

**Crookston Housing & Economic Development Authority**

**Colburn Property Infrastructure Expansion**

**REQUEST FOR PROPOSALS ENGINEERING SERVICES**

**Parcel I.D. 82.00163.01**

The Crookston Housing and Economic Development Authority is issuing a Request for Proposals (RFP) for engineering services. The project would include a rail spur service to the Colburn site and a ladder-style rail yard with transload service. Adding 10-ton capacity from Ingersoll Ave. to S. Front St. for truck traffic utilizing the transload service would also be required. CHEDA is open to other configuration proposals which achieve the same goal for the Industrial Park/Colburn Property. Finally, extending water and sewer infrastructure southeast corner of Ag Innovation Campus to the water main on the south end of the Coburn site will be added to the project if funds allow. Responses must be submitted in a sealed envelope plainly marked:

**Request for Engineering Proposals**

**Colburn Property Infrastructure Expansion Project**

**Crookston Housing & Economic Development**

**510 County Road 71  
Crookston, MN 56716**

**Attn: Karie Kirschbaum**

All Proposals must be received no later Oct. 20, 2023 at 10 a.m.

RFPs will be opened Oct. 20, 2023 at 10 a.m.

Notification of award is Oct. 24, 2023 by 4 p.m.

RFP specifications may be obtained online at [www.crookstonheda.com](http://www.crookstonheda.com), by e-mailing [kkirschbaum@crookston.mn.us](mailto:kkirschbaum@crookston.mn.us), or by calling Karie Kirschbaum at 218-280-3049.

**Colburn Property Infrastructure Expansion in Crookston, MN**

The Crookston Housing & Economic Development Authority, MNis applying for a grant from the United States Department of Commerce's Economic Development Administration (EDA) to develop Parcel I.D. 82.00163.01

As required by the U.S. Department of Commerce Economic Development Administration, the Architectural/Engineering and Inspection services shall be selected competitively by sealed bids (formal advertising).

The project price shall be separated into four phases, which are:

* Phase 1- NEPA Environmental Narrative
* Phase 2- Preliminary Engineering Report
* Phase 3-Design/Bidding
* Phase 4- Construction/Project Inspection Phase.

Fees shall be on a fixed-price basis; the use of the cost-plus-a­ percentage-of-cost and percentage forms of compensation are not eligible for EDA participation.

The Crookston Housing & Economic Development Authority will evaluate the proposals in their entirety for all Phases and will select one respondent, based upon the criteria described herein. The Crookston Housing & Economic Development Authority intends to award a contract for Phase 1 and Phase 2, initially, as this work is required for the EDA grant application. The Crookston Housing & Economic Development Authority will award a separate contract for Phases 3 and 4 upon award of the EDA grant and reserves the right to not contract for those services if the EDA grant is not awarded.

Please see enclosed Economic Development Administration Architect/Engineer Contracts Checklist for guidance. The Crookston Housing & Economic Development Authority is required to provide this checklist to the EDA for approval for the services in Phase 3 and 4, which are EDA grant reimbursable expenses.

# Background

Industry leaders in manufacturing and agricultural, including the Ag Innovation Campus, have consistently requested rail service be added to the Coburn site to serve the regional economy and make the site more attractive to new Industrial Park users. Additionally, both BNSF and MN DEED consistently engage with site selectors to promote Crookston and the region and note that site readiness is the driving factor in contemporary location decisions. In particular, a transload railyard would qualify the Crookston Industrial Park as a BNSF Certified Site – elevating it on multiple online platforms that site selectors reference in early search activity.

***Scope of Work***

***NEPA Environmental Narrative* - *Phase 1***

The National Environmental Policy Act (NEPA) requires Federal agencies to assess the potential environmental impacts associated with proposed federal actions, including the financial assistance that will be considered by the Federal EDA for this project. For reference, the NEPA obligations are established under 40 C.F.R. 1500-1508.

Services Sought - The selected engineering firm shall prepare an environmental narrative following the most current version of the attached *EDA Environmental Narrative Requirements.*

***Preliminary Engineering Report* - *Phase 2***

The Federal EDA is required to complete an engineering review for all construction and design projects before making an award. The Crookston Housing & Economic Development Authority must provide a preliminary engineering report for the proposed project with the application to the Federal EDA.

Services Sought - The selected engineering firm shall prepare a preliminary engineering report following the most current version of the attached *EDA Preliminary Engineering Report Requirements.*

***Design and Bidding* - *Phase 3***

This phase will require design and bidding services necessary to serve the development area with sanitary sewer, watermain, road and railroad.

Services Sought - The selected engineering firm will guide the Crookston Housing & Economic Development Authority through the design and engineering of the project, and preparation of complete and accurate construction drawings. The firm will also be expected to guide the Crookston Housing & Economic Development Authority in adhering to all EDA funding requirements throughout the project.

