



112 2nd Ave W • PO Box 356 • Lambertson, MN 56152  
Phone: (507) 752-7601 • Fax: (507) 752-7117 • Website: <https://lambertsonmn.com>

## Request for Proposal (RFP)

**Project Title: Development of Assisted Living/Senior Housing Facility in Lambertson, MN**

**Issuing Organization: Lambertson Economic Development Authority (EDA)**

**RFP Issue Date: 6-24-2024**

**Proposal Due Date: August 1, 2024**

### I. Introduction

The City of Lambertson, through its Economic Development Authority (EDA), is seeking proposals from qualified developers to design, construct, and manage an assisted living/senior housing facility. The objective is to provide high-quality housing and services that cater to the needs of the senior population in our community.

### II. Project Overview

The Lambertson EDA aims to enhance the quality of life for our senior residents by developing a facility that offers comfortable, safe, and affordable housing. This project is expected to stimulate local economic growth and meet the increasing demand for senior living accommodations.

### III. Scope of Work

1. Design and Construction
  - Develop architectural plans and designs for the facility.
  - Ensure the design adheres to all local, state, and federal regulations and standards.
  - Construct a facility that includes:
    - Residential units (number and types to be proposed by the developer)
    - Common areas (e.g., dining rooms, recreation areas, gardens)
    - Medical and support service areas
    - Parking facilities
    - Incorporate sustainable and energy-efficient practices in the design and construction.
2. Management and Operations
  - Propose a plan for the ongoing management and operation of the facility.
  - Include details on staffing, maintenance, and service provision.
  - Provide a detailed financial plan covering both the construction and operational phases.

### IV. Proposal Requirements

Interested developers should submit a comprehensive proposal that includes the following:

1. Executive Summary
  - Overview of the proposal.
  - Key benefits to the City of Lambertson.
2. Company Profile
  - Background and experience of the company.
  - Key personnel and their qualifications.
  - Previous similar projects completed by the company.
3. Project Plan
  - Detailed project timeline from design to completion.
  - Description of the proposed facility, including architectural renderings.

- Outline of the construction process and key milestones.
- 4. Financial Plan
  - Detailed cost estimates for the design and construction phases.
  - Proposed funding sources and financing plan.
  - Operational budget and financial projections for the first five years of operation.
- 5. Community Impact
  - Explanation of how the project will benefit the local community.
  - Strategies for engaging local businesses and workforce.
- 6. References
  - Contact information for at least three references from similar projects.

## **V. Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

1. Experience and qualifications of the developer.
2. Quality and feasibility of the project plan.
3. Financial viability and sustainability.
4. Community impact and engagement.
5. References and past performance.

## **VI. Submission Instructions**

1. Format
  - Proposals should be clear, concise, and well-organized.
  - Include all required sections and supporting documents.
2. Submission Method
  - Proposals must be submitted in both electronic and printed formats.
  - Electronic submissions should be sent to [vhalter@lambertonmn.com](mailto:vhalter@lambertonmn.com).
  - Printed copies should be mailed to:
    - Lamberton Economic Development Authority, PO Box 356, Lamberton, MN 56152
3. Deadline
  - All proposals must be received by August 1, 2024, at 5:00 PM CST.

## **VII. Contact Information**

For any questions or further information, please contact:

Valerie Halter  
EDA Coordinator/City Clerk  
507-752-7601  
[vhalter@lambertonmn.com](mailto:vhalter@lambertonmn.com)

## **VIII. Additional Information**

- A Senior Housing Study was completed in 2022 and can be found on our website.
- The Lamberton EDA reserves the right to reject any or all proposals.
- The EDA is not responsible for any costs incurred in the preparation of proposals.
- The selected developer will be required to enter into a formal agreement with the Lamberton EDA.

We look forward to receiving your proposals and working together to enhance the quality of life for our senior residents.

Valerie Halter  
City of Lamberton  
112 2<sup>nd</sup> Ave W  
PO Box 356  
Lamberton, MN 56152