - Final project closeout documentation.

V. DELIVERABLES

Project Initiation and Programming Deliverables

- Project Management Plan
- Detailed Project Schedule
- Communication and Stakeholder Engagement Plan
- Facility Needs Assessment Report
- Departmental Space Programming Report
- Existing Site Conditions Assessment
- Preliminary Site Evaluation Report
- Project Budget and Cost Analysis
- Risk Assessment and Mitigation Plan
- Meeting Agendas and Meeting Summaries

Conceptual Planning Deliverables

- Conceptual Site Plan
- Preliminary Building Floor Plans
- Garage and Operations Area Layout
- Facility Adjacency Diagram
- Space Allocation Plan
- Preliminary Utility Layout
- Conceptual Building Renderings
- Preliminary Construction Cost Estimate
- Concept Design Presentation for Tribal Review

Schematic Design Deliverables

- Schematic Site Development Plan
- Schematic Floor Plans
- Exterior Building Elevations
- Preliminary Structural Concepts
- Preliminary Mechanical, Electrical, and Plumbing (MEP) Concepts
- Preliminary Laboratory Layout
- Preliminary Security and Technology Layout
- Updated Cost Estimate
- Updated Project Schedule
- Schematic Design Report

Design Development Deliverables

- Detailed Architectural Plans
- Refined Site Development Plans
- Structural Design Documents
- Mechanical Design Documents
- Electrical Design Documents
- Plumbing Design Documents
- Laboratory Design Documents
- Energy Efficiency Analysis
- Accessibility Compliance Review
- Updated Construction Cost Estimate
- Value Engineering Recommendations
- Design Development Report

Construction Document Deliverables
The contractor shall prepare a complete bid-ready set of construction documents including:

Architectural Documents
- Floor Plans
- Roof Plans
- Building Sections
- Exterior Elevations
- Interior Layouts
- Door and Window Schedules
- Finish Schedules
- Equipment Layouts

Structural Documents
- Foundation Plans
- Slab Design
- Structural Framing Plans
- Structural Details
- Structural Specifications

Civil Documents
- Grading Plans
- Drainage Plans
- Erosion Control Plans
- Utility Plans
- Parking Lot Design
- Roadway Design
- Landscaping Plans

Mechanical Documents
- HVAC Plans
- Radiant Floor Heating Design
- Ventilation Systems
- Laboratory Exhaust Systems
- Equipment Schedules

Electrical Documents
- Power Distribution Plans
- Interior Lighting Plans
- Exterior Lighting Plans
- Communications Systems
- Security Systems
- Fire Alarm Systems

Plumbing Documents
- Domestic Water Plans
- Wastewater Plans
- Laboratory Plumbing Systems
- Floor Drain Systems

Specifications

- Technical Specifications Manual
- Construction Requirements
- Product Specifications
- Equipment Specifications
- Testing Requirements

Regulatory and Permitting Deliverables

- Permit Application Packages
- Agency Review Submittals
- Environmental Documentation
- Stormwater Permit Documentation
- Utility Connection Applications
- Code Compliance Documentation
- ADA Compliance Documentation

Construction Deliverables

The contractor shall provide:

- Construction Schedule
- Construction Safety Plan
- Quality Control Plan
- Monthly Progress Reports
- Monthly Schedule Updates
- Monthly Budget Reports
- Submittal Register
- Product Submittals
- Shop Drawings
- Material Certifications
- Testing Reports
- Inspection Reports
- Requests for Information (RFI) Log
- Change Order Log
- Progress Meeting Minutes

Technology and Security Deliverables

- Information Technology Infrastructure Plan
- Network Cabling Layout
- Wireless Access Layout
- Security Camera Layout
- Access Control Plan
- Audio/Visual Systems Plan
- Conference Room Technology Plan
- Equipment Inventory List

Commissioning and Startup Deliverables

- Building Systems Testing Reports
- HVAC Balancing Reports
- Electrical Testing Reports
- Fire Alarm Testing Reports
- Security System Testing Reports
- Commissioning Report
- Building Performance Verification Report
- Equipment Startup Documentation

Training Deliverables

The contractor shall provide training for Tribal staff regarding:

