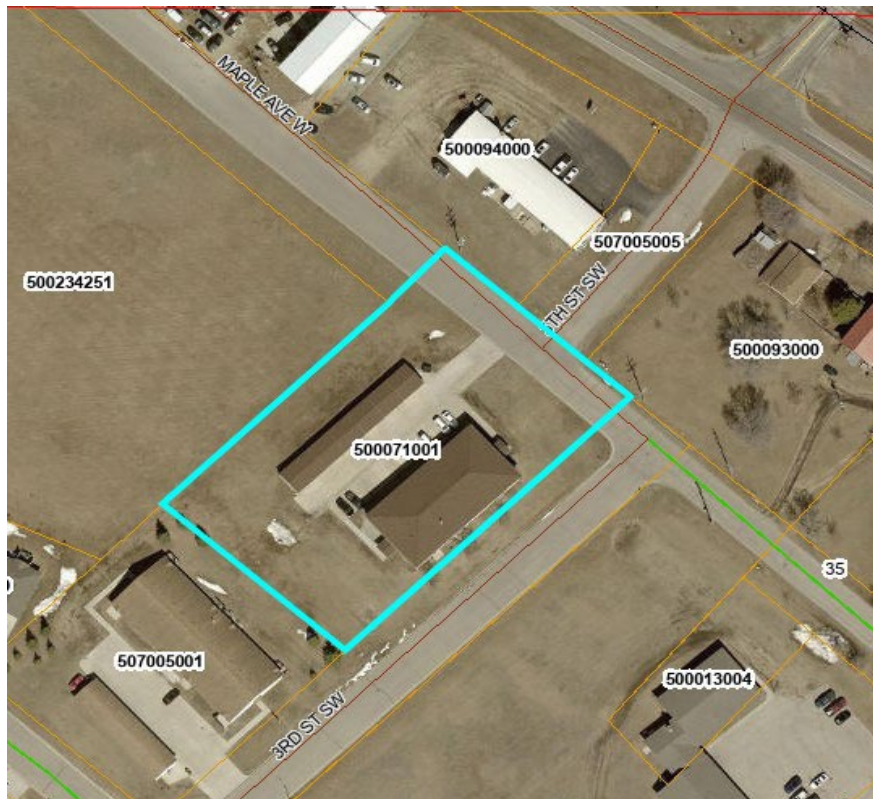




**BECKER COUNTY  
ECONOMIC DEVELOPMENT AUTHORITY**

**EXTERIOR RENOVATION OF A MULTI-  
FAMILY BUILDING AND GARAGE**

**REQUEST FOR PROPOSAL (RFP) NO. 26-01**



**LOCATION:** 401 MAPLE AVE W, FRAZEE, MN, 56544  
**PARCEL ID:** 50-0071-001

**ISSUE DATE:** FEBRUARY 14, 2026  
**DUE DATE:** MARCH 06, 2026

**DUE TO:** BECKER COUNTY  
ECONOMIC DEVELOPMENT AUTHORITY  
915 LAKE AVE, DETROIT LAKES, MN 56501

Notice is hereby given that proposals will be received by the Becker County Economic Development Authority (herein referred to as; the “EDA”) for the exterior renovation of multifamily property located in Frazee, Minnesota, identified by Parcel ID: 50-0071-001; address of 401 Maple Ave West, Frazee, MN 56544, via sealed bids until **March 6th, 2026**.

The successful bidder must be a “responsible contractor” and not debarred or suspended in the State of Minnesota. The term “responsible contractor” means a licensed contractor defined by Minnesota Statutes, section 16C.285, subdivision 3. Any bidding contractor, subcontractor, or entity that does not meet the minimum criteria or fails to comply with the verification requirements will not be eligible to be awarded a contract or to perform work on the project. Any bidder that makes a false statement verifying compliance with the minimum criteria will be ineligible to be awarded a contract. Each bidding contractor shall include in its verification of compliance a list of all its subcontractors intended to perform work on the project and evidence that they have verified to the bidding contractor through a signed statement that they meet the minimum criteria for a responsible contractor.

