



SCOTT COUNTY CDA COMMUNITY LAND TRUST

INVITATION FOR BID

MORAINES ADDITION:

Residential Construction, Phases 2 and 3

8672, 8684, 8706, 8718, 8730, 8737, and 8742 Moraine Drive

SHAKOPEE, MINNESOTA

Issue Date: July 6, 2026

BID DUE DATE: August 4, 2026 at 10:00 am

Sealed Bids must be submitted to:

Scott County CDA

Jo Foust, Business & Community Development Director

100 5th Ave. E.

Shakopee MN 55379

PART I. SUMMARY OF INVITATION FOR BID

A. Purpose

The Scott County Community Development Agency Community Land Trust (CDA Land Trust) is excited to issue an Invitation for Bid (IFB) for the construction of three (3) single family detached homes along Moraine Drive in Shakopee, Minnesota, generally located at the southwest corner of County Road 18 and Eagle Creek Boulevard (County Road 16).

The last seven homes of this 10-home subdivision are part of the CDA Community Land Trust program, which creates affordable homeownership opportunities for first time homebuyers.

The purpose of the IFB is to select an experienced, licensed contractor who can construct the seven homes in a timely fashion according to the requirements of this IFB and attached documents.

Interested parties should review the invitation in detail and must submit the required materials identified by August 4, 2026 at 10:00 a.m. in a sealed envelope delivered to 100 5th Ave. E., Shakopee, MN 55379 at the attention of Jo Foust.

B. Background

Scott County and the Scott County CDA have worked together to create the proposed developable site for affordable homeownership opportunities for first time buyers. The development site is 2.5 acres in size and lots range in size from approximately 8,250 to 11,000 square feet. Water and sewer lines are installed to each lot, and gas and electricity service lines are also available to each lot. The site has been preliminarily graded. A Phase 1 Environmental Assessment has been completed and no environmental concerns were found.

C. Description of Anticipated Project

The anticipated project consists of seven (7) single family detached homes offering different sizes of 3-, 4-, or 5-bedroom homes. Of the seven, three are 3-bedroom homes, three are 4-bedroom homes, and one is a 5-bedroom home. It is intended that this neighborhood is a place where entry level families of all sizes and ages can thrive. The selected entity will be required to enter into a development contract with the Scott County CDA, which will set out the terms and conditions for performance, compensation, timing, and the design requirements contained in the recorded restrictive covenants. A draft of the contract is included in the Bid Package.

The land will continue to be included in the CDA Community Land Trust after construction, and the CDA will be responsible for selling the homes to first time homebuyers. For further information about the community land trust program, see [Community Land Trusts - Scott County CDA \(scottcda.org\)](https://scottcda.org). (<https://scottcda.org/resource/community-land-trust/>)

Location and Site Information.

PHASE 2					
Address	City	Parcel	Lot	Blk	Plat
8718 Moraine Drive	Shakopee	27-530004-0	4	1	Moraine Addition
8730 Moraine Drive	Shakopee	27-530005-0	5	1	Moraine Addition
8742 Moraine Drive	Shakopee	27-530006-0	6	1	Moraine Addition
8737 Moraine Drive	Shakopee	27-530007-0	7	1	Moraine Addition

PHASE 3					
Address	City	Parcel	Lot	Blk	Plat
8672 Moraine Drive	Shakopee	27-530001-0	1	1	Moraine Addition
8684 Moraine Drive	Shakopee	27-530002-0	2	1	Moraine Addition
8706 Moraine Drive	Shakopee	27-530003-0	3	1	Moraine Addition

D. Anticipated Schedule of Work

It is the intent that the Work of Phase 2 (4 houses) will begin in September, 2026 and have foundation work completed before winter conditions limit that project element. Time to complete the work is expected to be 9 months from the date of Notice to Proceed. The following Phase 3 (3 houses) will follow in an overlapping schedule, but not until 2027. Total time of construction projected is 18 months. Liquidated damages will be assessed as prescribed in sample Owner/Contractor agreement if project is not complete in twenty (20) months allowing for landscaping to be done at an appropriate season.

E. Funding Sources

Project expenses will be paid in part from MN Housing Impact Funds. New Construction must adhere to the 2023-2024 MN Overlay of the 2020 Enterprise Green Communities Criteria. Met Council funds are also a pending source of funding for project expenses. Additional information as to how these sources dictate some design considerations is included within the attached Specifications.

American Rescue Plan funding was used in previous infrastructure phases of this project, though will pose no restrictions/guides on the building construction portion of the Project.

F. General Information

The CDA publicly solicits bids and will award a firm fixed-price contract (lump sum or unit price) to the responsive and responsible bidder whose bid, conforming with all the material terms and conditions of the IFB, is the lowest in price subject to final approval by the Scott County CDA Board of Commissioners

Bids will be opened publicly and all bids received will be recorded on an abstract of bids, which shall then be made available for public inspection. Correction or withdrawal of bids may be permitted, where appropriate, before bid opening by written notice received in the office designated in the IFB prior to the time set for bid opening. After bid opening, corrections in bids may be permitted only if the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended. No bid may be withdrawn within forty-five (45) days after bid opening.

