

City Of Madelia  
Request for Proposal  
Land Acquisition, Design, and  
Construction of a Municipal  
Building



Chris Fischer, City Administrator  
City of Madelia  
116 West Main Street  
Madelia, Minnesota 56062

**REQUEST FOR PROPOSAL**  
**LAND ACQUISITION, DESIGN, AND CONSTRUCTION**

The City of Madelia is seeking proposals from interested and qualified contractor and/or landowner to provide all labor, supervision, equipment, services, and expertise necessary to perform land acquisition, design, and construction of a Municipal Building located within the City of Madelia, Minnesota.

The City Council will evaluate and make the final decision on award of the service contract. At the discretion of the City of Madelia, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City of Madelia does not express or imply any obligation to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. If your firm would like to consider this engagement, you must submit a paper copy of your proposal in a sealed envelope no later than **Friday, July 9, 2021, at 2:00 p.m.** to the following address:

Chris Fischer – Municipal Building RFP  
City Administrator  
City of Madelia  
116 West Main Street  
Madelia, Minnesota 56062  
507-642-3245  
[chris.fischer@madeliamn.com](mailto:chris.fischer@madeliamn.com)

## **Table of Contents**

### **Section One: Instructions**

1. General Expectations
2. Terms of Contract
3. Schedule
4. Copies Required
5. Official Contact Information

### **Section Two: Selection Process**

1. Selection Committee
2. General Criteria
3. Withdrawal

### **Section Three: Request for Proposal**

1. Proposal Response Form
2. Credentials
3. Expectations of the City of Madelia
4. Additional Proposals

### **Section Four: Scoring Criteria**

1. Scoring Criteria

### **Section Five: Advertising**

1. Direct Mailing
2. Newspaper Advertisements

## **Section One: Instructions**

### **Section One: General Expectations**

The City of Madelia is seeking land acquisition, design, and construction of a municipal building located within the City of Madelia, Minnesota. The building will house the city administrative offices, council chambers, police department and fire department.

All proposals shall be legibly typed and comply in all regards with the requirements of this RFP.

All proposals must be signed in ink. If a firm, joint venture, or partnership makes the proposal, the name and address of the firm or partnership shall be shown together with the names and addresses of all the members. If a corporation makes the proposal, an authorized official must sign it in the name of said corporation.

Sealed proposals must be submitted, bearing on the outside the name and address of the proposing party, the name of the project of which the proposal is submitted and the time and date of the proposal opening. If the proposal is forwarded by mail, the proposal must be enclosed in a sealed package addressed to:

City of Madelia  
RFP Municipal Building  
Attn: Chris Fischer  
116 West Main  
Madelia, MN 56062

The City of Madelia reserves the right to solicit additional information or proposal clarification for vendors, or any one vendor, should the City deem such information necessary.

The City of Madelia reserves the right to reject any and all proposals, to waive informalities or irregularities in the proposal submission process, and to negotiate further with any proposing parties. Any disputes, or interpretations, will be resolved by the City of Madelia and will be final.

Any material supplied by a Proposing Party that may be considered confidential, to the extent it is allowed under Public Records Law, must be so marked with statutory exemption asserted.

Copies of the current General Contractors License, Engineering Licenses, Architectural Licenses, Non-Collusion and Conflicts of interests Statement must be provided.

### **Terms of Contract**

The successful proposing party provide the City with a ready to use Municipal Building and real estate to house the city administrative offices, council chambers, police department and fire department. The successful proposing party will acquire the land and design and construct the building; and will furnish all labor, engineering, materials, tools, and equipment for a proposed municipal building as set out in **Exhibit A**. Based upon the

City's review of the proposals received, the City will select its preferred proposal and proceed to contract negotiations. If negotiations are not successful with the party who submitted the preferred proposal, the City may negotiate with the next party regarding their proposal, or decide to make no selection. **Please submit a proposed contract with your proposal.**

The City reserves the right to reject any and all proposals which are in its discretion inconsistent with regards to service, experience and/or compliance to specifications. The City accepts no responsibility for expenses incurred in the proposal preparation and presentation. Such expense is to be borne exclusively by the proposing party.

### **Schedule for RFP**

Requests for Proposals opening will be at 2:00 p.m. on July 9, 2021. All submitted packets must arrive at Madelia City Hall prior to this time in order to be considered. Proposals must arrive in a sealed and clearly labeled enclosure.