This project is supported in part or in whole by local or state programs. Pursuant to Minnesota Statutes 177.42 through 177.44. All contractors and subcontractors shall comply with all applicable prevailing wage requirements established by the Minnesota Department of Labor and Industry (“MN DLI”) for Becker County and comply with all reporting and record keeping requirements, including submittal of required certified payroll records and cooperation with any subsequent audits. It is the Contractor’s responsibility to obtain current wage determinations per the MN DLI website, verify trade classifications, and incorporate wage costs into the submitted bid amount and must be posted on the job site.

Proposals received no later than **1:30 pm on Friday, March 6th, 2026**, will not be accepted. A copy of this Request for Proposal (“RFP”) is published on the County’s website: <https://www.co.becker.mn.us/default.aspx>

The EDA and Becker County reserve the right to modify the contents of this RFP and to reject any and all proposals and to waive irregularities and informalities therein. This RFP does not obligate the EDA or Becker County to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the EDA or Becker County to accept or contract for any expressed or implied services. The EDA assures that no person shall, on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The EDA further assures that every effort will be made to ensure non-discrimination in all of its programs and activities. In addition to nondiscrimination compliance requirements, the contractor(s) ultimately awarded a contract shall comply with federal, state, and local laws, statutes and ordinances relative to the execution of the work performed under this project.

Date: 2/14/2026

By: Becker County Economic Development Authority

## **SITE DESCRIPTION**

The subject property is located at 401 West Maple Avenue, Frazee, Minnesota. The property Parcel Identification Number (PIN) is 50-0071-001. The property consists of one 12-unit two story apartment complex with detached 13-stall garage. Apartments on the main floor have patio doors with a concrete patio, and apartments on the second floor have wood decks. The 13-stall garage is built in a 'down-hill' step fashion with multiple roof lines.

## **SUMMARY OF PROJECT**

The goal of this request for proposal is to select a qualified contractor to complete necessary improvements to the exterior of the property to protect the integrity of the buildings and improve the aesthetic appeal of the property.

The property was built in 1997, and the exterior is showing signs of wear. The two buildings on the property have recently had both the roofs replaced and other required repairs. This request for proposals is intended to solicit contractors and obtain proposals to complete the project's scope of work as written below.

The selected responsible contractor will provide a proposal and project plan for the following scope of work including but not limited to: Framing, insulation, sealant, sheathing, siding, doors, windows, trim, and misc. hardware. The scope of work is intended to encompass the desired repairs deemed necessary but may not include all required work. The applicant may choose to offer limited recommendations or alterations to the scope of work and provide alternative material options for each of the following in supplement to their base bid.

## **GENERAL SCOPE OF WORK:**

- a) **WINDOWS:** Removal, replacement, and disposal of thirty-six (36) existing exterior sliding windows with new EnergyStar rated vinyl sliding windows, white in color, with double pane insulated glass. Includes removal of interior casing, insulating the jamb space, and replacing window casing or related components. New casing may be needed if casing breaks when removed, etc.
- b) **PATIO DOORS:** Removal and disposal of twelve (12) existing exterior sliding patio doors and replacing with EnergyStar rated, vinyl sliding patio doors, white in color, with double pane insulated glass. Includes removal of interior casing, installing new door, sealing the threshold to the sub-floor with construction grade adhesive, insulating the jamb space, and replacing door casing or relate components. New casing may be needed if casing breaks when removed.
  - Contractors may need to move furniture in units to access the interior trim of windows and doors, if necessary. Contractors should plan on limiting disturbance to each unit by completing one unit in its entirety, then moving to the next unit, as applicable.
- c) **APARTMENT SIDING:** Removal and disposal of existing siding on the apartment building and replacement with Double 5" Lap, vinyl siding at least 0.044" thickness, the equivalent or greater, comparable in color to the existing siding.
- d) **GARAGE SIDING:** The existing garage is covered in T-111 siding, and if applicable can be covered with the new Double 5" Lap siding, matching the same as used on the apartment. If the contractor feels or code requires repairs or replacement of the existing T-111 siding is needed, it should be called out as an additional item in their bid.