The CDA reserves the right to reject any and all bids at the complete discretion of the CDA. The CDA also reserves the right to cancel this solicitation in whole or in part at any time at its sole discretion.

PART II. PROPOSAL REQUIREMENTS

A. General Instruction

Submission Deadline. Interested entities must submit the information identified in the next section, “Required Elements of Proposal” in a sealed envelope at the attention of Jo Foust at 100 5th Ave. E., Shakopee, MN 55379 by August 4, 2026 prior to 10:00 a.m. A confirmation receipt will be sent to submitting entities.

Minimum Qualifications for Submission. Interested entities must have a current contractor’s license and a minimum of ten years’ experience in residential new construction. Entity must provide documentation of insurance coverage at levels indicated in the sample Owner/Contractor Agreement. All bidders must provide a surety bond in the amount of 5% of their submitted bid. The selected Contractor must be prepared to provide a performance and payment bond in the amount of 100% of the contract price.

Bid Documents. The Bidding Documents can be found on the Scott County CDA website at Open Bids & RFPs - Scott County CDA (<https://scottcda.org/resource/open-bids-rfps/>), and are as listed below. Together, they identify the Scope of Work for new construction to be performed at the properties noted. Bids should be calculated with the Contractor supplying all permits, labor and material unless otherwise specified. The successful bidder will be required to complete all the work in a quality, professional manner in accordance with the current local building codes and standard industry practices which are acceptable within that trade. Upon submitting their proposal, the Respondent warrants that it has visited the job site and familiarized itself with the work plans and specifications (Construction Bid Documents) as may apply to this Contract.

1. Architectural Construction Drawings (including Structural Notes) for each of seven sites
2. Written Specifications (one document used for all seven sites)
3. Record Grading Survey dated 05-01-2026
4. Lot Certificate with Grading Plan for each of seven sites
5. Moraine Addition Water and Sewer Plans (Sheet 14 of Addition construction plans)
6. Geotechnical Report for Development Site
7. Moraine Addition Final Plat, Shakopee, Minnesota
8. Sample Agreement between Owner and Contractor

Timeline.

Invitation for Bid published: July 6, 2026 and July 13, 2026
Virtual Conference/Questions Due: July 21, 2026, 10:00 a.m.
Addendum Issued if necessary: July 28, 2026
Proposals Due and Public Bid Opening: August 4, 2026, 10:00 a.m.
CDA Board Action: August 11, 2026

B. Contact Person and Pre-application Questions

Primary Contact Person. The primary contact person at the CDA is Jo Foust, Business and Community Development Director (jfoust@scottcda.org).

Virtual Conference. On Tuesday, July 21, 2026, at 10:00 am, the CDA will conduct a virtual pre-application conference to respond to questions.

Questions Prior to Submission Deadline. Questions which may arise before the virtual meeting may be submitted in writing to Jo Foust (jfoust@scottcda.org) by Monday, July 20, 2026, 3:30 pm. Responses/clarifications to questions raised at the virtual conference or prior will be posted along with a written Addendum, if necessary, on Monday, July 27, 2026 by 3:30 pm on the CDA website at the following link: [Open Bids & RFPs - Scott County CDA](https://scottcda.org/resource/open-bids-rfps/). (https://scottcda.org/resource/open-bids-rfps/)

C. Required Elements of Proposal

1. **Bid Proposal Form.** Interested entities must complete Attachment A identifying the proposed costs of the proposed homes. Proposal shall indicate Total Proposal Cost for development of three houses as well as individual costs per the two differing house plans. Alternates as listed in the specifications shall be listed separately.

Proposals containing unrequested alternates or additions to items detailed in the bidding documents and Scope of Work Summary shall be accepted, however, such alternates, additions or changes must be priced separately and alternate proposals shall also be attached to the bid form on contractor's letterhead, with a complete description of the alternate and all associated cost changes.

2. **Scope of Work Summary.** All items detailed in the Scope of Work Summary, Attachment B, must be bid as indicated in the bid documents and priced with section and division totals.
3. **State of MN Affidavit of Non-Collusion.** Interested entities must complete and sign Attachment C regarding non-collusion and the submission of a fair bid.
4. **Certification Regarding Lobbying Form.** Interested entities must complete and sign Attachment D regarding lobbying.
5. **Responsible Contractor Verification of Compliance.** Interested entities must complete and sign Attachment E regarding compliance with minimum criteria to submit a bid.

D. Selection Process

The CDA will publicly open the sealed bids and record the bids received on a bid tabulation form. The lowest responsive and responsible bid will be recommended to the CDA Board for approval.

