



Ho-Chunk Nation

Ho-Chunk Gaming

Owner's Representative

Request for Proposal (RFP)



Release Date: October 17, 2023

Proposal Due Date: October 31, 2023

Introduction

The Ho-Chunk Nation ("Ho-Chunk" or "Nation") is requesting proposals from companies interested in providing Owner's Representative services for the Nation's new casino and hotel development located in Beloit, WI.

Ho-Chunk Nation Background Information

The Nation is a federally recognized Indian Tribe with approximately 7,253 enrolled members, a majority of whom reside on the Nation's 4,602-acres of reservation lands located throughout Wisconsin and Minnesota. The Nation's headquarters are located in Black River Falls, Wisconsin, approximately 130 miles north of Madison. The Ho-Chunk Nation Constitution establishes four (4) branches of government which are the General Council, Executive Branch, Legislative Branch and the Judicial Branch. All eligible voters of the Ho-Chunk Nation are entitled to participate in General Council. The General Council retains the power to set policy for the Nation. This policy shall be resolutions proposed and approved at Annual Meetings and Special Meetings, by a majority vote of the qualified voters of the Ho-Chunk Nation General Council. The Executive Branch is tasked with enforcing law and the operations of the Nation's revenue generating enterprises. The Legislative Branch makes law and allocates funds. The Judicial Branch interprets the Nation's Laws and HCN Constitution; it is also the jurisdiction for case law. (See www.ho-chunknation.com)

Ho-Chunk Gaming Information

The Nation owns and operates six gaming facilities throughout central Wisconsin, which offer both Class II and Class III gaming pursuant to a Tribal-State gaming compact with the State of Wisconsin (the "Casinos"). (See www.ho-chunk.com)

Ho-Chunk Gaming Wisconsin Dells

Address: S3214 County Road BD

Baraboo, WI 53913

Gaming: Approximately 984 Class III Slot Machines, 18 Tables, 188 Bingo Seats
Hotel: 302 Rooms
F&B: 4 Outlets

Ho-Chunk Gaming Madison

Address: 4002 Evan Acres Rd
Madison, WI 53718
Gaming: Approximately 1,009 Class II Slot Machines
F&B: 2 Outlets

Ho-Chunk Gaming Black River Falls

Address: W9010 Hwy 54 East
Black River Falls, WI 54615
Gaming: Approximately 695 Class III Slot Machines, 3 Table Games and 480 Bingo Seats
Hotel: 122 Rooms
F&B: 4 Outlets

Ho-Chunk Gaming Tomah

Address: 27867 Hwy 21 East
Tomah, WI 54660
Gaming: Approximately 91 Class III Slot Machines

Ho-Chunk Gaming Nekoosa

Address: 949 County Rd G
Nekoosa, WI 54457
Gaming: Approximately 400 Class III Slot Machines
F&B: 2 outlets

Ho-Chunk Gaming Wittenberg

Address: N7198 US Hwy 45
Wittenberg, WI 54499
Gaming: Approximately 661 Class III Slot Machines
Hotel: 85 Rooms
F&B: 3 Outlets

Scope of Services

Pursuant to this RFP, the Services shall include, and the respondent shall provide, at a minimum, the following specific scope of work:

Pre-Design

1. Develop and implement organization and communication procedures for the Project.
2. Review and provide recommendations on the agreement between A/E and Project Owner.
3. Lead coordination between Project Owner and Design services to ensure appropriate design is achieved and accomplishes all project and programmatic goals.
4. Review and comment on planning objectives for the Project.
5. Review proposed agreement between the Construction vendor and Project Owner and provide recommendations on the agreement.
6. Represent best interests of Project Owner through coordination with Construction vendor.
7. Organize and develop a milestone schedule, including the planning phase, the design phase, project completion, building shell completion, design durations, permitting, governmental approvals, third-party contractors, and all critical items.
8. Provide counsel on issues including, but not limited to: construction feasibility, local labor conditions, material shortages, long lead items, and building industry standards.
9. Identify the contracting options available, including the benefits and detriments of each
10. (i.e., negotiated, "GMP", construction management, lump sum bid, etc.).
11. Coordinate with Project Owner to refine detailed budget for the Project.
12. Monitor budgets by category (i.e., design, construction, equipment, project management,
13. "FF&E", etc.).

Design Development

1. Assist the design team to develop, create, and value-engineer the design and construction documents that reflect the Project Owner's requirements.
2. Monitor the overall design process for the Project.
3. Monitor the design of the Project for constructability.
4. Establish a budget pricing mechanism to verify Project objectives are accomplished.
5. Evaluate opportunities to reduce costs within alternative system and material items identified by A/E. As applicable, recommend other cost reduction items that may be incorporated into the Project.

