



Request for Proposals
PUBLIC FACILITIES ASSESSMENT

Issued June 17, 2026

DEADLINE—Noon

Friday, July 31, 2026

CONTACT:

ZACH DOUD, CITY ADMINISTRATOR

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www.daytonmn.gov

Introduction:

The City of Dayton is currently soliciting proposals for a comprehensive facility study to determine potential facility needs in the future. The successful applicant will be an appropriately credentialed architectural/planning firm with experience in local municipal government projects and familiar with operations of municipalities within the State of Minnesota.

The City of Dayton shall not be liable for any costs incurred by the firm and/or assigns in responding to this Request for Proposal (RFP), or for any costs associated with discussions required for clarification of items related to this proposal, including any future interviews.

In order to be considered, one (1) digital copy of a proposal must be submitted to zdoud@daytonmn.gov **or** one (1) hard copy mailed to Dayton City Hall, 12260 S Diamond Lake Road, Dayton, MN 55327 by Noon on Friday, July 31, 2026. The City reserves the right to reject any or all proposals submitted. Questions regarding this request can be directed to Zach Doud, City of Dayton, 12260 S Diamond Lake Road, Dayton, MN 55327, 763-427-4589 or zdoud@daytonmn.gov.

To ensure a fair review and selection process, firms submitting proposals are specifically requested not to make other contacts with other City staff, Mayor, or Councilmembers regarding their proposals. During the evaluation process, the City reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. All materials, including but not limited to paper and digital materials, which are prepared, acquired, created, or utilized to fulfill this Request for Proposal and its objectives shall become the property of the City of Dayton as allowed by law. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected.

The City of Dayton reserves the right severally or together to reject all submittals, waive any irregularities, reissue all or part of this Request for Proposal, and not award any contract, all at their discretion and without penalty.

Community Profile

The City of Dayton, incorporated in 1974, is a Minnesota Statutory City with an Optional Plan A form of government. It has a mayor elected at large for a two-year term and four council members elected at large for four-year terms. As the policy-making body of the City, the City Council is responsible for the overall operation of the City; however, the City Council does not become involved in the day-to-day administration. The City Administrator is responsible for carrying out the Council's policies and for the administration of all City business. The city encompasses about 25 square miles of land which includes shoreline on the Mississippi River.

The city has a population of around 11,500 and is the most northern City in Hennepin County. The city currently has several facilities that it maintains including City Hall/Fire Station 2, Public Works/Police Facility, Activity Center/Fire Station 1 along with numerous well sites and a satellite water treatment plant. These facilities are located at the following locations.

- City Hall/Fire Station 2 – located at 12260 S Diamond Lake Rd, City Hall includes not only administrative staff but also houses the fire department administrative staff. Located within City Hall is also the Council Chambers, where most of the City’s boards and commissions meet.
- Activity Center/Fire Station 1 – located at 18461 Dayton St., the Activity Center/Fire Station 1 includes space for both the Fire Department, which is operated as a paid on-call/volunteer department, and the Activity Center, which is currently used as a rental facility along with training and an open area for employees to meet if needed.
- Public Works/Police Facility– located at 13700 Zanzibar Lane, the Public Works/Police Facility is home to the Streets/Parks Maintenance Shop and the Water/Wastewater Shop and serves as the Police Station for all Police staff of the City of Dayton
- Public Works Overflow Storage – located at 16471 S Diamond Lake Ed, the storage space is used for overflow storage/seasonal storage and served as the previous City Hall/Public Works Facility until the construction of the current facilities.
- Vacant Land/Future Facilities – located at PID 29-120-22-44-0002, this property was purchased for use of a future fire station, however recent conversations could lead to more use of the property to serve other aspects of the city operations

More information about the City of Dayton can be obtained on our website at www.daytonmn.gov.

Scope of Services

The City of Dayton anticipates its workforce, and facility needs will expand over the next 5 years and beyond based on the City’s Comprehensive Plan and recent growth within the community. Therefore, the city is interested in firms that can assess current facilities and space needs, consider future space needs based on departmental input and best practices, and prepare space and general design opportunities with cost estimates. To meet future needs, the study shall encompass (A) consideration of expansion/remodeling and/or repurposing of facilities and (B) identification of future locations/configurations for City operations.

