



MARSHALL
CULTIVATING THE BEST IN US

Request for Proposal

MINNESOTA EMERGENCY RESPONSE AND INDUSTRIAL
TRAINING CENTER (MERIT) SAFETY TRAINING
STRUCTURE/RANGE

**PLEASE RESPOND BY 12:00 NOON ON
WEDNESDAY - MAY 6, 2026**

City of Marshall, MN
344 W. MAIN STREET, MARSHALL, MN 56258

Background

The Minnesota Emergency Response & Industrial Training (MERIT) Center serves a leadership role as the region's primary provider of high-quality interagency training of law enforcement, public safety, and industrial safety. The MERIT Center prepares law enforcement professionals to fulfill their responsibilities in a safe manner and at the highest level of proficiency. Training consists of many areas of law enforcement instruction, from firearms and high-speed vehicle operations to leadership and tactical instructions and interview techniques. As part of the MERIT Center Phase 3 the City of Marshall has secured funding through 2023 bonding bill to build the safety training and range facility.

The planned training and range facility includes a proposed 50-yard handgun range, 300-yard-long rifle range and support building. The embankments for both ranges were graded/constructed with the Phase 2 upgrades in 2020 to the driving track.

At the end of this RFP you will find a conceptual rendering of the project and construction plans from the previous phase of the project.

Scope of Work

The city will supply a recently completed survey of the existing conditions. The selected consulting firm will evaluate the existing conditions including the berms to make sure they meet required design standards, help to identify the final layout of the 50-yard, 300-yard ranges, review and recommend range equipment, ancillary buildings/shooting structures, 30' x 60' support building that is insulated, site power for buildings and range equipment and other site needs for the facility.

At a minimum, the consulting firm will include evaluation of up to three layouts for the ranges, cost comparisons for structures, potential for heating and cooling in the building, and range equipment including but not limited to targeting systems, controls, and camera systems. The design of this project will need to follow the process and submittals as outlined in the Administration Real Estate and Construction Service (RECS) and the design shall comply with B3 Energy standards.

- Link to Department of Administration Real Estate and Construction Services (RECS) - [Manuals, Guidelines, and Forms / Minnesota.gov](https://mn.gov/admin/government/construction-projects/manuals-guidelines-forms/) (<https://mn.gov/admin/government/construction-projects/manuals-guidelines-forms/>)
- Link to Minnesota B3 Energy Standard and B3 Tracking Tool - [2030energystandard – B3](https://b3mn.org/2030energystandard/) (<https://b3mn.org/2030energystandard/>)

The consulting firm shall provide all deliverables in a PDF electronic format along with any City of Marshall requested electronic files (e.g. CADD files, shape files, KMZ files, etc.).

This project received a grant for \$2.25 million. The project budget including the design contract for engineering/architecture, construction administration and construction costs shall not exceed the grant amount. The selected firm will need to work with the city to meet our general needs within the established budget.

It is the City's intent to have city staff complete daily construction observation and manage the project, the selected consultant will support the city staff in review of shop drawings, construction questions and submittal of required grant paperwork.

Summary of Deliverables

The consulting firm shall provide all deliverables in a PDF electronic format along with any City of Marshall requested electronic files (e.g. AutoCAD files, shape files, KMZ files, etc.).

Proposal

The City of Marshall recommends having a meeting with the key city staff in advance of the proposal to review the project and the site.

The proposal shall be a maximum of 8 pages (one sided) including the cover letter and shall include the following information at a minimum:

Binding Transmittal Letter

Proposer must provide a cover letter (two pages maximum) signed by a party authorized to contractually obligate the Proposer (and respective team members) to perform the commitments included in the proposal. The letter must also identify the name, title, address, telephone number, and e-mail address of the individual(s) responsible for such negotiations, if selected. Additionally, the cover letter should discuss the Proposer's overall qualifications and ability to meet the scope of work outlined in this RFP and include a statement guaranteeing the validity of the Proposal, including all proposed fees and costs, for a period of 60 days beyond the submission date.

Project Understanding

A statement of the objectives, goals and tasks to show the firm's view and understanding of the proposed project. Consultants should demonstrate understanding of the scope of the proposal by using their own words rather than repeating statements in the Request for Proposals.

Consulting Firm Overview, Qualifications, and Experience

A Statement of Qualifications applicable to this Project including the names, qualifications, and proposed duties of the firm's staff to be assigned to this Project. List the specific individuals who will serve as Task Leads.

A listing of the firm's recent comparable projects completed within the past 5 years including the names, titles, addresses, and telephone numbers of the appropriate persons who the City may contact.