- e) **BALCONIES:** Removal, replacement, and disposal of six (6) wooden balconies, re-constructed to Minnesota State and Local building code requirements with a minimum of 6" x 6" pressure treated outdoor posts, new footings either concrete Sono tubes or Diamond Pier Deck Footing and new metal railings with height and spindle spacing in compliance with applicable code. (Contractor may choose to use corner posts tall enough to be the corner posts of the railing.) Deck will be constructed with at minimum 2"x 8" pressure treated outdoor wood, with wood joists and rim joists hangers. Deck framing will be secured to the structure with adequate components or requirements. Deck surface will be 1¼" x 6" rounded edge pressure treated outdoor wood decking. Wood posts and deck material will be natural color or color matched to project.
- An outdoor enclosed surface transformer and underground electrical wires are near one of the decks. All underground utilities, electricity, etc. will be the responsibility of the contractor to locate prior to commencing project on the entire property.
- f) **FASCIA AND SOFFIT:** Removal, replacement, and disposal of all existing trims, fascia, soffit, or miscellaneous exterior trims on both buildings as necessary or required.
- g) **GUTTERS/DOWNSPOUTS:** Gutters are intended to remain in use and in place and not considered a replacement item under this project. Effected downspouts and components will be taken down and put back up by contractors on both buildings as applicable.
- h) **GARAGE BRICK MOLDING/TRIM** All brick molding should be removed, disposed of, and replaced with a maintenance free vinyl or wood product material in white color. Each garage door should have door jambs wrapped with maintenance free vinyl or wood product trim and weather stripping removed and replaced with new color matched weather stripping.
- i) **EXTERIOR LIGHTS/OUTLETS/UTILITIES:** All exterior lighting, such as balcony lights, be replaced and installed by the property Owner's independent contractor. Mounting blocks for outlets, lights, vents, hose bibs, and other utility connections as necessary will be installed by the contractor as needed.
- j) **WEATHER RESISTIVE BARRIER AND SEALANT:** Prior to siding, the apartment building will be covered with apartment applicable weather resistive barrier with sealed seams and all other applicable exterior seams or joints will be sealed or caulked.

**NOTICE:**

All bidders will be responsible for obtaining and verifying their own measurements and will provide an itemized inventory of material and labor estimates.

Proposals may include an alternate bid for comparable materials in addition to the scope of work if required by building code, or product applied. Please identify this separately from the base bid.

## **WORK REQUIREMENT STANDARDS:**

The following shall provide general guidelines for the work performed under this project:

- 1) Work shall be substantially completed no later than **September 1, 2026**. Final Completion, including punch list items and submission of all close-out documents, shall occur within thirty (30) calendar days thereafter.
- 2) All Work shall comply with all applicable federal, state, and local laws, ordinances, building codes, fire codes, accessibility standards, OSHA requirements, and City of Frazee regulations in effect at the time of construction.
- 3) Contractor shall acquire and maintain the necessary building permits required by the City of Frazee.
- 4) Have, maintain, and provide written documentation of the insurance requirements during the period of construction. Coverage shall not lapse or be materially modified without prior written notice to the Owner.
- 5) Notice to Begin: The Contractor shall provide written notice to the Owner and Property Manager not less than seven (7) calendar days prior to commencement of Work. For any Work requiring entry into occupied units, the Contractor shall coordinate with Property Management and provide not less than forty-eight (48) hours' advance written notice to affected tenants, except in the case of emergency repairs.
- 6) The Contractor shall take all reasonable precautions to protect tenant property. Contractors must coordinate with property management when access or disturbance into a unit is required. No entry into any unit shall occur without prior authorization from Property Management.
- 7) Working hours: Work shall be performed between the hours of 7:00 a.m. and 7:00 p.m., Monday through Friday. Weekend or holiday work shall require prior written approval from the Owner.
- 8) Contractor shall be solely responsible for job site safety and shall comply with all OSHA requirements. Contractor shall implement a site-specific safety plan and secure all work areas to prevent unauthorized access and provide a copy to the owner.
- 9) Contractor shall maintain the premises in a safe and clean condition, control dust and debris, and remove waste materials daily. All common areas shall remain accessible and safe for residents at all times.
- 10) Contractor shall restore all disturbed areas to equal or better condition upon completion of the Work.
- 11) No changes to the Work shall be performed without a written change order approved by the Owner

## **PROPOSAL REQUIREMENTS:**

- 1) Cover letter with a brief description of the named applicant, including contractor state of MN license, contact information, Federal Tax ID number, project qualifications, and/or similar project experience (photos may be attached), references, and.
- 2) Eligibility verification of Responsible Contractor and Certification of Compliance form.
- 3) Estimate of full-time jobs with a summary of the wages that will be provided.
- 4) Project recommendation plan includes a material list, itemized with pricing for each category, alternate lists, and a lump-sum total.

