

CITY OF DUNDAS

REQUEST FOR PROPOSALS (RFP)

CITY HALL CONSTRUCTION ARCHITECTURAL & CONSTRUCTION MANAGEMENT SERVICES

INTRODUCTION

The City of Dundas (City) is soliciting hourly not to exceed proposals from qualified architectural firms (Firm) to develop a design and construction plans for a new City Hall of approximately 3,500 square feet. The Firm will be responsible for providing a design, cost estimate, bidding services, construction plans/management services and provide options for furniture, fixtures, and equipment. The selected Firm shall enter into a contract with the City to complete the required work. Qualified Firms are invited to submit a proposal based upon the requirements and conditions set forth in this RFP.

INQUIRIES

Questions pertaining to the RFP and selection process should be directed to City Administrator John McCarthy at jmccarthy@dundas.us or (507) 645-2852.

SUBMITTAL DATE

Proposals are due no later than Thursday, January 10, 2019 at 4:00 pm. Proposals received after the deadline will not be considered. Firms shall submit ten (10) hard copies and one (1) electronic version (via email in PDF format is satisfactory) of their proposal to:

City of Dundas
Attn: John McCarthy, City Administrator
216 Railway St N
Dundas, MN 55019

PROJECT SCOPE & DESCRIPTION

The City intends to construct a new City Hall on City owned property located at the northwest corner of Bridge Street and Railway Street North. The City conducted a facility needs analysis in July 2018 and is requesting the selected Firm to incorporate the findings (attached as Exhibit A) into the design. The design will include additional space on the second story of the building, which may be finished at a later time.

The City reserves the right to delete, modify, or add to any of the following services prior to entering into a service contract with the selected Firm.

Architectural Design

The project should be compatible with downtown and existing buildings and should be reflective of the city's historic character as a former mill city. This traditional aesthetic will be required to be present in the building design.

Program Development

The City will be looking for the following steps to be completed in this process. The listed steps/services are not intended to exclude other services the Firm believes necessary and is able to provide. The minimum steps in the development of this project are:

- Preliminary meetings with City Officials to discuss needs analysis, site, and design options.
- Creation of initial building sketches and site plans for review and comment by City Officials.
- Refinement of building design and site plan for review and comment by City Officials.
- Development of detailed plans/specifications.

- Definition of various bid packages.
- Optional services that may be provided with construction (including construction management)
- Optional landscaping design.

Services Provided by Others

The City intends to construct the parking lot to the rear of the building and create the final grading plan for the site.

PROPOSAL CONTENT & FORMAT

The City is seeking a concise proposal clearly addressing all of the requirements outlines in this RFP. At minimum, the following elements must be included:

1. Letter of Interest. A summary of the respondent's qualifications, experience, past projects of similar nature and size, and reasons for interest. The letter must be signed by a principal or authorized officer including a statement that the officer may make legally binding commitments for the entity. Include location of principal place of business, and any satellite locations.
2. Description of Firm. A description, history, and introduction to the Firm. Clearly identify the address, telephone number, contact person responsible for the proposal, email address and website address. Provide relevant information about the firm, including how many years the firm has provided architectural services and provide background, training and experience in design and construction of City Halls and evidence of licensure in Minnesota.
3. Project Team. Include a brief description of the main project team members and their roles.
4. Project Approach.
 - a. Describe how your firm would approach completing the tasks and goals identified in this RFP based on your firm's expertise and experience with similar projects.
 - b. Describe your approach to identification and management of risks influencing on-time/on-budget completion
5. Schedule. Describe an aggressive but realistic schedule for the project based on this RFP and list any assumptions you have made about the project that affects the schedule. A completion date of December 2019 is desired for the construction.
6. Service Costs. Provide a proposed cost breakdown as follows:
 - A. Design.
 - a. Site Plan
 - b. Structural Engineering
 - c. Mechanical Engineering
 - d. Electrical Engineering
 - e. Floor plans
 - f. Exterior building elevations
 - g. Interior design/elevations
 - h. Finish schedules
 - i. Architectural note, details, and specifications
 - j. Landscaping plan. (Optional)
 - B. Bidding.
 - a. Prepare advertising for bid
 - b. Conduct one pre-bid meeting for contractors/suppliers
 - c. Respond to contractor questions
 - d. Assist with bid evaluation and award of contract
 - e. Contract documents
 - C. Construction Management. (Optional)
 - a. Shop drawing/submittal review