A listing of any subcontractors the Proposer intends to employ in execution of the project, including name, address, telephone number, and name of contact person. Discuss the proposed subcontractor's role and provide information on subcontractors' experience performing similar work. All subcontractors are subject to the approval of the City.

Project Approach, Work Plan, and Task Completion Schedule

Indicate how project schedules are prepared (including integration of design), cost estimates, cost control procedures, maintaining design excellence, and quality control. Explain which functions will be provided in-house and which will be contracted out and how they are integrated and included in the scope of the services proposed.

A proposed timeline of activities to ensure completion shall be provided.

Conflict of Interest

Firms shall disclose any financial, business, or other relationships with the City that may have an impact on the outcome of this contract or any resulting construction project. Firms shall also list current clients who may have a financial interest in the outcome of this contract.

Insurance and Indemnification

The selected Proposer shall submit a “Statement Certifying Insurance Coverage” certifying that the required general and professional liability insurance coverage will be obtained, and that coverage is prerequisite for entering into a Professional Services Agreement with the City. Failure to meet the City’s insurance requirements shall result in disqualification.

The selected Proposer shall be required to hold harmless, indemnify and defend the City, its elected officials, employees, contractors serving as City officials, agents, and volunteers (“Indemnitees”), as to claims arising out of its performance of non-professional services, and to hold harmless and indemnify the Indemnitees as to claims arising out of the Proposer’s professional services, except loss or liability caused by the City’s sole negligence or willful conduct.

Fee Proposal

In a separate electronic file, the Proposer shall include a detailed cost breakdown of each of the tasks to be performed with a breakout of the hours for each employee category (e.g. principal, senior planner, technician, etc.) per work task identified. The consultant will show the hourly rate for each employee category and break out any direct expenses, overhead and profit. Total dollar amounts for phase of plan development, bid assistance and for on-call construction questions shall be included.

Timeline

The City of Marshall would like to have final plans and specification to the City Council in September 2026, receive bid and award the project in late 2026, and have construction complete by September 2027.

Contract Term

The Professional Services Agreement will be valid until the services covered in the Scope of Work have been completed to the City’s satisfaction. Fees proposed by the Proposer must be valid for the life of the agreement unless otherwise conditioned in the proposal.

Selection of Proposal

The City of Marshall shall review all proposals received in response to this RFP in a comprehensive, fair and impartial manner. The proposal shall be evaluated with team members from the City Council, Public Safety, and Engineering Departments. Some of the criteria used in the evaluation will include, but not limited to project understanding/objectives, qualifications/experience of personnel working on this project and cost.

The City of Marshall reserves the right to following:

- Issue no contract award for the services described in this RFP
- Reject any or all proposals
- Not obligated to accept the lowest price or most technologically advanced proposal
- No obligation to reveal the basis for contract award or evaluation process

The City of Marshall intends to select and award one Consulting Firm to perform the awarded tasks listed in this RFP. Evaluation and selection is anticipated for completion two weeks from the proposal due date. An interview may be requested as part of the evaluation and selection process. The factors and weighting on which proposals will be judged are broken down as follows:

| Rating Factor | Weighting Percentage |
|--|----------------------|
| Project Understanding | 25% |
| Consultant Qualifications & Experience | 20% |
| Approach and Work Plan | 15% |
| Completeness & Organization | 10% |
| Cost Proposal | 30% |

All costs for developing the proposal in response to this RFP are entirely the responsibility of the proposing party and shall not be chargeable in any manner to the City. A proposal submitted in response to this RFP is irrevocable for 60 days from the date of submission. Contract execution is contingent upon approval by the City of Marshall City Council. All those submitting a response to this RFP will be notified of the award of a contract when an award is made. If no award is made, all vendors will be notified accordingly.