- 5) A detailed project schedule for the proposed improvements and an estimated date of completion.
- 6) Bid security equal to the amount of 5% of the total bid price in the form of a bid bond issued by a surety authorized to do business in Minnesota, or certified check payable to the Owner.
- 7) Certificate of Good Standing from the State of Minnesota Secretary of State
- 8) Completion of all other forms attached within this packet.

**POST AWARD REQUIREMENTS:**

- 1) Enter into a sworn agreement between the contractor and the owner.
- 2) The successful Bidder shall furnish Performance and Payment Bonds, each in the amount of one hundred percent (100%) of the Contract Price, following Notice of Award and prior to execution of the Contract.
- 3) Submit a Tax Clearance Certificate verifying you meet the state withholding requirements.
- 4) Insurance Certificate evidencing Commercial General Liability, \$1,000,000 per occurrence and \$2,000,000 aggregate; Automobile Liability, \$1,000,000 combined single limit bodily and property; Workers' compensation, as required by Minnesota law, minimum \$500,000 each; and excess umbrella coverage; maximum deductible is \$5,000; Becker County EDA shall be listed as additional insured.
- 5) A copy of a completed W-9 form.
- 6) Provide warranty and information for all labor and materials for a period of one (1) year from the date of Final Completion unless a longer period is agreed upon.

**PROPOSAL SUBMITTAL INSTRUCTIONS:**

Proposals must be submitted and received to the EDA office no later than the submittal deadline. Submittals will include: 1 original signed copy (marked Original) and 3 exact copies and shall be addressed to:

*Becker County Economic Development Authority  
RFP # 26-01  
915 Lake Ave.  
Detroit Lakes, MN 56501*

The package exterior must clearly denote the above noted RFP number and must have the submitter's name and return address. Proposals received after the published deadline will not be returned unopened.

## **OFFICIAL CONTACTS:**

Upon release of this RFP, all vendor communications concerning the overall RFP response should be directed to the following contacts. Failure to abide by this requirement may be cause for the EDA to not consider a proposal received from any proposer who may have not abided by this directive:

RFP Instructions, Submission, and Questions:

*Cody Piper, EDA Director*

[eda@co.becker.mn.us](mailto:eda@co.becker.mn.us)

218-846-7330

Schedule a Pre-bid Inspection of Property:

*Cheryl Fletcher, Director of Property Management*

[cfletcher@mmcdc.com](mailto:cfletcher@mmcdc.com)

218-847-5641

## **RFP TIMELINE:**

February 14, 2026	Proposal (RFP) published
March 06, 2026	Proposal Deadline and Review by EDA Housing Committee
March 26, 2026	Proposal Recommended and Selected by EDA Board of Directors
March 26, 2026	Notice to Respondents and Awardee

## **SELECTION PROCESS:**

Proposals will be opened and reviewed at the EDA Housing Committee meeting on **March 06, 2026**. The committee will then recommend selection of best value to the EDA Board **March 26, 2026**, at the regular board meeting.

The EDA will select a proposal based on the following criteria (in no order of importance):

- Readiness and capability to proceed
- Best value of proposal
- Material Sufficiency and Project Timeline

The EDA may select a proposal for further consideration and final negotiation. Applicants not selected for the award will be notified in writing following the bid opening.

The EDA reserves the right to reject any and all proposals, to extend the time for acceptance of proposals, to modify the requirements of this RFP via addendum, and to re-advertise for new proposals. In the event no proposals are received or selected, the EDA may re-advertise proposals or solicit bids individually. The EDA is not responsible for any costs incurred in the preparation of the proposals. The work performed in this proposal may be negotiated and agreed upon before the final contract agreement.

