



## **REQUEST FOR PROPOSAL**

# **PROFESSIONAL CONSTRUCTION OF DOWNTOWN INFILL**

Frazee Economic Development Authority  
222 Main Ave W, PO Box 387  
Frazee, MN 56544

February 6, 2025

**Request for Proposals (RFP)**  
**City of Frazee Economic Development Authority**  
**General Contractor Services for Interior Buildout**  
**Location: 109 East Main Street, Frazee, MN**

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### **1. Introduction**

The City of Frazee Economic Development Authority (EDA) is seeking proposals from qualified General Contractors to complete the interior buildout of a newly framed commercial building located at 109 East Main Street, Frazee, Minnesota. This project involves the transformation of a 4,597-square-foot space into three fully functional business suites.

The total budget limit for this project is **\$375,000**, and the construction must be completed no later than **May 15, 2025**.

Proposals must be submitted no later than **February 27, 2025**.

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### **2. Project Overview**

The building at 109 East Main Street consists of three business suites and common areas, requiring full interior construction and finishing. The current structure is framed but remains unfinished, with a gravel floor and concrete slab around the edge of the interior. The completed space must accommodate:

- **Suite A (1,410 sq. ft.)** – Bakery, including a fully equipped commercial kitchen.
  - **Suite B (1,415 sq. ft.)** – Open retail space for lease
  - **Suite C (1,772 sq. ft.)** – Food service/culinary space with a fully equipped commercial kitchen
  - **Common Areas** – Two shared restrooms and a rear hallway for tenant access.
  - **Utilities** – Each suite must have individual metering for electrical, water, and gas services.
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### **3. Scope of Work**

The selected contractor will be responsible for:

#### **1. Pulling required permits**

- Building permit
- Plumbing
- Electrical
- Other related requirements

#### **2. Site Preparation & Foundations:**

- Level and prepare the gravel floor for concrete pouring.
- Pour and finish the concrete slab.

#### **3. Framing & Walls:**

- Construct interior walls per architectural plans.
- Provide insulation and drywall installation.

#### **4. Plumbing & Electrical Work:**

- Install plumbing for commercial kitchen requirements, restrooms, and utility areas.
- Install electrical wiring, lighting, and individual suite metering.

#### **5. HVAC Systems:**

- Design and install heating, ventilation, and air conditioning systems tailored to each suite's needs.

#### **6. Flooring & Finishes:**

- Install flooring materials as specified by suite requirements.
  - Complete interior finishes including painting, trim, and ceiling installation.
7. **Commercial Kitchen Buildout (Suites A & C):**
- Install required kitchen equipment, hood vents, grease traps, and other code-compliant fixtures.
  - Install an exterior walk-in freezer
  - Ensure compliance with local and state health regulations.
8. **Exterior & Entryway Work:**
- Construct shared rear hallway entryway for tenant access.
  - Ensure ADA compliance for all entryways and restrooms.

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#### **4. Proposal Submission Requirements**

Interested firms must submit a complete proposal including the following:

1. **Cover Letter**
  - Company name, address, and contact information.
  - Primary point of contact for the proposal.
  - Brief statement of interest.
2. **Qualifications & Experience**
  - Company history and relevant experience.
  - Key personnel assigned to the project.
  - Examples of similar completed projects.
3. **Project Approach & Timeline**
  - Detailed work plan and construction schedule.
  - Strategies for staying within budget and meeting the April 30, 2025 deadline.
4. **Budget Proposal**
  - Itemized budget breakdown, including labor, materials, and contingencies.
  - Listing of a sub-contractors to be used including: primary contact, work to be performed, and cost
5. **References**
  - At least three references from past commercial construction clients.
6. **Required Documentation**
  - Proof of licensure and bonding.
  - Certificate of liability insurance.
  - Worker's compensation insurance verification.
7. **Conflict of Interest**
  - Disclose any actual, apparent, direct, indirect or potential conflicts of interest that may exist with respect to your firm, management or employees of your firm or other persons relative to the services to be provided. If there are no conflicts of interest, include a statement to that effect.

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#### **5. Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

- **Experience & Qualifications (30%)** – Relevant commercial construction experience, particularly with similar buildouts.
- **Project Approach & Timeline (30%)** – Detailed work plan demonstrating ability to complete the project on time and within budget.

- **Cost Proposal (25%)** – Competitive pricing with clear budget justification.
- **References & Past Performance (15%)** – Positive feedback from previous clients and successful project completions.

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## **6. Submission Deadline & Contact Information**

Proposals must be submitted by **February 27, 2025.**, at 4:00 PM CST. Late submissions will not be considered. Proposals can be delivered via email or hard copy to:

### **City of Frazee Economic Development Authority**

ATTN: DTI Buildout Bid

222 Main Ave West

PO Box 387

Frazee MN 56544

cityadmin@frazeecity.com

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## **7. Additional Information**

- All proposals become the property of the City upon receipt. Selection or rejection of a proposal shall not affect this right. All materials submitted in response to this RFP become public record.

### Acceptance/Rejection of Proposals

- The City intends to enter into a contract with the selected firm that best satisfies the needs of the City. This RFP does not commit the City to award a contract or share in any expenses of preparing these proposals. The City reserves the right to reject any and all proposals and to waive any irregularities in a proposal.
- The selected contractor must comply with all applicable local, state, and federal regulations.
- A pre-bid site visit will be scheduled for interested contractors.
- All questions regarding the project and bidding shall be submitted by email no later than February 13, 2025 to: Karen Pifher, EDA Consultant  
karen@creatingcommunityconsulting.com  
Responses to questions will be sent by email to all bidders no later than February 18, 2025.

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**We look forward to receiving your proposal!**