- Building Operations
- HVAC Systems
- In-Floor Heating System
- Security Systems
- Access Control Systems
- Laboratory Equipment
- Emergency Procedures
- Basic Building Maintenance

Training must include:

- Training Manuals
- Training Videos (if available)
- Attendance Records
- Training Completion Documentation

Project Closeout Deliverables

The contractor shall provide the following prior to final payment:

- Certificate of Substantial Completion
- Final Inspection Reports
- Punch List and Punch List Completion Documentation
- Warranty Documentation
- Manufacturer Warranties
- Operations and Maintenance Manuals
- Equipment Manuals
- Record Drawings (As-Builts)
- Electronic CAD Files
- PDF Copies of Final Plans
- Final Project Cost Report
- Final Lien Waivers
- Certificate of Occupancy
- Final Commissioning Report
- Closeout Report

Required Final Deliverables Package
At project completion, the Tribe shall receive:

- One complete electronic project record archive.
- Editable CAD and GIS-compatible files.
- PDF copies of all plans, specifications, and reports.
- Complete as-built drawing set.
- Operations and Maintenance Manual.
- Preventive Maintenance Schedule.
- Asset Inventory List.
- Equipment Warranty Register.
- Building Systems Training Documentation.
- Final Project Report summarizing design, construction, costs, schedule performance, and recommendations for future expansion.

Expected Final Facility Deliverable
A fully operational, code-compliant, ADA-accessible Natural Resource Center consisting of:

- 3,000-square-foot administrative office and laboratory facility.
- Offices for Forestry, Ecology, Environmental Services, Water Resources, Utility Testing, and Land Management staff.
- Conference room seating 16 persons.
- Shared workspace for four staff.
- Shared workspace for two staff.
- Kitchen and break area.
- Laboratory and testing space.
- Records, storage, printer/plotter, and support rooms.
- Mud room/decontamination area.
- Attached 48' x 60' (3,000 SF) heated four-bay garage.
- Parking lot, roadway access, utilities, stormwater facilities, signage, lighting, and landscaping.
- Complete technology, security, communications, and building management systems ready for occupancy and operation.

VI. QUALIFICATIONS

The successful bidder must meet the following minimum qualifications:

- Must hold appropriate state licenses to conduct business within the State of Wisconsin.
- Must be on the approved contractors list for Stockbridge-Munsee Community, be able to get on the list within ten working days of being awarded the contract.
- Have a minimum of three (3) years of experience providing design, engineering, and/or construction services for comparable facilities.
- Demonstrate successful completion of at least three (3) projects of similar scope, size, and complexity within the past five (5) years.
- Maintain adequate staffing, resources, and financial capacity to complete the project.
- Must have General Liability Insurance for Construction from a reliable company acceptable to Tribe and licensed to do business in the State of Wisconsin at industry standard levels

VII. PROPOSAL REQUIREMENTS

Interested contractors must submit a proposal containing the following sections:

1. **Firm Qualifications:** Brief overview of your firm, history, and experience.
2. **Project Approach:** Detailed description of how your firm will manage the project.
3. **Cost Proposal** Itemized pricing broken down per unit and per category (Design, Site Work, Construction, Technology & Security) Must provide two cost proposal, one using Davis-Bacon wage rates and one without.
4. **Timeline:** A detailed Gantt chart or schedule showing milestones and estimated completion.
5. **References:** Contact information for at least three (3) clients completed in the last 5 years.
6. **Proof of Licensing & Insurance:** Copy of proof of insurance must be included; alone with those of all sub-contractors. (professional liability, errors and omissions, vehicle, and workers' compensation insurances).
7. **Previous work experience with tribal communities,** including any past work with Stockbridge Munsee Community

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.

