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CITY OF BALDWIN

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30239 128<sup>th</sup> Street, Princeton MN 55371

**REQUEST FOR PROPOSALS  
MUNCIPAL LIQUOR STORE FEASIBILITY STUDY**

**August 5, 2025**

**Contact:**

Joan Heinen  
City Clerk/Treasurer  
City of Baldwin  
30239 128<sup>th</sup> Street NW  
Baldwin, MN 55371

Phone: 763.389.8931

Email: [City.Clerk@BaldwinMN.gov](mailto:City.Clerk@BaldwinMN.gov)

**Responses Due:**

No later than 4:30p.m. on September 19, 2025

## **Introduction**

The City of Baldwin is currently accepting written proposals from firms interested in providing a feasibility study to assist the City in determining the establishment of a municipal liquor store within the City.

## **Community Background**

The City of Baldwin encompasses 21,887 acres situated in the northeast corner of Sherburne County, Minnesota. Baldwin Township is adjacent to the City of Princeton in its northeast portion and the City of Zimmerman is located to the south of the City. US Highway 169 bisects the City and provides access to and from the Twin Cities Metropolitan Area and surrounding region. The City was incorporated on November 18, 2024 as a result of a several years effort to address to ongoing residential development and potential for future residential, commercial, and industrial development.

The Minnesota State Demographic Office estimates Baldwin's 2024 population as 7,087 persons. Baldwin is the fourth largest City in Sherburne County after St. Cloud (part), Elk River, and Big Lake. The population of the City is larger than 721 of the 856 cities in Minnesota, including the Cities of Princeton and Zimmerman, which places it in the upper 84<sup>th</sup> percentile of all cities in Minnesota. The rate of residential development within the City is consistent with that of communities to the south, as well as Sherburne County overall, indicating the influence of US Highway 169 as a major growth corridor to the northwest of the Twin Cities Metropolitan Area.

There are established commercial and industrial properties in the north portion of the City developed with a range of retail, office, service, or manufacturing and assembly businesses. A total of 133 acres, or 0.6 percent of the City area is zoned for commercial and industrial uses. Future commercial areas are being planned for locations along the US Highway 169 corridor as part of an update of the Baldwin Comprehensive Plan.

The Baldwin City Council is the legislative and policy making body of the City and is composed of the Mayor and four Council members. The Baldwin City Council is the final review and approval authority regarding all contracts, payments, plans, improvements, policies, procedures and other business of the City.

### **Scope of Study**

A preliminary scope of the feasibility study to be undertaken regarding establishment of municipal retail liquor operation will include the following:

1. Complete a market study evaluating potential for establishment of liquor store(s) within the City.
2. Provide recommendations on the timing, size, and location for liquor store(s) within the City and whether such store(s) should be stand-alone or connected with other retail uses.
3. Outline estimated costs associated with establishment of municipal liquor store(s) within the City including, land, building, staff, product and inventory, and other expenditures.
4. Identify opportunities, challenges or any other factors that need to be considered by the City regarding establishing municipal liquor store operations.

### **Proposed Schedule**

The following is a tentative schedule for acceptance and review of the proposals for the project:

- Issue request for proposals: August 15, 2025
- Proposal submittal due date: September 19, 2025
- Review proposals/conduct interviews: September 22 – October 10, 2025
- City Council approve contract with firm: October 20, 2025

### **Submittal of Proposals**

Proposals are to be emailed to City Clerk/Treasurer Joan Heinen at [City.Clerk@BaldwinMN.gov](mailto:City.Clerk@BaldwinMN.gov) **no later than 4:30 p.m. on September 19, 2025**. Emailing a link to a shared file site or multiple emails are acceptable if required for file size.

## **Organization of Proposals**

Proposals should include responses to each of the following items. Please construct your proposal with responses in the same order as listed below to facilitate review and comparison of proposals:

1. Provide a general profile of the firm.
2. Demonstrate your experience working with cities that have comparable characteristics to the City of Baldwin.
3. Outline your firm's experience in providing the services described above.
4. Identify the professional staff who will be specifically assigned to work with the City, indicating lead representative. Include resumes for each individual listing professional experience, qualifications, education, and relevant professional licenses and certifications. The description of professional experience should specifically list the number of years and type of experience directly in the field of public finance.
5. Please include a reference list of municipal or business clients where related services were provided by the professional staff proposed along with the name and telephone number of a person who may be contacted.
6. Include a list of previous or current services provided to the City of Baldwin, if any.
7. Include a list of any overlapping and adjacent governmental units for whom work has been performed within the past three (3) years, the specific activities performed and the name of a person who may be contacted at the municipality.
8. Explain any other relevant qualifications and experience.
9. All proposals must include evidence of professional liability insurance.

