



Request for Proposal: City of Wabasha Buildings Feasibility Study Addendum

To whom it may concern:

The City of Wabasha has made some changes to our RFP. The changes are in the two sections listed below. All changes are in red. If you have any questions please direct them to the contact information listed below.

RFP SUBMITTAL SCHEDULE	
RFP Advertisement	June 5, 2024
Bidder Question Date	June 26, 2024
RFP Addenda Date (If needed)	July 1, 2024
RFP Submittal Deadline	July 10, 2024
Proposal Review, Consultant Selection and Notification, Interview, Potential site visits (Optional)	July 12, 2024
Notify the selected consultant of the award (tentative)	July 15, 2024 July 24th, 2024
Approve the selected consultant's work order at the City Council Meeting (tentative)	August 6, 2024

PROPOSAL CONTENTS: ~~(10 Page Maximum)~~

A. Title

- Show the proposal subject, the name of the firm that is submitting the proposal, the address, telephone number, name of the contact person, and the date.

B. Company/Team Experience and Qualifications

- Responders should provide information detailing the background, training, and experience of the company and team members for similar projects. Include the project manager and key personnel.
- If sub-consultants are to be used on this project, responders must also outline their background and experience, including examples of similar work done by each sub-consultant. Responders must also provide a list of the sub-consultant personnel who will perform work on the project, detailing their training and work experience.
- No changes in lead project personnel will be permitted without the written approval of the City Administrator.

C. Firm's Approach to the Scope of Services

- The proposal shall briefly summarize the approach of the firm to the Scope of Work. They should describe strategies to keep the project on time and within budget.
- Provide a schedule for the scope of work (not to exceed 4 months)
- Include at least 3 in-person visits.
- Provide a examples of 5 similar studies completed in the last 3 years.

D. List of References and Potential Conflicts

- A minimum of 4 references for public clients shall be provided.
- Potential conflicts of interest must be disclosed.

E. Proposed Price

- Proposed fee for scope of work listed above, as a lump sum. Fee to include the listed number of site visits.
- Provide firms billable rates and schedule of reimbursable expenses.

PROJECT CONTACT:

Ryan T. Marking – Ambulance Director
900 Hiawatha Dr. E
PO Box 268
Wabasha, MN 55981
(651) 565-2633
ambdir@wabasha.org

All questions or requests for clarifications on this RFP must be submitted by email to ambdir@wabasha.org and the city will respond to all written questions by email.
All questions must be submitted by July 5th, 2024.

SUBMITTAL OF PROPOSALS:

Proposals must be submitted electronically to the City of Wabasha by 3:00 p.m. on July 10th, 2024.

The proposal shall be emailed with the title, “Response to RFP for City of Wabasha Building Feasibility Analysis” to: ambdir@wabasha.org