

Request for Proposals
Industrial Park Expansion Plan
Princeton, MN

Posted: March 16th, 2015

Submittal Deadline: 4:00 PM, April 10th, 2015

The Princeton Economic Development Authority requests proposals to provide technical services generally described herein for preparation of a plan for the expansion of Princeton's Industrial Park, located in the southern portion of Princeton city limits.

BACKGROUND

The existing businesses within the Princeton Industrial Park are in growth mode and some will be reaching capacity on their existing sites in the near future.

There is some vacant industrial land available for infill development, but it appears that the development of new industrial land is necessary.

The municipal airport, located directly adjacent to the Industrial Park, and the issues with storm water treatment in the existing Park, must be factored into the development of this project.

This project will not only address expansion possibilities for existing businesses, but explore the potential for creating build-ready sites for new businesses to locate in the Princeton community.

Options have been explored for the expansion of the Industrial Park directly to the south of the existing Park, but the request is for all options to be explored.

Other potential areas are existing to the northwest, west, and southwest of the current Industrial Park.

PROFESSIONAL SERVICES REQUIRED / SCOPE OF WORK**The service expectations for this project are noted below:**

1. Meet with the Community Development Director and City Engineer regarding the current status of the Industrial Park, its businesses, infrastructure and utility needs.
2. Meet with the majority of industries to identify their needs, goals for future development, potential interest in expanding on non-adjacent properties, and expansion timelines (market analysis).
3. Review and analyze existing plans and documents, including the Airport Layout Plan and Zoning Map, the City's Comprehensive Plan and Zoning Ordinance, and the City's Economic Development Strategic Plan, as well as both Sherburne County and Mille Lacs County's Comprehensive Plans and Economic Development Plans.
4. Catalog existing vacant industrial land in the Princeton community and within a 40 mile radius, and determine costs to develop on those specific parcels to help determine feasibility of infill development.
5. Determine potential new industrial sites within the area identified as Industrial or Business Park on the City's Future Land Use Plan, and perform a preliminary site assessment (geographical constraints, access issues, cost considerations, and acquisition concerns). Plan shall include a recommendation and timeline for the development of additional industrial sites.
6. Catalog existing and analyze future infrastructure and utility needs to develop additional industrial sites. This includes analysis of existing storm water needs in the Industrial Park and how those can be addressed in the expansion.
7. Include analysis of existing transportation access and identify alternatives to assure that existing and potential new industries have adequate access for both employees and delivery drop offs and pick-ups, as well as public safety vehicles.
8. Develop a potential layout/design for new lots and roads and infrastructure, focusing on accommodating the existing industries and their expansion needs, but also concentrate on providing adequate room for new industries interested in moving into Princeton. Take into consideration potential reuse of buildings as not all businesses can accommodate growth adjacent to their existing sites.
9. Include a staged cost estimate for land acquisition, infrastructure, and utilities with potential, realistic sources of funding. A detailed road and utility design is not needed at this point.
10. Both the Sherburne County Engineer and Mille Lacs County Engineers shall be involved in the preliminary design process.
11. The completed plan shall be presented to the Princeton EDA, Planning Commission, and City Council in a joint meeting at a time and location TBD.

SUBMITTAL REQUIREMENTS

1. **Company Profile**-Provide a description of the firm indicating the services offered and the firm's experience with industrial development.
2. **Key Personnel**-Provide the names of the key personnel who will be assigned to this project. Provide summary resumes of the key personnel, indicating their project role and past experience which relates to the work to be completed under this contract.
3. **Sub-Contractors**-Provide information about any sub-contractors who will be hired to support your work on this contract. Please provide a summary of the qualifications, key personnel, past experience, project role and compensation of all sub-contractors which relates to the work to be completed under this contract.
4. **Organizational Chart**-Provide an organizational chart for the project including both personnel and sub-contractors.
5. **Project Understanding and Approach**-Provide a general statement of your understanding of the project to be undertaken. Include a description of your approach to the project and the critical issues to be addressed during the course of this contract.
6. **References**-Provide the names of at least three (3) references who can best advise us regarding your past performances on projects of a similar nature. Provide the name, phone number, e-mail address, and address of these individuals.
7. **Fee Proposal**-Provide the lump sum cost for all work as outlined in the Scope of Work, as well as a breakdown of the costs per each specific task listed in the Scope of Work. The City will compensate the selected firm on a milestone basis based upon the successful completion of each task. The City may choose specific tasks or portions of the proposal.
8. **Schedule**-Provide the approximate schedule for completion of each task and the final report and indicate how this project fits within the current and projected workload of the proposed team.
9. **Insurance**-Provide documentation that insurance for professional liability/malpractice coverage with limits as to the liability acceptable to the City.

EVALUATION CRITERIA

The relative merits of each submittal will be evaluated using the following comparative criteria:

1. The firm's experience and past performance on similar projects best illustrating the current qualifications necessary for this project.
2. The background, experience, and qualifications of the persons and subcontractors who will work on this project.
3. The project understanding and approach to this specific project.

City of Princeton

Industrial Park Expansion Plan

4. The ability to implement the proposed approach and to complete the project within the available schedule and budget.
5. Estimated costs.

Proposals received will be evaluated based upon the criteria identified above. Proposal evaluations may include interviews with the top ranked respondent teams. The proposal and team that provides the alternative in the best interest of the City shall be deemed “most advantageous” and shall be selected.

Proposals will be evaluated by the Princeton Economic Development Authority. Their recommendation will be forwarded to the City Council for final selection.

The Princeton EDA reserves the right to reject any or all proposals and to waive informalities or irregularities on the RFP sheet. The Princeton EDA reserves the right to choose a portion of a proposal. Submissions deemed unresponsive for any comparative criteria shall be eliminated from consideration. The solicitation for Consultant Services does not obligate the Princeton EDA to pay any costs incurred by respondents in the preparation and submission of a Proposal. This solicitation does not obligate the Princeton EDA to accept or contract for any expressed or implied services. The firm shall not assign any interest in this proposal and shall not transfer any interest in the same without the prior written consent of the Princeton EDA. The City reserves the right to follow up with any firm if the panel has questions on any particular proposal. Furthermore, the Princeton EDA reserves the right to award the contract to the next most qualified consultant if the selected Consultant does not execute a contract within (30) days after the award of the proposal.

SUBMISSION OF PROPOSAL

The complete proposal (include 5 printed copies) must be submitted to Princeton City Hall, Attn: Jolene Foss, 705 2nd Street North, Princeton, MN 555371 at or before 4:00 PM on April 10th, 2015.

This submission shall be enclosed in its own sealed envelope, bearing the name and address of the submitting entity, and marked “Industrial Park Expansion Study.”