Construction Oversight

1. Prior to construction commencement, establish a construction schedule and a construction draw schedule and Project phases and timing of construction invoices and provide to Project Owner.
2. Conduct site visits to observe and document progress of work and quality of construction on the Project.
3. Attend weekly site "OAC" coordination meetings, and review meeting notes prepared by construction manager.
4. Coordinate with architect, engineers, construction manager, and subcontractors to resolve design and coordination issues, to avoid negative impacts to the budget and schedule. Monitor the general contractor, in conjunction with Project Owner, to ensure compliance with contractual terms.
5. Coordinate and assist with scheduling of owner's side vendor installations to align with construction activity and onsite resources.
6. Provide the Project Owner with progress reports detailing the status of construction, and address issues requiring attention as necessary.

7. Review construction contractor's applications for payment, verifying amount requested is consistent with the work in place (including any subcontractors). Provide Project update detailing invoiced ac.vi.es.
8. Manage the construction schedule and report deviations.
9. Be available as needed during the construction phase to address any scheduling, coordination, or design conflicts.
10. Review and track all requests for information, pay requests, and change orders, confirming appropriateness, accuracy, and competitiveness of cost. Prepare analysis and recommendations for the Project Owner as necessary and/or requested.
11. In conjunction with the A/E, conduct a Punchlist inspection of the Project. After the A/E produces a list of items to remedy, conduct a follow-up inspection to ensure completion.

Proposal Deliverables

Such proposals should minimally adhere to the following outline:

- Company Background Information
- Key Project Team Information
- Previous or Similar Project Examples
- Fee Structure including Travel and Expenses
- Summary on how the company will complete the scope of work including:
 - Timeline
 - Methodology

Ho-Chunk Preference

Preference will be given to those vendors certified as Ho-Chunk owned. Proof of certification and tribal membership must accompany the proposal.

Proposal Submission Process

All proposals are due at the address listed below no later than October 31, 2023.

Ho-Chunk Nation Department of Business
Tribal Office Building
Attention: Keith Bedeau
W9814 Airport Rd
Black River Falls, WI 54615

Email proposals are accepted and can be sent to Keith.Bedeau@ho-chunk.com.

The Ho-Chunk Nation reserves the right to reject any or all proposals, to waive any irregularity or informality in a proposal, and to accept any item or combination of items, when to do so would be to the advantage of the Ho-Chunk Nation. It is also within the right of Ho-Chunk Nation to reject proposals that do not contain all elements and information requested in this document. The Nation shall not be liable for any losses incurred by the proposer throughout this process.

RFP Review Process

Vendor Webinar Presentations

Short List of Vendors Selected for In Person Presentations

Final Selection

Contract Process

Implementation

Evaluation Process

The RFP Coordinator will review all proposals received to ensure that all administrative requirements of the RFP have been met by the proposers. Each proposal will be reviewed to ensure that all documentation requiring a signature have been signed. Failure to meet these basic requirements will be cause for rejection of a proposal. All proposals that meet the administrative requirements will then be turned over to the evaluation team for further evaluation.

The Evaluation Team will evaluate the quality and completeness of each proposal as it addresses the service requirements outlined in the respective RFP selection.

The Evaluation Team will review all proposals received and determine a ranking selection. Additionally, the Team may, in its sole discretion and in the course of its evaluation, ask for additional information from the proposers.

RFP Terms and Conditions

RFP Amendments

The Ho-Chunk Nation reserves the right to addend or amend the RFP prior to the date of proposal submission.

Proposal Withdrawal

Prior to the proposal date, a submitted proposal may be withdrawn by the proposed by submitting a written request to the email address named herein. A person authorized to sign for the proposer much sign all such requests.

Economy of Presentation

Each proposal shall be prepared simply and economically, providing straightforward, concise delineation of proposer's capabilities to satisfy the requirements of this RFP. Fancy bindings, colored displays, and promotional material are not required. Emphasis on each proposal must be on completeness and clarity of content.

Restriction on Communication with Staff

From the issue date of this RFP until a proposer is selected and the selection is announced, proposers are not allowed to communicate for any reason with any Ho-Chunk Nation staff or elected officials except through email at Keith.Bedeau@ho-chunk.com named wherein or as provided by existing work agreement(s). For violation of this provision, the Ho-Chunk Nation shall reserve the right to reject the proposal of the offending proposer. All questions concerning this RFP must be submitted by email to

Keith.Bedeau@ho-chunk.com and shall reference the numbered item for which the question is asked. No response other than written will be binding upon the Ho-Chunk Nation.

Cost for Preparing Proposals

The cost for developing the proposal is the sole responsibility of the proposer, the Ho-Chunk Nation will not provide reimbursement for such costs.

Conflict of Interest

If a proposer has any existing client relationship that involves the Ho-Chunk Nation that would prevent either from being objective, the proposer must disclose such relationship.

Ethics in Public Contracting

By submitting their proposals, all proposers certify that their proposals are made without collusion or fraud and that they have not offered or received any inducements from any other proposer or sub proposer in connection with their proposals, and that they have not conferred with any Ho-Chunk Nation employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater values was exchanged.

RFP Cancellations

The Ho-Chunk Nation may cancel the RFP or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous.

Questions should be directed to the Ho-Chunk Nation Department of Business, via email to:

Keith.Bedeau@ho-chunk.com