



# WHITE EARTH RESERVATION HOUSING AUTHORITY

3303 US Hwy 59, Waubun, MN 56589  
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## Request for Proposals

### Request for Proposals for Civil Engineering and Surveying Services

**Project Name:** White Earth Homes VI

**Proposal Due Date:** Friday, April 3<sup>rd</sup>, 2026

The White Earth Reservation Housing Authority (“WEHA”) has been awarded a Deferred Loan from Minnesota Housing Finance Agency (“MHFA”) and is requesting proposals from qualified civil engineers and surveyors. The White Earth Homes VI (“Project”) is an existing LIHTC development with 48 units located on tribal Trust land on the White Earth Reservation.

The Project scope includes the existing 48-unit multifamily apartment building, 25 stall parking garages, and a surface parking lot. The address is 2235 College Rd, Mahnomen, MN 56557.

The services shall be divided into three phases based on the project timeline. Phase One services shall be completed upon notice to proceed by Owner, target completion of May 2026. The Phase Two services shall not proceed until notice is given by Owner, targeted July 2026. The Phase Three services shall not proceed until construction commences, targeted October 2026.

#### **Phase One:**

##### ***Civil Engineering Services:***

- Provide a site grading/drainage plan showing both original and final contour lines on a one-foot interval. Provide existing field topographic survey for the project area as needed. As this is an existing site, the site grading/drainage plan will primarily address issues of ponding on site and provide analysis of and recommendations for improving site drainage.
- Scope will also include crushed rock drive for utility trucks to access propane tanks at rear of site; replacement of concrete sidewalks on an as needed basis, and repair or replacement of asphalt paving at the surface parking lot. Provide any additional design and plan sheets as needed for a complete finished plan set suitable for construction. Provide any detail needed.
- Provide construction specifications for plan items.
- Provide a bid item list with quantities to be included in the construction bid documents.
- Assist in preparation of bid documents and construction contract documents.
- Provide an engineer’s estimate with the civil construction documents, which includes a line-item breakout for the civil/site work.

- Design and construction criteria to be based on local specifications. Deliverable plans shall be considered construction documents and suitable for proper construction of the project
- Include an allowance for one site visit during Phase Two for review of existing site conditions.

### **Phase Two:**

#### ***Surveying Services:***

- Proposals shall include all labor, materials, travel and consultation necessary to provide an American Land Title Association (ALTA) / ACSM Land Title Survey and an As-Built ALTA/ACSM Land Title Survey for the project as described in the attached.
- The first draft of the ALTA survey must be received within six weeks of Notice to Proceed; comments will be provided for incorporation into the final draft. The As-Built ALTA will be conducted immediately after substantial completion of construction, along with associated landscaping and infrastructure improvements. Anticipated construction completion is approximately 12-18 months after construction start; the final as-built ALTA Survey will be required no later than 60 days following the substantial completion date.
- Bidders must be properly licensed and experienced in providing services similar to that defined, including projects on Trust Land.
- Survey Requirements: See Appendix A with full survey requirements. Final survey requirements are subject to change but will be provided prior to notice to proceed.

### **Phase Three:**

#### ***Construction Period Services Required***

- Provide corrections for any errors, omissions, or required changes to the plans that fall in the original scope of services and discovered during construction.
- Review and Approve Testing Reports, if applicable. Provide a third-party certification of the project at completion of the project.
- Include an allowance for one site visits for inspection and/or certification purposes during construction, as requested by the owner. Prepare a report of the construction including a punch list for each site visit.
- Provide an allowance of forty hours for construction administration services. These services shall include but not be limited to, review of materials testing, RFI responses, submittal reviews, and general support during the course of construction. These services shall not require site visits.
- Preparation of punch lists and final sign-off on the project, assuring that the final project represents what was originally conceptualized and captured in the working drawings; with modified drawings reflecting any change orders during construction.
- Review and recommend approval/denial to the owner all change order requests.
- Review and recommend approval of construction pay estimates on a monthly basis for Owner.