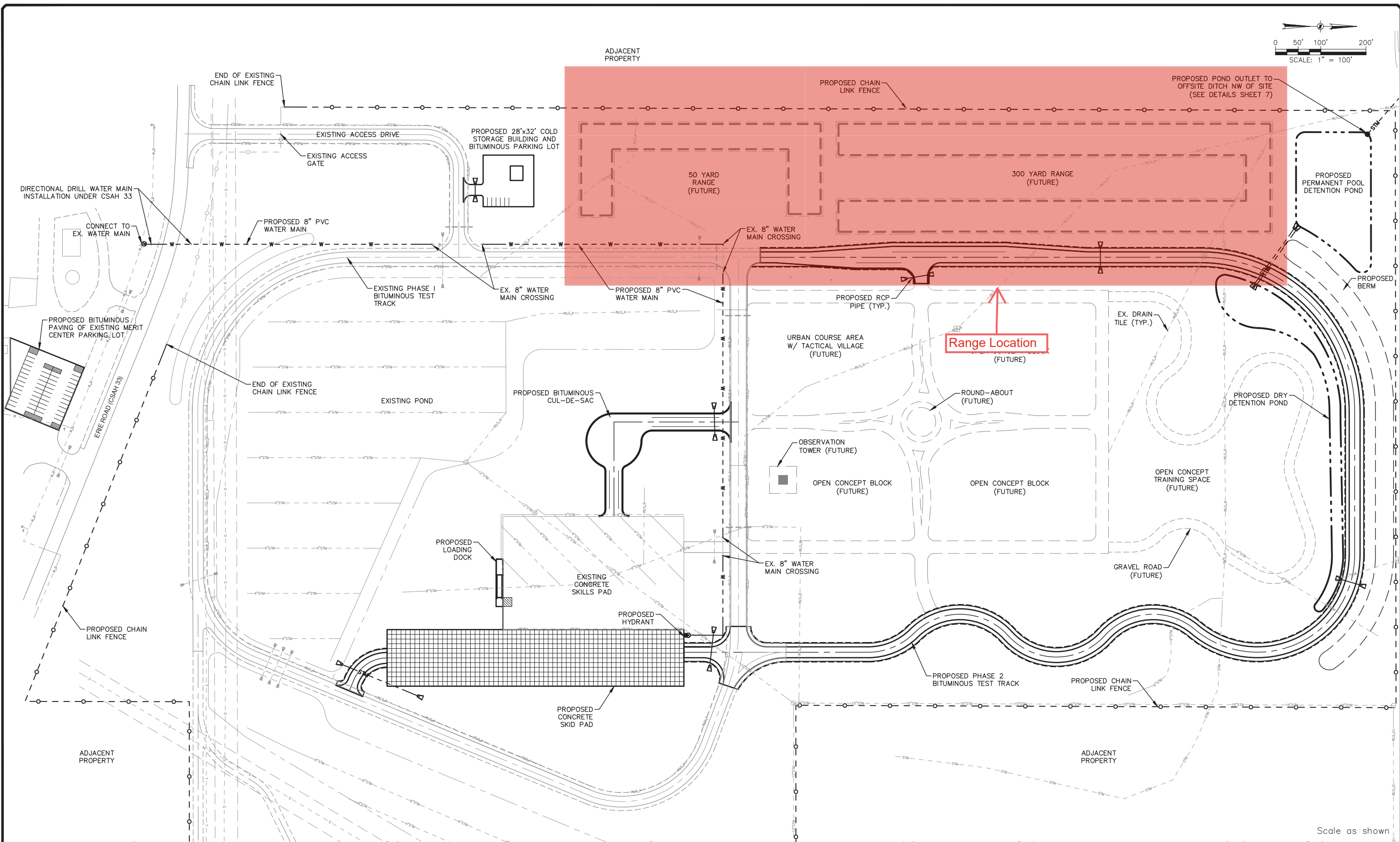
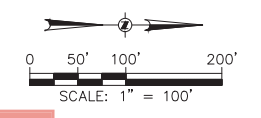
Contact Info and Proposal Submission

Submit one (1) complete electronic copy of the proposal including proposed costs. An authorized member of the consulting firm must sign the copy of the proposal.

All proposals must be sent to:

Ryan Hoffmann
Captain, Marshall Police Department
City of Marshall Public Safety
611 W Main Street
Marshall, MN 56258
E-Mail: ryan.hoffmann@ci.marshall.mn.us

Any questions or requests for additional information will be forwarded to the point of contact above. Questions must be received by Friday, May 1st at 12:00 p.m. No questions will be addressed after this date and time. Contact regarding this RFP with any City staff other than the contact listed above may result in disqualification. All proposals must be received no later than **Wednesday, May 6, 2026, at 12:00 p.m.** Late proposals will not be considered.



