

Dakota County
Community Development
Agency

Request for Proposals (RFP)

Architectural Services
For Future Senior Housing Developments
Located In Dakota County

Dakota County Community Development Agency
1228 Town Centre Drive
Eagan, MN 55123

November 16, 2026

Dakota County Community Development Agency Contact:
Maggie Dykes, Assistant Director of Housing Development – Real Estate
mdykes@dakotacda.org

1. Introduction

The Dakota County Community Development Agency ("CDA") is a local government agency whose mission is to improve the lives of Dakota County residents and enhance the economic vitality of communities through housing and community development.

The CDA is requesting proposals from experienced architectural firms to provide professional architectural and planning services for future CDA-owned and operated senior housing development projects. The selected firm(s) will be asked to assist with project planning, design, entitlement, construction documentation, bidding, and construction administration services for senior housing developments located within Dakota County. More about the CDA's senior housing program can be found on our website here: Senior Housing - Dakota County Community Development Agency

2. Project Background

The CDA develops and manages multi-family housing developments that serve older adults aged 62+ and seeks architectural partners with demonstrated experience in the planning and design of affordable independent senior living communities, including:

- Independent Living
- Affordable Senior Housing
- Redevelopment Projects

3. Project Area

The CDA either owns or will acquire sites for affordable independent senior housing throughout Dakota County. One of the sites that will be developed is the former Delta Airlines Operations Center located at 1500 Towerview Road in Eagan, which is owned by the CDA. The site consists of approximately 39 acres and WSB is currently developing a master plan for the property. The master plan will include street locations and lot layouts. The CDA intends to develop an affordable independent senior housing project on one of the parcels that will be retained by the CDA.

The remaining affordable senior development project sites haven't been identified.

4. Scope of Services

CDA will enter into a contract with the selected firm(s) for specific projects, with renewal options for future developments. These services may include, but are not limited to:

- Schematic Design Phase (if needed)
- Site Plan (including exterior elevations, landscape plans and civil engineering work)
- Final Design (including unit plans and all interior details)
- Construction Documents including specifications

- Bid Process / Contract Award
- Construction Administration
- Interior Design Services
- Providing Prospective Drawing
- Warranty Work

The selected firm(s) also will be expected to complete the city approval and entitlement process for each affordable senior housing development. The firm(s) will be required to meet with the city to determine what is needed, submit the application with all necessary plans and documents, and attend any neighborhood and city meetings, as necessary.

5. Submission Requirements

Questions regarding the RFP shall be submitted in writing to Maggie Dykes at mdykes@dakotacda.org no later than noon on Monday, November 30, 2026. Written responses to all questions received will be posted at www.dakotacda.org no later than 4:00 p.m. on Monday, December 7, 2026. No oral questions on the RFP will be accepted.

The RFP submission deadline is noon on Friday, December 18, 2026. Proposals shall be in a .pdf format and submitted electronically to mdykes@dakotacda.org. Submissions shall be a maximum of 15 pages including the cover letter. Interested firms should provide:

- A brief overview of the firm and its history.
- Description of relevant independent and affordable senior housing experience.
- Description of experience with redevelopment sites.
- Resumes of key personnel proposed for assignments. Include architects, interior design team, construction management team, spec writing team. Note if these are in-house or subcontractors.
- Submit a list of completed projects within the last seven (7) years. The projects must be comparable in scope and type to the senior housing developments developed by the CDA and located within the Twin Cities Metropolitan Area. For each project, provide the following information:
    - Project name and location;
    - Property owner and reference contact information;
    - A brief description of the project;
    - Year completed; and
    - Construction cost, include costs based on per unit and costs based on square footage.
- Provide photographs of at least two comparable senior projects.
- References from at least three clients with similar projects
- Description of firm's design approach to affordable senior housing
- Information regarding sustainable design and accessibility expertise

- Current fee structure and hour rates for services. Describe how fees are calculated for full services on new construction (e.g. in house, go out for bid, etc.).
- Statement regarding the firm's capacity and availability
- For each service outlined in the Scope of Services, explain whether your firm would perform the work in-house or use external parties.
    - For services performed by external parties, state whether the subcontractors would work under your firm's contract with the CDA or whether the CDA would be expected to execute separate contracts with those subcontractors.
- Identify the staff members who would be responsible for work on the future senior housing development projects and include a resume for each key participant. Consultant identification is not required at this stage. The mechanical and structural engineering consultants and the consultants preparing landscape plans would be identified at a later date with a fee proposal. The CDA reserves the right to approve selected external consultants that are selected under the architectural contract.

6. Evaluation Criteria

Proposal submissions will be evaluated based on the following criteria.