E. Requirements Upon Selection.

Development Contract. The Pre-Award Phase provides the opportunity for the proposer and CDA to refine/adjust, as necessary, the project delivery plan. Each Bidder is strongly advised to review carefully the attached sample Agreement Between Owner and Contractor and is responsible for taking into account the requirements contained in the example Agreement when preparing its bid. The CDA staff will forward a draft development contract with the agreed upon information to the selected entity for review and comment prior to CDA Board approval.

Certificates of Insurance. The successful Bidder will be required to submit Certificates of insurance in accordance with the sample Contractor Agreement before beginning any project work.

Minnesota Employee Right to Know letter. The successful Bidder will be required to submit a signed letter (Attachment E) in accordance with the MN Employee Right to Know Act of 1983.

Performance Bond and Payment Bond. The selected Contractor shall provide Owner with both a performance bond and payment bond in the amount of 100% of the contract price prior to construction.

Sworn Construction Statement Affidavit. The successful Bidder will be required to submit a Sworn Construction Statement including line-item costs for all subcontractors who will provide labor or materials on the site before beginning any project work.

Authorization to Start Construction. The selected entity must execute the development contract, post the required surety, and obtain permits (and pay requisite fees) with the City of Shakopee prior to construction.

Inspections. The CDA's Owner's Representative will conduct on-site inspections on a pre-arranged schedule to verify that the construction follows the requirements of the executed development contract. All required building, electric, plumbing and heating inspections shall be coordinated through the building permit process at the City of Shakopee.

Funding Source Requirements. Detailed invoices must be submitted according to the terms and conditions of the executed development contract.

Time of Work Restrictions. Per City of Shakopee ordinance 130.45 *Construction activities*. It is unlawful for any person to engage in or permit construction activities involving the use of any kind of electric, diesel, or gas-powered machine or other power equipment except between the hours of 7:00 a.m. and 10:00 p.m., on any weekday or between the hours of 9:00 a.m. and 9:00 p.m., on any weekend or holiday. Upon timely application being made and the necessity therefor being established, the Council may suspend the operation of this division (C) for a specific purpose at a specific location and for a specific length of time by Council action and by giving public notice of the nature and limits of such suspension.

F. Supplemental Information.

Data Practices Act. The Minnesota Government Data Practices Act *provides that the names of Bidders and the dollar amount of the bids are public once the bids are opened.* All other information, except trade secret information or security information, received by the Owner in response to this IFB becomes public data and must be made available to any person upon request at the times specified in the Act. Trade secret information means data, including a formula, pattern, compilation, program, device, method, technique or process that: (1) is supplied by the Bidder; (2) is the subject of efforts by the Bidder that are reasonable under the circumstances to maintain its secrecy; and (3) derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use. Security information means data, the disclosure of which would be likely to substantially jeopardize the security of information, possessions, individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury.

Trade secret or security information that meets the legal requirements of Minnesota law as described in the above definitions should be limited and set apart in the bid on separate pages with a heading that clearly identifies the information as a trade secret or security information submitted by the Bidder. The Owner will make the ultimate determination whether the information meets the applicable definition. Any information submitted in response to this IFB that does not meet the legal definition will be considered public information, regardless of the Bidder's identification of it as nonpublic. *Bidders are instructed that blanket-type identification by designating the whole pages or sections as containing proprietary or confidential information will not assure confidentiality. The specific trade secrets or security information must be clearly identified as such. Submitted bids shall not be copyrighted. A statement by a Bidder that submitted information is copyrighted or otherwise protected does not prevent public access to the information contained in the bid response.*

Equal Employment Opportunity (EEO). The Contractor shall not discriminate against any employee, nor in hiring practices, on the basis of race, color, creed, religion, ancestry, sex, sexual orientation, disability, age, marital status, or status with regard to public assistance or national origin.

G. LIST OF ATTACHMENTS TO BID INSTRUCTIONS. The following forms, statements, certifications and documents are attached to this Invitation for Bid package:

BIDDING DOCUMENTS

1. Architectural Construction Drawings (including Structural Notes) for each of seven sites
2. Written Specifications (one document for all seven sites)
3. Lot Certificate with Grading Plan for each of seven sites
4. Grading As-Built Survey (dated 5-1-2026)
5. Moraine Addition Water and Sewer Plans (Sheet 14 of Addition construction plans)
6. Geotechnical Report for Development Site
7. Moraine Addition Final Plat, Shakopee, Minnesota
8. MN Green Communities Intended Methods for each of seven sites
9. Projected Energy Model As-Designed for each of seven sites
10. Sample Agreement between Owner and Contractor

BID SUBMITTAL FORMS

Attachment A: Bid Proposal Form

Attachment B: Scope of Work Summary

Attachment C: Non-Collusion Affidavit

Attachment D: Certification Regarding Lobbying Form

Attachment E. Responsible Contractor Verification of Compliance Form

Attachment F: Minnesota Employee Right to Know Act of 1983 Form