



REQUEST FOR PROPOSALS

Doc Reid Building Demolition for the City of Hayfield, MN

Release Date: 01 August 2019

Proposal Must be Received no Later Than 4:00 PM on Friday, September 27th, 2019

Request for Proposal Demolition of 2,915 sq. ft. Commercial Building

Notice is hereby given that the City of Hayfield will accept Proposals for the demolition of the 'Doc Reid' building, located at 14 W Main Street in Hayfield, MN.

All Proposals shall be clearly identified as the 'Demolition Proposal for the City of Hayfield'. 2 copies of your proposal should be forwarded to the City at the following address:

City of Hayfield
Attn: Rebecca Charles
18 W. Main Street
PO Box 53
Hayfield, MN 55940

All proposals will be considered by the City of Hayfield City Council on _____ 2019. Proposal applicants will be notified following selection. The City reserves the right to reject any and all Proposals, waive formalities, negotiate terms and conditions, and to select the agent and service options that best meet the needs of the City.

During the evaluation process, the City of Hayfield reserved the right, where it may serve the City of Hayfield's best interest, to request additional information or clarifications from vendors or to allow corrections of errors or omissions.

Inquiries, clarification, or Proposals by electronic mail should be directed by telephone or e-mail to the following City contacts:

Rebecca Charles
Economic Development Authority Director
605-695-6765
Rebecca.Charles@cedausa.com

OR

Lori Kindschy
City Clerk
507-477-3535
hayfieldcityclerk@gmail.com.

PARCEL/BUILDING DETAILS

The target area includes a single parcel (PID 23.100.1730) with a 27' x 90' two story structure. Location of the structure is at 14 W. Main Street in Hayfield, MN. The parcel is sized at 2,915 sq. ft. (0.01 acres).

SITE ACCESS FOR POTENTIAL RFP RESPONDANTS

As the City of Hayfield has ownership of the property, potential respondents who are interested in visiting the site should notify City Economic Development Authority Director, Rebecca Charles, prior to stopping at the site. She can be reached at 605-695-6765 or via e-mail at Rebecca.Charles@cedausa.com. Potential respondents may also contact City Clerk, Lori Kindschy at the Hayfield City Hall at 507-477-3535 or via e-mail at hayfieldcityclerk@gmail.com.

MINIMUM REQUIRED ELEMENTS

The Proposal will be expected to provide the following:

1. **Transmittal Letter** – The transmittal shall include the legal name of your firm, address, contact person, telephone number, electronic mail address and project price.
2. **Project Pricing** – Include as much of an itemized breakdown of the proposed project cost as possible. This will include travel and incidentals.
3. **Project Approach** – Provide a brief, written description of the general approach that your firm believes will best achieve the objective of this request.
4. **Project Schedule** – Include a preliminary schedule for the demolition of the site.
5. **Statement of Qualifications** – Include descriptions of relevant examples of demolition projects completed in the past 5 years that are comparable in scope to this project.

The City of Hayfield reserves the right to accept or reject any and all proposals.

Only proposals received on or before the deadline for submission will be considered.

Responses to RFP are to be submitted to:

**Rebecca Charles, Economic Development Authority Director
City of Hayfield
18 W. Main Street
PO Box 53
Hayfield, MN 55940**