
MEMORANDUM



TO: City Council
FROM: Stephanie Hilleshiem
**SUBJECT: Request for Proposals: Design Engineering
Industrial Park EDA Grant**
DATE: February 24, 2020

Background:

The City of Princeton is currently considering entering a land purchase agreement for a property to construct an industrial park. City staff have been working with the ECRDC, Mille Lacs County, MN Department of Employment and Economic Development and the Federal EDA to establish the feasibility of applying for state and federal grant funding. Funding will supplement funding for infrastructure improvements for the proposed industrial park site, -and the modernization of sanitary sewer and transportation infrastructure for the current industrial park.

Funding through identified programs requires following strict guidelines. One of the guidelines requires the City of Princeton to have an engineer establish a preliminary plan and estimate before moving forward with the application. Hiring an engineer to advance this process is obligatory.

Analysis:

It is in the best interest of the City of Princeton to hire one firm to complete this plan, as well as help manage the project advancing to maintain consistency throughout the project. To ensure this is a possibility, the Federal Government has outlined the procurement process in 2 C.F.R. 200.317. To certify the Request for Proposals meets guidelines set forth, the City of Princeton will rely on the expertise of the ECRDC for guidance.

The intent of this REQUEST FOR PROPOSAL (RFP) is to identify a qualified Engineering firm to provide professional services. The project involves the use of various funding sources including the Federal Economic Development Authority (EDA), Minnesota Department of Employment and Economic Development (DEED) with various state and federal program requirements.

All project costs, including (but not necessarily limited to) design, engineering, consultants, testing, materials, construction, construction engineering and contingencies will be established through the RFP process and provide the City of Princeton with the information necessary to plan ahead for future improvements and decide if this is the direction the City Council would like to move forward.

The RFP is attached.

Recommendation:

City staff recommend the council's approval of the RFP for Engineering Services, with the submittal deadline of 8:00 a.m. March 11, 2020.