

## NOTICE OF REQUEST FOR PROPOSALS

The City of Alexandria is seeking proposals from qualified consultants to perform a Facility Space Needs Assessment for City Hall and the Departments within the facility. The City desires to develop plans to correct existing deficiencies and meet the future needs (20-30 years) of the Departments within City Hall. The City desires to evaluate options for renovation and new construction.

Prospective firms must attend one of the mandatory tours of City Hall before proposal submission to the City. Tours will be offered on the following dates/times:

- Monday, July 9, 2018 from 10:00 a.m. to 11:00 a.m.
- Thursday July 12 from 3:00 p.m. to 4:00 p.m.

A detailed copy of the Request for Proposals is available on the City website ([www.alexandriamn.city](http://www.alexandriamn.city)), or can be requested by contacting City Administrator Marty Schultz at 320-759-3629 or [mschultz@alexandriamn.city](mailto:mschultz@alexandriamn.city).

Proposals must be submitted no later than 4:30 p.m. on Friday, July 20. Proposals should be delivered to:

City of Alexandria  
Attn: RFP- City Hall Facility Space Needs Assessment  
704 Broadway  
Alexandria, MN 56308

Martin Schultz  
City Administrator

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