## **Fees**

A schedule of fees must be submitted with the proposal. The proposed fee must be inclusive of all fees and costs associated with the preparation of the market study including mileage, research, lodging, meals, etc. The City is interested in selecting firms that provide the City with optimal services in the highest professional manner yet are cost effective.

**Interviews**

The City may select two or more firms for oral presentations. Each firm will have the opportunity to give a 15-minute presentation summarizing their qualifications and their approach to completing the market study. The presentation will be followed by a question and answer period. The individuals who will be assigned to the project will be expected to make the oral presentation.

**Evaluation of Proposals**

An evaluation committee shall be used to evaluate the proposals and conduct interviews based upon the following criteria:

1. Quality of the statements and completeness of response to the RFP.
2. Experience of personnel assigned to the project.
3. Experience and creativity in providing the same services to cities of comparable characteristics to the City of Baldwin.
4. References.

**Terms and Conditions**

By submitting a proposal in response to this request, proposers agree to the following terms and conditions:

1. The City reserves the right to reject any or all proposals. If the successful firm does not execute a contract within thirty (30) days after the award of the proposal, the City may award the contract to the next most qualified firm(s).
2. All proposals shall become the property of the City.
3. The City may, at its option, request interviews/oral presentations prior to selection. No public bid opening will be held. A listing of firms presenting proposals will be available. As primary contact, City Clerk Heinen will coordinate appointments with staff and/or the selection committee to answer any questions or set up interviews. Communications with other City staff or elected officials of the City will constitute automatic rejection of that firm's proposal.

4. The City reserves the right to request clarification of the information submitted and to request additional information of one or more applicants.
5. Any proposal may be withdrawn up to the proposal deadline.
6. If, through any cause, the firm shall fail to fulfill in a timely and proper manner the obligations agreed to, the City shall have the right to terminate its contract by specifying the date of termination in a written notice to the firm at least thirty (30) working days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed.
7. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the City and shall contain, at a minimum, applicable provisions of the request for proposals. The City reserves the right to reject any agreement that does not conform to the request for proposals or any City requirements for agreements and contracts.
8. The selected firm(s) shall not subcontract or assign any interest in the contract and shall not transfer any interest in the contract without prior written consent of the City.
9. No reports, information, or data given to or prepared by the firm under contract shall be made available to any individual or organization by the firm without the prior written approval of the City.
10. All data, documents and other information provided to the City by the firm as a result of this request for proposals shall become the property of the City.
11. All costs associated with the preparation of a proposal in response to the request for proposals shall be the responsibility of the firm submitting the proposal.
12. The consultant will be expected to meet with City officials at City Hall as needed during the course of service engagements.
13. The City expects the consultants to respond to routine questions on the phone or by email that do not require considerable research on a complimentary basis.

14. As this is a Request for Proposals and not a bid, the City reserves the right to negotiate with any party and on any matter, including requests for modifications to the scope of work.
15. The proposer agrees that if the contract is awarded to their firm, the firm shall defend, indemnify and hold harmless the City, as appropriate, and its officials, agents, and employees from and against all claims, damages, losses and expenses, including attorney's fees arising out of or resulting from the proposer's execution of or performance of the services provided under the contract and agrees to defend at its sole cost and expense any action or proceeding commenced for the purpose of asserting any claim of whatsoever character arising under the contract. Proposer's indemnification obligation shall apply to its officers, subcontractor(s) or anyone directly or indirectly employed or hired by proposer, or anyone for whose acts proposer may be liable.
16. If the contract is awarded to the proposer they must secure and maintain such insurance as will protect proposer from claims under the Worker's Compensation Act, and from claims for bodily injury, death or property damage which may arise from the performance of services under this agreement, by a company that is licensed or approved by the State of Minnesota to do business in Minnesota. Such insurance shall be written for amounts not less than:
  - Commercial General Liability \$1,000,000 each occurrence/aggregate
  - Professional Liability \$1,000,000 each claim
  - Automobile Liability \$1,000,000 combined single limit (CSL)

The City shall be named as an additional insured on the general liability policy on a primary and noncontributory basis. A certificate of insurance must be submitted to the City before any work may begin under the contract. All such certificates shall state that the insurance company shall give the City thirty (30) days written notice of cancellation, or ten (10) days notice for non-payment of premium.