

June 2, 2025

Request for Bids

Elevator Consultant

for the:

Dakota County CDA
1228 Town Centre Drive
Eagan, MN 55123

Contact:
Aaron Davis
Contract Services Coordinator
Dakota County CDA
Office: (651) 675-4507
adavis@dakotacda.org

Table of Contents

<u>Item</u>	<u>Page</u>
Cover Sheet	1
Table of Contents	2
Invitation	3-4
Scope of Services	5
General Conditions/Sample Contract	Found on the CDA's website at www.dakotacda.org under Doing Business with the CDA
Building Addresses	6
Elevator information	7
Bid Form	8 (must be returned)
Contractors Qualification Statement	9-10 (must be returned)

June 2, 2025

REQUEST FOR PRICING (RFP)

Elevator Consultant

Dakota County CDA, MN

Qualified contractors are invited to submit a PRICE BID for the above noted services. The contract will be awarded to the qualified contractor with the low-price bid.

Bids due: **June 20, 2025**

Bid packages: **See the Dakota County CDA web page; “Doing business with the CDA”; “Contracting Opportunities”**

Contract start date: **July 1, 2025**

Contract completion: A (3) year contract which expires June 30, 2028

For uniformity, please submit your bid on the **Bid Forms** included in this Project Manual. All costs and alternates must be filled in; incomplete bids will be rejected. Bids can be emailed.

Bids under \$100,000 over the term of the contract period don’t require a bid bond.

A bid bond and performance bond are required for project pricing over \$100,000.00 per each year.

The CDA is **exempt** from the local .25% transit tax and the MN state tax of 6.875%. Do not include sales tax in your pricing. The CDA will send out an exemption certificate to the awarded contractor.

Davis Bacon wage requirements do not apply to professional services.

Contractor requirements:

The Contractor must be able to demonstrate that both the Contractor and its project superintendent have at least five years of experience constructing projects of the size and type of this one or larger. A list of at least three references and a minimum of three similar projects must be submitted to the CDA upon request.

The Contractor must have full knowledge of the services to be provided (as determined by the CDA). The Contractor must have a satisfactory credit standing, must have no delinquent tax liability, and must have the financial capability to perform under a contract for this project including the purchase of materials for the project. The Contractor must provide financial statements and credit references upon request.

The Contractor must not be in default on any contracts, must be in compliance with all tax laws of the State of Minnesota, must not be debarred by any institution or government agency as a result of performance of past contracts and must not be in violations of any provisions of contracts with the CDA.

The Contractor must not have been convicted of any criminal offense related to obtaining or attempting to obtain any public or private contract, or subcontract. The Contractor must not have been convicted, under any jurisdiction of law, for embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense that, in the opinion of the CDA, is related to business integrity, honesty or performance under contract.

The Contractor must, if so requested by the CDA, submit evidence of ability to obtain the required insurance, must submit references and evidence of compliance with the above requirements within (72) hours of the request.

The Contractor agrees to provide any information requested by the CDA both before and during performance under a contract that the CDA feels is required to verify the Contractor's compliance with the conditions of the price bid, the requirements of the Project Manual or the conditions of the Contract.

All Dakota County CDA housing sites and developments are tobacco free work zones. No smoking is allowed on the property by guests, staff or contractors.

The Dakota County Community Development Agency:

The CDA reserves the right to reject any/all price bids received, and to waive any informalities and irregularities in this price bid request.

The CDA reserves the right to reject any contractor that, in the opinion of the CDA, does not meet the listed requirements or is not a responsible or qualified contractor, or does not otherwise have the capability to perform under a contract.

Information supplied to the CDA is subject to the Minnesota Data Privacy Act (MN stat 13.01 et seq) and shall become public unless it falls within one of the exemptions of the Act and is identified as such by the Contractor. The CDA assumes no responsibility to defend any action by a third party seeking to access material deemed to not be public information. The CDA will release any information to comply with a court order. The CDA assumes no responsibility for any damages claimed by a Contractor as a result of release of information provided by the Contractor to the CDA.

