REQUEST FOR PROPOSAL (RFP)

Release Date: February 20, 2019

Contact: Kay Hegge, Prairie Skyline Foundation, Inc. Chair, Phone: 218-289-1246

REQUEST FOR PROPOSAL FOR:

Cathedral of the Immaculate Conception Roof Stabilization:

Bidding and Construction Phase Services

Crookston, MN

I. INTRODUCTION:

Prairie Skyline Foundation, Inc. is seeking proposals from qualified architectural firms who are interested in providing bidding and construction administration phase services for the stabilization of the former Cathedral of the Immaculate Conception on Ash Street in Crookston, MN. The project includes the reconstruction of low-slope roofs at two sacristies, repair of roof flashings, masonry repair of clay stone coping, fabrication of same, some replacement of original composite shingles, stabilization of steeples, and stabilization of main roof. Contract Documents, including drawings and project manual, have been completed as part of an earlier phase and are available upon request, and at www.prairieskyline.org.

II. SCOPE OF SERVICES:

The services consist of Architect’s basic services outlined in AIA B101 for Bidding Phase and Construction Administration Phase. The Architect will also be responsible for reviewing the Contract Documents and completing 90% draft front-end divisions of the Project Manual.

The project will be carried out in accordance with the provisions of the Minnesota Historical and Cultural Heritage Grants Manual and the Secretary of the interior’s Standards for the Treatment of Historic Properties.

Project Personnel must meet the Secretary of the Interior’s Professional Qualifications Standards as published in the Federal Register of September 29, 1983 (http://www.nps.gov/history/local-law/arch\_stnds\_9.htm).

III. INSTRUCTIONS TO PROPOSERS:

Proposals must be in writing and must be received by 4:30 p.m. on March 22, 2019. All proposals, questions, and correspondence should be directed to: Kay Hegge. In order to ensure a fair review and selection process, firms submitting proposals are prohibited from contracting any other organization members regarding these proposals.

Address or deliver proposals to: Kay Hegge

Prairie Skyline Foundation, Inc.

27048 310th St SW

Crookston, MN 56716

218-289-1246

IV. STATEMENT OF CONTENT OF RFP (A proposal must contain the following)

A. Firm information, including company profile, location and workload.

B. Resumes of team personnel with detail of level of involvement in the project.

C. Related experience.

D. Work plan and approach.

E. Required compensation.

V. PROPOSAL EVALUATION: Proposals will be reviewed and evaluated by the “Best Value” method. The selection and ranking of the responses is made by a committee. This committee bases their selection on an analysis of the ARCHITECT qualifications listed in the proposals and the proposed cost. The total project cost is estimated to be $206, 608.00.

VII. PROJECT TIMETABLE

March 22, 2019 Architectural Services Proposals due

March 25, 2019 Notification of Award

April 25, 2019 Advertise for Bids

May 35, 2019 Receive Bids

May 30, 2019 Bid Award

June 30, 2019 Milestone One, Interim progress and spending report, 20% of work completed

July 30, 2019 Milestone Two Interim progress and spending report, 40% of work completed

August 30, 2019 Milestone Three Interim progress and spending report, 60% of work completed

September 30, 2019 Milestone Four Interim progress and spending report, 80% of work completed

October 30, 2020 Milestone Five final progress and spending report,100% of work completed

November 30, 2020 Final payment