CITY OF SPRINGFIELD, MINNESOTA

SPRINGFIELD ECONOMIC DEVELOPMENT AUTHORITY

REQUEST FOR BIDS
Modular Home
217 Central Street, Springfield, MN 56087

Issue Date: October 30th, 2026
Proposal Due: December 1st, 2026 at 2:00 PM CST

I. PROJECT OVERVIEW

The **City of Springfield EDA** is requesting bids from modular home builders and dealers for the construction, delivery, crane service, etc. of a new **single-family home** located at **217 Central Street, Springfield, Minnesota 56087**.

The existing home and garage on the property have been **demolished**, the site has been **leveled**, and the **foundation removed**. Soil testing has been completed and the city will independently hire the foundation to be constructed prior to arrival of the home. Home construction shall be performed in accordance with state building codes. Contractors are expected to review the site, verify all existing conditions, and consider them in their proposal pricing.

This project is **partially funded through State of Minnesota Tier II cities grants and Housing Trust Fund grants.** Contractors and subcontractors must comply with grant documentation requirements. **This project is NOT subject to Minnesota prevailing wage laws**.

II. PROJECT SITE AND MAPS

Address: 217 Central Street, Springfield, MN 56087
Parcel ID: 00333000305050
Zoning: R-1 Residential Single-Family
Lot Size: 6,750 square feet – 50ft frontage by 135ft deep
Utilities: Water & Sewer – Springfield PUC; Gas – CenterPoint Energy; Electric – Springfield PUC
Setbacks / Easements: 6-foot side setback, 30-foot front setback, 10-foot rear setback

Topography / Soil / Subsurface Conditions: site demolished including removal of foundation which was backfilled and packed to grade with pit run sand. City has obtained positive soil testing results and can provide to builder.

III. SCOPE OF WORK

All construction and materials shall conform to all applicable Minnesota State Building Codes. Major work components and responsible party are listed below:

- **Excavation & Site Preparation – City Responsibility**
- **Foundation / Concrete – City Responsibility**
- **Framing – Contractor Responsibility**
- **Interior Plumbing & HVAC - Contractor Responsibility**
- **Interior Electrical - Contractor Responsibility**
- **Exterior Building Materials - Contractor Responsibility**
- **Insulation & Drywall - Contractor Responsibility**
- **Interior Millwork & Finishes - Contractor Responsibility**
- **Delivery, Setting, Crane service - Contractor Responsibility**
- **Appliance and HVAC installation - Contractor Responsibility**
- **Exterior Utility Service Connections - City Responsibility**
- **Site Restoration & Landscaping – City Responsibility**
- **Project Management, Reporting & Compliance - City Responsibility**
- **Closeout & Warranty – Contractor Responsibility**

IV. HOME SPECIFICATIONS

The proposed modular home must meet the following minimum requirements:

- Layout: Three bedrooms and two bathrooms, with an open-concept kitchen and living room.
- Size: Minimum of 1,500 square feet of finished living space.
- Construction Type: The home must be a modular home designed and constructed for permanent installation.
- Lot Fit: The home must fit on a 50-foot-wide lot, with the main entrance facing the front of the property. The proposed home and placement must comply with

applicable zoning requirements and setbacks. (38-foot maximum width with setbacks)

- Foundation: The home will be installed on a 4-foot crawlspace. The contractor must provide the necessary home plans and foundation specifications for coordination with the City's foundation contractor.
- Interior Finishes: Basic, cost-effective finishes, including MDF interior trim, hollow-core interior doors, carpet in bedrooms, and **vinyl plank** flooring throughout the remainder of the home. The city reserves the right to choose finish options within this quality range.
- Appliances: Include all standard kitchen appliances, including a refrigerator, range, microwave, and dishwasher.
- Utility Room and HVAC: Include a dedicated utility room containing the fully installed furnace and electric water heater. The home must include complete heating, ventilation, plumbing, and electrical systems. The home must be set up for the city to install air conditioning systems.
- Radon System: Include a 4" PVC pipe from the crawlspace to the attic with exhaust fan venting to outside.
- Utility Connections: Complete all interior electrical, plumbing, HVAC, and mechanical connections so the home is ready for connection to exterior utility services.
- Delivery and Installation: The bid must include transportation, crane service, setting, assembly, and all work necessary to provide a complete, finished, and weather-tight home.
- Warranty: Provide a minimum one-year warranty covering defects in materials, workmanship, and installation. The warranty must transfer to the new owner upon sale of the home.

Bidders must clearly identify any proposed substitutions or exclusions in their bids. All alternatives are subject to EDA approval.

