



CITY OF CORCORAN

SPACE NEEDS ANALYSIS FOR CITY FACILITIES

REQUEST FOR PROPOSALS

I. INTRODUCTION

The City of Corcoran is issuing this Request for Proposals (RFP) for professional services needed for completion of a facilities space needs planning study. This is a publicly advertised RFP for qualified architectural/planning firms.

- A. RFP Content.** This RFP contains the following sections:
- I. Introduction
 - II. Project Information
 - III. Proposal Requirements
- B. Addenda/Clarifications.** Any changes to this RFP will be made by written addendum. Verbal modification will not be binding.
- C. Pre-Contractual Expenses.** The city will not be responsible for any pre-contractual expenses. Pre- contractual expenses are defined as expenses incurred by the Consultant including, but not limited to:
1. Preparing its proposal in response to this RFP;
 2. Submitting the proposal to the City of Corcoran;
 3. Negotiating with the City any matter related to their proposal; or
 4. Any other expenses incurred by the Consultant prior to the date of execution of the Professional Services Agreement.
- D. Contract Award.** Issuance of this RFP and receipt of proposals does not commit the City of Corcoran to award a contract. The City of Corcoran reserves the right to postpone the award for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with Contractors, to cancel all or part of this RFP, or to phase and/or adjust the size of the project so as to stay within budgetary limitations. The City's standard form of contract for professional services is attached for reference.
- E. Contact Person.** The City contact for specific questions regarding information in this RFP is Jay Tobin, City Administrator, (763) 248-1888, jtobin@corcoranmn.gov

II. PROJECT INFORMATION

- A. Project Summary.** The City of Corcoran owns and operates three facilities of various ages and also owns property at different geographic locations around the City. Based on varying age and condition of the facilities, along with the current and future needs of the City, a facilities space needs planning study (the "Study") is being sought to determine feasible options and help guide decision making by the City Council. The completed Study is the first integral phase of what is anticipated to be three phases for this city facilities initiative:
- Phase I: Facilities space needs planning study
 - Phase II: Public engagement, site designs, communication plan, refined financial plan
 - Phase III: Construction documents, bidding, construction management, project closeout

- B. Project Scope.** The objective of the Study is to develop options, and the associated costs of those options, on how the city could plan for its facilities now and into the future. The specific properties anticipated to be included in this study are indicated below, but the breadth of the investigation will vary with each property. The Study is required to be completed by the end of October 2025. It's not anticipated to have a robust public outreach or engagement campaign as part of the Study, but engagement with city staff, the City Council and key stakeholders will be needed.

The selected firm shall assess each property to prepare a summary that provides a baseline needs analysis, the general condition, operational efficiency, and a listing of factors that may impact its future use. The Study shall not include in-depth structural, utility, IT, code compliance, etc., but assessments should include enough information to give an overview of operating costs, potential major replacements, deficiencies, use of space, potential for expansion and remaining service life. The city will provide existing building/site plans and other available records to the consultant in electronic (pdf) format. The firm selected shall meet with key staff to obtain feedback about current use, constraints, future needs, etc.

The city would generally like to know what feasible options exist for the construction of new facilities compared to investment in existing facilities. The feasibility of these options shall include, but not be limited to:

- Cost
- Efficient use of space and access
 - Space planning shall be based on projected growth in the 2040 Comp Plan
- Sustainability and assessment of current assets
- Adherence to Strategic Priorities
- Levels of service for the public
- Land availability
- Partnerships with stakeholders
- Safety, Security, Code compliance, and Employee Wellness

C. Facilities/Properties:

1. City Hall
 - a. PID 24-119-23-23-0001
 - b. 8200 County Road 116, Corcoran
 - c. Original construction date 1994, renovated in 2020
 - d. Home to City Departments for Administration, Community Development, Public Safety, and Public Works
 - e. Scope: High level assessment of current and future space needs offering options for a new Civic Campus that adds Fire Service spaces.
2. Public Works
 - a. PID 18-119-23-13-0001
 - b. County Road 19
 - c. Original construction date 2014
 - d. Home to Operations Team, equipment storage and repair, material storage, and fuel farm.
 - e. Scope: High level assessment of service life and space needs planning with options for remodel and expansion onsite.

