CITY OF HACKENSACK, MINNESOTA

REQUEST FOR PROPOSALS

Lakeside Park Playground Pavilion & Multipurpose Bandshell

DESIGN • ENGINEERING • CONSTRUCTION

RFP Issue Date	November 20, 2026
Proposal Submission Deadline	January 15, 2027
Project Location	Lakeside Park, Hackensack, Minnesota
Project Owner	City of Hackensack, Minnesota

Project purpose

Improve accessibility, safety, and quality of outdoor recreation in Hackensack's Lakeside Park by updating the existing playground for accessibility and adding a new playground pavilion and a multipurpose bandshell.

REQUEST FOR PROPOSALS

1. Introduction and Project Overview

The City of Hackensack, Minnesota, is soliciting proposals from qualified contractors, design-build firms, and construction companies for the design, engineering, material procurement, fabrication, and construction of two new recreational structures at Lakeside Park:

1. A Playground Pavilion.
2. A Multipurpose Bandshell.

The project is part of the City's initiative to improve accessibility, safety, and the overall quality of outdoor recreation opportunities at Lakeside Park. The City seeks attractive, durable, low maintenance, functional, accessible, and cost-effective structures that will serve residents and visitors for many years.

MANDATORY PRICING REQUIREMENT: Every respondent must provide a complete project price and separately identify design/build, concrete, and electrical costs. This separation will allow the City to compare proposals and, if advantageous, award concrete or electrical work separately.

2. Project Objectives

- Provide a covered gathering and recreational space adjacent to the playground.
- Create a functional outdoor performance and gathering venue for community events, live music, presentations, and public activities.
- Improve the appearance, functionality, and usability of Lakeside Park.
- Provide accessible facilities and connections for people of all ages and abilities.
- Use durable materials and construction methods appropriate for Minnesota's climate.
- Minimize ongoing maintenance and operating expenses.
- Create structures that complement the natural surroundings and character of Lakeside Park.
- Provide the City with a transparent, clearly defined project budget.

3. Scope of Work

A. Playground Pavilion

The City seeks proposals for the design and construction of a permanent, covered, open-air pavilion in the playground area of Lakeside Park. The pavilion will be situated on a 22-foot by 22-foot concrete slab. A four-foot-wide concrete pathway should surround the pavilion, which leaves approximately 14 feet for the pavilion. Respondents shall design the structure to fit within this slab footprint unless they clearly identify and separately price an alternative that requires a different footprint.

- Covered roof providing protection from sun and rain.
- Open-air design with unobstructed access, visibility, and accessible circulation.
- Durable, low-maintenance materials suited to outdoor exposure and Minnesota weather.
- Natural, park-compatible appearance. The City prefers nature-based designs using timber, wood tones, stone, or other natural-looking materials rather than predominantly modern steel-and-glass designs.
- Foundation, anchoring, and structural design appropriate to the existing or proposed slab and site conditions.
- Optional seating or picnic-table integration, identified and priced separately if not included in the base proposal.
- Structural design appropriate for applicable Minnesota snow and wind loads.

Respondents shall identify the proposed pavilion footprint, roof dimensions, overall height, materials, finish system, connection/anchoring approach, and any assumptions regarding the 22' x 22' slab.

B. Multipurpose Bandshell

The City seeks proposals for a permanent outdoor performance structure at Lakeside Park. The bandshell will support live music, entertainment, public presentations, community celebrations, and other outdoor recreational and cultural activities.

Target dimensions: approximately 32 feet wide and 28 to 32 feet deep. Respondents may recommend adjustments where they improve function, structural efficiency, site fit, or value, but must identify and explain any departure from these target dimensions.

- Covered performance area with protection from sun and rain.
- Stage area suitable for small musical groups, solo performers, presentations, and community events.
- Natural, park-compatible appearance. The City prefers timber, wood, stone, and other nature-based, low-maintenance design approaches over modern steel-and-glass structures.
- Appropriate roof clearance, stage flooring, performer access, and audience-facing orientation.
- Electrical accommodations for performance lighting, sound equipment, and event operations.
- Roof drainage and management of runoff.
- Durable materials and finishes designed for Minnesota snow loads, wind, moisture, and freeze/thaw cycles.
- Optional equipment storage, acoustic enhancements, lighting packages, or other improvements, separately identified and priced.

