

REQUEST FOR PROPOSAL ARCHITECTURAL DESIGN SERVICES For Public Safety Facility

Introduction

The City of Waite Park is interested in receiving proposals from architects that are qualified to provide full A/E design and construction services for a proposed new Public Safety Facility. Interested firms must submit their proposal by **1 PM on August 4th, 2023**.

Project Description

The City of Waite Park (*City*) is seeking proposals for architectural services that will include all architectural design and facility space needs assessment to determine the size of the proposed Public Safety Facility.

The proposal will also need to include any engineering services necessary to allow the City to have complete construction drawings and specification documents, which are ready for construction of the proposed Public Safety Facility.

For purposes of this request, the Public Safety Facility will include office space for administration, investigations, patrol, space for evidence processing, evidence storage, garage space for vehicle storage, parking lot, driveways, site work, and utilities. Other spaces being contemplated include components of fire which could include office, storage, equipment/apparatus bay, living quarters. The fire components will be dependent on the soon to be completed fire study and direction provided by the city for space needs within the fire department. The estimated gross square footage of the facility will be determined with the facility space needs assessment done under this proposal.

As part of the RFP, the city is looking for a facility space needs assessment that considers the impacts and needs of all departments and facilities. Growth has occurred in all departments over the last 5 years where space for operations have become limited. The city desires to consider efficiency of operations when planning and constructing facilities which may include the reuse of vacated departments from existing facilities or possibly combining departments. The goal of the city is to construct a new public safety facility that addresses the needs for today and in the future while considering the impacts on all operations and overall costs of the city.

Maps of property and facilities the City owns are in the appendix(s)

The Fire Department is just completing a Fire Study with some of the neighboring Cities/Departments. As of the time of this request, the final document has not been completed. Though during the timeframe of the request, information should be finalized. This information will be distributed to all responders, as soon as possible.

Background Information

The City of Waite Park has the following facilities:

City Hall, Police and Fire Department Facility

Library

Public Works Facility

The Ledge Amphitheater

Old Public Works Facility

The City Hall, Police and Fire Department is currently located at 19 13th Avenue North. The City Hall includes the Council Chambers, Administration Department (City Administrator, City Clerk, Finance Department, Utility Billing, Planning and Zoning and Building Department). Also in the facility is the Police and Fire Department. The Senior Center is located in the lower level which has a large meeting room. This building was built in 1993. There was a major addition to the facility back in 2003 to add more space for the Police Department, which included adding an underground parking garage and indoor gun range. Other remodeling was done over the past years to create more space in the admin department and create a secure front counter. The Council chambers was remodeled several years ago to add technology and hearing assistance.

The library is a city building located at 253 5th Ave North. The Great River Regional Library runs the facility.

Public works facility is a new facility built in 2017 located at 670 17th Avenue South. It adjoins the property of the Ledge Amphitheater which was built and opened in 2021.

When the city moved to the new public works facility in 2017, the city retained the **old public works facility located at 602 3rd Street South.** The building in recent years has been used for storage and most recently utilized by Centra Care as testing facility for COVID. The city has chosen to hold on to this facility and see if any use could be considered for future facilities.

Outline & Timeline

An outline of the RFP process and timelines, RFP details, project scope and information on the proposed project follows:

Scheduling

The project development schedule is as follows:

The following task will be dependent on the Waite Park's City Council approval(s):

- Complete Space Needs Assessment: December 1st, 2023
 - Report findings to City Council and Staff at a work session in either Late December 2023 or Early January 2024, exact date TBD
- Complete Preliminary Site(s) and Building Layout(s): by end of June, 2024
 - Report findings to City Council and Staff at a work session in June or July 2024, exact date TBD

The dates that follows are tentative – to be determined by Architect and City

- Complete Final Design: November, 2024
- Bidding / Awarding – TBD by Architect Possibly late winter of 2024 or Early 2025
- Construction: Spring 2025 to be completed by December 2026

Project Scope

The firm selected shall provide complete A/E design and construction related services through completion of the project construction. The scope of services shall include preliminary site/building layouts, final design, preparation of construction documents, (plans, specifications, bidding and contract documents, etc.), bidding administration, and construction administration for the following:

- Architectural
- Structural Engineering
- Mechanical Engineering (Plumbing/fire protection/HVAC)
- Electrical Engineering (Including low-voltage rough in)
- Furnishings, Fixtures & Equipment (FF&E) design and specifications

Civil site engineering will be provided, as required, by the City Engineer's Office, SEH Inc.

