Request for Proposal (RFP)

Development of a 5 parcel, 8-Unit (3 Duplex homes and 2 single family homes) Residential Housing Project in Floodwood, Minnesota

Issued by: The City of Floodwood MN
Issue Date: June 13, 2025

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1. Introduction

The City of Floodwood, Minnesota is seeking qualified contractors/developers to submit proposals for the construction of a new residential development consisting of eight (8) housing units. This project will cover parcel codes:125-0010-04010; 04030; 04060; 04070 located at:

Lot 3, EXCEPT the Easterly 5 feet AND all of Lot 4 AND the E1/2 of Lot 5, Block 29, FLOODWOOD W1/2 of Lot 5 AND all of Lots 6 and 7, Block 29, FLOODWOOD Lot 8 AND the W1/2 of Lot 9, Block 29, FLOODWOOD E1/2 of Lot 9 AND all of Lot 10, Block 29, FLOODWOOD

The City of Floodwood will be surveying the above property and will divide the property into 5 lots as shown in the attached map.

The party selected will be responsible for entering into a mutually agreed upon Development Agreement with the City of Floodwood. The selected party will also be responsible for all aspects of construction including site preparation, permitting, utility connections, building construction, and final site improvements.

There will be costs associated with the land and process taken into consideration in the Development Agreement. The final structure of the Development Agreement will be adaptable and as flexible as the City of Floodwood can to create success for both parties

If the party selected and the City of Floodwood cannot come to a mutual agreement for the Development Agreement, the City of Floodwood reserves the right to withdraw the offer from the first party selected and work with the runner up and, if necessary, continue down the list based on the evaluation process.

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2. Project Overview

- **Project Name:** Willow Tree Parcels
- **Location:** 7th Avenue W and Cedar Street
- **Scope:** 5 Land parcels, Construction of eight (8) residential units, including all site work, infrastructure, and landscaping.

- **Unit Type(s):** 3 Duplex homes (6 units) and 2 Single-family homes
- **Estimated Start Date:** September 1, 2025

- **Estimated Completion Date: At Minimum: First parcel must be completed within 9 months from start date of Development agreement with the City of Floodwood and each additional parcel starting and finishing each calendar year after until finished. Maximum 5-year project.**

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3. Scope of Work

The scope of this project includes, but is not limited to:

- Site grading, excavation, and preparation
- Foundation construction
- Framing and exterior finishing
- Roofing, siding, and insulation
- Interior construction and finishing
- Electrical, plumbing, HVAC installation
- Driveways, sidewalks, and landscaping
- Utility connections (water, sewer, electric, gas, internet)
- Compliance with all building codes and permits

There is not a specific building code in the City of Floodwood. However, this project has to be built to State and Local Building Standards.

Optional/Additional Features:

- Green building elements (e.g., solar panels, energy-efficient systems)
- Accessibility design features

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4. Proposal Requirements

All submitted proposals must include:

- Executive Summary
- Detailed Project Understanding
- Project Team and Key Personnel (with resumes)
- Similar Project Experience (with references)
- Preliminary Construction Timeline
- Itemized Budget Estimate and how the project will be funded (Self, Bank financing, etc.)

- Subcontractor List (if applicable)
- Proof of Licensing, Bonding, and Insurance
- Safety Plan and Quality Assurance Approach

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5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevant Experience and Qualifications (30%)
- Cost Effectiveness and Budget (25%)
- Project Timeline and Scheduling (20%)
- Quality of Proposal and Approach (15%)
- References and Past Performance (10%)

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6. Submission Instructions

- **Proposal Due Date:** July 15, 2025
- **Submission Format:** PDF/email/hard copy to Cory Suonvieri at csuonvieri@ci.floodwood.mn.us or Natalie Hoff at nhoff@ingensainc.com
- **Delivery Address:** City Hall, 111 W. 8th Ave, Floodwood, MN 55736
- **Contact for Questions:**
    - Name: Natalie Hoff, InGensa Inc.
    - Title: Owners Representative
    - Email: nhoff@ingensainc.com
    - Phone: 218-591-2223

Late submissions will not be considered.

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7. Terms and Conditions

- The issuance of this RFP does not constitute a commitment to award a contract.
- The City of Floodwood, Minnesota reserves the right to reject any or all proposals.
- All costs incurred in the preparation and submission of the proposal shall be borne solely by the bidder.

Attachments

- Site Plan and Preliminary Drawings

DUPLEX (3) & SINGLE-FAMILY (2) HOMES WITH SHARED GREENSPACE

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LANDSCAPE ARCHITECTURE
+ ASSOCIATES
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ISSUE RECORD/REVISION

Permit	Date

FLOODWOOD DEVELOPMENT

FLOODWOOD, MINNESOTA

0 20' 40'
1" = 20'-0" INCH

Sheet Title: CONCEPT PLAN

Date: 8/2/2025
Drawn By: AMA
Checked By: LWS
Project Number: 25301
Sheet Number: M-1.0

SAMPLE ARCHITECTURE IMAGES

DESIRED ARCHITECTURAL FEATURES

1) PATIO-STYLE, SINGLE-STORY LAYOUT

2) REAR-ENTRY, SINGLE STALL GARAGE

3) COVERED FRONT PORCH

SHARED GREENSPACE IMAGES

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ISSUE RECORD/REVISION

Permit	Date

FLOODWOOD DEVELOPMENT

FLOODWOOD, MINNESOTA

0 150' 300'
ONE INCH

Sheet Title
SAMPLE IMAGES

Date 5/28/2025
Drawn By AMA
Checked By LWS
Project Number 25301
Sheet Number M-1.1