

Request for Proposals (RFP)
Construction Documents
Clinton Depot Building, Clinton, MN
National Register #86002118

The Chicago, Milwaukee, St. Paul, and Pacific Depot Building located at 102 Center Street, Clinton, MN is a historic building on the National Register of Historic Places. The building is owned by the City of Clinton and local residents assist with management of the property. This historic building desperately needs a new roof and the City received a grant through the Minnesota Historical Society for a Building Condition Assessment in January 2025. The Building Condition Assessment was completed by Engan Associates and a copy of the report is included with this RFP. The City intends to submit another grant application in January 2026 and if awarded the construction document work can commence in April 2026.

The City of Clinton envisions a three-phase process with this RFP covering step two (construction documents). Our goal is to move through the three steps in an efficient manner so the needs of the roof can be addressed in a timely fashion. The three steps and projected timeline are as follows:

Step 1: Building Condition Assessment. Completed and approved by the Minnesota Historical Society in October 2025.

Step 2: Preparation of Construction Documents/Scope of Work. This is the activity to be completed with this RFP. The grant application will be submitted in January 2026 with grant awards made in April 2026. The selected firm would need to be ready to proceed immediately upon notification of grant award. The City of Clinton is seeking responses to this RFP in advance of the grant application to understand cost of the RFP services. This will also allow the City to include information on the firm in their grant application to be submitted before the January 9, 2026 deadline.

Scope of Services – The City of Clinton would like to proceed with the following two areas as part of the Construction Documents:

1. Reshingle Cedar Roof - \$69,309 Cost Estimate
2. Site and Accessible Ramp - \$29,253 Cost Estimate

Step 3: Renovation. After the Construction Documents/Scope of Work is approved, this will be used to submit a large grant application to the Minnesota Historical Society. This grant would be pursued as soon as possible following completion and approval of the Construction Documents/Scope of Work.

The City of Clinton plans to apply for small grant funding through the Historical Society for step two and the large grant for step three. The City of Clinton is seeking a response to this RFP from Architectural Firms experienced in historic buildings.

Respondents **must** ensure that their Construction Documents will meet the requirements of the Historical Society for grant funding. Below is a link to the current program manual. https://www.mnhs.org/sites/default/files/2025-07/fy26_27-mhch_grants_manual_v.9-published.pdf

Responses

Respondents should include the following information. RFP's should not exceed 5 pages.

1. Background information on firm and experience with historical buildings.
2. Resumes or bios of staff that will be working on the project.
3. Statement that the Firm is able to meet the timelines outlined in this RFP (April 2026 Start Date). If the timelines do not work please list alternative dates. Respondents should also include an estimated completion date.
4. Contact person for the project with contact information.
5. Total Cost of Services for the Construction Documents.

Ranking

Proposals will be ranked and scored based on the following criteria:

1. Experience of firm in working on historical buildings, especially projects seeking state funding.
2. Ability of firm to meet deadlines outlined in the RFP
3. Cost of services.

Responses should be submitted by noon on December 12, 2025. Responses may be submitted electronically or by mail and can be sent to the contact below. All mailed responses must be postmarked by December 9, 2025 to ensure their timely arrival. The Clinton City Council will review all responses at their December 17, 2025 meeting and will make a recommendation that is contingent upon grant funding.

Lisa Graphenteen
BSAG C/O Ortonville EDA
PO Box 223
Ortonville, MN 56278
lisa@dsi-services.com

Questions on the RFP can be directed to Lisa Graphenteen at the email above or by phone at (507) 227-5402.