- 1) The selected firm shall inspect each location and prepare a summary for each facility. The Summary will include items such as total square footage, general floor plans, type of construction, estimated age, general condition of structure, parking facilities, and note any other factors that about the building may impact its future use. The city will furnish the existing building plans and internal facilities information it has in its records. While the individual facility site visits need not include specific disciplines (e.g. structural engineer, mechanical engineer, electrical engineer, ADA specialist, interior designers, etc.) the inventory must be comprehensive enough to assess the existing conditions, potential for expansions, and probability of needed improvements/repairs. The details of the individual site reviews shall be included in the study deliverable.
- 2) The selected firm shall assess and describe a five-year projection of space needs for each facility. The space needs projections shall, at a minimum, be described in terms of operational efficiencies, physical spaces, and projected costs. The assessment shall include input provided by key staff and other stakeholders of each respective department or division within the facility. The requests pertaining to individual operations/departments shall take into account standardized room sizes and opportunities for shared use of departments for common

building areas. A summary of five-year projected space needs for each facility/operation shall be included in the study deliverable.

- 3) The selected firm shall assess and describe a twenty-year projection of the need for expansion of a given facility considering expected growth in the community described in the Comprehensive Plan (i.e. demographic projects, future development, economic conditions, etc.). The twenty-year needs projections shall include consideration of the function of each facility, past facility improvements, service calls, and other factors identified by the selected firm. In addition to the twenty-year projections, the specific formula for determining twenty-year needs shall be included in the study deliverable.
- 4) The selected firm shall outline potential opportunities to address space needs of each facility, including comments related to the remodeling of existing facilities, relocation of operations to other facilities to more efficiently use existing space, reconstruction of existing facilities on-site, relocation to other existing facilities within the community, construction of new facilities at other sites within the community, and co-location of facilities. Each opportunity included in the outline shall include: (a) a narrative describing the opportunity; (b) a high-level physical design concept sketch representing the described opportunity; (c) high-level analysis of pros/cons of each opportunity; and (d) high level cost projections. The term 'high-level' in this context is intended to be comprehensive as in from a "30,000-foot level". It is presumed the noted opportunities will require further research and study prior to selection and/or implementation.
- 5) The firm selected shall review the current services, along with potential future services provided by the City of Dayton and provide at least 2 conceptual designs for the best use of the vacant land owned by the City along 117th Ave for operations and future growth within the community. The term "potential future" is including the water system that is currently provided by the City of Maple Grove.
- 6) The selected firm is encouraged to include comments summarizing any additional considerations and suggestions related to discoveries included in the comprehensive facility study.
- 7) At a minimum, the selected firm should be prepared to:
 - a. Attend an initial meeting with the Facilities Committee
 - b. Visit each facility
 - c. Meet with key staff and other stakeholders at each facility to gain insight into current uses and future needs.
 - d. Attend a second meeting with the Facilities Committee to review findings and discuss options, including estimated costs for each opportunity.
 - e. Prepare a final report (deliverable) addressing items 1-5 above. The deliverable shall include ten (10) printed copies and an electronic copy in portable document format. The City shall receive rights to the documents.
 - f. Present an executive summary to the City Council at a public meeting.

Proposal Requirements

The City of Dayton expects that, at a minimum, firms must meet the following requirements:

- (1) Be credentialed to provide architectural/facility planning services in the State of Minnesota
- (2) Firm name, address, telephone number and contact person. A one-page statement of your interest and qualifications.
- (3) The name(s) of the key personnel who would be assigned to the project if selected, and a biography of each person.

Interested firms are to submit a written proposal to include information directly related to each of the selection criteria outlined in the Selection Process/Criteria section. At a minimum, proposals should include the following information:

- (1) Provide a brief overview to demonstrate experience with public sector facilities of similar size communities with the identified services being provided. If subcontractors may be used, please provide the same information for them.
- (2) Be able to provide at least 3 samples of similar projects that have been completed along with contracts/references
- (3) Range of fees proposed
- (4) Timeline anticipated from start to completion
- (5) Sample contract of services

Selection Process/Criteria

Proposals will be reviewed as indicated in the attached timetable. City staff will determine which firms are interviewed by Staff following a review of each proposal submitted.

The City anticipates it will begin contract negotiations with the chosen firm. In the event that a contract cannot be negotiated with the first firm, the City reserves the right to negotiate with the next selected firm until an agreement upon contract can be reached.

The City reserves the right to not proceed with comprehensive facilities study.

Submission

Submit one (1) digital copy of your proposal to zcloud@daytonmn.gov **or** one (1) hard copy mailed to Dayton City Hall, 12260 S Diamond Lake Road, Dayton, MN 55327 by Noon on Friday, July 31, 2026.

Schedule of Dates

The following schedule has been established by the City of Dayton for the selection process:

July 31, 2026 – Proposals due to City by Noon;

August 14, 2026 (tentative) – City staff to determine firms to interview;

August 17 – August 28, 2026 (tentative) – City staff to conduct interviews of firms;

September 8, 2026 (tentative) - City Council to approve a contract with selected firm;