VIII. ADDITIONAL INFORMATION

General Requirements/Work Considerations

1. Site Access: Pedestrian access to adjacent building entrances/exits must be maintained for the duration of construction at each site. Contractor must clearly demarcate pedestrian access paths, so they are easily recognizable and safe.
2. Work Hours: Contractor work hours shall not be limited but will be confirmed and coordinated with each site manager as other projects or events that may be occurring concurrently.
3. Contractor Staging Area: A staging will be designated and maintained by contractor at each site location. Construction Debris: Contractor will not be allowed to utilize existing dumpsters. All construction debris must be placed in a contractor-controlled dumpster at the end of every shift. Debris will not be allowed to accumulate on site. Coordinate location of dumpster with each site manager.
4. Restrooms: Restrooms in each location's facility will not be available for Contractor use. Contractor must provide temporary on-site provisions for construction personnel use for the duration of construction.
5. Road Closures: Contractor shall be responsible to coordinate any road closures with the appropriate entities. A minimum of three (3) days advance notice prior to the shutdown is required.
6. Construction Permit(s): Contractor will be responsible for procuring construction permit(s), including permit fees, as applicable, prior to start of construction.
7. Inspections: Contractor will be responsible for coordinating substantial completion and final completion inspections with the appropriate entities. A minimum of five (5) days' advance notice prior to the inspection is required.
8. Weekly Coordination Meetings: Contractor is required to hold weekly construction coordination meetings with the Tribe. Time and place to be determined. Online or conference call format is acceptable (Teams, Zoom, Go-To Meeting, Webex, etc.)
9. Protection: Contractor is responsible for protecting and maintaining existing roads, concrete, asphalt, curbs, landscaping, etc. throughout construction.

10. Safety Considerations: Contractor shall limit dust, excessive noise, and provide traffic controls as needed to provide a safe work environment for each project site.
11. Warranty: Contractor will be required to provide a two (2) year workmanship warranty. The warranty is to commence upon substantial completion of the work by the Tribe.
12. Utility Line Identification and Work Site Damages. The Contractor shall be responsible for getting utilities marked as necessary, protecting existing utilities, and, if damaged, repairing those utilities. Any damage to existing utilities, equipment, or property caused by any act of the Contractor or the Contractor's employees or subcontractors shall be repaired to the satisfaction of the Tribe at the Contractor's expense.
13. Code Compliance. All materials, equipment, and workmanship on this project shall conform to all applicable industry standards and federal, Wisconsin, and tribal codes, but not limited to applicable safety requirements.
14. Compliance with Laws. The successful bidder will agree to abide by and comply with all applicable laws, rules, ordinances, regulations, and administrative rulings of the Stockbridge-Munsee Community, the United States, and State of Wisconsin.
15. Marketing Prohibition. The successful bidder/Contractor shall not use the names of, or refer to, the Stockbridge Munsee Community in any marketing activity, nor will the successful bidder/Contractor use said names or references thereto in any endorsement of its firm, product, or service, without the written consent of the Tribe.
16. Reservation of rights. The Tribe reserves all rights not expressly granted herein and may exercise such rights at its discretion to ensure the best interests of the organization are met.
17. Contract and Sovereign Immunity. The successful bidder will be required to enter into a written contract with the Stockbridge-Munsee Community. The Stockbridge Munsee Community does not intend to provide a waiver of its sovereign immunity for this contract.
18. The successful bidder must not engage in discriminatory conduct and may not be a barred contractor under tribal or federal contracting requirements.

