



CALEDONIA MINNESOTA

A CITY FOR ALL SEASONS

Request for Proposals

Ambulance Facility Design-Build Services

Request for Proposals Date: November 27, 2023

For Questions Regarding these Proposal Documents contact:

Jake Dickson
City Clerk/Administrator
231 E Main St,
Caledonia, MN 55042
jdickson@caledoniamn.gov

SECTION I. INTRODUCTION AND OVERVIEW

1 REQUEST FOR PROPOSALS. The City is soliciting competitive proposals from firms that are qualified to provide full A/E design and construction services for a proposed Ambulance Service Building. Sealed proposals will be received at Caledonia City Hall, 231 E Main Street, Caledonia, Minnesota, 55921 until **4:00 p.m. on Friday, January 5, 2024**. All proposals must be sealed and marked "City of Caledonia Architectural Design and Construction Services" Any questions regarding the Requests for Proposals must be in writing and addressed to Jake Dickson, City Clerk/Administrator, Caledonia City Hall, 231 E Main Street, Caledonia, Minnesota, 55921 or sent via email to jdickson@caledoniamn.gov. Questions or requests for clarification of the Proposal documents shall be received by Friday, December 22, 2023. All questions will be responded to in writing on Wednesday, December 27, 2023 and each Consultant who has requested a Proposal package will be provided with a copy of the question asked and City's response. Proposal documents may be obtained from Jake Dickson, City Administrator, at the above-referenced address, by telephone at 507-725-3450, or by e-mail to jdickson@caledoniamn.gov.

2 BACKGROUND. The City of Caledonia is located in the Southeastern corner of Minnesota and is the seat of Houston County, and has a population of 2,847. The Caledonia Ambulance Service provides service to approximately 140 square miles of Houston County and portions of northern Iowa. Caledonia Ambulance runs two ambulances with approximately 25 employees under the direction of a full-time Ambulance Director. The City of Caledonia acquired a .75 acre parcel located at 615 West Washington Street as the site of a new ambulance building. The City previously ordered conceptual and site drawings, as well as a preliminary space need report of approximately 5,000 square feet.

3 PROJECT DESCRIPTION: The City is seeking proposals from firms that will include all architectural and engineering design as well as construction management services of a new ambulance facility. For purposes of this request, the Ambulance Facility will include office space, training and meeting space, and an ambulance depot comprised of three ambulance bays. The project also includes adequate storage, parking, driveways, and site work. City water, sewer, and power utilities are available at the site.

4 SCHEDULING:

The tentative project development schedule is as follows:

- Approval of Contract 2/15/2024
- Complete Preliminary Site and Building Layout 4/15/2024
- Final Design 6/1/2024

The following tasks will be dependent on the City Council to proceed:

- Site Preparation 8/1/2024
- Construction 8/1/2024

5 RIGHTS OF THE CITY OF CALEDONIA

The City of Caledonia reserves and may exercise one or more of the following rights and options regarding this RFP:

- Reject any and all Proposals.
- Seek additional Proposals.

- Enter into negotiations and subsequently contract with more than one Respondent. To select the successful Respondent on the basis of the Proposal meeting requirements established by the City of Caledonia and not necessarily the lowest price.
- Choose not to award any Agreement and Contract.
- Add to, delete, modify or enlarge this RFP, including any specifications and/or statement of work, the proposed contract, the terms and conditions, and any subsequently executed Agreement and Contract, and acknowledges an attendant and corresponding adjustment in the bid price.
- Modify the terms and conditions of any proposed or executed Agreement and Contract prior to execution.
- Cancel or withdraw this RFP without the substitution of another RFP, or alter the terms and conditions of this RFP.
- Extend deadlines or otherwise modify the required schedule (within reason) at its sole discretion.

6 PROJECT SCOPE

The firm selected shall provide complete A/E design and construction related services through completion of the project construction including: preliminary site/building layouts, final design, construction documents, bidding administration and construction administration. The firm shall also provide Construction Manager services including pre-construction, estimation, bidding, contracting, and contract administration, full-time site supervision, project management, and inspection of work.

