



Ho-Chunk Nation

Whitetail Crossing Convenience Store
Baraboo, Black River Falls,
And Wittenberg Wisconsin



Store Replacement Request for Proposal (RFP)

Release Date: February 7, 2024

Proposal Due Date: March 4, 2024

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

Keith.Bedeau@ho-chunk.com

Instructions to Proposers

All spaces below are to be filled in and Proposal Letter on last page must be signed where indicated. Please review the Terms and Conditions section of this RFP to ensure your compliance with the process. A list of all required items is included on page 4.

Failure to sign and return Proposal Letter will cause rejection of the proposal.

Proposal of: _____

Name: _____

Address: _____

Telephone: _____

Fax/Email: _____

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

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Introduction

The Ho-Chunk Nation (“Ho-Chunk” or “Nation”) operates five (5) convenience stores within the State of Wisconsin. These locations include Black River Falls, Tomah, Nekoosa, Wittenberg and Baraboo. These locations have each been in operation over 20 years with minimal updates. The Nation has identified funding to rebuild convenience store locations at Black River Falls, Wittenberg, and Baraboo, as well as expanding the building at Tomah and Nekoosa. The desire of the Nation is to build new C-stores with expanded floor space, expanded back of house support for operations and storage, and enhanced retail capabilities. The Nation desires to develop a brand standard for the building layout that will be used throughout the properties.

The Ho-Chunk Nation is requesting proposals from companies that can work with the Nation to provide design services to draft conceptual drawings of the building and forecourt. The company will also be tasked with developing a construction cost estimate and supporting equipment and FF&E allowances.

Ho-Chunk Nation Background Information

The Nation is a federally recognized Indian Tribe with approximately 7,253 enrolled members, a majority of whom resides 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)

Whitetail Crossing Convenience Store Information

The Nation owns and operates five Whitetail Crossing Convenience Stores throughout central Wisconsin which are managed by the Ho-Chunk Nation Department of Business. These convenience stores offer fuel, tobacco and other standard convenience store products. Below is the address for each store:

Whitetail Crossing Baraboo	S3214 County Road BD, Baraboo, WI 53913
Whitetail Crossing Black River Falls	W9040 Hwy 54, Black River Falls, WI 54615
Whitetail Crossing Tomah	27867 Highway 21 East, Tomah, WI 54660
Whitetail Crossing Nekoosa	4910 Creamery Road, Nekoosa, WI 54457
Whitetail Crossing Wittenberg	N7217 Hwy 45 North, Wittenberg, WI 54499

Scope of Work

The Ho-Chunk Nation is seeking bids from qualified companies to provide design and cost estimation services for the building of three new convenience store locations and the remodel of two convenience store locations. The selected firm will have the responsibility of performing the following tasks:

- Hold up to five (5) meetings with Nation staff to identify and document front and back of house needs for the new and remodeled store layouts.
- Produce site plans for each location that makes best use of the available land resources and accounts for limitations. Site plans will include property ingress and egress as well as civil engineering consideration for roads, utilities and storm water runoff.
- Produce conceptual drawings based on identified needs review with Nation and best industry practices. The drawings will include building and forecourt.
- Establish construction cost estimate for each location based on developed design plans. Include breakdowns of cost by construction by General Requirements, Concrete and Masonry, Steel, Wood/Plastics/Composites, Thermal/Moisture Protection, Openings, Finishes, Specialties, Conveying, Fire Suppression, Plumbing, HVAC, Electrical, Earthwork/Site Work, and OH&P/Bonds/Insurance/Escalation/Contingency.
- Establish cost estimates for demolition of existing structures and decommissioning of fuel dispensing equipment.
- Establish cost estimates for equipment and FF&E required for the new and remodeled stores. Work will include collaboration with existing equipment vendors used by the Nation to establish estimate.
- Provide final report that includes site plans and conceptual design for each of the five (5) store locations and outline of costs for each location.

General Qualifications

Please address the following items within your RFP response. The response may add additional information beyond the information requested below if deemed necessary. Proposals may omit tasks if noted with explanation of omission.

1. Proposal Pricing

- a. Provide a cost proposal for the completion of all bulleted items outlined in the scope of work section.
- b. Provide the hourly rate fee structure for positions that will be used for the project.

2. Company Information

- a. A brief history of your company.
- b. List of primary staff that will be assigned to the project and summary of their backgrounds.
- c. Your company's business location and organizational structure.
- d. Any affiliations your company has with other Native American entities or with minority owned businesses.

- e. Summary of company's past experience with convenience store design and cost estimation.

Additional Service Interests

Additional services can be recommended with separate pricing. We will accept proposals that include components that are outside of the scope defined within this RFP that is in the best interest of the project.

Proposal Submission Process

All proposals are due at the address listed below no later than March 4, 2024.

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 following items must be included with the submitted response:

1. Completed and signed Proposal Letter (last page of this document)
2. Completed Request for Proposal Cover Page (first page of this document)
3. RFP Response

Failure to include the signed Proposal Letter will result in the rejection of your response.

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.

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 must 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 for each proposal must be on completeness and clarity of content with ensuring all qualifications are addressed.

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.

Confidentiality Requirements and Public Information Disclosure

The staff members that are assigned by the successful proposer to this project may be required to sign a departmental non-disclosure statement.

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.

Ho-Chunk Nation

Proposal Letter

We propose to furnish and deliver any and all of the deliverables and services named in the attached Request for Proposal (RFP) for which the price has been set.

It is understood and agreed that this proposal constitutes an offer, which when accepted in writing by the Ho-Chunk Nation, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the Ho-Chunk Nation.

It is understood and agreed that we have read the Ho-Chunk Nation's specifications shown or referenced in the RFP and that this proposal is made in accordance with the provisions of such specifications.

The laws of the Ho-Chunk Nation will govern any agreement relating to the provision of goods and services contemplated by this RFP. In addition, the service provider under such an agreement will comply with all applicable laws, regulations, and policies of the Nation.

It is understood and agreed that this proposal shall be valid and help open for a period of 120 days from the proposal opening date.

PROPOSAL SIGNATURE AND CERTIFICATION

(Proposal letter must be signed and returned with proposal)

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the proposer.

Authorized Signature: _____ Date: _____

Print Name: _____

Print Company Name: _____