Criteria	Maximum Points Awarded
Affordable Senior Housing Experience	30
Qualifications of Project Team	25
Quality of Past Projects	15
Understanding of Project Goals	15
Fee Structure and Value	15
Total Available Points	**100**

7. Selection Process

CDA will shortlist firms for interviews and reserves the right to select one or more firms to provide services on an as-needed basis for future projects.

8. Tentative Schedule

- RFP Issued: November 16, 2026
- Questions Due: November 30, 2026, at noon
- Responses Provided: December 7, 2026, by 4:00 p.m.
- Proposal Submissions Due: December 18, 2026, at noon
- Interviews: January 11-15, 2027

The CDA in its sole and absolute discretion, reserves the right to determine whether any aspect of the proposals satisfactorily meets the criteria established in this RFP; the right to seek clarification from any Respondent; the right to negotiate with any Respondent;

the right to reject any or all proposals with or without cause; the right to waive any or all informalities or irregularities in the proposals received; the right to investigate the qualifications or experience of any Respondent; and the right to cancel, withdraw and/or amend any and all parts of the RFP. The CDA further reserves the right to request additional information or clarification and to allow corrections or errors or omissions during the evaluation process.

9. Non-Collusion

Respondents shall not collude with other responders or competitors or take any other action that will restrict competition. Violation of this provision may result in rejection of an otherwise complete proposal.

10. Contract Language

The following provisions will be included in a consultant contract.

Data Practices. Pursuant to Minn. Stat. § 13.05, subd. 11, all of the data created, collected, received, stored, used, maintained, or disseminated by Respondent in performing an owner's function under this Agreement is subject to the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and Respondent must comply with those requirements as if it were a government entity.

Insurance. Contractor shall maintain policies of insurance as set forth in Exhibit A and pay all retentions and deductibles under such policies of insurance.

Right In Work Product. The work product of Respondent's services, including results, and all ideas, developments, and inventions which Respondent conceives or reduces to practice during the course of his performance under this Agreement and subsequently reimbursed for by the CDA for such work shall be the exclusive property of the CDA. This information, material, and any such inventions shall be deemed the CDA's proprietary information and shall not be disclosed to anyone outside of the CDA or used by Respondent or others without the prior written consent of the CDA. Provided, however, the Respondent has the right to reuse such information and material in the normal course of its business and retains all rights in its standard drawing details and specifications, and in all field data, notes and databases. Other than reuse or modification by the Respondent, CDA waives all claims against the Respondent resulting from any changes or reuse of such information and material. The Respondent will furnish the CDA with electronic data versions of certain drawings or other written documents ("Digital Data") compatible with the CDA's software (to the extent possible) unless otherwise agreed upon and/or provided in hard copy form. In the event of any conflict between a hard copy document and the Digital Data, the hard copy document governs. The Digital Data shall be prepared in the current software in use by the Respondent and is not guaranteed to be compatible with other systems or software.

Any Digital Data submitted by the Respondent to the CDA is submitted for an acceptance period of 60 days ("Acceptance Period"). Any defects that the CDA discovers during this period and reports to the Respondent will be corrected by the Respondent at no extra charge. For correction of defects reported to the Respondent after the Acceptance Period, the CDA shall compensate Respondent on an hourly basis at Respondent's billing rates. The CDA understands that the Digital Data is perishable and the CDA is responsible for maintaining it.

Nondiscrimination in employment. For work under this Contract the Respondent must agree:

A. That in the hiring of common or skilled labor for the performance of any work under this Contract or any subcontract hereunder, no contractor, material supplier or vendor shall, by reason of race, creed, color or national origin, discriminate against the person or persons who are qualified and available to perform the work to which such employment relates.

B. That no Contractor, material supplier or vendor shall, in any manner, discriminate against or intimidate or prevent the employment of any person or persons, or on being hired, prevent or conspire to prevent any person or persons from the performance of the work under this Contract on account of race, creed, color or national origin.

C. Violation of this section shall be cause for cancellation or termination of this Contract.

Respondent's obligations to subcontractors. The Respondent shall pay any subcontractor within ten days of the Respondent's receipt of payment from the Owner for undisputed services provided by the subcontractor. The Respondent shall pay interest of one and one-half (1-1/2%) percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time pursuant to this provision to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of one hundred ($100.00) dollars or more shall be ten ($10.00) dollars. For an unpaid balance of less than one hundred ($100.00) dollars, the Respondent shall pay the actual penalty due under this provision to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from the Respondent shall be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.

Registration and Good Standing. All responders must comply with Minnesota law governing transaction of business in the State of Minnesota. Upon award of the contract, the CDA will verify compliance prior to contracting.