Respondents shall provide the proposed stage dimensions, overall footprint, roof dimensions and height, materials, structural approach, electrical assumptions, and any optional performance-related features.

C. Design and Engineering

The selected contractor shall provide design and engineering services necessary for the proposed structures, including:

- Conceptual design and preliminary drawings.
- Dimensions, layouts, material specifications, and finish selections.
- Structural engineering and applicable calculations, including snow and wind loads.
- Foundation, anchoring, and slab interface recommendations.
- Accessibility review and coordination with accessible routes.
- Electrical coordination and connection requirements.
- Construction drawings and specifications.
- Applicable permits, reviews, and approvals for the contracted scope.

The City must review and approve final designs before construction begins. Respondents must separately identify design and engineering fees within each structure’s design/build price.

D. Concrete Work

Concrete costs must be itemized separately from structure design/build costs. Identify all anticipated concrete-related work, including excavation and preparation directly associated with concrete installation, foundations and footings, slabs, stage flooring, pads and walkways associated with the structures, reinforcement, forming, finishing, embedded hardware, delivery, placement, and restoration.

For the playground pavilion, the City anticipates a 22' x 22' concrete slab. Respondents shall state whether their price includes the slab, and provide dimensions, thickness, reinforcement, subbase, finish, and other assumptions. For the bandshell, respondents shall identify proposed foundation and stage-floor requirements.

Provide quantities, dimensions, thicknesses, reinforcement specifications, and unit costs where reasonably determinable. The City may contract separately for concrete work. Provide sufficient plans and specifications for independent concrete bidders to price the work.

E. Electrical Work

Electrical costs must be itemized separately from structure design/build costs. Identify anticipated electrical requirements and provide separate prices for each structure. Electrical work may include underground conduit and wiring, service connections, panels and distribution equipment, receptacles, interior/exterior lighting, stage/performance circuits, weather-resistant components, grounding and bonding, permits, and inspections.

Identify anticipated electrical loads, voltage/phase assumptions, panel requirements, connection points, and any service upgrades or utility coordination needed. All power lines serving park facilities must be installed underground. The City may contract separately for electrical work; provide sufficient electrical layouts and specifications to obtain independent bids.

4. Proposal Pricing Requirements

All proposals must include a detailed cost breakdown using the bid schedule below. The City requires separate pricing for design/build of each structure, concrete work, and electrical work. Identify overlapping scope and avoid duplicate charges.

Bid Item	Description	Proposed Cost
1	Playground Pavilion: design, engineering, materials, fabrication and construction	$_____
2	Multipurpose Bandshell: design, engineering, materials, fabrication and construction	$_____
3	Concrete: pavilion slab, foundations and associated work	$_____
4	Concrete: bandshell foundations, stage and associated work	$_____
5	Electrical: playground pavilion	$_____
6	Electrical: multipurpose bandshell	$_____
7	Other site preparation/restoration not included above	$_____
8	Permits, inspections and other project-related costs	$_____
	TOTAL PROPOSED PROJECT COST	$_____

Also provide material and labor costs for major components; design/engineering fees; concrete quantities and unit costs; electrical materials and labor; subcontractor costs; taxes, delivery charges and fees; exclusions and assumptions; and optional alternates. Price optional upgrades separately and do not include them in the base bid unless clearly identified.

5. Design Submission Requirements

Each proposal shall include sufficient design information for the City to evaluate the proposed structures. At a minimum, provide:

- Conceptual drawings, sketches, or renderings of each structure.
- Proposed dimensions, overall footprint, heights, and roof configuration.
- Materials, finishes, roofing, and structural approach.
- Preliminary foundation, slab, and concrete requirements.
- Electrical requirements and preliminary electrical layout.
- Accessibility features and accessible route assumptions.
- Preliminary construction schedule.
- Examples or photographs of comparable completed projects, if available.