3. Old Public Works
 - a. PID 10-119-23-41-0003
 - b. 9525 Cain Road, Corcoran
 - c. Original construction on site 1950
 - d. Home to storage of Public Works and Public Safety vehicles and equipment
 - e. Scope: High level assessment of service life and space needs planning with options for remodel and expansion onsite.

4. Former Rockford School Property (specifically the North-West 19.7 acres)
 - a. PID 23-119-23-34-0001
 - b. Along County Road 10 (adjacent to City Park)
 - c. Purchased in 2018
 - d. 19.7 acres (total PID is 59.95 acres)
 - e. Scope: High level assessment of potential to relocate a new Civic Campus to this location.

5. County Road 116 (North of City Hall)
 - a. PID 13-119-23-32-0001
 - b. City has owned since 1996
 - c. 78.97 acres
 - d. Scope: High level assessment of potential to relocate a new Civic Campus to this location.

Facilities not specifically included in the Study include water treatment plants, current park spaces, and utility structures.

Developed options shall include a general summary narrative description, a physical design concept sketch, pros/cons of the option, optimal schedule of implementation, and estimated project cost. The scope of this Study is meant to be high-level, with the understanding that any selected option would require further investigation prior to implementation. The final Study shall be delivered electronically (.pdf) along with ten (10) hard copies.

- D. Project Schedule.** The following is a preliminary project schedule to use as a guide. Consultants shall prepare a detailed schedule based on their specific work plan developed. At a minimum, the Consultant shall include one (1) work session with the City Council to review options and one (1) presentation at a City Council meeting for presentation and acceptance of the Study.

RFP Released	June 25, 2025
Proposal Due	July 11, 2025 (Noon)
Interviews (if necessary)	July 16, 2025
City Council Approval	July 24, 2025
Contract Award	July 24, 2025
Kick-off Meeting	Week of August 11, 2025
City Council Workshop	TBD
City Council Presentation & Acceptance	TBD

III. PROPOSAL REQUIREMENTS

- A. Submission of Proposal.** Submit the proposal electronically via email to: Jay Tobin
 City of Corcoran City Administrator - jtobin@corcoranmn.gov

Proposals shall be received by Noon, July 11, 2025. Proposals received after this time will not be accepted. Acknowledgement of receipts of all Addenda is required.

- B. Proposal Format.** Proposals shall be submitted in electronic (PDF) format and be printable on two-sided 8½" x 11" paper, with all text clear of binding. Use of 11" x 17"-fold-out sheets for tables, fees or schedules is permissible but shall be limited. The proposal should be clear and understandable when reproduced in black and white. There is no page limit, but the information included should be responsive to this RFP. Do not include an overabundance of marketing materials; rather the information submitted should be concise, relevant and specific for this project.
- C. Consultant Team.** Background of firm, including sub-consultants, showing previous relevant work experience. Identify key team members and areas of responsibility.
- D. Project Understanding, Work Plan and Schedule.** The Consultant shall provide a brief, concise description that demonstrates the Consultant's understanding of the project and what needs to be done to successfully complete the scope of work. The work plan shall include a preferred proposal and alternate proposal with a detailed schedule outlining any decision points, deliverables, methodology, meetings, etc.
- E. Fee.** The Consultant shall consider all hourly rates for each personnel, all materials and equipment, sub-consultants, overhead and all expenses required to complete the project scope as outlined in this RFP. A total not-to-exceed fee that aligns with the submitted work plan shall be indicated and used for the evaluation.
- F. References.** The Consultant shall provide references for which the Consultant has provided comparable work within the last 5 years. References shall include contact information to verify the work performed.
- G. Exceptions and Deviations.** The Consultant may include other services outside the scope of this RFP that the Consultant feels may be needed or that would add value to the project. Any exceptions to the requirements in this RFP, including the language in the contractual terms of the City's standard Professional Services Agreement, must be noted in the proposal. If the Consultant proposes changes to the scope of work, include a description of the reason for the change and added/deducted costs if any.
- H. Evaluation of Proposals.** The proposals received will be evaluated per the criteria shown below to determine which one best meets the objectives of the project and the needs of the city. The city may choose to conduct oral interviews to assist in making the final consultant selection.
Evaluation Criteria:
 - 1. Past record of experience and performance of similar projects, including references (25%)
 - 2. Qualifications of staff assigned to the project, including commitment to this project (10%)
 - 3. Project Understanding and Work Plan, including schedule (25%)
 - 4. Fee (40%)