EXHIBIT A
INSURANCE TERMS

Consultant agrees to provide and maintain at all times during the term of this Contract such insurance coverages as are indicated herein and to otherwise comply with the provisions that follow. Such policy(ies) of insurance shall apply to the extent of, but not as a limitation upon or in satisfaction of, the Contract indemnity provisions. The provisions of this section shall also apply to all Subcontractors, Sub-subcontractors, and Independent Contractors engaged by Consultant with respect to this Contract, and Consultant shall be entirely responsible for securing the compliance of all such persons or parties with these provisions.

APPLICABLE SECTIONS ARE CHECKED

☒ 1. Workers Compensation. Workers' Compensation insurance in compliance with all applicable statutes including an All States or Universal Endorsement where applicable. Such policy shall include Employer's Liability coverage in an amount no less than $500,000. If Consultant is not required by Statute to carry Workers' Compensation Insurance, Consultant agrees: (1) to provide the Dakota County Community Development Agency (the "CDA") with evidence documenting the specific provision under Minn. Stat. § 176.041 which excludes Consultant from the requirement of obtaining Workers' Compensation Insurance; (2) to provide prior notice to the CDA of any change in Consultant's exemption status under Minn. Stat. § 176.041; and (3) to hold harmless and indemnify the CDA from and against any and all claims and losses brought by Consultant or any subcontractor or other person claiming through Consultant for Workers' Compensation or Employers' Liability benefits for damages arising out of any injury or illness resulting from performance of work under this Contract. If any such change requires Consultant to obtain Workers' Compensation Insurance, Consultant agrees to promptly provide the CDA with evidence of such insurance coverage.

☒ 2. General Liability. "Commercial General Liability Insurance" coverage (Insurance Services Office form title), providing coverage on an "occurrence" rather than on a "claims made" basis, which policy shall include, but not be limited to, coverage for Bodily Injury, Property Damage, Personal Injury, Contractual Liability (applying to this Contract), Independent Contractors, "XC&U" and Products-Completed Operations liability (if applicable). Such coverage may be provided under an equivalent policy form (or forms), so long as such equivalent form (or forms) affords coverage which is at least as broad. An Insurance Services Office "Comprehensive General Liability" policy which includes a Broad Form Endorsement GL 0404 (Insurance Services Office designation) shall be considered to be an acceptable equivalent policy form.

Consultant agrees to maintain at all times during the period of this Contract a total combined general liability policy limit of at least $1,500,000 per occurrence and aggregate, applying to liability for Bodily Injury, Personal Injury, and Property Damage, which total limit may be satisfied by the limit afforded under its Commercial General Liability policy, or equivalent policy, or by such policy in combination with the limits afforded by an Umbrella or Excess Liability policy (or policies); provided, that the coverage afforded under any such Umbrella or Excess Liability policy is at least as broad as that afforded by the underlying Commercial General Liability policy (or equivalent underlying policy).

Such Commercial General Liability policy and Umbrella or Excess Liability policy (or policies) may provide aggregate limits for some or all of the coverages afforded thereunder, so long as such aggregate limits have not, as of the beginning of the term or at any time during the term, been

reduced to less than the total required limits stated above, and further, that the Umbrella or Excess Liability policy provides coverage from the point that such aggregate limits in the underlying Commercial General Liability policy become reduced or exhausted. An Umbrella or Excess Liability policy which "drops down" to respond immediately over reduced underlying limits, or in place of exhausted underlying limits, but subject to a deductible or "retention" amount, shall be acceptable in this regard so long as such deductible or retention for each occurrence does not exceed the amount shown in the provision below.

Consultant's liability insurance coverage may be subject to a deductible, "retention" or "participation" (or other similar provision) requiring the Consultant to remain responsible for a stated amount or percentage of each covered loss.

☒ Such policy(ies) shall name the CDA, its officers, employees and agents as Additional Insureds thereunder.

☒ 3. Professional Liability. Professional Liability (errors and omissions) insurance with respect to its professional activities to be performed under this Contract. This amount of insurance shall be at least $1,500,000 per occurrence and aggregate (if applicable). Coverage under such policy may be subject to a deductible. Consultant agrees to maintain such insurance for at least one (1) year from Contract termination.

It is understood that such Professional Liability insurance may be provided on a claims-made basis, and, in such case, that changes in insurers or insurance policy forms could result in the impairment of the liability insurance protection intended for the CDA hereunder. Consultant therefore agrees that it will not seek or voluntarily accept any such change in its Professional Liability insurance coverage if such impairment of the CDA's protection could result; and further, that it will exercise its rights under any "Extended Reporting Period" ("tail coverage") or similar policy option if necessary or appropriate to avoid impairment of the CDA's protection. Consultant further agrees that it will, throughout the one (1) year period of required coverage, immediately: (a) advise the CDA of any intended or pending change of any Professional Liability insurers or policy forms, and provide the CDA with all pertinent information that the CDA may reasonably request to determine compliance with this section; and (b) immediately advise the CDA of any claims or threats of claims that might reasonably be expected to reduce the amount of such insurance remaining available for the protection of the CDA.