### **Proposal Requirements**

#### **1. Experience**

- Description of experience related to civil engineering services:
  - Please describe the general experience of the firm including number of years the firm has been in operation.
  - Please describe the specific experience of the firm in providing services for single and multi-family residential projects. Please describe the specific experience of the firm in providing services for developments in Minnesota.
  - Please describe the specific experience of the firm in providing for subdivision of land including residential subdivision design.
  - Please describe the specific experience of the firm in project management experience, construction observation, and construction specification writing.
  - Describe the firm's ability and experience in working cooperatively with owners, municipalities and/or Tribal governments and utility companies to provide for a fluid completion of the project.
  - Description of experience in Indian Country: Please describe any relevant experience of the firm, involved principals and any assigned staff in design and specification writing services for projects located on Tribal trust or fee land.
2. **Associations:** Please provide a description of any associations with other firms or any form of subcontracting that is planned for the project.
  3. **Certifications and Licenses:** Please include a copy of any pertinent licenses or certifications.
  4. **References:** Please include a minimum of three references that can be contacted by the White Earth Reservation Housing Authority.
  5. **Disclosure of Claims:** Please disclose any claims, lawsuits, or formal disputes for work or services previously or currently being performed.
  6. **Methodology:** Please provide explanation of methodology for all services.
  7. **Cost proposal:** Please detail all costs required to assist with these services and required timelines for payments.
  8. **Indian Preference (Optional):** This project is subject to Indian Preference as determined in Section 7(b) of the Indian Self-Determination and Education Assistance Act {25 USC 450e(b)}; however, all bidders including Non-Indian contractors are encouraged to submit a proposal. Indian enterprises must submit proof of 51% or more Indian ownership and control with the proposal submission.
  9. **Timetable for completion of the services:** Please outline the expected timeline to complete the full scope of services outlined above.

***Proposals to assist with these services must be submitted to the White Earth Reservation Housing Authority by 4:30 pm (CDT) on Friday, April 3, 2026.***

Please email proposals in PDF format to Jaime Londo at [Jaimelondo@whiteearthhousing.com](mailto:Jaimelondo@whiteearthhousing.com) . Proposals received after the deadline will not be accepted. Please contact Jaime Londo or Michael Heisler with any questions you may have regarding this Request for Proposals or any of the requirements outlined in the scope of work to be completed.

All proposals should be addressed and directed to: White Earth Housing Authority, 3303 U.S. Highway 59, Waubun, MN 56589 In care of: Jaime Londo

**Rating Factor and Value**

(Items mentioned which are not included in the proposal will be rated as zero):

Indian Preference	15
Relevant Experience (Similar Services)	25
Proposed Schedule	20
Qualifications	20
Cost	20
<b>TOTAL OF ALL FACTORS</b>	<b>100</b>

**Other Information**

This request is being sent to a selected number of firms. The intent of the RFP is to have the firms under consideration specifically address the services required and provide a well-considered proposal for these services.

Proposals shall include all labor, materials, travel, and consultation necessary to produce a complete and thorough set for drawings, specifications, site survey, and all other necessary documents for site work and infrastructure improvements that will allow for the construction of the project as described in the attached.

Compensation: The quote should provide a fixed cost proposal for all work associated with the provision of these services. The final cost of services may be negotiated, prior to award of the contract. Invoicing shall be sent monthly directly to the Tribe, which shall process payments within 30 days following the receipt of said invoice.

Insurance: The selected firm is an independent contractor, and therefore is responsible for all its own benefits, insurances, etc. Firm will be required to provide Certificate of Insurance for General Liability, Errors and Omissions, Auto and Workman’s Compensation, in amounts to be determined prior to entering into Contract.

Please contact Jaime Londo or Michael Heisler at (218) 473-4663 with any questions. The proposal may be submitted electronically to [Jaimelondo@whiteearthhousing.com](mailto:Jaimelondo@whiteearthhousing.com) .

The White Earth Reservation Housing Authority has the right to reject any and all proposals.