**DISCLAIMER:**

The Becker County Economic Development Authority (EDA) and the County of Becker reserve the right, in their sole discretion, to reject any or all proposals, to waive minor informalities or irregularities in any proposal, to request clarification or additional information from any proposer, and to accept or reject any item, combination of items, or alternate proposal deemed to be in the best interest of the EDA.

Issuance of this Request for Proposals (RFP) does not obligate the EDA or the County to award a contract or to enter into any agreement. The EDA and the County expressly reserve the right to cancel, modify, or amend the RFP process at any time, for any reason, prior to execution of a written contract.

The EDA, the County, and their respective officers, employees, agents, and representatives shall not be liable for any costs, expenses, losses, damages, or claims incurred by any proposer in the preparation, submission, or presentation of a proposal, or in participation in any part of the selection process.



**ATTACHMENT A**  
**STATEMENT OF NON-COLLUSION**

The following statement shall be made as part of the Contractor's proposal.

I \_\_\_\_\_ affirm that I am the contractor, a partner of the consulting Contractor, or an officer or employee of the Contractor's corporation with authority to sign on the Contractor's behalf.

I also affirm that the attachment has been compiled independently and without collusion or agreement or understanding with any other vendor designed to limit competition.

I hereby affirm that the contents of this Proposal have not been communicated by the Contractor or its agent to any person not an employee or agent of Becker County Economic Development Authority.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Dated

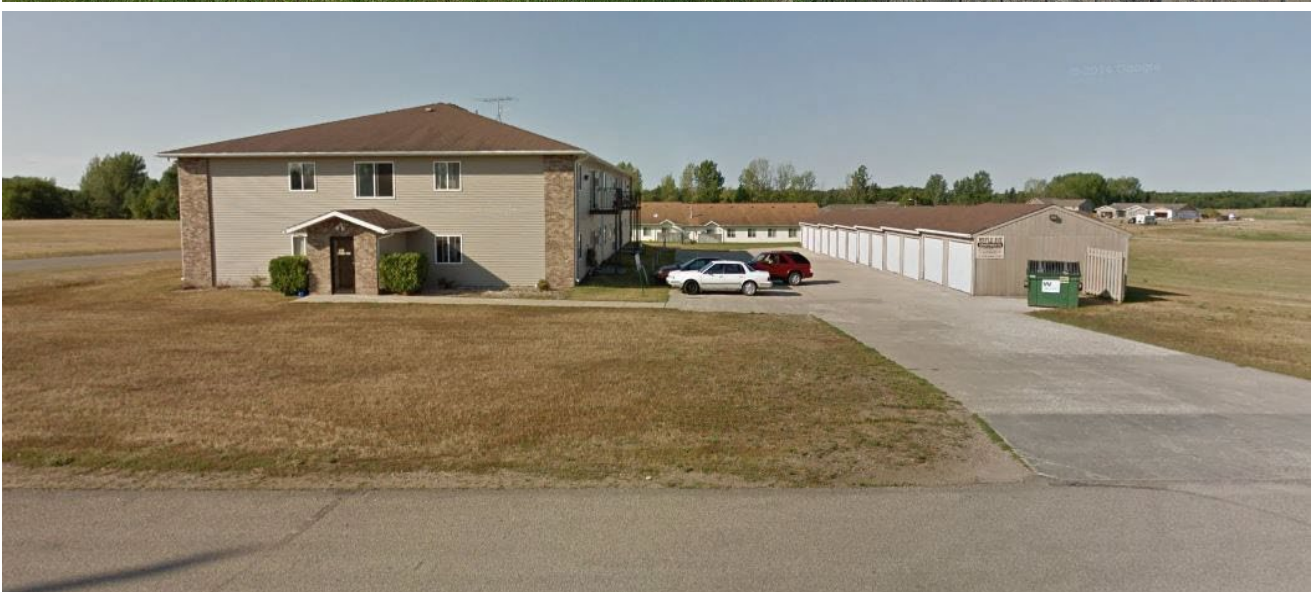
\_\_\_\_\_  
Signed

\_\_\_\_\_  
Dated

**ATTACHMENT B**  
**PICTURES OF PROPERTY**







## ATTACHMENT C

### RESPONSIBLE CONTRACTOR AND CERTIFICATION OF COMPLIANCE

#### PROJECT TITLE:

Minn. Stat. §16.285, Subd., 7, **IMPLEMENTATION.** any prime contractor or subcontractor that does not meet the minimum criteria in subdivision 3 or fails to verify it meets those criteria is not a responsible contractor and is not eligible to be awarded a construction contract for the project or to perform work on the project.