**Design/Bidding Phase Scope of Work is as follows:**

* 1. Kick-Off meeting with key City staff to discuss the overall project objectives and goals, refine the scope of services if necessary, and get the project firmly started.
  2. Data Collection of all relevant existing studies, reports, record drawings and data from the Crookston Housing & Economic Development Authority.
  3. All necessary field survey work to design the project, including establishing appropriate property boundaries.
  4. Prepare designs and submit formal design review submittals to the Crookston Housing & Economic Development Authority at 60% and 90% completion of the project.
  5. Prepare bid ready technical and construction plans and specifications for this project. The front-end specifications shall be standard Economic Development Administration (EDA) front­ end documents and shall be tailored to meet the requirements of the Project. Assist the Crookston Housing & Economic Development Authority throughout the bidding process and make a recommendation of award after reviewing the received bids.
  6. The consultant shall provide support services to assist the Crookston Housing & Economic Development Authority in obtaining bids from contractors. The bid period for this project will allow bidders adequate time to become familiar with the work. Bids shall be obtained electronically and shall meet all of the requirements of the EDA.
  7. Prepare all necessary environmental and/or construction permits from appropriate State and local governmental agencies. This includes, but is not limited to, all permits required to work within the road right-of-way.
  8. Coordinate the notification process for Disadvantaged Business Enterprises (DBEs) as required by the funding agency.
  9. Prepare the Advertisements for Bid for publication in the *Crookston Times* and notify appropriate industry publications.
  10. Prepare necessary copies of drawings, contract/bid documents and technical specifications, and distribute them to interested parties.
  11. Conduct one Pre-Bid Meeting with interested contractors, representatives of regulatory and funding agency, and the Crookston Housing & Economic Development Authority.
  12. Respond to bidder general and technical questions.
  13. Attend the Bid Opening, administer the receipt of bids, compare bids, check for compliance with the contract requirements, call references, confirm math and tabulate the results. Based upon this review, make a written recommendation for award of the contract.
  14. Modify Contract Documents to incorporate information included in bid addenda.
  15. All engineering services must be in compliance with 2 CFR Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.

***Construction/Project Inspection* - *Phase 4***

Construction administration and inspection services will be required for this project. Phase 4 includes all the work necessary to manage the day-to-day construction activities and to provide full-time construction inspection services.

Services Sought - The selected engineering firm will guide the Crookston Housing & Economic Development Authority through the construction administration and observation phases of the project. The firm will also be expected to guide the Crookston Housing & Economic Development Authority in adhering to all EDA funding requirements throughout the construction phase of the project.

**Construction/Project Inspection Phase Scope of Work is as follows:**

* 1. Construction Administration:
     1. Prepare for and attend the preconstruction meeting.
     2. Provide consultation and advice to Crookston Housing & Economic Development Authority during construction and be available to meet with Crookston Housing & Economic Development Authority staff, the Contractor, and other parties throughout the construction phase of the project to discuss/resolve construction issues, construction progress, and to coordinate the work as needed.
     3. Check detailed construction, shop and erection drawings submitted by the Contractor for compliance with the design concept and design intent.
     4. Conduct all Davis Bacon Wage Confirmation interviews and provide reports to the Crookston Housing & Economic Development Authority.
     5. Prepare supplementary sketches required to clarify/resolve any field construction problems that may arise due to actual field conditions encountered.
     6. Respond to contractor general and technical questions.
     7. Attend final review of the completed construction with representatives from the Crookston Housing & Economic Development Authority, the Contractor, and other concerned parties as needed, and prepare a letter to address any deficiencies, corrective actions required, etc.
     8. Prepare record (i.e., "as-built") drawings based on construction information.
     9. Print and distribute construction record drawings for distribution to the Crookston Housing & Economic Development Authority as required. Record drawings shall be furnished both in electronic PDF compatible format and electronically in AutoCAD compatible format on flash drive.
  2. Construction Observation: Provide daily construction observation of the construction work in progress based on the Contractor's construction schedule. The engineer shall perform the following functions:
     1. Monitor materials used in the construction for compliance with project specifications.
     2. Monitor quality of construction and verify compliance with project specifications.
     3. Prepare site visit observation reports covering observations made of the work in progress, delays to construction, unusual events, etc.
     4. Monitor project progress and report same to the Crookston Housing & Economic Development Authority and assist in the preparation of quarterly reports to EDA.
     5. Review and approve monthly Payment Requisitions from the Contractor to confirm quantities of work completed and certify payment requisitions for payment by the Crookston Housing & Economic Development Authority.