☒ 4. Automobile Liability. Business Automobile Liability insurance covering liability for Bodily Injury and Property Damage arising out of the ownership, use, maintenance, or operation of all owned, non-owned and hired automobiles and other motor vehicles utilized by Consultant in connection with its performance under this Contract. Such policy shall provide total liability limits for combined Bodily Injury and/or Property Damage in the amount of at least $1,500,000 per accident, which total limits may be satisfied by the limits afforded under such policy, or by such policy in combination with the limits afforded by an Umbrella or Excess Liability policy(ies); provided, that the coverage afforded under any such Umbrella or Excess Liability policy(ies) shall be at least as broad with respect to such Business Automobile Liability insurance as that afforded by the underlying policy. **Unless included within the scope of Consultant's Commercial General Liability policy, such Business Automobile Liability policy shall also include coverage for motor vehicle liability assumed under this contract.**

☒ Such policy, and, if applicable, such Umbrella or Excess Liability policy(ies), shall include the CDA, its officers, employees and agents as Additional Insureds thereunder

☒ 5. Additional Insurance. The CDA shall, at any time during the period of the Contract, have the right to require that Consultant secure any additional insurance, or additional feature to existing insurance, as the CDA may reasonably require for the protection of their interests or those of the public. In such event Consultant shall proceed with due diligence to make every good faith effort to promptly comply with such additional requirement(s). In the event Consultant incurs additional costs for compliance with the CDA's request, the cost of such additional insurance requirements shall be passed onto the CDA.

☒ 6. Evidence of Insurance. Consultant shall promptly provide the CDA with evidence that the insurance coverage required hereunder is in full force and effect prior to commencement of any work. At least 10 days prior to termination of any such coverage, Consultant shall provide the CDA with evidence that such coverage will be renewed or replaced upon termination with insurance that complies with these provisions. Such evidence of insurance shall be in the form of the CDA's Certificate of Insurance, or in such other form as the CDA may reasonably request, and shall contain sufficient information to allow the CDA to determine whether there is compliance with these provisions. At the request of the CDA, Consultant shall, in addition to providing such evidence of insurance, promptly furnish Contract Manager with a complete (and if so required, insurer-certified) copy of each insurance policy intended to provide coverage required hereunder, but only to the extent reasonably necessary for resolution of a dispute. All such policies shall be endorsed to require that the insurer provide at least 30 days' notice to the CDA prior to the effective date of policy cancellation. WSB shall provide the CDA with advance notice of non-renewal or material changes in coverage terms if such changes occur. On the Certificate of Insurance, Consultant's insurance agency shall certify that he/she has Error and Omissions coverage.

☒ 7. Insurer: Policies. All policies of insurance required under this paragraph shall be issued by financially responsible insurers licensed to do business in the State of Minnesota, and all such insurers must be acceptable to the CDA. Such acceptance by the CDA shall not be unreasonably withheld or delayed. An insurer with a current A.M. Best Company rating of at least A:VII shall be conclusively deemed to be acceptable. In all other instances, the CDA shall have 15 business days from the date of receipt of Consultant's evidence of insurance to advise Consultant in writing of any insurer that is not acceptable to the CDA. If the CDA does not respond in writing within such 15-day period, Consultant's insurer(s) shall be deemed to be acceptable to the CDA.

☒ 8. Noncompliance. In the event of the failure of Consultant to maintain such insurance and/or to furnish satisfactory evidence thereof as required herein, the CDA shall have the right to purchase such insurance on behalf of Consultant, which agrees to provide all necessary and appropriate information therefor and to pay the cost thereof to the CDA immediately upon presentation of invoice.

☒ 9. Release and Waiver. Consultant agrees to rely entirely upon its own property insurance for recovery with respect to any damage, loss or injury to the property interests of Consultant. Consultant hereby releases the CDA, its officers, employees, agents, and others acting on their behalf, from all claims, and all liability or responsibility to Consultant, and to anyone claiming through or under Consultant by way of subrogation or otherwise, for any loss of or damage to Consultant's business or property caused by fire or other peril or event, even if such fire or other peril or event was caused in whole or in part by the negligence or other act or omission of the CDA or other party who is to be released by the terms hereof, or by anyone for whom such party may be responsible.

Consultant agrees to effect such revision of any property insurance policy as may be necessary in order to permit the release and waiver of subrogation agreed to herein. Consultant shall, upon the request of the CDA, promptly provide a Certificate of Insurance, or other form of evidence as may be reasonably requested by the CDA, evidencing that the full waiver of subrogation privilege contemplated by this provision is present; and/or, if so requested by the CDA, Consultant shall provide a full and complete copy of the pertinent property insurance policy(ies), but only to the extent reasonably necessary for resolution of a dispute.