Minn. Stat. §16.285, Subd. 3. **RESPONSIBLE CONTRACTOR, MINIMUM CRITERIA.** “Responsible contractor” means a contractor that conforms to the responsibility requirements in the solicitation document for its portion of the work on the project and verifies that it meets the following minimum criteria:

1. The Contractor:
  - a. is in compliance with workers' compensation and unemployment insurance requirements;
  - b. is currently registered with the Department of Revenue and the Department of Employment and Economic Development if it has employees;
  - c. has a valid federal tax identification number or a valid Social Security number if an individual; and
  - d. has filed a certificate of authority to transact business in Minnesota with the secretary of state if a foreign corporation or cooperative.
  - e.
2. The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 177.24, 177.25, 177.41 to 177.44, 181.13, 181.14, or 181.722, and has not violated United States Code, title 29, sections 201 to 219, or United States Code, title 40, sections 3141 to 3148. For purposes of this clause, a violation occurs when a contractor or related entity:
  - a. repeatedly fails to pay statutorily required wages or penalties on one or more separate projects for a total underpayment of \$25,000 or more within the three-year period;
  - b. has been issued an order to comply by the commissioner of labor and industry that has become final;
  - c. has been issued at least two determination letters within the three-year period by the Department of Transportation finding an underpayment by the contractor or related entity to its own employees;
  - d. has been found by the commissioner of labor and industry to have repeatedly or willfully violated any of the sections referenced in this clause pursuant to section 177.27;
  - e. has been issued a ruling or findings of underpayment by the administrator of the Wage and Hour Division of the United States Department of Labor that have become final or have been upheld by an administrative law judge or the Administrative Review Board; or
  - f. has been found liable for underpayment of wages or penalties or misrepresenting a construction worker as an independent contractor in an action brought in a court having jurisdiction. Provided that, if the contractor or related entity contests a determination of underpayment by the Department of Transportation in a contested case proceeding, a

violation does not occur until the contested case proceeding has concluded with a determination that the contractor or related entity underpaid wages or penalties.

3. The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 181.723 or chapter 326B. For purposes of this clause, a violation occurs when a contractor or related entity has been issued a final administrative or licensing order.
4. The contractor or related entity has not, more than twice during the three-year period before submitting the verification, had a certificate of compliance under section 363A.36 revoked or suspended based on the provisions of section 363A.36, with the revocation or suspension becoming final because it was upheld by the Office of Administrative Hearings or was not appealed to the office.
5. The contractor or related entity has not received a final determination assessing a monetary sanction from the Department of Administration or Transportation for failure to meet targeted group business, disadvantaged business enterprise, or veteran-owned business goals, due to a lack of good faith effort, more than once during the three-year period before submitting the verification.
6. The contractor or related entity is not currently suspended or debarred by the federal government or the state of Minnesota or any of its departments, commissions, agencies, or political subdivisions; and
7. All subcontractors that the contractor intends to use to perform project work have verified to the contractor through a signed statement under oath by an owner or officer that they meet the minimum criteria listed in clauses (1) to (6).

Minn. Stat. 1§16.285, Subd. 5. **SUBCONTRACTOR VERIFICATION.** A prime contractor or subcontractor shall include in its verification of compliance under subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project.

If a prime contractor or any subcontractor retains additional subcontractors on the project after submitting its verification of compliance, the prime contractor or subcontractor shall obtain verifications of compliance from each additional subcontractor with which it has a direct contractual relationship and shall submit a supplemental verification confirming compliance with subdivision 3, clause (7), within 14 days of retaining the additional subcontractors.