The committee will review all validly submitted proposals and make recommendations to the City of Madelia Council as to which proposing party to begin negotiations with.

### **Copies Required**

Each proposal must include one (1) signed original and four (4) copies, for a total of five (5), for submission. Additionally, one (1) copy must be submitted in electronic format.

### **Official Contact**

Each proposal should be sealed and addressed to:

City of Madelia  
RFP Municipal Building  
Attn: Chris Fischer  
116 West Main  
Madelia, MN 56062

Any questions should be directed to:

City of Madelia  
RFP Municipal Building  
Attn: Chris Fischer  
116 West Main  
Madelia, MN 56062  
(507) 642-3245

### **Section Two: Selection Process**

#### **Selection Committee**

The review and selection of valid and on-time proposals will be done by a committee consisting of the City Administrator, Mayor, and City Council. The City Attorney may be

included if specific questions of legality arise in the selection committee. The committee will make a recommendation indicating their preferred proposal to City Council who will then approve City Staff to commence contract negotiations. Upon verbal approval of the contract from the chosen party's proposal, the contract will be forwarded for City Council approval.

### **General Criteria**

The City seeks a vendor who will maintain our excellent standards of professional service to the community in designing and constructing public buildings. The City seeks a proposal from an individual/corporation or otherwise qualified entity that is staffed with well-trained, experienced and licensed personnel. The successful proposal will be the one found by the City to be most beneficial to the City of Madelia and its residents. The proposing party should address all criteria as listed in Section Three (3) of this RFP.

### **Withdrawal**

A proposal already received may be withdrawn from consideration by the City of Madelia only if the proposing party furnishes the City with a written notice that the proposal is withdrawn prior to the time stated for the opening of the proposals.

## **Section Three: Request for Proposals**

### **Non-Collusion / Conflict of Interest Statement**

#### **Proposal Response (See Appendix A)**

The Successful Contractor, through the formal submittal of this proposal response, declares that they have examined all related proposal documents, read the instruction and conditions, and submitted their proposal in conformity therewith. The Proposing party, by their signature below, hereby represents as follows:

- (a) That no Councilmember, official, officer, agency or employee of the City of Madelia is financially interested directly or indirectly in this proposal or the compensation to be paid hereunder, and that no representation, statement or statements, oral or in writing, of the City, its Council, officers, agents, or employees had induced them to enter into this proposal and the papers made a part hereof by its terms;
- (b) That this proposal is made without connection with any person, firm or corporation submitting a proposal for the same service, and is in all respects, fair and without collusion or fraud.

Please include all of the following regarding your organization and proposal. Please be as specific as possible.

#### **1. Credentials:**

- (a) In one page or less, describe and explain your organization.
- (b) Please list three (3) references and their contact information, that you have similar contracts with or have served and include dates of service. Additionally,

please ensure that of those, one (1) reference is from government, public or nonprofit organizations. The City of Madelia reserves the right to contact any and all references listed as well as any other entities that your organization does business with.

- (c) Please list outstanding obligations you or any affiliated company have with the City of Madelia.
  - (d) Please attach the professional licenses of each person and or corporation to be involved in the (a) site prep (b) the design of the building, and (c) the construction of the building.
2. **Pricing:** Please state the total cost of all land acquisition, Design and Construction Services, and a proposed schedule of values and anticipated timing for payment.
  3. **Design:** Please provide four sided elevations of the proposed building, together with dimensions of the building.
  4. **Expectations the Proposing Party would have for the City of Madelia:** Please outline any and all expectations, being as specific as possible, your organization would have for the City of Madelia should your proposal be chosen.
  5. **Timing:** Please provide a time schedule for design and construction of the proposed building.
  6. **Insurance:** The Successful Contractor shall provide proof of general liability insurance naming the City of Madelia as an additional insured in the amount of not less than \$1,000,000.00 coverage, and proof of worker's compensation insurance.
  7. **Compliance:** The Successful Contractor must comply with all local, state and federal laws.
  8. **Proposed Contract:** The Successful Contractor shall submit a proposed contract containing all of the essential terms of the proposal for Site Prep, Design and Construction Services for review by the City.

