

City Of Madelia
Request for Proposal
Redevelopment of 116 West
Main Street



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's soon to be former City Hall, Police Station and Fire Hall at 116 West Main Street is being offered for sale. The property is being sold with a contingency that the sale be based on an acceptable redevelopment of the property. The offering will be through a request for proposals in order to review the offers in the context of the proposed end-use of the property and in conformance with the evaluation criteria.

The City of Madelia will evaluate and make the final decision on award. 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, May 6, 2022, at 3:00 p.m. to the following address:

Chris Fischer – Main Street City Hall Redevelopment RFP
City Administrator
City of Madelia
116 West Main Street
Madelia, Minnesota 56062
507-642-3245
chris.fischer@madeliamn.com

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Section One: Instructions

Section One: General Expectations

The City of Madelia's former City Hall/Police Station/Fire Department facility at 116 West Main is being offered for sale. Located on beautiful downtown Madelia Main Street this provides an excellent redevelopment opportunity. The property is being sold with a contingency that the sale be based on an acceptable redevelopment of the property. The offering will be through a request for proposal in order to review the offers in the context of the proposed end-use of the property and in conformance with the evaluation criteria.





This property sits on 2 lots (Flander's addition, Lots 3 and 4, Block 4). Each lot is 140' x 60', (8400 square feet x 2 = 16,800 square feet). This property is zoned Commercial #1. The Commercial #1 zoning code is Attachment 3.

This property currently has 4 building structures on it:

- Fire Department –
- Police Garage –
- City Hall –
- Police 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 Main Street City Hall Redevelopment
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.

Site Conditions

The City of Madelia makes no representations or warranties regarding the property, including no representations of financial assistance or discount for site conditions. This will be an "as is" disposition and sale and evaluated under the factors listed in this request for proposals. Interested parties are advised to undertake due diligence with reviewing the property and submitting a proposal.

The City will include a reversionary clause in any sale whereby if the reuse/redevelopment of the property does not proceed per the approved proposal, the city retains the right to repurchase the property for the sale price. Deed restrictions may also be placed on the property to exclude certain uses that may negatively impact the property and/or surrounding neighborhood. The City reserves the right to reject any and all offers for the property.

There is a potential for a larger area to be incorporated within the redevelopment. With the consent of current property owners, the proposal could include redevelopment of other adjacent sites.

The City reserves the right to reject any and all proposals. 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 and process for RFP

The City of Madelia soon to be former City Hall, Police Station and Fire Hall is being offered for sale through a request for proposals to review the sales offers in the context of the redevelopment proposals for the site. RFP and any other related documentation will be posted at: City of Madelia Website location, Times Messenger (February 17, 24, March 17, 24 and April 14 and 21), League of Minnesota Cities Marketplace, Facebook.

Important Dates:

Release of Request for proposal	Tuesday, February 1, 2022
RFP deadline for submittal	Friday, May 6, 2022
RFP Proposals will be opened and reviewed	Monday, May 9, 2022
Possible Interviews or request for presentation	May 2022
Public/Neighborhood Meeting	May 2022
Recommendation to Council/EDA	June, 2022, Public Hearing

Requests for Proposals opening will be at 7:30p.m. on May 9, 2022. 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. Late responses will not be reviewed.

The following proposal requirements will serve to establish a developer's overall capacity to complete this project and their vision for the site:

- A. Letter of Interest – To include the following information (at a minimum);
 1. Developer's name and mailing address
 2. Contact person's name, title, phone number, and email address
 3. Explanation of how proposal supports the Downtown Master Plan and vision.
 4. Project Narrative/Description
 5. Development entity – project management plan and role of each development partner in the implementation of the development plan

- B. Schematic Drawings of the Proposed Project
 1. Site Plan
 2. Elevations
 3. Floor Plans

- C. Financial
 1. Proposed land acquisition price
 2. Estimated Project Cost/Estimated Market Value of property

- D. Proposed Development Timeline
 1. Schedule that identifies the duration of key tasks (i.e., due diligence, conceptual design, design development, permitting, final design, contract award, construction, occupancy, ect.).

- E. Relevant Development Experience
 1. Resumes or biographies of the proposed development team
 2. Fact sheets for similar projects (images, date, location, concept, funding sources, ect.)
 3. Include any professional license 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.

- F. Appendix A and Appendix B need to include in your packet
 - 1. Appendix A Non-Collusion/Conflict of Interest Statement
 - 2. Appendix B Additional information/checklist of what is required in the packet

- G. Insurance
 - 1. The Successful Contractor shall provide proof of general liability insurance in the amount of not less than \$1,000,000.00 coverage, and proof of worker's compensation insurance.

- H. Compliance
 - 1. The Successful Contractor must comply with all local, state and federal laws.

- I. Expectations the proposing party would have for the City of Madelia.

The committee will review all validly submitted proposals and schedule possible interviews or presentations of the proposed redevelopment.

Copies Required

Each proposal must include one (1) signed original and two (2) copies, for a total of three (3), 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 Main Street City Hall Redevelopment
Attn: Chris Fischer
116 West Main
Madelia, MN 56062

Any questions should be directed to:

City of Madelia
RFP Main Street City Hall Redevelopment
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 proceed with setting up interviews or presentations with possible proposals. These meetings will be special meetings and be open to the public. They will be posted on the City Website, City official newspaper and in the front lobby of City Hall.

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.

Scoring Criteria

Compliant Professional Licenses	10 Points
Local subcontractors	10 Points
Timeline for Turnaround	20 Points
Design Appearance	20 Points
Est Market Value of Finished redevelopment	20 Points
Overall Proposal and compliance with RFP	10 Points
References	10 Points

RFP Advertisement

Direct Mailed to:

Doug and Caleb Fenske
Madelia Times Messenger
L&B Construction
Dennis Arduser
Pietch Construction
Boyum Window and Siding
Jay Thomas
Steve Sorensen
Matt Gunderson
Bergeman Construction
Grant Halverson Construction
Rich Kelsey

Newspaper Advertisements:

Times Messenger (February 17, 24, March 17, 24, April 21, 28, 2022)

Website Post

Facebook Post

League of MN Cities Marketplace

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

Appendix B

1. Describe and explain your organization.

2. 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.

1. _____
2. _____
3. _____

3. Please list outstanding obligations you or any affiliated company have with the City of Madelia.

4. Please attach any 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.

5. **Pricing:** Please state the total cost of all land acquisition _____

6. Projected estimated Market Value of final redevelopment of project.

7. Design and Construction Services. Please attached site plans or anything else that would explain the scope of work.

8. Proposed schedule of completion.

9. **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.

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10. **Insurance:** The Successful Contractor shall provide proof of general liability insurance in the amount of not less than \$1,000,000.00 coverage, and proof of worker's compensation insurance.
 11. **Compliance:** The Successful Contractor must comply with all local, state and federal laws.