Payment requests:

The CDA processes payment requests within (30) days on receipt. Payment requests must have all properly completed paperwork accompanying the request to be processed. The payments will be sent out via USPS, and cannot be picked up.

Change orders:

All change order requests must have the signed authorization (signed both by the contractor and CDA representative) change order paperwork prior to work taking place. Requests for change orders will not be allowed without the proper paperwork.

See the other sections of this RFB for further information and requirements. Also see any other attachments.

Respectfully,

Aaron Davis
Contract Services Coordinator
office: 651-675-4507
e-mail: adavis@dakotacda.org

SCOPE OF WORK:

The consultant must be a Qualified Elevator Inspector (QEI).

The contractor should be familiar with all aspects of the project manual and the Contract with the elevator service company.

The consultant must be familiar with all CDA elevators, equipment rooms, access into the buildings, and will personally view all the major components of the elevators at each site within (60) days of executing the contract. In addition, the elevator consultant will be able to advise the owner on routine maintenance, capital improvement projects, elevator obsolescence, required code improvements, warranty, and owner desired maintenance and upgrades.

The consultant shall also verify that the service contractor has all their required parts on-hand or in-stock, so to reduce elevator service down time.

The consultant shall also review extra service bills from the service contractor.

If any specifications and contracts are needed, then this work will be an extra cost.

The consultant will review all elevator equipment at each site at least twice a year. After review, a report will be made defining the code, manufacturer, and ASME deficiencies at each site.

- The first year the report will be due before October 1, 2025.
- The second year the inspections and reports will be due April 1, 2026, and October 1, 2026.
- The third year the inspections and reports will be due April 1, 2027, and October 1, 2027.
- The final report of this 3-year contract will be due on April 1, 2028.

The elevator consultant shall meet twice a year with the owner and elevator service company. These meetings should be after the release of the elevator inspection reports. These meetings will be set up by the consultant and may be conducted in-person or via Zoom or similar technology.

The work should be billed monthly. Each site should be listed so that we can attribute costs to each property.

EQUIPMENT INVENTORY FORM

Site	Passenger/Freight	Brand	Stops	Speed	Capacity	Control System	Type
Argonne	(1) Passenger	Kone	4 in line	150	4000	KCM831	Traction
Cahill	(1) Passenger	Schindler	4 in line	125	3000	Micropr	Roped Hydro
Cameo	(1) Passenger	Schindler	4 in line	125	2500	Mph ii	Hydro
Cambrian	(1) Passenger	Schindler	4 in line	125	4000	330a	Hydro
Carmen	(1) Passenger	Minnesota	4 in line	115	2500	VCS1Micro	Hydro
Cobblestone	(1) Passenger	Schindler	4 in line	125	3000	330a	Holeless Hydro
Colleen Loney Manor	(2) Passenger	MCE MCE	4 in line 4 in line	1-125 2-75	1-2500 2-1500	Relay Relay	Hydro Hydro
Cortland	(1) Passenger	Schindler	4 in line	125	3000	Mph ii	Hydro
Crossroads	2 – (1) Passenger	Schindler	4 in line	125	4500	330a	Holeless Hydro
The Dakotah	(1) Passenger	Schindler	4 in line	125	3500	330a	Hydro
Dakota Heights	(1) Passenger	Otis	4 in line	125	3000	211	Hydro
CDA Office	(1) Passenger	Schindler	4 in line	125	4500	Micropr	Roped Hydro
Eagle Ridge	(1) Passenger	Minnesota	4 in line	115	2500	Vcs 1 Micro	Hydro
Gateway Place	(1) Passenger	Schindler	4 in line	125	3500		Hydraulic
Haskell Court	(1) Passenger	Dover	4 in line	135 up 150 dn	2500	Dmc i	Hydro
Hillcrest Pointe	(1) Passenger	Schindler	4 in line	125	4000	330a	Hydro
Lakeside Pointe	(1) Passenger	Schindler	4 in line	125	2500	300a	Hydro
Lincoln Place	(1) Passenger	Schindler	4 in line	125	4500	330a	Holeless Hydro
Main Street	(1) Passenger	Schindler	4 in line	125	4500	300a	Hydro
Mississippi Terr	(1) Passenger	Schindler	4 in line	125	2500	Mph ii	Hydro
Nicols Pointe	(1) Passenger	Thyssen Krupp	3 front/rear	100 up 125 down	2500	TAC32	Hydraulic/Jack
Oakwoods	(1) Passenger	Minnesota	4 in line	115	2500	Vcs 1 Micro	Hydro
Oakwoods East	(1) Passenger	Schindler	4 in line	125	4500	330a	Holeless Hydro
O’Leary Manor	(1) Passenger	Schindler	4 in line	125	3000	300a	Roped Hydro
Orchard Square	(1) Passenger	Schindler	4 in line	100	2500	300a	Hydro
Parkview Plaza	(1) Passenger	Otis	4 in line	125	4500	211 Lvm	Hydro
Park Ridge Place	(1) Passenger	Dover	4 in line	125 up 150 dn	3000	Dmc 1	Hydro
River Heights	(1) Passenger	Schindler	4 in line	125	2500	Mph	Hydro
Rivertown Court	(1) Passenger	Otis	4 in line	125	2500	211	Hydro
Thompson Hgts	(1) Passenger	Schindler	4 in line	125	4500	330a	Holeless Hydro
Valley Ridge	1+2 duplex passengers	Schindler	5	125	4500	330a	Holeless Hydros
Vermillion River	(1) Passenger	Schindler	4 in line	125	4500	330a	Holeless Hydro
Village Commons	(1) Passenger	Schindler	4 in line	115	3000	300a	Roped Hydro
Winsor Plaza	(1) Passenger	Minnesota	4 in line	125	2500	Vcs 1	Hydro
Winsor Plaza	(1) Passenger	Schindler	4 in line	125	2500	mph ii	Hydro

