

January 24, 2017

**REQUEST FOR PROPOSAL**  
**Improvement Project #17-06**  
**Well House #3 Natural Gas Generator**

**INTRODUCTION:** The City of Ramsey (City) is requesting proposals (RFP) for completing final design, preparing documents needed to obtain RFP's, and managing the RFP process related to furnishing and installing a natural gas emergency standby generator ("the WORK") at Well House # 3 located at 7301 Bunker Lake Blvd, Ramsey Minnesota 55303. The scope of the WORK includes:

- Perform comprehensive generator sizing calculations for natural gas standby generator. Contact vendors to verify sizing, cost and mounting pad foot print
- Prepare contract documents for new standby generator containing design drawings and electrical specifications
- Provide engineers estimate for cost of project
- Assist City with advertising for RFP's from three qualified contractors for two consecutive weeks using the City's official newspaper
- Respond to questions from prospective contractors
- Issue addenda for project documents as needed
- Review submitted RFP's and provide recommendation
- Attend the pre-construction meeting
- Review shop drawings
- Respond to requests for information
- Perform inspections and witness tests during construction as needed
- Assist with review of contractors applications for payments
- Review O and M manuals
- Assist city in preparing punch list
- Perform final inspection and testing of generator operation and installation
- **REQUEST FOR PROPOSAL SUBMITTAL:** A lump sum amount shall be submitted for the proposed WORK using the form at the end of this REQUEST FOR PROPOSAL.
- **COMMUNICATION WITH THE CITY:** If any requirements of this RFP are not clearly understood, the Contractor is responsible for contacting the City for further clarification in a prompt manner. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to the RFP.

**SUBMISSION:** A signed copy of the attached RFP form is requested by **the City of Ramsey**. Deliver to the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, MN 55303, to the attention of Grant Riemer Public Works Superintendent. Faxed or e-mail proposals will not be accepted. **PROPOSAL UNDERSTANDING:** By submitting a proposal, the Proposer agrees to be bound to the terms and conditions herein.

January 24, 2017

**REQUEST FOR PROPOSAL**  
**Improvement Project #17-06**  
**Well House #3 Natural Gas Generator**

**COSTS OF PREPARATION:** Under no conditions will any costs of preparation of the proposal be reimbursed by the City.

**PROPOSAL**

I hereby accept the terms and conditions herein and agree to complete all WORK described herein in the lump sum not-to-exceed amount of \$\_\_\_\_\_.

Proposer \_\_\_\_\_  
Owner or representative \_\_\_\_\_  
Phone(s) \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_