The City welcomes multiple design options where each option is accompanied by a clear description, conceptual drawing, and separately itemized price.

6. Accessibility and Safety

All structures and associated improvements shall comply with applicable federal, state, and local accessibility, building, fire, electrical, and life-safety requirements, as well as applicable Minnesota DNR grant requirements. Respondents shall address accessible entry and circulation, clearances and use areas, accessible access to the performance area, firm and stable walking surfaces, safe transitions, lighting and visibility, and elimination of unnecessary barriers.

Accessible routes shall be coordinated with the overall park accessibility improvements and designed to meet applicable standards and grant requirements. The RFP's five-foot route width is a planning criterion, not a substitute for project-specific code and DNR review.

7. Materials and Construction Standards

Materials and workmanship shall be new, commercially appropriate, and suitable for permanent outdoor installation. Designs shall account for Minnesota winter conditions, snow and wind exposure, moisture, freeze/thaw cycles, corrosion, weather resistance, durability, and ease of maintenance. The City prefers nature-based, low-maintenance designs that complement the park setting. Identify manufacturer warranties, structural warranties, finish warranties, and maintenance recommendations. Sustainable, energy-efficient, and recyclable materials are encouraged where practical and cost-effective.

8. Project Schedule

Provide a preliminary schedule identifying design and engineering, City review, permitting, procurement and fabrication, site preparation, concrete installation, electrical installation, structure construction, inspections, and final completion. The schedule must account for DNR grant approvals and the applicable grant agreement period.

No grant-funded construction work may begin until all required DNR approvals, environmental and historical reviews, grant agreement requirements, permits, and City authorizations have been satisfied. Construction is expected to begin in the Fall of 2027 with all work to be completed prior to June 1, 2028 for the Summer season. The contractor shall coordinate its schedule with the City and meet the completion deadline established in the executed grant agreement.

9. Contractor Qualifications

Provide company name and contact information; years in business; relevant design-build and construction experience; experience with outdoor pavilions, shelters, stages, bandshells, or similar structures; three references for comparable projects completed within the past five years; applicable Minnesota licenses and certifications; proof of liability insurance and workers' compensation coverage; anticipated subcontractors; qualifications of proposed architects and engineers; and relevant safety and quality-assurance procedures. The City may contact references and verify qualifications.

10. Proposal Submission Requirements

Proposals shall include the following:

1. Company and contact information.
2. Project understanding and proposed approach.
3. Separate pavilion and bandshell design/build proposals.
4. Completed itemized bid schedule.
5. Conceptual drawings or renderings and preliminary specifications.
6. Separate concrete cost breakdown and supporting assumptions.
7. Separate electrical cost breakdown and supporting assumptions.
8. Estimated project schedule.
9. Contractor qualifications and references.
10. Warranty and maintenance information.
11. Exclusions, assumptions, and optional alternates.

Submit proposals electronically or in hard copy to:

City of Hackensack
Attn: Trista Olander, City Administrator / Project Contact
PO Box 490

Hackensack, MN 56452
Email: clerk@cityofhackensackmn.gov
Submission Deadline: January 20, 2027

Questions must be submitted to the designated City contact by December 15, 2026. The City will distribute responses to material questions to all known prospective respondents.

11. Proposal Evaluation and Selection

Evaluation Criteria	Weight
Overall design, appearance, and functionality	20%
Total project cost and itemized pricing	30%
Quality and durability of materials and construction	15%
Accessibility, safety, and code compliance	10%
Relevant experience and qualifications	10%
Proposed schedule and ability to meet deadlines	10%
Warranty and long-term maintenance	5%
TOTAL	100%

The City may request additional information, clarification, revised pricing, or design modifications. The City reserves the right to negotiate with one or more respondents, reject any or all proposals, waive minor informalities, and select the proposal determined to be in the City's best interests. The lowest-priced proposal will not necessarily be selected.

