



**CITY OF MARSHALL
AGENDA ITEM REPORT
PI/T – 05/12/2026**

Presenter:	Jason Anderson
Meeting Date:	Tuesday, May 12, 2026
Category:	NEW BUSINESS
Type:	ACTION
Subject:	MERIT Center-Phase III – Firearms Training – RFP Selection
Background Information:	<p>In 2023, the MERIT Center received \$2.25 million dollars from the State of Minnesota Management and Budget Office to aid in the construction of phase 3 of the MERIT Center project. The funding received at that time was not enough to complete all aspects of the phase 3 project which included the completion of the firearms training range and live burn prop.</p> <p>A recommendation from the State of Minnesota Management and Budget Office was to return to the legislature and change the language in the original bill to allow for the completion of the firearms training range with the awarded \$2.25 million dollars. In 2025, the original legislative bill was amended and approved.</p> <p>At the 2/10/2026 City Council meeting, the City Council recommended approval of a construction grant agreement for the MERIT Training Center Project. The purpose of the project will be to complete the firing range that is to be located on the MERIT training site, just north of the existing storage building on the track site. The project will include a building and associated range materials. Architectural and engineering services are included as eligible expenses with this grant.</p> <p>This item was presented to the PI/T Committee on 04/14/2026 and Committee approved the proposed process for advertising the RFP and established the make-up of the proposal review committee to include the PI/T Committee, DPS Marshall, Police Captain Hoffmann and Asst. City Engineer Hanson. To assist with the design of this project, PI/T authorized City staff to send out a request for proposals (RFP) to full-service firms that can provide architectural and engineering services for this work. Because this project includes a building, staff will need to hire an architect to design the building for compliance with the State Building Code. Additionally, there may be some civil site design work that is required. City staff sent the RFP to Bolton & Menk and SEH to seek proposals.</p> <p>Proposal submission deadline was May 6, 2026 by noon, and the proposals have been forwarded to the Proposal Review Committee for review, grading and recommended selection. At this meeting, the Proposal Review Committee shall discuss the proposals and each member’s rankings and provide award recommendation.</p>
Fiscal Impact:	The City has a \$2.25M grant to complete design and construction. It is the intent of staff to work within this budget to complete the project.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that the PI/T Committee recommend award of the proposal based upon the recommendation of the Proposal Review Committee.