DAKOTA COUNTY CDA PROPERTIES WITH ELEVATORS

A. Senior Housing (28 developments)

Name	Units	Date	Address
Winsor Plaza	64	1990	20827 Howland Ave., Lakeville 55044
Eagle Ridge Place	60	1991	12600 Eagle Ridge Dr., Burnsville 55337
Oakwoods of Eagan	65	1992	2065 Park Center Dr., Eagan 55122
Haskell Court	42	1992	140 E. Haskell St. E., West St. Paul 55118
Mississippi Terrace	40	1993	301 Ramsey St., Hastings 55033
Carmen Court	51	1994	5825 Carmen Ave., Inver Grove Heights 55076
Orchard Square	50	1995	7375 157 th St. W., Apple Valley 55124
Parkview Plaza	65	1997	730 South Plaza Dr., Mendota Heights 55120
River Heights Terrace	54	1997	1720 Thompson Ave., So. St. Paul 55075
Cameo Place	44	1997	3101 Lower 147 th St., Rosemount 55068
O'Leary Manor	65	1998	1220 Town Centre Drive, Eagan 55123
Park Ridge Place	66	1999	330 E. Burnsville Parkway, Burnsville 55337
Cortland Square	60	2001	7385-157 th St. W., Apple Valley 55124
Main Street Manor	51	2001	8725-209 th Street, Lakeville 55044
Cahill Commons	60	2002	5840 Cahill Avenue, Inver Grove Heights 55076
Village Commons	60	2003	720 Linden Street, Mendota Heights 55118
Lakeside Pointe	60	2004	1200 Town Centre Drive, Eagan 55123
The Dakotah	59	2004	900 So. Robert Street, West St. Paul 55118
River Town Court	63	2005	1791 South Frontage Road, Hastings 55033
Dakota Heights	56	2007	337 – 15 th Ave. N, South Saint Paul MN 55075
Oakwoods East	55	2008	2061 Park Center Dr, Eagan 55122
Crossroads Commons	87	2009	17725 Glasgow Ave, Lakeville 55044
Cobblestone Square	60	2010	15848 Emperor Ave, Apple Valley, MN 55124
Thompson Heights	60	2011	1350 Thompson Ave. South St. Paul MN 55075
Vermillion River Crossing	66	2012	21400 Dushane Parkway, Farmington 55024
Hillcrest Pointe	66	2015	9170 Cahill Avenue, Inver Grove Heights MN 55076
Cambrian Commons	60	2016	14736 Cambrian Ave Rosemount MN 55068
Argonne Hills	62	2017	17688 Junelle Path Lakeville MN 55044