The City reserves the right to award the pavilion, bandshell, concrete work, and electrical work separately, or to award combined scopes, as determined to be in the City's best interests and consistent with applicable procurement requirements.

12. General Conditions

- The City reserves the right to reject any or all proposals. Submission does not guarantee a contract award.
- Respondents are responsible for all proposal preparation and submission costs.
- All proposed designs, materials, specifications, pricing, assumptions, and exclusions must be clearly identified.
- No substitutions or material changes may be made without City approval.
- The contractor shall obtain permits and inspections for work included in its contract, unless the contract states otherwise.
- The contractor shall maintain required insurance and protect existing park facilities, landscaping, utilities, and public infrastructure.
- The contractor shall maintain a safe construction site, including appropriate barriers and signage, and shall repair damage caused by its work.
- The contractor shall remove construction debris and leave the work area clean upon completion.
- Final payment is subject to satisfactory completion, required inspections, and City acceptance.
- All work shall comply with applicable local, state, and federal requirements and the executed DNR grant agreement.

13. Grant Funding Contingency

This project is being developed in connection with the Minnesota Department of Natural Resources Outdoor Recreation Grant Program. Any contract award and authorization to proceed with grant-funded construction are contingent upon applicable funding approvals, execution of grant agreements, and completion of required environmental, historical, and regulatory reviews.

The City may adjust the final scope, schedule, specifications, or awarded work to remain within available funding and grant requirements. No contractor shall proceed with construction or incur costs on behalf of the City without written authorization. Respondents shall not assume that any proposed component or cost is grant-eligible unless confirmed by the DNR and the City.

14. City Contact

Questions and requests for additional project information shall be directed to:

City of Hackensack
Attn: Bill Kennedy - Mayor / Project Contact
PO Box 490
Hackensack, MN 56452
Phone: 218-838-9468
Email: Mayor@cityofhackensackmn.gov

APPENDIX A: RESPONDENT BID FORM

Complete all applicable fields. Attach additional sheets as needed. The City may reject proposals that do not provide the required separate pricing.

Company Name: _____

Contact Person: _____

Address: _____

Phone: _____

Email: _____

A1. Proposed Project Pricing

Component	Bid Amount
Playground Pavilion Design/Build	$_____
Multipurpose Bandshell Design/Build	$_____
Pavilion Concrete	$_____
Bandshell Concrete	$_____
Pavilion Electrical	$_____
Bandshell Electrical	$_____
Other Project Costs	$_____
TOTAL BID	$_____

A2. Optional Alternates

Optional Improvement / Description	Additional Cost
_____	$_____
_____	$_____
_____	$_____

A3. Proposed Schedule

Construction is expected to begin in the fall of 2027 with all work to be completed prior to June 1, 2028 for the summer season.

Estimated design completion: _____

Estimated construction start: _____

Estimated project completion: _____

A4. Bidder Certification

The undersigned certifies that this proposal has been prepared in accordance with this Request for Proposals and that the pricing and information provided are accurate to the best of the bidder's knowledge. The bidder acknowledges that the City may award structural design/build, concrete, and electrical portions separately.

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

APPENDIX B: ILLUSTRATIVE DESIGN CONCEPTS

Playground Pavilion & Multipurpose Bandshell

PURPOSE. The City provides the following illustrative design concepts to communicate the general appearance, style, functionality, and character desired for the Lakeside Park structures. These images are visual guidance only.

IMPORTANT: Respondents are NOT required to bid, reproduce, or duplicate any example. The examples are not mandatory plans, specifications, or prescribed construction methods. They are illustrative of the City's preferred nature-based, low-maintenance aesthetic. Alternative designs are welcome.

B1. Playground Pavilion – Illustrative Examples

The playground pavilion will be located on a 22' x 22' concrete slab. A four foot minimum walkway should surround the structure for accessibility. Concepts should generally fit this footprint and provide an attractive, open-air, covered gathering space. The City prefers natural materials and finishes, such as timber, wood tones, and stone, with durable roofing and straightforward maintenance.



