



Fillmore Soil & Water Conservation District

900 Washington St NW, Preston, MN 55965

Phone: 507-765-3878 ext. 123

www.fillmoreswcd.org

Fillmore SWCD Office Space Design-Build Request for Proposals Proposals DUE: 2/2/2024, 4:00 PM

I. Project Description

A duly licensed Design-Build Contractor (DBC) shall design and build an office space by expanding a pre-existing structure for the Fillmore Soil and Water Conservation District (SWCD).

This project proposes to expand the building of 912 Houston St NW, Preston, MN 55965.

II. Project Summary

Fillmore Soil and Water Conservation District seeks a DBC to construct an office space to the specifications of the district. This office space will be an expansion to an already constructed building and garage at the above-mentioned location.

The DBC would be responsible for abiding by all State and local building regulations, and have a proven ability to deliver a finished product by a desired schedule.

The SWCD seeks a space with the following items:

- 1 front desk/welcome area
- 4 cubicles area
- 3 offices
- 2+ touch-down desks area
- 1 small break room
- 1 large storage room
- Access to the current building

The design of the above-mentioned items would need to fit in an area expanded from the current building. A preliminary design of these items was thought to have fit in a 40 x 48 ft area.

III. Project Deliverables

The following deliverables are to be provided by the DBC:

Part 1: Project Development, Design, and Permitting

- The DBC will develop a construction design and plan, identify permit requirements, and be responsible for all other aspects of this building project.
- It is expected that a number of meetings will be held with project collaborators to gain input on project designs. Final design approval will be reserved for the Fillmore SWCD Board of Supervisors.

Part 2: Project Construction and Execution

- The DBC, or its approved contractor acting under the management of the DBC, will construct the project according to its design plans.
- The DBC will be responsible for completing the project to the budget and timeline that they provide in their RFP.

IV. Budgetary information

RFPs will be graded on aspects that include overall price. As this project funding is not utilizing state funds, prevailing wage is not a requirement, but can be included in an RFP should a DBC so choose.

V. Project timeline

The following is a proposed project timeline. Fillmore SWCD would be eager to complete this project as soon as possible and RFPs will be graded on aspects that include a faster project completion date. **In total, this project must be completed by 5/1/25.**

- 12/6/2023 RFP Proposal Request start.
- 2/2/2024 Submission deadline for proposal at 4pm.
- 2/15/2024 Fillmore SWCD recommends contractor and Board approves at February meeting.
- 5/1/2024 Contractor develops a design approved by Fillmore SWCD.
- Onwards Contractor Completes all aspects related to the Design-and Build project of the Fillmore SWCD office building.
- 5/1/2025 Building is completed; final walkthrough performed; District employees report to work at building.

VI. Proposal Submittal Format:

Requested proposals are required to contain the following information:

1. Scope of Services:
 - a. Describe how services outlined in section III will be provided. Include a detailed listing and description of tasks, assigned staff and deliverables. Please add tasks that may be necessary based on your experience with other similar planning processes.
2. Proposed Schedule:
 - a. **Not to exceed May 1st, 2025.**
3. Role of staff and contractor:
 - a. Identify the assigned staff and contractor, their background and experience, and their roles and responsibilities for the project.
4. Experience and Capacity:
 - a. Demonstrate your firm’s ability to provide the required services.
 - b. Submit a sample of a similar planning process and completed document. This document may be electronic or be a link to a website where the document can be viewed.
 - c. Verify business liability insurance.
5. Budget:
 - a. Total project cost.
 - b. Project cost breakdown by category.

Please submit your proposal as a sealed bid by **February 2nd, 2024, 4:00 PM** to the attention of:

Riley Buley, District Administrator
Fillmore SWCD
900 Washington St. NW
Preston, MN 55965
507-887-0240
riley.buley@fillmoreswcd.org

Sealed bids must be labeled 'Fillmore SWCD Office Space Design-Build' and stamped as received by the Fillmore SWCD prior the above date.

Proposals will be evaluated on the following factors:

- Bid completeness
- Project cost
- Project schedule
- Qualifications of the person(s) or company(s) involved

This Request for Proposals is open to all qualified, responsive bidders. Questions regarding the proposal process may be made to Riley Buley (details above). Successful and unsuccessful bidders will be notified of their status within 10 calendar days of the Fillmore SWCD Board decision (mentioned above). Any or all bids may be rejected when in the best interest of Fillmore SWCD.