



MOUNTAIN IRON ECONOMIC DEVELOPMENT AUTHORITY

REQUEST FOR PROPOSALS FOR

DESIGN SERVICES

BUILDING A 30,000 SQUARE FOOT WAREHOUSE

AUGUST 16, 2019

PROPOSALS DUE FRIDAY, AUGUST 30, 2019 BY 4:00 PM SUBMIT TO

MOUNTAIN IRON EDA ATTN: EXECUTIVE DIRECTOR

CITY HALL, 8586 ENTERPRISE DRIVE SOUTH, MOUNTAIN IRON, MN 55768

PART I - GENERAL INFORMATION

I-1. Project Overview. The Mountain Iron EDA and Heliene are seeking a professional design firm to provide final architectural design services, including biddable construction documents and construction administration services, for a 30,000 Square Foot Warehouse Project at Heliene. Additional detail is provided in **Part IV** of this RFP.

I-2. Calendar of Events. The City will make every effort to adhere to the following schedule:

Activity	Date
Deadline to submit Questions via email to cwainio@ci.mountain-iron.mn.us	Aug 23, 2019
Answers to questions will be posted to the City website no later than 4:00 PM on this date.	Aug 26, 2019
Proposals must be received at the City Hall by 4:00 PM on this date.	Aug 30, 2019

I-3. Rejection of Proposals. The EDA reserves the right, in its sole and complete discretion, to reject any and all proposals or cancel the request for proposals, at any time prior to the time a contract is fully executed, when it is in its best interests. The EDA is not liable for any costs the Bidder incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of the contract.

I-4. Questions & Answers. Any questions regarding this RFP must be submitted by e-mail to the EDA at cwainio@ci.mountain-iron.mn.us **no later than** the date indicated on the Calendar of Events. Answers to the questions will be posted as an Addendum to the RFP.

I-5. Addenda to the RFP. If the EDA deems it necessary to revise any part of this RFP before the proposal response date, the EDA will post an addendum to its website <https://mtniron.com/request-for-quotes/> . Although an e-mail notification will be sent, it is the Bidder's responsibility to periodically check the website for any new information.

I-6. Proposals. To be considered, hard copies of proposals must arrive in a sealed envelope at City Hall on or before the time and date specified in the RFP Calendar of Events. The EDA will not accept proposals via email or facsimile transmission. The EDA reserves the right to reject or to deduct evaluation points for late proposals.

Proposals must be signed by an authorized official. Proposals must remain valid for 90 days or until a contract is fully executed.

Please submit one (1) paper copy of the Technical Submittal and one (1) paper copy of the Cost Submittal. The Cost Submittal should be in a separate sealed envelope. In addition, Bidders shall submit one copy of the entire proposal (Technical and Cost submittals, along with all requested documents) on flash drive in Microsoft Office-compatible or pdf format.

All materials submitted in response to this RFP will become property of the EDA and will become public record after the evaluation process is completed and an award decision made.

I-7. Targeted Group Business Information. The EDA encourages participation by minority, women, veteran-owned and other targeted group businesses as prime contractors, and encourages all prime contractors to make a significant commitment to use minority, women, veteran-owned and other disadvantaged business entities as subcontractors and suppliers. A list of certified Disadvantaged Business Enterprises is maintained by the Minnesota Unified Certification Program at <http://mnucp.metc.state.mn.us/>. The Minnesota Office of Administration maintains a list of Targeted Group Businesses at <http://www.mmd.admin.state.mn.us/process/search/>

I-8. Term of Contract. The term of the contract will begin once the contract is fully executed and is anticipated to end by July 31, 2020. The selected Bidder shall not start the performance of any work nor shall the EDA be liable to pay the selected Bidder for any service or work performed or expenses incurred before the contract is executed.

I-9. Mandatory Disclosures. By submitting a proposal, each Bidder understands, represents, and acknowledges that:

- A. Their proposal has been developed by the Bidder independently and has been submitted without collusion with and without agreement, understanding, or planned common course of action with any other vendor or suppliers of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit independent bidding or competition, and that the contents of the proposal have not been communicated by the Bidder or its employees or agents to any person not an employee or agent of the Bidder.
- B. There is no conflict of interest. A conflict of interest exists if a Bidder has any interest that would actually conflict, or has the appearance of conflicting, in any manner or degree with the performance of work on the project. If there are potential conflicts, identify the municipalities, developers, and other public or private entities with whom your company is currently, or have been, employed and which may be affected.

- C. It is not currently under suspension or debarment by the State of Minnesota, any other state or the federal government.
- D. The company is either organized under Minnesota law or has a Certificate of Authority from the Minnesota Secretary of State to do business in Minnesota, in accordance with the requirements in M.S. 303.03.

I-10. Notification of Selection. Bidders whose proposals are not selected will be notified in writing.

PART II - PROPOSAL REQUIREMENTS

Proposals shall include a cover letter, history and experience of the firm, whether the firm qualifies as a Targeted Group Business, resumes of the staff who will be working on the project – including what their role in the project would be, the technical plan for accomplishing the work, a proposed project schedule, and samples of prior exhibit work that your firm. List any awards received. Provide a minimum of three (3) references who can verify your firm’s experience performing services similar to those requested in this RFP.

Cost submittals must be in a separately sealed envelope from the technical proposal. The cost submittal shall include a total not-to-exceed lump sum cost for completing the Project, with a breakdown of the lump sum fee by estimated hours for each task, the hourly rates for each employee involved, as well as estimated charges for miscellaneous items such as travel, copies, postage, etc.. Please include any sub-consultant costs.

PART III - CRITERIA FOR SELECTION

The proposals will be reviewed by EDA, IRRRB and Heliene Staff. The intent of the selection process is to review proposals and make an award based upon qualifications as described therein. A 100-point scale will be used to create the final evaluation recommendations. The factors and weighting on which proposals will be judged are:

Qualifications of the Bidder and Personnel	40%
Prior Experience with Similar Work	30%
Work Plan	10%
Cost	20%

PART IV – PROJECT DETAIL

The selected firm will be expected to provide project management, exhibit design, landscape, civil, structural, mechanical, plumbing, electrical, and lighting design

services, including biddable construction documents and limited construction administration for the 30,000 square foot warehouse project.

This project is funded in part with IRRRB proceeds. Final designs will be required to address the sustainability and energy conservation requirements found in Minn. Stat. § 16B.325. More information may be found at <http://www.b3mn.org/guidelines/index.html>