V. BID SUBMISSION REQUIREMENTS

Each proposal shall include:

1. **Bid Form - Fill out all sections including:**

- ✓ **Company Information**
  Signed Bid form including total bid and contact information (Legal name, address, contact person, and signature of authorized representative)
- ✓ **Project Team & Subcontractors**
  Names and roles of key staff and known subcontractors must be filled out on the form. Contractors and subcontractors may not be debarred vendors with the State of Minnesota.
- ✓ **Construction Schedule**
  Proposed start date, major milestone dates, projected final completion date.

2. **Detailed Cost Proposal**
   An itemized quote including any labor, materials, equipment, options etc. shall be included as an attachment to the bid form.

3. **Licenses & Insurance**
   Proof of contractor license and insurance (general liability, workers comp, builder's risk). The contractor may be required to have construction bonds for the project.

4. **Detailed Plans**

   Detailed floor plans and foundation/footing plans for the proposed modular home build must be included with the bid form.

VI. PROPOSED BID PROCESS & CONSTRUCTION TIMELINE

Activity	Date
RFP Issued	October 30th, 2026
Proposals Due/Bid Opening	December 1st, 2026 - 2PM Springfield Area Community Center
Contract Award	Expected December 2026
Construction Start	No later than March 2027
Substantial Completion	July 1st, 2027
Final Completion	September 1st, 2027

Bid Delivery Address:
City of Springfield
Attn: Amber Dale, City Manager
2 E. Central Street, Springfield, MN 56087
Phone: 507-723-3500

**Proposals must be in hand by 2PM on the due date listed. Proposals must include printed copies of all requested information in a SEALED envelope. Proposals must remain valid for at least 90 calendar days following the due date to allow time to get the project under contract. **

VII. CONTRACT AND PAYMENT

- Contract award to lowest responsible bidder meeting requirements.
- The City will pay 50% of the project costs up front for the build after city council approval. 40% of project costs will be paid at substantial completion after the home is set and all major work or systems are completed and city council has approved the payment. The city will retain ten percent (10%) until all contractor project requirements are completed and the city council has approved final acceptance of the project and final payment.
- All payments will be made according to the city's accounts payable schedule. The city makes payments once every two weeks. Project payments must be approved at a monthly council meeting before payment can be sent to accounts payable for processing.
- The city shall be provided with inspection documentation before delivery of the home. The city may inspect the building as it deems necessary before and after delivery. The city reserves the right to hire an independent inspector to review the home construction.

VIII. ATTACHMENTS AND EXHIBITS

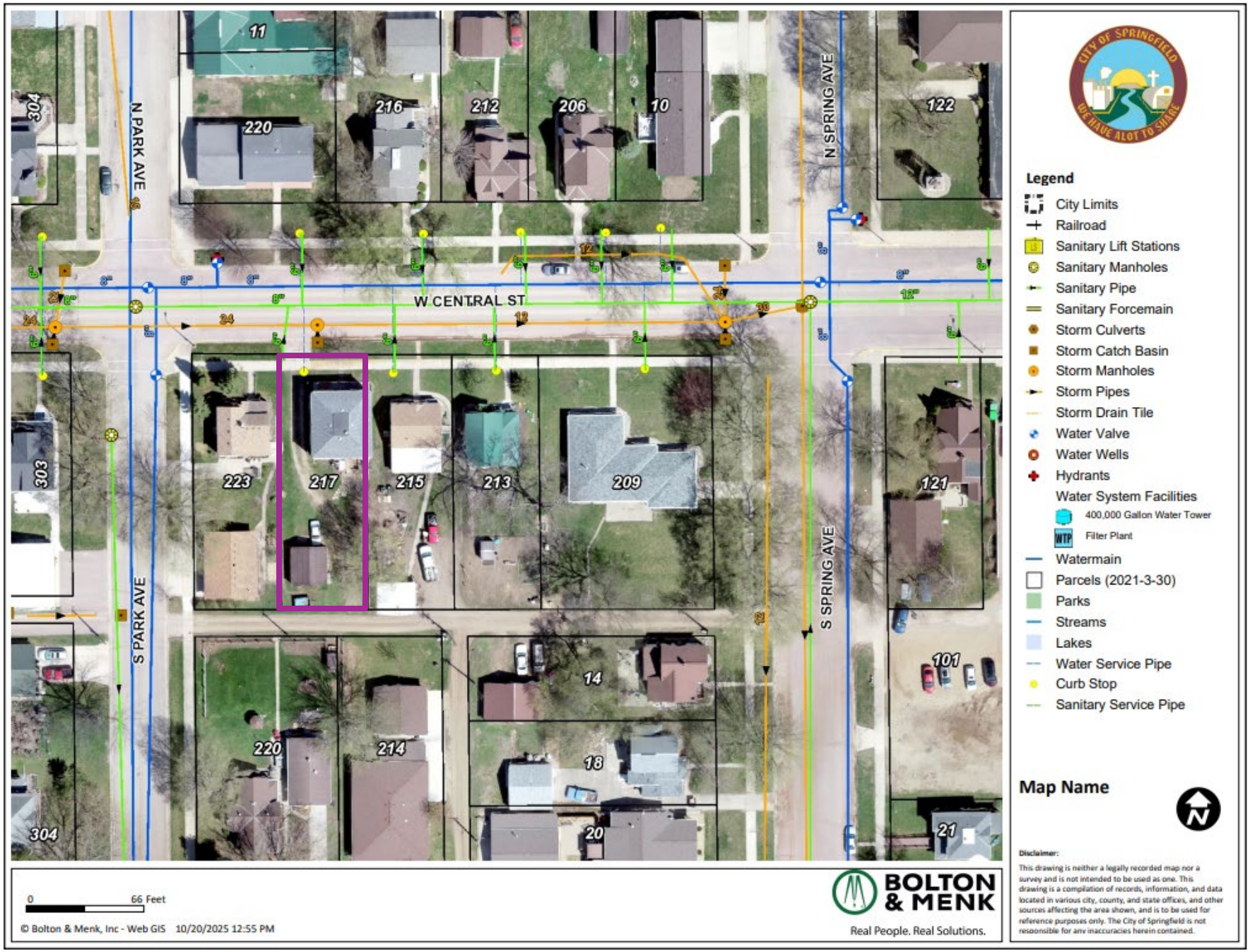
- **Attachment 1:** Site Map
- **Attachment 2:** Bid Submission Form