- b. Pay requests
 - c. Change orders
 - d. Minimal construction observation
 - e. Project close-out activities
- D. Deducts. Provide itemization of potential savings to the City that City Staff (Building Inspector, City Administrator, City Engineer, City Planner, etc.) can do including but not limited to:
- a. Pre-bid meeting for contractors/suppliers
 - b. Respond to contractor questions
 - c. Bid evaluation
 - d. Change orders
 - e. Site visits/construction observation

All price, cost, and conditions outlined in the RFP/Price Proposal shall remain fixed and valid for acceptance for a 90-day period commencing on the due date of the contractor's proposal. The City reserves the right to negotiate the scope of services and cost with the bidder of choice.

7. Example Projects. Describe recently completed projects that are similar in nature to this one and provide details on size, cost, and client.
8. References. Provide phone numbers and email addresses of clients listed in the Example Projects above who can speak to the abilities and strengths of your proposed team.

EVALUATION & SELECTION PROCESS

Proposals shall be reviewed by the City for the following items:

- Approach in addressing the items described in the Proposal Content & Format section
- Experience of the proposed personnel relative to the RFP, as well as experience of the Firm as a whole
- Cost of the proposal
- Results of the reference checks

The anticipated timetable for the RFP process including the selection of the top ranked firm is as follows:

Proposal Deadline: January 10, 2019
Interviews: January 21 through February 1, 2019
Project Award: February 11, 2019
Project Completion: May 16, 2019

Upon selection of the top-rated firm, the City may enter into limited negotiations with the selected top-rated firm to clarify the scope of services to be provided. You are encouraged to submit your best and final offer with the proposal. Upon mutually agreeing to the terms of the contract, a written agreement will be prepared by the City.

If an agreement cannot be reached with the top-rated Firm, negotiations will be terminated and the City will open negotiations with the second rated Firm. The negotiation process will continue until an agreement is reached with one of the shortlisted Firms. If no agreement is reached with the shortlisted Firms, the negotiation process will be terminated at the City's discretion.

The City reserves the right, without qualification, to select any proposal, to reject any or all proposals and to apply its judgment with respect to any proposal submitted. Although costs will not be the overriding criterion in the selection, the cost may be the determining factor if proposals are deemed to be of equal content. The City reserves the right to interview any of the responsive firms. Once a firm is selected and a contract is in place, the City will issue an Order to Proceed. The Firm shall not proceed with any work until the Order to Proceed has been issued.

Proposed Dundas City Hall

Public	Use	Description	Area
Council Chambers	Council and Board meetings.	A multi use space which can be used for elections or other meetings. Dias for 7 plus 4 staff, seating for at least 30.	900 Sq. Ft.
Public Meeting	Small meeting	Table seating for 8 to 10 . Space for presentations	180 Sq.Ft
Restrooms		As required for occupancy	
Central Circulation		Provide access to both public and private / staff spaces	

Private / Staff

Admin / Clerical Staff	Space for 3 workstations	Will serve as reception / initial contact for public on a daily basis. Central to private offices.	260 Sq. Ft.
Administrator	Private Office	Desk/files + meeting table	140 Sq. Ft.
Clerk / Treasurer	Private Office	Desk and files	90 Sq. Ft
Staff/Break		Incorporate utilities for kitchenette	90 Sq. Ft
Storage / Files	Secure	Secure City has offsite storage and intends to expand to 2nd floor when needed	100 Sq. Ft.
Copier / Printer / mail / work space		Easy access from clerical /staff space.	50 Sq. Ft

Other

Janitorial			50 Sq. Ft.
Mechanical			60 Sq. Ft
Future Access to 2nd Floor		Include space for elevator. Access should be secure until floor is developed..	As required