B. Building Managed by Others

Valley Ridge	(4 elevators)	80+	2012	1921 Burnsville Pkwy W., Burnsville, MN 55337
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C. Colleen Loney Manor (2 elevators)

1974

1675 Livingston Ave. West St. Paul 55118

D. Youth - Lincoln Place

2010

1997 Gold Trail, Eagan 55122.

Staffed 24 hours. Ask for entry when on-site.

E. CDA Office Building

1228 Town Centre Drive, Eagan 55123

F. Singles

54

2022

895 South Robert Street, West St. Paul MN 55118

G. Veterans

24

2024

4012 Nicols Road, Eagan MN 55122

6/2/25

BID FORM.

Forward to:

Dakota County CDA

Attn: Aaron Davis adavis@dakotacda.org

- I. The undersigned, having carefully examined the Project Manual prepared by The Dakota County CDA for the following work: **Elevator Consultant (Dakota CDA), Minnesota**, being familiar with the local conditions affecting the cost of the Work, hereby proposes to furnish all labor, material, equipment, tools, transportation, taxes and services necessary to complete the Work in accordance with the Contract Documents for the following sums:

Total first (1st) year—July 1, 2025 – June 30, 2026 Total _____

Total second (2nd) year—July 1, 2026 – June 30, 2027 Total _____

Total third (3rd) year—July 1, 2027 – June 30, 2028 Total _____

II. GENERAL

The undersigned agrees that if this bid is accepted and the undersigned refuses to enter into a Contract with the CDA on the terms stated in this Bid or fails to furnish satisfactory Performance and Payment Bonds in accordance with the Bidding Documents, this bid security shall be forfeited to the CDA, not as a penalty, but as liquidated damages.

1. The undersigned agrees, if awarded the Contract, to enter into a Contract with the CDA and will execute the Agreement and furnish satisfactory Performance and Payments Bonds in accordance with the Bidding Documents.
2. The undersigned agrees that this bid may not be withdrawn for a period of (60) calendar days immediately following the date of receipt of bids. It is understood that the CDA reserves the right to reject any or all bids, to waive any informality or irregularity in any bid received and to accept any alternate in any order or combination.
3. Addenda Nos. _____ have been received and incorporated in this Bid.
4. I have reviewed the site conditions, the project manual, and any required submittals in providing the costs for the noted services:

Legal Name of Person, Firm or Organization _____

Name _____

Address _____

By _____ Title _____ (Officer or Owner)
(signature)

Submit this form as part of bid response

CONTRACTOR'S QUALIFICATION STATEMENT

SUBMITTED BY: _____

CORPORATION: _____

ADDRESS: _____

PARTNERSHIP: _____

PRINCIPAL OFFICE: _____

INDIVIDUAL: _____

PHONE: _____

OTHER: _____

(NOTE: Attach separate sheets as necessary)

1. How many years has your organization been in business?
2. How many years has your organization been in business under its present **Business name**?
3. If a Corporation, answer the following:

Date of incorporation:

State of incorporation:

President's name:

Vice-President's name:

Secretary's name:

Treasurer's name:
4. If Individual or Partnership, answer the following:

Date of organization:

Name and address of all partners:
5. We normally perform _____% of the work with our own forces;
6. Have you ever failed to complete any work awarded to you? If so, note when where, and why:
7. List the construction experience of the principal individuals of your organization:

8. List your principal subcontractors:
9. List your principal suppliers:
10. List your bank references:
11. List three completed projects who may be contacted as references, type or work address, phone number and contact name.
- a.
- b.
- c.
12. List insurance requirements
- Name of Insurance company:
- Name of Insurance agent:
- Agents Telephone number and/or email address:
13. Are you licensed by the State of Minnesota?
- List other licenses held:

I certify that the above is true and complete, and I authorize the Dakota County CDA to verify any information on this statement.

Signature:_____

Date:_____

Submit this form as part of bid response