7 SUBMISSION REQUIREMENTS

Interested firms shall submit electronic copies by 4:00PM on January 5th, 2024 to the attention of Jake Dickson, City Clerk/Administrator, jdickson@caledoniamn.gov

Questions shall be directed to Jake Dickson by phone at 507-725-3450

- a. Cover letter and introduction including the name of the firm, address, and the name and contact information of the person(s) authorized to represent the company regarding all matters related to the proposal.
- b. Information on the firm and the firm's qualifications, capabilities, staffing, areas of services, years in business, etc.
- c. Resumes and qualifications of the individual(s) who will be performing the work, including:
 - Name
 - Address, telephone number, fax number, email address
 - Resources available to assist in performing design duties
 - Education
 - Experience
 - Current projects they are working on
 - Any special qualifications, licenses or certifications held by the firm and/or individual(s).
- d. References, a minimum of three (3), specific to similar municipal building projects, outlining Proposed approach to the project development and design, outlining schedule, meetings, critical tasks, and other information that demonstrates how the firm intends to manage the overall project design and construction administration.

e. Other pertinent information.

f. Proof of insurance, by either copy of the certificate of declaration page, for general liability and professional responsibility/errors and omission insurance policies currently in place and related to providing design and planning services. All insurance policies must be issued by companies authorized to do business under the laws of the State of Minnesota.

g. The proposed fees for the Project. Identify the basic services included in your fee; any additional services and additional costs not included in your basic fee; and any reimbursable expenses with the applicable reimbursable rates. Provide a best estimate of what the reimbursable expense costs would be.

h. Scope of services, project description, and cost.

8 METHOD OF SELECTION

The City intends to retain the services of the firm evaluated to be best qualified to perform the work for the City within the required time frame, experience with similar contracts and clients, extent to which previous clients have found the firm's services acceptable, cost of services, ability to deliver work within budget, and other factors considered. The firm will be selected upon the basis of the information provided as requested in this proposal.

Staff will undertake a preliminary review of all proposals submitted for compliance with this submission requirements and select firms for interviews. Follow-up with any or all firms submitting proposals may occur to gather additional information upon which to make a decision. Any other pertinent data generated by the City will be considered.

The City Council shall make the final appointment of the firm. The final contract award will be conditioned upon the successful proposer's complying with all terms and conditions, mutual agreement about the final work plan, and completion of a contract agreeable to all parties. The City reserves the right to negotiate and further refine the scope of the work which may affect the final contract amount.

The City Council reserves the right to reject any and all proposals, in whole or in part, to waive any and all informalities, to disregard all non-conforming, non-responsive or conditional proposals, to request additional information from a proposer, or to expand the period for submitting proposals.

9 OTHER

Proposer understands and acknowledges that the proposal is subject to the Minnesota Governmental Data Practices Act. Proposals are private or non-public until they are opened by the City. Once the proposals are opened, the name of the proposer becomes public. All other data in a proposal is private or non-public until the completion date of the evaluation process. After the City has completed the evaluation process, all remaining data submitted by all proposers are public with the exception of trade secret data as defined and classified in Minnesota Statutes 13.37. Data will at all times be governed by Minnesota Governmental Data Practices Act. Minnesota Statutes Chapter 13. Proposer agrees to maintain all data obtained from the City consistent with the requirements of the Data Practices Act. Proposer agrees to defend and indemnify the City from any claim, liability, damage or loss asserted against the City as a result of the proposer's failure to comply with the requirements of the Data Practices Act. If selected by the City, the proposer will be required to execute a contract with the City within one (1) week of notification. Those submitting proposals do so entirely at their own expense. There is no

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November 2023

expressed or implied obligation by the City to reimburse any individual or company for any costs incurred in preparing or submitting proposals, providing additional information when requested by the City or for participating in any meetings or interviews