#### **Section Four: Scoring Criteria**

Compliant Professional Licenses	20 Points
Design Appearance	20 Points
Price	40 Points
Overall Proposal and compliance with RFP	10 Points
References	10 Points

## **Section Five: RFP Advertisement**

Direct Mailed to:

PHLAG Mechanical, Inc.

Newspaper Advertisements:

Times Messenger (June 24, 2021, July 1, 2021)

Website Post

City Madelia is Seeking RFP's to perform land acquisition, design, and construction of a Municipal Building located within the City of Madelia, Minnesota.

The City of Madelia is currently accepting proposals for land acquisition, design, and construction of a municipal building located within the City of Madelia, Minnesota. The building will house the city administrative offices, council chambers, police department and fire department.

All bids submitted on time and meeting all criteria set forth in the RFP instructions will be considered. The City reserves the right to reject any and all proposals that are inconsistent with regards to service, experience and compliance to specifications. The City accepts no responsibility for expenses incurred in the proposal preparation and presentation. Such expense is to be borne exclusively by the proposing party.

Bids are due July 9th, 2021, received no later than 2:00p.m. at Madelia City Hall. Interested parties can attain information from City Hall by calling 507-642-3245 or emailing [chris.fischer@madeliamn.com](mailto:chris.fischer@madeliamn.com)

**EXHIBIT A**  
**BUILDING REQUIREMENTS**

The City is seeking land acquisition, design, and construction of a municipal building located within the City of Madelia, Minnesota. The building will house the city administrative offices, council chambers, police department and fire department. All building requirements shall adhere to ALL State and City Codes. The general scope of work will be the following:

- A. Providing the City with a ready to use municipal building located within the City of Madelia, Minnesota. The building will house the city administrative offices, council chambers, police department and fire department including real estate.
- B. Acquisition of real estate located within the City of Madelia and sale to the city upon completion of the building.
- C. Design of plans and specs for a municipal building with the following minimum requirements:
  - a. Minimum overall square footage of 21,000 square feet.
    - i. City offices of approximately 2,660 square feet.
    - ii. Council Chamber/Community Room of approximately 2,100 square feet.
    - iii. Police Department Office Space of approximately 1,940 square feet.
    - iv. Police Garage of approximately 2,735 square feet.
    - v. Locker Room of approximately 445 Square feet.
    - vi. Fire Hall of approximately 8,000 Square feet.
    - vii. Fire Gear Storage of approximately 2,440 square feet.
  - b. Minimum of 3 restrooms
  - c. Fire hall to include 5 truck lanes.
- D. Construction of this building per specifications and plans.
- E. The building and real estate must be located within Madelia city limits.

Delivery: Project completion by January 1, 2023

Appendix A

Complete the following and Submit with your Proposal:

Proposer Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

The names of the principal officers of the organization submitting this proposal, or of the partnership, or of all persons interested in this proposal as principals are as follows:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

(If Sole Proprietor or Partnership)

The undersigned, through the formal submittal of this proposal response, declares that they have examined all related proposal documents and read the instruction and conditions, and hereby proposes to supply materials and services for site prep/design/construction of a cold storage facility as specified, in accordance with the proposal documents herein.

The Proposing party, by their signature below, hereby represents as follows:

- (a) That no Councilmember, official, officer, agency or employee of the City of Madelia is financially interested directly or indirectly in this proposal or the compensation to be paid hereunder, and that no representation, statement or statements, oral or in writing of the City, its Council, officers, agents, or employees had induced them to enter into this proposal and the papers made a part hereof by its terms;

(b) That this proposal is made without connection with any person, firm or corporation submitting a proposal for the same service, and is in all respects, fair and without collusion or fraud.

In witness hereto, the undersigned has set his (its)hand this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Name of Firm\_\_\_\_\_

\_\_\_\_\_

Authorized Signature of Proposing Party

(If Corporation) In witness whereof the undersigned corporation has caused this instrument to be executed by its duly authorized officers this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Name of Corporation

By:\_\_\_\_\_

Title:\_\_\_\_\_

VERIFICATION

STATE OF MINNESOTA )

WATONWAN COUNTY )

Before me, the Undersigned Notary Public, appeared \_\_\_\_\_, in his/her capacity as \_\_\_\_\_ of \_\_\_\_\_ and doth depose and say that the representations made herein are true and correct to the best of their knowledge and belief.

\_\_\_\_\_

Notary

\_\_\_\_\_

Expiration Date