A prime contractor shall submit to the contracting authority upon request copies of the signed verifications of compliance from all subcontractors of any tier pursuant to subdivision 3, clause (7). A prime contractor and subcontractors shall not be responsible for the false statements of any subcontractor with which they do not have a direct contractual relationship. A prime contractor and subcontractors shall be responsible for false statements by their first-tier subcontractors with which they have a direct contractual relationship only if they accept the verification of compliance with actual knowledge that it contains a false statement.

Minn. Stat. §16.285, Subd. 4. **VERIFICATION OF COMPLIANCE.** A contractor responding to a solicitation document of a contracting authority shall submit to the contracting authority a signed

statement under oath by an owner or officer verifying compliance with each of the minimum criteria in subdivision 3 at the time that it responds to the solicitation document.

A contracting authority may accept a sworn statement as sufficient to demonstrate that a contractor is a responsible contractor and shall not be held liable for awarding a contract in reasonable reliance on that statement. Failure to verify compliance with any one of the minimum criteria or a false statement under oath in a verification of compliance shall render the prime contractor or subcontractor that makes the false statement ineligible to be awarded a construction contract on the project for which the verification was submitted.

A false statement under oath verifying compliance with any of the minimum criteria may result in termination of a construction contract that has already been awarded to a prime contractor or subcontractor that submits a false statement. A contracting authority shall not be liable for declining to award a contract or terminating a contract based on a reasonable determination that the contractor

## **CERTIFICATION**

**By signing this document I certify that I am an owner or officer of the company, and I swear under oath that:**

- 1) My company meets each of the Minimum Criteria to be a responsible contractor as defined herein and is in compliance with Minn. Stat. §16.285,**
- 2) I have included Attachment C with my company's solicitation response, and**
- 3) if my company is awarded a contract, I will also submit additional verification as required.**

<b>Authorized Signature of Owner or Officer:</b>	<b>Printed Name:</b>
<b>Title:</b>	<b>Date:</b>
<b>Company Name:</b>	

**BID PROPOSAL FORM COVER SHEET – Attach all supporting documentation and itemized lists**

**Becker County EDA – Exterior Renovation Project (RFP 26-01)**

Project Location: Frazee, Minnesota

Bid Opening Date: March 06, 2026

Bidder Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

**BASE BID – LABOR**

Provide total labor cost for all work described in the General Scope of Work, including but not limited to:

- Window removal and replacement (36 units)
- Patio door removal and replacement (12 units)
- Apartment siding removal and replacement
- Garage siding installation
- Balcony demolition and reconstruction (6 balconies)
- Fascia, soffit, exterior trim replacement
- Downspout removal and reinstallation
- Garage trim and brick molding replacement
- Installation of mounting blocks
- Weather resistive barrier and sealing
- Site protection, cleanup, tenant coordination, furniture moving as necessary

**Total Labor Cost:**

\$ \_\_\_\_\_

**BASE BID – MATERIALS**

Provide total materials cost for all materials required to complete the work described in the General Scope of Work, including:

- EnergyStar rated vinyl sliding windows
- EnergyStar rated patio doors
- Double 5” Lap vinyl siding (0.044” minimum thickness)
- Balcony framing materials, decking, railings, footings
- Weather resistive barrier and sealants
- Trim, fascia, soffit materials
- Fasteners, flashing, adhesives, and related components

**Total Materials Cost:**

\$ \_\_\_\_\_

**TOTAL BASE BID (LUMP SUM): \$ \_\_\_\_\_**

**ALTERNATES**

**Alternate #1 – Garage T-111 Repair/Replacement (if required):**

If contractor determines repair or replacement of existing T-111 siding is necessary:

Description of proposed repair/replacement:

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Labor: \$ \_\_\_\_\_

Materials: \$ \_\_\_\_\_

**Alternate #1 Total:** \$ \_\_\_\_\_

**Alternate #2 – Upgrade Balcony Decking Material (Optional)**

If proposing alternative decking material (e.g., composite):

Description:

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Labor: \$ \_\_\_\_\_

Materials: \$ \_\_\_\_\_

**Alternate #2 Total:** \$ \_\_\_\_\_

**Alternate #3 – Additional Work Identified by Contractor**

Description:

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Labor: \$ \_\_\_\_\_

Materials: \$ \_\_\_\_\_

**Alternate #3 Total:** \$ \_\_\_\_\_