IX. EXHIBITS

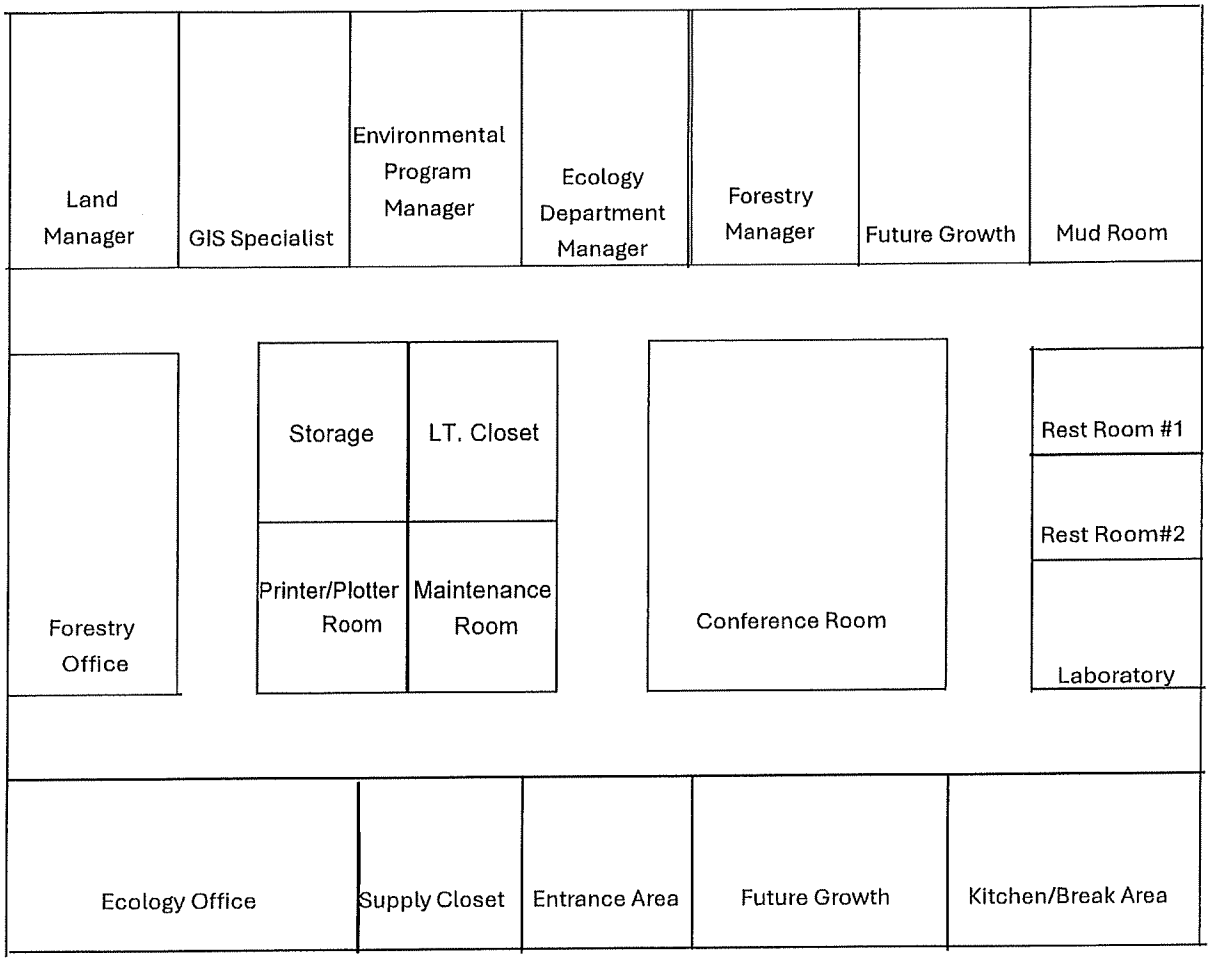

N
W
E
S
County HWY A
SMC Roads Department
W13817 County Highway A
Bowler ,WI 54416
Legend
Project Area
150 75 0 150 Feet

Natural Resource Building- Room and Space Needs

• Main Offices (Lands Manager, GIS Specialist, Environmental Program Manager, Forestry Manager, Ecology Department Manager)	700 sq ft
• Conference Room (for 16 people)	400 sq ft
• Ecology Office (4 staff)	400 sq ft
• Kitchen/Break Area	200 sq ft
• Forestry Office (2 staff)	200 sq ft
• Future Growth (2 offices)	200 sq ft
• Storage Room	160 sq ft
• Mud Room (with floor sink)	160 sq ft
• Rest Rooms (2 with shower)	120 sq ft
• Laboratory (with sink, chemical resistant counters, etc.)	100 sq ft
• Printer/Plotter Room	80 sq ft
• Maintenance Room	80 sq ft
• I.T. Closet	80 sq ft
• Entrance Area	60 sq ft
• Supply Closet	60 sq ft
	3,000 sq ft

Natural Resource Building- Garage/Cold Storage

• 4 Bay Garage with workshop and storage~ 48' X 60'	2,880 sq ft


Land Manager
GIS Specialist
Environmental Program Manager
Ecology Department Manager
Forestry Manager
Future Growth
Mud Room
Forestry Office
Storage
LT. Closet
Printer/Plotter Room
Maintenance Room
Conference Room
Rest Room #1
Rest Room#2
Laboratory
Ecology Office
Supply Closet
Entrance Area
Future Growth
Kitchen/Break Area