

**CITY OF LE CENTER**

**REQUEST FOR PROPOSAL**

**DESIGN AND CONTRACTOR SERVICES FOR A  
INTERIOR CITY HALL REMODEL**

City of Le Center  
10 W Tyrone Street  
Le Center MN 56057

May 20, 2024

**Project Overview:**

The City of Le Center is seeking proposals from qualified contractors for the interior remodel of its reception office. The scope of work includes demolition of existing structures, installation of new elements, and renovation to create an efficient and visually appealing reception area. The contractor will be responsible for the design, construction, and completion of the project.

**Scope of Work:**

## 1. Design:

- Contractor will provide a structural and non-structural design of what the remodel could look like based upon the project overview and informational meetings with staff.
- Include cost of change order fees, if any.
- The existing server rack and components will be relocated prior to the project start date. The city's IT department will cable new workstations at the appropriate time during the project, agreed upon by both parties.

## 2. Demolition:

- Demolition of existing reception wall/office and concrete safe.
- Removal of floor tiles known to contain asbestos with the proper abatement procedures.
- Carpet removal in the administrator's office.
- Trim and baseboard removal.

## 3. Construction:

- Construction of a new wall with two reception openings with countertops, equipped with glass barrier or other methods to keep the reception area secure after hours.
- Two entrance doors to reception and administrator's office to allow visibility to lobby area.
- Installation of electrical outlets to meet the needs of the two reception spaces.
- Installation of a drop ceiling to enhance aesthetics and functionality.
- Installation of six LED ceiling panel light fixtures.
- Installation of commercial-grade carpet for durability.
- Installation of trim and baseboards.
- Prepping and painting of the reception and administrator's offices.

**Additional Requirements:**

- The contractor is encouraged to schedule a visit onsite and consult with the city administrator to understand the requirements and preferences for the remodel.
- The design of the remodel should prioritize functionality, aesthetics, and compliance with relevant building codes and regulations.
- The contractor must provide all necessary materials, equipment, and labor for the completion of the project.
- The project timeline should be clearly outlined, including start and end dates, as well as any key milestones.
- The contractor must provide proof of appropriate licenses, insurance coverage, and experience in similar projects.

**Proposal Submission:**

Interested contractors are invited to submit their proposals by June 24, 2024, to: Dan Evans, City Administrator, 10 West Tyrone Street, Le Center, MN 56057 or [dan.evans@cityoflecenter.com](mailto:dan.evans@cityoflecenter.com)

**Evaluation Criteria:**

Proposals will be evaluated based on the following criteria:

1. Experience and qualifications of the contractor.
2. Proposed design and approach to the remodel.
3. Cost effectiveness and value for money.
4. Compliance with project timeline and specifications.

**Important Dates:**

- RFP Issuance Date: May 20, 2024
- Proposal Submission Deadline: June 24, 2024
- Anticipated Project Start Date: July – Oct,
- Anticipated Project Completion Date: 3-4 weeks after project start date.

**Additional Information:**

- The City of Le Center reserves the right to reject any or all proposals received.
- All costs associated with preparing and submitting proposals shall be the responsibility of the contractor.
- This RFP does not constitute a contract or commitment of any kind.

For inquiries or clarification regarding this RFP, please contact Dan Evans at (507) 357-4450 or [dan.evans@cityoflecenter.com](mailto:dan.evans@cityoflecenter.com)

Thank you for your interest in working with the City of Le Center.

Sincerely,

Dan Evans  
City Administrator

