



# Ho-Chunk Nation

Ho-Chunk Gaming

Commissioning Agent

Request for Proposal (RFP)



Release Date: September 27, 2024

Proposal Due Date: October 14, 2024 at 12PM

## Introduction

The Ho-Chunk Nation (“Ho-Chunk” or “Nation”) is requesting proposals from companies interested in providing Commissioning Agent Services for the Nation’s new casino, hotel and convention center 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](http://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](http://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, 272 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

## Introduction

The Ho-Chunk Nation is seeking to hire a qualified and experienced commissioning consultant firm or a commissioning agent (CX), as specified in the Scope of Services below of this Request for Proposal (RFP) for the Nation's new casino, hotel and convention center development located in Beloit, WI.

Ho-Chunk Nation expects the commissioning consultant to become an important member of the design/development team and to be a key member in building value into the project. The successful CX Consultant must have an extensive and proven track record in the area of hotels and casinos, with a professional commitment to excellence, teamwork, innovation and open communication.

Any information about the Work, Owner or the Hotel contained in this RFP or learned from the Owner during this RFP process shall remain strictly confidential and not be revealed to any third party, and such information may be used solely to complete the submittal in response to this Request for Proposal.

## Scope of Services

The required services include consulting with the Owner, Project Manager and Design Team in order to provide a planned, systematic, documented and managed approach to the installation start-up verification and turnover of facilities, systems and equipment to the Owner that assures them that the building and its systems operate as designed. The Work described in the Scope of Services below is to commence immediately by the successful CX Consultant, beginning with execution of an Agreement/Contract.

CX Consultant shall attend all meetings with Owner and/or its consultants as deemed necessary for the completion of its work.

Reimbursable expenses, including all transportation and living expenses in connection with out-of-town travel are in addition to the fee and include actual expenditures made by CX Consultant personnel and/or consultants in performance of their duties related to this project.

### 1. Basic Assumptions

Commissioning Agent will provide comprehensive commissioning services in accordance with industry standards, guidelines and pursuant to their standard protocols and procedures. Services are expected to include but not be limited to the commissioning of the following systems:

- HVAC Systems (Base Buildings, Server Rooms, Exhaust Fans, etc.)
- Building Automation System (BAS)
- Lighting Controls
- Exterior Lighting controls
- Generator / Battery Backup UPS Systems
- Emergency/Life Safety Systems
- Security, CCTV

### 2. Basic Services

The basic services expected of the CX shall include but not be limited to:

#### A. Pre-Construction Phase:

1. Develop Commissioning Plan & Manual

2. Review Owner's Project Requirements
  3. Review Basis of Design (BOD)
  4. Design Review Construction Documents
  5. Develop Commissioning Specifications
    - a. Develop Validation Matrix
    - b. Develop Validation Criteria
    - c. Prepare Component Sheets
- B. Construction Phase:
1. Develop and issue commissioning schedule
  2. Conduct Pre-Functional Checks
  3. Conduct Submittal Review
  4. Conduct Construction Observation
- C. Functional Testing Phase:
1. Observe, Document, Report functional tests
- D. Post-Construction Phase:
1. Review O&M Manuals
  2. Develop a Systems Manual
  3. Observe, Document O&M Training
  4. Provide Comprehensive Final Commissioning Report

## Submission Requirements

The following information is required to be included in the Purchasing Services Submission of Qualifications:

### General Statement

A general statement of the Purchasing Agent's, services offered, years in business, number of employees, relevant project experience, etc.

### Project Team

List each of the individuals that would be assigned to this project, with the role they are scheduled to play, their professional experience, professional affiliations or designations, and any other information pertaining to their ability to perform their duties on this project. Please provide resumes of proposed team members.

### Price Proposal

List all fees related to the project including service and management project fees.

### Representative Projects

List at least three (3) representative projects, which are similar in scope and nature to this project. For each project, specify the services contracted for, the start and completion dates, and the name, address, and telephone number of a client/owner contact person.

In the submission provide a sample commissioning matrix that is representative of what your firm has done in the past for projects of this scale/type.

Please include a brief narrative of you firm's definition of validation and what is level of validation is appropriate for this building type (hotel and casino).

#### Complete Submission

Submissions for less than all of the Work described above may not be considered. Submissions must be signed by a person duly authorized to execute the same on behalf of the Firm.

Various criteria will be used in the selection of the successful CX Consultant including, but not necessarily limited to: relevant experience, ability to provide owner with all required budget reporting, value engineering capability, personnel, and experience.

Owner reserves the right to reject any and all Submittal of Qualifications in its sole and absolute discretion. Delivery of the RFQ does not grant any rights to receiving firm and no agreement shall be binding on Owner or CX Consultant until executed by both Owner and Consultant and delivered to successful consultant.

## Submission Requirements

Proprietary Information - Any restrictions on the use of the information contained within your submittal of qualifications must be clearly stated within the submittal. All other material contained in the submittal of qualifications shall become the property of Owner.

Addendum or Supplements to the RFP - In the event it becomes necessary to revise any part of the RFP, an addendum will be provided to each proposer that received the original RFP. Owner reserves the right to request and the proposer agrees to furnish any additional data required to support the information contained within the submittal of qualifications.

Time of Agreement: The CX Consultant shall begin the work on the date of commencement, carry the work forward expeditiously with adequate personnel and achieve completion within the Agreement time.

Business License: Any authorization or licenses to conduct business in Wisconsin.

## 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 14, 2024 at 12PM.

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](mailto: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](mailto: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](mailto: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](mailto:Keith.Bedeau@ho-chunk.com)