IX. PROJECT CONTACT

Bid Submissions:
City of Springfield - SEALED BID-HOUSING
2 E. Central Street
Springfield, MN 56087

Contact for Questions Only:
Amber Dale, City Manager
Phone: (507) 723-3500
Email: amber.dale@springfieldmn.org

Attachment 1: Site Map



CITY OF SPRINGFIELD, MINNESOTA

SPRINGFIELD ECONOMIC DEVELOPMENT AUTHORITY

BID SUBMISSION FORM

Single-Family Home Construction – 217 Central Street, Springfield, MN 56087

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1. CONTRACTOR INFORMATION

Field	Information
Company Name	
Mailing Address	
City / State / ZIP	
Phone Number	
Email Address	
Minnesota Contractor License #	
Federal Tax ID / EIN	

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2. BASE BID PROPOSAL

The undersigned Contractor proposes to furnish all labor, materials, equipment, supervision, permits, insurance, and services necessary for the complete construction of a new modular **single-family home** at **217 Central Street, Springfield, Minnesota**, in accordance with the bid specifications, including all applicable codes and grant requirements.

TOTAL BASE BID AMOUNT (Lump Sum Amount in numbers):
$_____

Total Base Bid (written in words):

_____

(This price shall include all components, allowances, materials, and work described in the bid specifications.)

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3. SUBCONTRACTORS

List all known subcontractors anticipated to be used for this project. Attach additional pages if necessary.

Trade / Work Type	Company Name	Contact Person	Phone / Email
Framing / Carpentry			
Plumbing			
Electrical			
HVAC			
Roofing / Siding			
Drywall / Painting			
Flooring			
Cabinets / Countertops			
Other			

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4. PROJECT SCHEDULE

Estimated timeline based on City's anticipated award date of December 16th, 2026:

Milestone	Proposed Date / Duration
Contract Execution	
Mobilization/Start of Construction	
Delivery and Installation	
Substantial Completion	
Final Completion	

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5. ACKNOWLEDGEMENTS AND CERTIFICATIONS

By signing below, the Contractor certifies and agrees to the following:

1. The undersigned has reviewed all bid documents, attachments, and site maps.
2. The bid amount includes all labor, materials, equipment, overhead, profit, and applicable taxes necessary to complete the project.
3. The Contractor acknowledges and commits to comply with all **requirements of the State of Minnesota grant funding**, including **audit**, **reporting**, and **record retention** obligations.
4. The Contractor certifies that neither it nor any subcontractor or supplier listed in this proposal are **debarred, suspended, or otherwise excluded** from participation under the **State of Minnesota debarment list** or any other applicable federal or state exclusion list.
5. The Contractor agrees to comply with all **City of Springfield ordinances**, state of MN building codes, and permitting and inspection requirements.
6. The bid shall remain valid for **60 calendar days** from the date of submission.
7. The Contractor agrees to execute a contract in the form provided by the City and a Responsible Contractor Form if selected.
8. INCLUDE A DETAILED BUILDING PLAN AND FOUNDATION/SUPPORT PLAN AS WELL AS INSURANCE INFORMATION WITH THIS BID FORM.

Company Name: _____
Authorized Representative Signature: _____
Printed Name: _____
Title: _____
Date: _____

Bid Submissions:

City of Springfield - SEALED BID-HOUSING
2 E. Central Street
Springfield, MN 56087

Contact for Questions Only:

Amber Dale, City Manager
Phone: (507) 723-3500
Email: amber.dale@springfieldmn.org