As part of the project scope, a detailed operations and maintenance plan for the new facility will be needed along with a depreciation schedule. This will include the amount of time allocated for staff to operate and maintain the new facility. (Amount of time in percentage of a Full Time Employee) (FTE)

Submission Requirements

For your proposal to be considered ten (10) printed copies of the proposal (and one digital PDF) must be received no later than **1 PM on, August 4th, 2023** to the attention of the representative listed below. The digital version may be provided either via email or submitted with printed copies. All the aforementioned items must be provided by the submittal deadline above.

An outline of the RFP process and timelines, RFP details, project scope and information on the proposed project follows:

RFP Process / Questions & General Information:

All proposals must be delivered to the City of Waite Park's designated representative by: **1 PM on, August 4th, 2023**, at the following address:

Bill Schluenz, Public Works Director
City of Waite Park
19 13th Avenue North
Waite Park, MN 56387

Bill.schluenz@ci.waitepark.mn.us

320-229-3685 (Direct Office)

320-293-8729 (Cell)

All inquiries about the project or the request for proposal shall be directed to the representative above.

All questions during the proposal period should be directed to the representative listed above via email. Responses to questions will be copied to all firms who have requested copies of the RFP.

No contact shall be made by the proposing firms with the city council, city staff, or any other representatives during the proposal and interview phases. The city reserves the right to issue an addendum to the RFP at any time for any reason. If any addenda are issued such addenda shall be issued by the City prior to the time that proposals are received and shall be considered part of the RFP.

The submission shall include the following:

- Cover letter and introduction including the name of the firm, address, and the name and contact information of the person(s) authorized to represent the company regarding all matters related to the proposal.
- Information on the firm and the firm's qualifications, capabilities, staffing, areas of services, years in business, etc.
- Resumes and qualifications of the individual(s) who will be performing the work, including:
 - Name
 - Address, telephone number, fax number, email address
 - Resources available to assist in performing design duties.
 - Education
 - Experience
 - Current projects they are working on.
 - Any special qualifications, licenses or certifications held by the firm and/or individual(s).

- References, a minimum of three (3), specific to similar municipal building projects, outlining scope of services, project description, and cost.
- Proposed approach to the project development and design, outlining schedule, meetings, critical tasks, and other information that demonstrates how the firm intends to manage the overall project design and construction administration.
- Other pertinent information
- Proof of insurance, by either copy of the certificate of declaration page, for general liability and professional responsibility/errors and omission insurance policies currently in place and related to providing design and planning services. All insurance policies must be issued by companies authorized to do business under the laws of the State of Minnesota.
- The proposed A/E fees for the Project. Identify the basic services included in your fee; any additional services and additional costs not included in your basic fee; and any reimbursable expenses with the applicable reimbursable rates. Provide the best estimate of what the reimbursable expenses costs would be.

Evaluation and Award Process

Staff and city representatives will review all proposals received and will bring forward up to five firms for consideration to be interviewed. Interviews are tentatively scheduled for August 21st, 2023.

Evaluation Procedures:

The proposals will be reviewed and ranked by city council, city representatives, and staff. Up to five firms will be selected to be interviewed by the city council, city representatives, and staff for the project. A single firm will be identified, and then formally approved by the City Council.

The Respondent selected for an award will be the Respondent whose proposal is responsive, responsible and the most advantageous to the city, as determined during the city's selection process and approved by the City Council.

Selection Criteria:

Evaluation of the proposal and selection of interview finalists will be guided by the following criteria:

Submittal Review:

- a. Firm Capacity to support the project.
(20%)
- b. Prior Public Safety Project Experience and Qualifications
(20%)
- c. Experience and working history.
(20%)
- d. Understanding of Scope, Schedule & Approach
(20%)
- e. References and capability to guide the project successfully
(20%)

Disclaimer

Issuance of this RFP does not compel the city to award a contract. The City reserves the right to reject any or all proposals wholly or in part and to waive any technicalities, informalities, or irregularities in any proposal at its sole option and discretion. The city reserves the right to request clarification or additional information. The city reserves the right to award a contract or to re-solicit proposals or to temporarily or permanently abandon the procurement. The city intends to award a contract to the best overall valued firm. The city reserves the right to negotiate and further refine the scope of work, which may have an impact on the final contract amounts.

Once the favored firm has been selected, fees and contract terms will be negotiated and finalized.

Term of Contract

Standard AIA Contract Format to be followed for final contract.

Payments, Incentives, Penalties

Once the favored firm has been selected, fees and contract terms will be negotiated and finalized.

Contractual Terms and Conditions

Standard AIA Contract document and agreed upon terms to be inserted upon completion of negotiations.