Pavilion Concept A – Timber Gable

Classic timber gable roof, exposed structural members, open sides, and a natural park setting.



Pavilion Concept B – Hip Roof

Low-profile hip roof with broad shade coverage and durable, natural-looking materials.



Pavilion Concept C – Octagon

Simple octagon roof with wood posts and stone on the posts.

B2. Multipurpose Bandshell – Illustrative Examples

The bandshell should be approximately 32 feet wide and 28 to 32 feet deep. Respondents should propose dimensions and stage configurations within this general range, identifying any departures. The City prefers a nature-based, low-maintenance design with timber, wood, stone, or other natural-looking materials rather than a predominantly modern steel-and-glass structure.



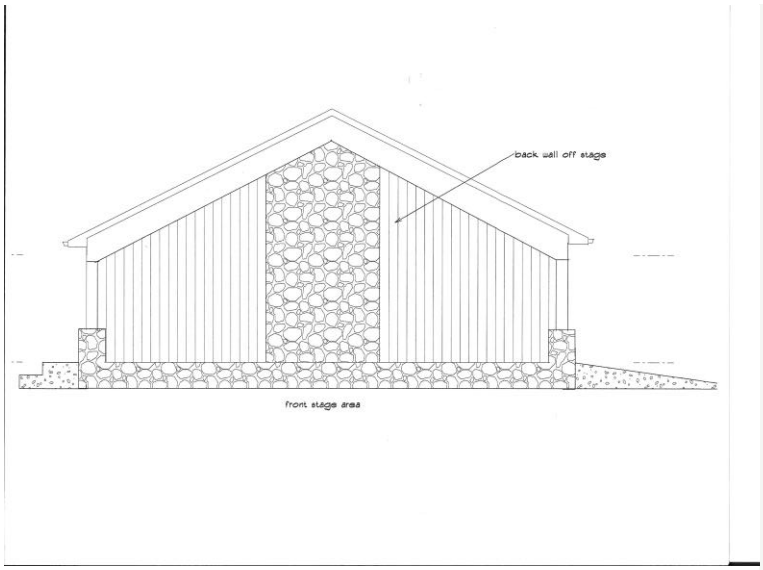
Bandshell Concept A – Traditional Timber

Timber truss roof, covered stage, natural stone accents, and a traditional performance-venue character.



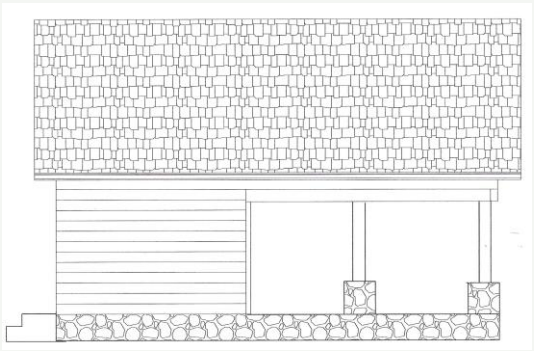
Bandshell Concept B – Arched Roof

Curved timber roof form, covered stage, and a welcoming, park-oriented appearance.



Bandshell Concept C – Traditional Roof Structure

Open timber structure, broad roof coverage, and a simple design intended for varied community events.



B3. Design Flexibility and Contractor Recommendations

The City encourages respondents to apply their professional experience and creativity. Proposed designs may differ from the examples. The City will evaluate designs based on appearance and compatibility with Lakeside Park, functionality, durability, accessibility and safety, maintenance requirements, construction feasibility, and overall cost and value.

Respondents may submit multiple design alternatives. Each alternative must include a description, conceptual drawing or rendering, dimensions, material approach, and separately itemized price.

B4. Pricing and Status of Examples

Respondents shall price their own proposed designs in accordance with Section 4 of this RFP. The illustrative concepts do not establish a required design, scope of work, or bid price. The City may select, modify, or negotiate design elements during project development and contract award.

The City's intent is to communicate its preferred vision while allowing qualified contractors flexibility to propose the best solution for Lakeside Park.