Based upon review and evaluation, the City Administrator will recommend to the City Council the appointment of the Consultant judged to be the most responsive and responsible for the services requested. The final decision of the Consultant selection will be made by the City Council. It is anticipated that the recommendation will be submitted to the City Council for consideration on July 24, 2025.



PROFESSIONAL SERVICES AGREEMENT

AGREEMENT made this _____ day of _____, 20__, by and between the **CITY OF CORCORAN**, a Minnesota municipal corporation ("City") and _____ "Consultant").

IN CONSIDERATION OF THEIR MUTUAL COVENANTS, THE PARTIES AGREE AS FOLLOWS:

1. **SCOPE OF SERVICES.** The City retains Consultant for _____.
2. **CONTRACT DOCUMENTS.** The following documents shall be referred to as the "Contract Documents," all of which shall be taken together as a whole as the contract between the parties as if they were set verbatim and in full herein:
 - A. This Professional Services Agreement;
 - B. Request for quote – _____ dated _____, 20__;
 - C. Insurance Certificate;
 - D. Consultant's _____, 20__ proposal for _____ ("Proposal").

In the event of conflict among the provisions of the Contract Documents, the order in which they are listed above shall control in resolving any such conflicts, with Contract Document "A" having the first priority and Contract Document "D" having the last priority.

3. **COMPENSATION.** Consultant shall be paid by the City for the services described in the Proposal a not to exceed fee of _____ Dollars (\$___, inclusive of expenses. Services performed directly by Consultant shall be paid at an hourly rate in accordance with the Proposal, subject to the not to exceed fee. The not to exceed fees and expenses shall not be adjusted if the estimated hours to perform a task, the number of required meetings, or any other estimate or assumption is exceeded. Consultant shall bill the City as the work progresses. Payment shall be made by the City within thirty-five (35) days of receipt of an invoice.

4. **DOCUMENT OWNERSHIP.** All reports, plans, models, diagrams, analyses, and information generated in connection with performance of this Agreement shall be the property of the City. The City may use the information for its purposes.

5. **CHANGE ORDERS.** All change orders, regardless of amount, must be approved in advance and in writing by the City. No payment will be due or made for work done in advance of such approval.

6. COMPLIANCE WITH LAWS AND REGULATIONS. In providing services hereunder, Consultant shall abide by all statutes, ordinances, rules and regulations pertaining to the provisions of services to be provided.

7. STANDARD OF CARE. Consultant shall exercise the same degree of care, skill, and diligence in the performance of the services as is ordinarily possessed and exercised by a professional consultant under similar circumstances. No other warranty, expressed or implied, is included in this Agreement. City shall not be responsible for discovering deficiencies in the accuracy of Consultant's services.

8. INDEMNIFICATION. Consultant shall indemnify and hold harmless the City, its officers, agents, and employees, of and from any and all claims, demands, actions, causes of action, including costs and attorney's fees, arising out of or by reason of the execution or performance of the services provided for herein and further agrees to defend at its sole cost and expense any action or proceeding commenced for the purpose of asserting any claim of whatsoever character arising hereunder.

9. INSURANCE. Consultant shall secure and maintain such insurance as will protect Consultant from claims under the Worker's Compensation Acts, automobile liability, and from claims for bodily injury, death, or property damage which may arise from the performance of services under this Agreement. Such insurance shall be written for amounts not less than:

Commercial General Liability	\$2,000,000 each occurrence/aggregate
Automobile Liability	\$2,000,000 combined single limit
Professional Liability	\$2,000,000 each occurrence/aggregate

The City shall be named as an additional insured on the general liability policy on a primary and non-contributory basis. Before commencing work, the Consultant shall provide the City a certificate of insurance evidencing the required insurance coverage in a form acceptable to City.

