

# **Empire Apartment Architectural and Engineering Services Request for Qualifications 2025**

**Site Address:**

**54 4<sup>th</sup> Ave. N. St. Cloud, MN 56303**

The Housing and Redevelopment Authority of St. Cloud, MN  
1225 W St. Germain Street  
St. Cloud, MN 56301  
(320) 202-3147

November 19, 2025

# Empire Apartments Architectural and Engineering Services 2025

The Housing and Redevelopment Authority of St. Cloud, MN (HRA) will accept qualifications for furnishing Architectural and Engineering services for sanitary and domestic pipe replacement at Empire Apartments. Qualifications must be delivered to the St. Cloud Housing and Redevelopment Authority, 1225 W St. Germain, St. Cloud, MN 56301 no later than **1:00 pm, December 17, 2022**. All timely submissions will become property of the HRA and will not be returned to the respondent. Qualifications received after this time will not be considered.

In the event that you are not interested in being considered at this time, we would appreciate a short letter from you for our files indicating the reason(s). It is the intent of the HRA that the proposed agreement be commenced as soon as possible. The HRA reserves the right to reject any and all qualifications submitted and to waive any informality in submittals received whenever such rejection or waiver is in the interest of the HRA.

Questions regarding the consulting services can be addressed to:

Paul Soenneker, Project Manager at (320) 202-3147 or [psoenneker@stcloudhra.com](mailto:psoenneker@stcloudhra.com).

Respondents agree that there will not be discrimination as to race, sex, religion, color, age, creed, or national origin in regard to obligations, work and service performed under those terms of any contract ensuing from this RFQ.

The Housing and Redevelopment Authority of St. Cloud, MN (HRA) is an Equal Opportunity Employer.

The Housing and Redevelopment Authority of St. Cloud, MN (HRA) is a Fair Housing Agency, and any company entering HRA property must comply with Fair Housing Laws.

**REQUEST FOR QUALIFICATIONS  
FOR ARCHITECTURAL AND ENGINEERING SERVICES  
FOR EMPIRE APARTMENT SANITARY & DOMESTIC PIPE REPLACEMENT 2025**

**1. INVITATION**

The Housing and Redevelopment Authority of St. Cloud, MN (hereinafter referred to as HRA) is requesting qualifications from Architectural and Engineering firms to furnish Architectural and Engineering services for Sanitary & Domestic Pipe Replacement at Empire Apartments.

It is intended that the selected firm provide diverse, professional services and perform any and all requirements necessary to complete the work described. The Architectural and Engineering firm shall be prepared to provide services as requested and when requested by the HRA following the "Notice to Proceed."

All work in this contract must adhere to the appropriate federal, state, and local regulations, including Section 3 of the Housing and Urban Development Act of 1968 as amended (12 U.S.C. 1701u). One of the purposes of Section 3 is to give to the greatest extent feasible, and consistent with existing federal, state and local laws and regulations, job training, employment, contracting, and other economic opportunities to Section 3 residents and Section 3 business concerns.

**2. PROJECT DESCRIPTION**

Empire Apartments; an 89-unit 10 story building located at 54 4<sup>th</sup> Ave. N. St. Cloud, MN 56303.

The existing sanitary and domestic piping in the building and outside the building leading to and connecting to city services in the street needs to be replaced.

**3. SERVICES**

- A. The selected firm shall provide the Owner with Professional Services as outlined in the Model Form of Agreement Between Owner and Design Professional HUD document Form HUD-51915.

**4. AWARD CONTINGENCIES**

- A. INSURANCE REQUIREMENTS

Engineer will be required to furnish at the time of contract signing proof of professional liability insurance (including errors and omissions coverage) minimum coverage of:

**Comprehensive General Liability Certificate of Insurance**

- Limits against bodily injury and property damage of not less than \$1,000,000 per occurrence and \$2,000,000 in aggregate. An umbrella excess liability policy may be used to meet such requirements;

- The Housing and Redevelopment Authority of St. Cloud, MN named as an Additional Insured

**Worker's Compensation Insurance:**

- In the statutory amount;

**B. PROFESSIONAL LICENSING**

Evidence that your firm currently has professionals registered in the State of Minnesota and that your firm or the participating professionals for this work are not debarred, suspended, or prohibited from professional practice by any governmental agency.

**5. ORGANIZATION OF SUBMISSION/EVALUATION FACTORS**

**1) Firm Description and letter of interest**

Provide name and address of business. Contact name, telephone number and email address. Provide letter of interest signed by an authorized officer of the firm.

**2) Project Approach**

Description of the approach proposed to meet the requirements of the scope of services.

**3) Consultant Team**

Identification of the Consultant Team and the role of each member in completing the project items. Provide resumes of team members including a list of similar projects, licenses held, and applicable or pertinent certifications.

**4) Consultant Experience/Expertise**

Give a brief history of the firm and describe the consultant firm's expertise and knowledge of HUD regulations and reporting requirements. Describe specific previous HRA and HUD construction experience with similar projects. Include the names of the project owners, their phone numbers, and locations of the projects.

Also note any previous experience that the mechanical engineering team has with projects similar to this.

**5) Fees**

The proposal submitted should indicate the total costs as well as a breakdown for each phase as outlined in HUD Form 51915:

| <u>Phase</u>                                    | <u>Amount</u> |
|-------------------------------------------------|---------------|
| Schematic Design/Preliminary Study Phase        | \$_____       |
| Design Development Phase                        | \$_____       |
| Bidding, Construction & Contract Document Phase | \$_____       |
| Bidding & Award Phase                           | \$_____       |
| Construction Phase                              | \$_____       |
| Post Completion Phase                           | \$_____       |

The proposal should also include hourly rates for specific professional services including meeting and presentation costs. State separately the rate for any cost items to be billed such as printing, photocopying, researching, etc.

**6) References**

Provide a minimum of three (3) references from similar projects on which the Consultant has worked. Include names and telephone numbers of contact persons.

**7) Workload/Availability**

Indicate other projects currently underway or likely to be undertaken during the contract period by those with a principal role in this project, their role, and their commitment to those other studies.

**6. PROCEDURE FOR SELECTION OF ARCHITECTURAL AND ENGINEERING FIRM**

Staff of the HRA will evaluate all of the qualifications submitted against the evaluation factors stated in this Request for Qualifications, and staff will/may invite firm(s) to participate in an interview. A letter will be sent to the firm(s) that is/are selected to participate in this interview, and this/these firm(s) may be asked to provide more specific written information about their qualifications and methodology. After the evaluation and selection process is completed, all of the firms who submitted a proposal will receive a written acknowledgement of their proposal. The HRA will not reimburse firms for any expenses associated with the submission of proposals or participation in the interviews.

**1. PROCEDURES FOR EXECUTION OF CONTRACT**

- A. Upon acceptance and selection of Architectural and Engineering proposals, the staff of the HRA will negotiate the terms with the most qualified firm for the specific project in consideration. If an agreement cannot be reached, staff of the HRA will continue this procedure until an agreement is reached with the most qualified firm that provides a fair and reasonable cost.
- B. The HRA reserves the right to withdraw a contract award prior to the execution of the contract for any reason including, but not limited to, A&E's failure to execute the contract within the time specified, present proof of insurance pursuant to the terms specified.