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 100 South 5th Street, Suite 1900
 Minneapolis, MN 55402
 763 / 898 4185
 www.graef-usa.com


CITY ENGINEERS OFFICE
 344 WEST MAIN STREET
 MARSHALL, MINNESOTA
 56258

MERIT Center Road Course - Phase 2
OVERALL LAYOUT PLAN

| DATE | REVISIONS |
|------|-------------|
| | DESCRIPTION |
| | |

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
 Print Name: Patrick J. Skupski
 Signature: *Patrick J. Skupski*
 Date: 1/15/2019 License #: 40796

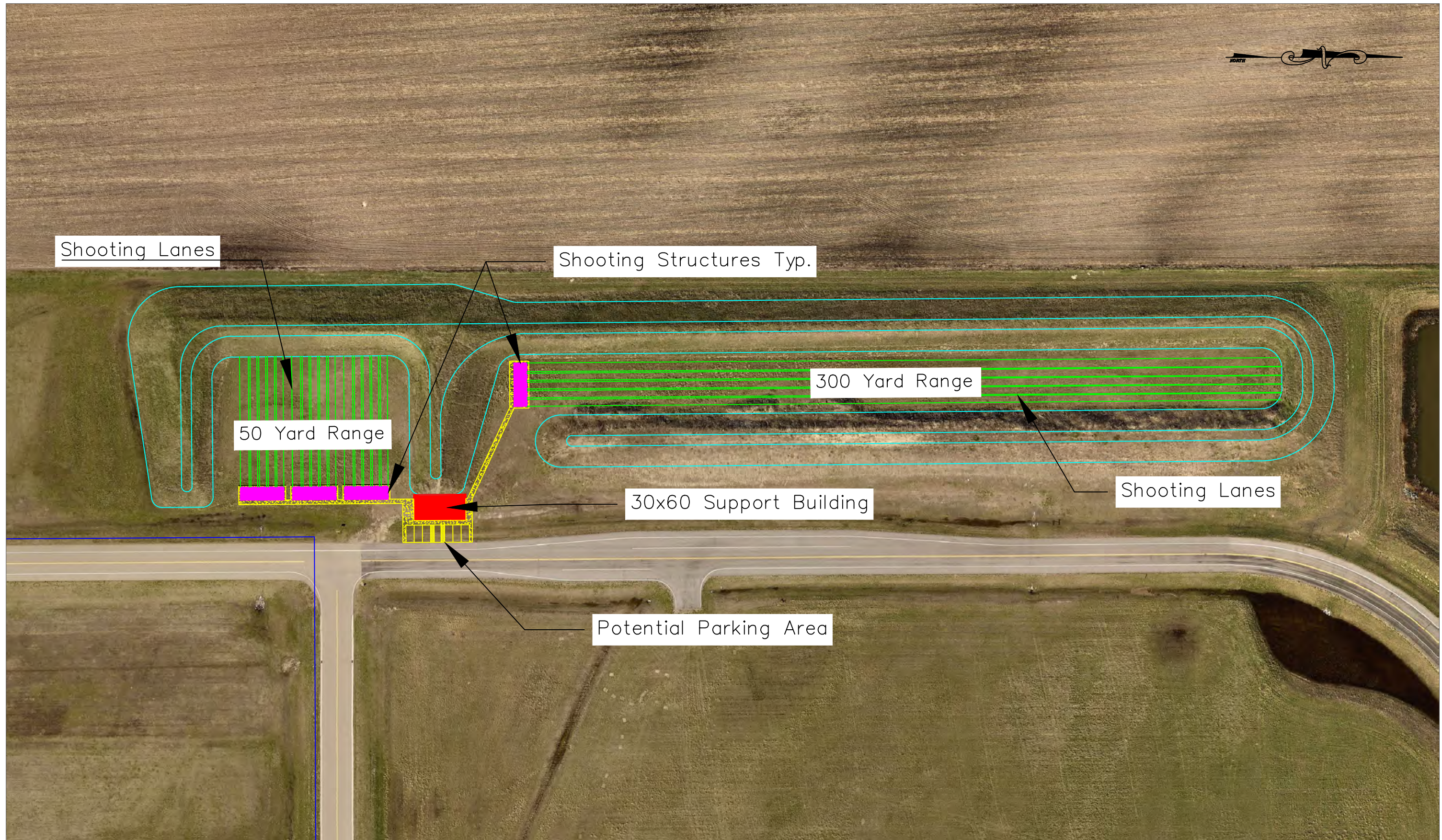
DATE
01/15/2019

DRAWN BY
MDS

PROJECT NO.
MER-2019

SHEET NO.
2 OF 58

Scale as shown



DESIGNED BY: ERH
 DRAWN BY: ERH
 APPROVED BY: JRA
 SCALE: Varies

| DATE | REVISIONS | INIT. |
|------|-----------|-------|
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| | | |

MARSHALL
 ENGINEERING DEPARTMENT
 344 WEST MAIN STREET
 MARSHALL, MINNESOTA
 56258

MERIT Phase 4
 Range RFP

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
 DATE: _____ LICENSE NO.: _____

CITY PROJECT NO. MC-017
 STATE AID PROJECT NO. _____
 DATE 10-15-2025
 SHEET NO. 1 OF 1