1. Interpret the contract plans and specifications and check the construction activities for compliance with the intent of the design.
2. Attend meetings as required for coordination among officials from the Crookston Housing & Economic Development Authority and the Contractor or any state and local agencies (as required).
3. Confirm Substantial Completion of the project and prepare Certificate of Substantial Completion. Prepare a Punch List of outstanding items of work to be completed after Substantial Completion in order to achieve final completion of the construction work.
4. Maintain project record ("as-built") information for the development of final record drawings and final project report.
   1. EDA Funding Requirements During Construction. Tasks that are required to be completed during construction pursuant to the rules and regulations for EDA funded projects include:
      1. Collect and check weekly certified payroll reports from the Contractor and all subcontractors on the project.
      2. Collect weekly signed Statement of Compliance (wages) from Contractor and Subcontractors.
      3. Verify hours worked and rates paid for the Contractor and all subcontractors on the project.
      4. Maintain a file of weekly certified payroll reports.
      5. Submit a copy of the weekly certified payroll reports to the Crookston Housing & Economic Development Authority and EDA.
      6. Conduct at least two (2) (minimum) wage rate interviews to confirm/verify wage rates.
      7. Document "Buy American" provisions.
      8. Maintain documentation and records for all equipment and products purchased in accordance with the "Buy American" provisions. Required documentation includes: (1) U.S.-made components; (2) National waivers; (3) project-specific waivers; and (4) "De Minimis" components.
      9. Prepare monthly report of project completion status.

# Proposal Specifications:

**Statement of Qualifications (SOQ) and Price Proposal specifications:**

* 1. Statement of Qualifications (SOQ) must include the following information:
     1. Executive Summary;
     2. Firm and team history. Include names, qualifications and resumes of key personnel to participate in the project including educational background and employment history;
     3. Description of other similar infrastructure design and construction inspection projects managed and designed by this firm similar to this project. Please provide a list of similar projects and up to three references, contact names and telephone numbers;
     4. Provide specific evidence of familiarity with the construction and grant procedure of the United States Economic Development Administration. Please provide a list of previous EDA funded projects that your firm has participated in.
     5. Statement of availability and location of key personnel to work on the project.
     6. Brief description of the firm's approach to planning, designing, and implementing this project.
     7. Price Proposal
  2. Quantities: Two (2) hard copies and One (1) electronic copy of the Statement of Proposal to include the provided Price Proposal Form. Proposals shall be limited to 40 pages single sided or 20 double sided pages.
  3. As required by the U.S. Department of Commerce Economic Development Administration, the project price shall be separated into NEPA Environmental Narrative Phase, Preliminary Engineering Report Phase, Design/Bidding Phase and Construction/Project Inspection Phase. Fees shall be on a fixed-price basis; the use of the cost-plus-a percentage-of-cost and percentage forms of compensation are not eligible for EDA participation. Please see enclosed Economic Development Administration Checklist for Architect/Engineer contracts for guidance. The Crookston Housing & Economic Development Authority is required to provide this checklist to the EDA for approval. All proposed fees shall include all labor, materials, and expenses to complete the work. This includes, but is not limited to; consultations, surveys, soil investigations, supervision, "as-built" drawings, travel expenses and incidental costs.
  4. **Schedule:**

Responses to RFP due Oct. 20, 2023, by 10 a.m.

Award of Phase 1 and 2 Engineering Services Contract Oct. 24, 2023, by 4 p.m.   
Phases 1 and 2 Work Begins Oct. 25, 2023

Complete Phase 1 and Phase 2 Work November 24, 2023   
EDA Grant Application Submission November 28, 2023  
EDA Grant Award\* December 18, 2023

Award of Phase 3 and 4 Engineering Services Contract December 27, 2023  
Design Begins December 28, 2023

Design Complete March 18, 2024

EDA Review of design and bid documents April 1, 2024  
Advertisement for Bids April 6, 2024

Bid Opening May 1, 2024

Construction Contract Award May 13, 2024

Pre-Construction Conference June 3, 2024  
Issuance of Notice to Proceed June 3, 2024

Substantial Completion Date August 31, 2024

Final Completion Date/Acceptance by Owner October 1, 2024

*\* Timeline for EDA Grant Review and Award is an estimate.*

# Instructions for Proposal

**Preparation of Proposals**

* 1. The firm shall submit the price proposal upon the forms attached.
  2. The proposal must be signed with ink by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture, by one or more officers of a corporation, or by an agent of the consultant legally qualified and acceptable to the owner. If the proposal is made by an individual, his or her name and post office address must be shown; by a corporation, the name of the corporation and its business address must be shown, together with the name of the state in which it is incorporated, and the names, titles, and business address of the President, Secretary and Treasurer.