Other

Proposer understands and acknowledges that the proposal is subject to the Minnesota Governmental Data Practices Act. Proposals are private or non-public until they are opened by the city. Once the proposals are opened, the name of the proposer becomes public. All other data in a proposal is private or non-public until the completion date of the evaluation process. After the city has completed the evaluation process, all remaining data submitted by all proposers are public except for trade secret data as defined and classified in Minnesota Statutes 13.37. Data will at all times be governed by Minnesota Governmental Data Practices Act. Minnesota Statutes Chapter 13. Proposer agrees to maintain all data obtained from the City consistent with the requirements of the Data Practices Act. The proposer agrees to defend and indemnify the city from any claim, liability, damage, or loss asserted against the city as a result of the proposer's failure to comply with the requirements of the Data Practices Act.

If selected by the city, the proposer will be required to execute a contract with the city within one (1) week of notification.

Those submitting proposals do so entirely at their own expense. There is no expressed or implied obligation by the city to reimburse any individual or company for any costs incurred in preparing or submitting proposals, providing additional information when requested by the city or for participating in any meetings or interviews.

Appendix(s)

City Hall, Police & Fire
19 13th Avenue North



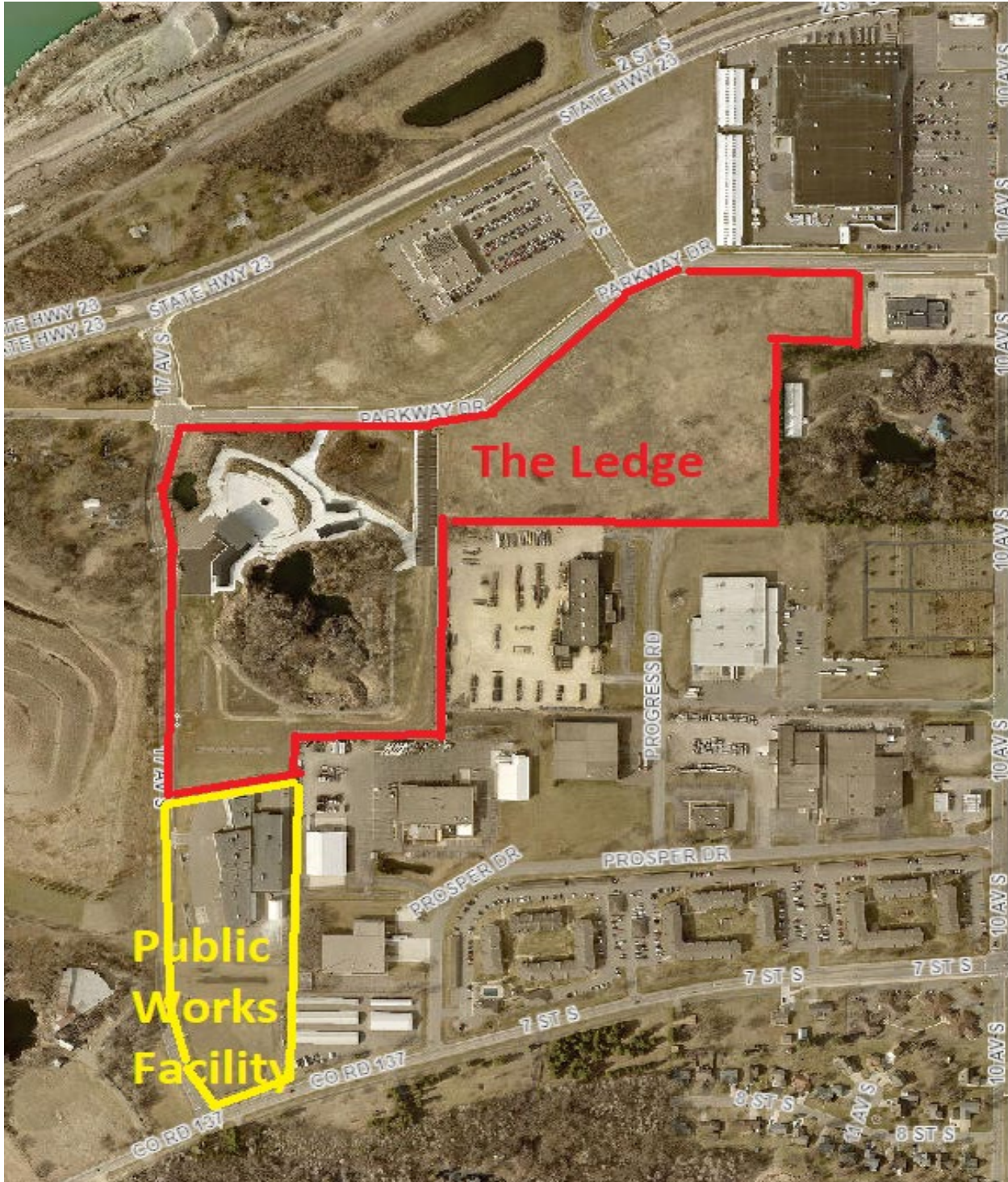
Old Public Works

602 3rd Street South



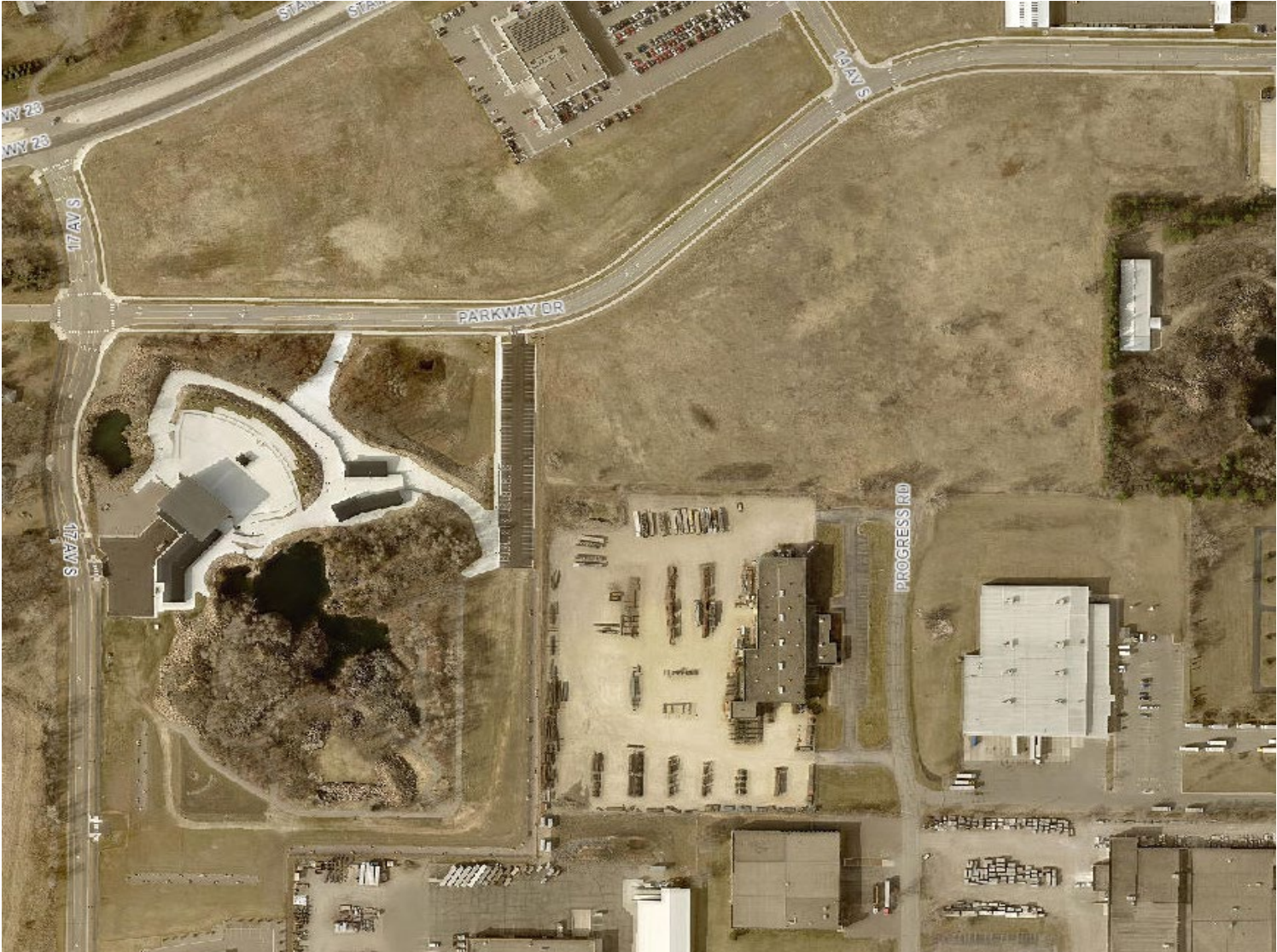
The Ledge & Public Works Facility

1700 Parkway Drive & 670 17th Avenue South



The Ledge

1700 Parkway Drive



Public Works Facility

670 17th Avenue South



Library
253 5th Avenue North



Future Appendix(s)