

# **Request for Proposals (RPF)**

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## **Consultant Services to Develop Municipal Owned Cannabis Retail Store**



**City of Fairmont  
Community Development Department**

**Circulation Date:** May 21, 2025  
**Proposal Submission Date:** July 11, 2025 (Noon)

## **Consultant Services to Develop Municipal Owned Cannabis Retail Store**

The city of Fairmont, Minnesota is soliciting a request for proposal (RFP) for a consultant to assist the city with the development of a city-owned and operated cannabis retail store located in the city of Fairmont.

The selected Respondent will work directly with the city of Fairmont and its representatives to provide business planning, facility layout and design, procurement, and prepare application deliverables for meeting the State of Minnesota Office of Cannabis Management licensing application requirements in line with the following Minnesota State Statutes:

- 342.14 Cannabis License Application and Renewal; Procedure
- 342.18 License Selection Criteria
- 342.32 Cannabis Retailer Licensing and Operations

The selected Respondent will serve as a consultant to the city of Fairmont, and not an employee of the city and shall act on behalf of the city, as directed. The selection process will be based on the Respondents' qualifications and cost for completing the project services in three phases: Feasibility Study, Licensing Deliverables, and Project Implementation.

### **Project Services**

#### **Phase 1: Feasibility Study**

1. Benchmarking analysis of equivalent municipal cannabis stores with a best practice recommendation for a municipal cannabis retail operation.
2. Development of business plan proforma financial statements (income statement, cash flow, balance sheets) over a five-year period for a proposed municipal cannabis retail operation to include all hard and soft costs for the successful development of the project.
3. Hard costs to include all material, labor and equipment for construction, and internal fixates for construction of a permanent retail cannabis business.
4. Soft costs to include the following:
  - Analysis of market, identification of strategic retail development opportunities.
  - Retail store design and product display, and processing area.
  - Identification and selection of a banking partner.
  - Identification and selection of producers and vendors for retail supply.
  - Regulatory compliance training initiatives for employees and products.
  - Architectural Engineering Fees, Permits and Licenses.
  - Project Management and Financing Costs.
  - Legal Fees and Insurance

#### **Phase 2: Licensing Deliverables**

1. Preparation of successful municipal retail store license application deliverables.
2. Assist with submitting licensing deliverables to the Office of Cannabis Management.

### **Phase 3: Project Implementation**

1. Continued consultancy services for successful implementation of the Project.

The city of Fairmont is requesting individual cost proposals for each project service phase.

Respondents should prepare simple and straight forward proposals that provide a concise description of the firm's ability to meet the requirements of the RFP by providing responses to the information requested in each of the items below and considering the numbered items above.

Please emphasize projects you have worked on in similar capacities as described in this RFP. Preference is given to Respondents with experience in providing services for other cannabis retail and processing operations in the state of Minnesota, especially when performed for municipalities of similar size. Any additional information that the Respondent would like to submit should be included in a separate section titled "Supplemental Information."

### **Respondent Background**

#### **1. Respondent Information**

- (a) Name of Respondent
- (b) State of organization and location of principal offices and branch offices
- (c) Length of business experience
- (d) Number of employees
- (e) Ownership of firm

2. Discuss Respondent's approach to providing consulting services.
3. Provide references for projects for which the Respondent provided similar services.
4. Discuss why the Respondent is best qualified to provide the services requested.
5. Provide a schedule or overview of the Respondent's fees for services for each individual project service phase.

The city of Fairmont may schedule a consultant conference during the application process window for applicants to ask any follow up questions.

### **Other Information**

1. Signed Proposals - All proposals must be signed by a person authorized to sign on behalf of the Respondent and to bind the Respondent to statements made in response to this RFP.
2. Irrevocability of Proposals - By submission of clear and detailed written notice, the Respondent

may amend or withdraw its proposal prior to the closing date and time. A Respondent who has withdrawn a proposal may submit a new proposal prior to closing, provided that such proposal is done in accordance with the terms and conditions of this RFP.

3. Changes to Proposal Wording - The Respondent will not change the wording of its proposal after closing, and no words or comments will be added to the proposal unless requested by the city of Fairmont for purposes of clarification.

4. Acceptance of Terms - Unless specifically excluded in writing, all the terms and conditions of this RFP are accepted by the Respondent and incorporated in its proposal.

5. Respondents' Expenses - Respondents are solely responsible for their own expenses in preparing, and submitting, a proposal and for subsequent negotiations with the city of Fairmont, if any. The city of Fairmont will not be liable to any Respondent for any claims, whether for costs or damages incurred by the Respondent in preparing, and submitting, the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

6. Currency and Taxes - Prices quoted are to be in U.S. dollars.

7. Acceptance of Proposals - This RFP should not be construed as an agreement to procure goods or services by the city of Fairmont. The city of Fairmont is not bound to enter a Contract with the Respondent who submits the lowest priced proposal or with any Respondent. Proposals will be assessed considering the evaluation criteria. The city of Fairmont will be under no obligation to receive further information, whether written or oral, from any Respondent.

8. Liability for Errors - While the city of Fairmont has made considerable efforts to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for Respondents. The information is not guaranteed or warranted to be accurate by the city of Fairmont, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Respondents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

9. Modification of Terms - The city of Fairmont reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time prior to entering a contract with the preferred consultant.

10. Ownership of Proposals - All documents, including proposals submitted by Respondents in response to this RFP, will become the property of the city of Fairmont. They will be received and held in confidence to the extent allowable by law.

11. Use of Request for Proposal- This RFP, or any portion thereof, may not be used for any purpose other than the submission of proposals.

12. Confidentiality of Information - Information pertaining to the city of Fairmont obtained by the Respondent because of participation in this Project is confidential and must not be disclosed without written authorization from the city of Fairmont.

13. Material Ownership - All materials submitted, including but not limited to proposals in response to this RFP and all information, documentation, and presentations provided by the Respondent to the

city of Fairmont on a go-forward basis, shall become the sole property of the city of Fairmont.

## **Review Process**

The process for reviewing the proposals will be generally as follows:

1. The Respondent's proposal will be reviewed by the city of Fairmont's selection committee with the following criteria in mind:
  - (a) Review of the Respondent's qualifications, and those of its in-house personnel who will be directly responsible for managing the engagement.
  - (b) Demonstrated capacity and capability of the Respondent to perform work of comparable design, scope and complexity.
  - (c) References from clients for whom similar services have been provided.
  - (d) Respondent's commitment to make the proposed engagement a priority.
2. References will be contacted and results provided to the City of Fairmont's selection committee who assist in the selection process.
3. After a review of the proposals submitted to the city of Fairmont, the selection committee may invite the Respondent to give a brief oral presentation and be interviewed by the selection committee, or make a recommendation based on the RFP responses.

The city of Fairmont intends to award the contract to the best qualified Respondent, taking into consideration the criteria and prerequisites described above, and assuming successful negotiation of a contract for the engagement.

**Late response will not be accepted; all Respondents will be notified of the outcome.**

## **Submission of Proposals**

Please submit an electronic version of the firm's proposal no later than noon on Friday, July 11, 2025, to:

Betsy Steuber, City Clerk  
100 Downtown Plaza  
City of Fairmont, MN 56031  
E-Mail: [BSteuber@fairmont.org](mailto:BSteuber@fairmont.org)

Betsy Steuber will serve as the primary contact for the review process for the Respondent's proposal. Any questions regarding this RFP should be addressed to her through e- mail at the above address.