1. All questions shall be submitted in writing to and received by the Crookston Community Development Director, Karie Kirschbaum, a minimum of seven (7) days prior to the scheduled opening. The Director will then forward both the questions and the response to all prospective firms, who have made themselves known to the Director.
2. All materials submitted in response to this invitation will become the property of the Crookston Housing & Economic Development Authority. All expenses incurred by responding to this invitation shall be the responsibility of the firm.

# RFP Evaluation

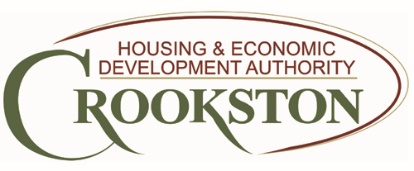
1. A Review Committee, consisting of City staff and CHEDA Board shall consider the following factors as an integral part of the proposal evaluation process:
   1. *Sewer and Water System Experience.* Ability, capacity, and skill to perform the proposed work as evidenced by the number and type of similar projects.
   2. *Road,* Ability, capacity, and skill to perform the proposed work as evidenced by the number and type of similar projects.
   3. *RR,* Ability, capacity, and skill to perform the proposed work as evidenced by the number and type of similar projects.
   4. *Economic Development Administration Engineering Design and Construction Inspection Experience.* Experience with Economic Development Administration grant processes and requirements as evidenced by a list of previous EDA funded engineering work;
   5. *Firm History and Location.* Past history of the firm, its knowledge of the area and ability to readily serve the project; and
   6. *Price.* Total price of engineering design and inspection services.
2. Proposal Weighting/Evaluation
   1. Design and Construction Inspection work experience - 35%; and
   2. Economic Development Administration Engineering Design and Construction Inspection Experience - 20%; and
   3. Firm History and Location - 20%; and
   4. Total Price - 25%.

**Award:** The Review Committee will present recommendation to the City Council to award bid.

**The Crookston Housing & Economic Development Authority reserves the right to reject any or all proposals, to waive technicalities or to advertise for new proposals, if in the judgment of the Review Committee and the City Council, the best interest of the Crookston Housing & Economic Development Authority will be promoted thereby.**

***Award of Contract***

1. If a contract is to be awarded, the award will be made to the qualified firm whose proposal complies with all the requirements prescribed in the specifications page(s) and evaluation section of this document, and at the sole discretion of the Crookston Housing & Economic Development Authority, demonstrates that selection of said firm is in the best interest of the City, as soon as practical after the opening. The successful firm will be notified at the address listed that the proposal has been accepted.
2. The Review Committee will rank firms or consultants based upon proposal evaluations.
3. The Crookston Housing & Economic Development Authority reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability against the City.



**Crookston Housing & Economic Development Authority**

**Colburn Property Infrastructure Expansion**

**PRICE PROPOSAL**

(To be filled out completely and attached to Proposal packet)

Legal Business Name:

Address:

Phone: Email:

Print Name and Title:

Authorized Signature: Date:

Are you proposing to use other companies or firms in this project as a partnership? If yes, please list them below with contact names.

***NEPA Environmental Narrative* - *Phase 1:***

Fixed-Price Proposal for basic (NEPA Environmental Narrative) A/E services is:   
NEPA Environmental Narrative Phase completion date:

Print Name and Title:

Authorized Signature: Date:

Please describe in detail what is included for this price proposal listed above (may be typed or written on this form or an attached sheet of paper and initialed).

***Preliminary Engineering Report - Phase 2:***

Price Proposal for basic (Preliminary Engineering Report) A/E services is:   
Preliminary Engineering Report Phase completion date:

Print Name and Title:

Authorized Signature: Date:

Please describe in detail what is included for this price proposal listed above (may be typed or written on this form or an attached sheet of paper and initialed).

# Design/Bidding - Phase 3:

*(Price for Phase 3 shall be based on the enclosed preliminary engineering maps and cost estimate. If the project scope changes during design, fee adjustments may be negotiated.)*

Price Proposal for basic (Design/Bidding Phase) A/E services is:   
Design/Bidding Phase completion date: Print Name and Title:

Authorized Signature: Date:

Please describe in detail what is included for this price proposal listed above (may be typed or written on this form or an attached sheet of paper and initialed).

# Construction/Project Inspection - Phase 4:

*(Price for Phase 4 shall be based on the enclosed preliminary engineering maps and cost estimate. If the project scope changes during design, fee adjustments may be negotiated.)*

Price Proposal for basic (Construction/Project Inspection) A/E services is: Construction/ Project Inspection Phase completion date:

Print Name and Title:

Authorized Signature: Date:

Please describe in detail what is included for this price proposal listed above (may be typed or written

on this form or an attached sheet of paper and initialed).