10. INDEPENDENT CONTRACTOR. The City hereby retains Consultant as an independent contractor upon the terms and conditions set forth in this Agreement. Consultant is not an employee of the City and is free to contract with other entities as provided herein. Consultant shall be responsible for selecting the means and methods of performing the work. Consultant shall furnish any and all supplies, equipment, and incidentals necessary for Consultant's performance under this Agreement. City and Consultant agree that Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's agents or employees are in any manner agents or employees of the City. Consultant shall be exclusively responsible under this Agreement for Consultant's own FICA payments, workers compensation payments, unemployment compensation payments, withholding amounts, and/or self-employment taxes if any such payments, amounts, or taxes are required to be paid by law or regulation.

11. SUBCONTRACTORS. Consultant shall not enter into subcontracts for services provided under this Agreement without the express written consent of the City. Consultant shall comply with Minnesota Statutes § 471.425. Consultant must pay subcontractors for all undisputed services provided by subcontractors within ten (10) days of Consultant's receipt of payment from City. Consultant must pay interest of one and five-tenths percent (1.5%) per month or any part of a month to subcontractors on any undisputed amount not paid on time to subcontractors. The minimum monthly interest penalty payment for an unpaid balance of One Hundred Dollars (\$100.00) or more is Ten Dollars (\$10.00).

12. CONTROLLING LAW/VENUE. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. In the event of litigation, the exclusive venue shall be in the District Court of the State of Minnesota for Carver County Minnesota.

13. MINNESOTA GOVERNMENT DATA PRACTICES ACT. Consultant must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to (1) all data provided by the City pursuant to this Agreement, and (2) all data, created, collected, received, stored, used, maintained, or disseminated by Consultant pursuant to this Agreement. Consultant is subject to all the provisions of the Minnesota Government Data Practices Act, including but not limited to the civil remedies of Minnesota Statutes Section 13.08, as if it were a government entity. In the event Consultant receives a request to release data, Consultant must immediately notify City. City will give Consultant instructions concerning the release of the data to the requesting party before the data is released. Consultant agrees to defend, indemnify, and hold City, its officials, officers, agents, employees, and volunteers harmless from any claims resulting from Consultant's officers', agents', city's, partners', employees', volunteers', assignees' or subcontractors' unlawful disclosure and/or use of protected data. The terms of this paragraph shall survive the cancellation or termination of this Agreement.

14. COPYRIGHT. Consultant shall defend actions or claims charging infringement of any copyright or software license by reason of the use or adoption of any software, designs, drawings or specifications supplied by it, and it shall hold harmless the City from loss or damage resulting therefrom.

15. PATENTED DEVICES, MATERIALS AND PROCESSES. If the Contract requires, or the Consultant desires, the use of any design, devise, material or process covered by letters, patent or copyright, trademark or trade name, the Consultant shall provide for such use by suitable legal agreement with the patentee or owner and a copy of said agreement shall be filed with the City. If no such agreement is made or filed as noted, the Consultant shall indemnify and hold harmless the City from any and all claims for infringement by reason of the use of any such patented designed, device, material or process, or any trademark or trade name or copyright in connection with the services agreed to be performed under the Contract, and shall indemnify and defend the City for any costs, liability, expenses and attorney's fees that result from any such infringement.

16. RECORDS. Consultant shall maintain complete and accurate records of hours worked and expenses involved in the performance of services.

17. ASSIGNMENT. Neither party shall assign this Agreement, or any interest arising herein, without the written consent of the other party.

18. WAIVER. Any waiver by either party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement.

19. ENTIRE AGREEMENT. The entire agreement of the parties is contained herein. This Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.

20. TERMINATION. This Agreement may be terminated by the City for any reason or for convenience upon written notice to the Consultant. In the event of termination, the City shall be obligated to the Consultant for payment of amounts due and owing including payment for services performed or furnished to the date and time of termination.

Dated: _____, 20__.

CITY OF CORCORAN

BY: _____
Tom McKee, Mayor

BY: _____
Jay Tobin, City Manager

Dated: _____, 20__.

BY: _____

Its _____