



Request for Proposal

**PROFESSIONAL ARCHITECTURAL DESIGN SERVICES AND
CONSTRUCTION SUPPORT FOR FIRE STATION #1
REPLACEMENT PROJECT**

City of Burnsville, MN

September 23rd, 2019

1.1 General Information.

Existing Building

Fire Station No. 1 is located at 911 140th St. West. It was remodeled in 1989 and an apparatus bay was added in 2011. The original (1975 and 1989) building structure is primarily concrete block masonry walls with face brick. Burnsville Fire is a career department and the personnel work 24-hour shifts with living quarters making up a portion of the building. Due to the existing age of the facility, increased maintenance costs, functionality of the facility and a new fire response model the existing facility is not able to meet the growing needs and demands of the fire and EMS response systems.

Proposed Building

The proposed building is anticipated to be approximately 32,000sf with the following features and areas of emphasis:

- 10 apparatus bays
- Public lobby and historical component
- Training rooms
- Offices
- Living area
- Kitchen
- Locker rooms
- Fitness rooms
- Dorm rooms (gender neutral)
- Training tower/multiple purpose training opportunities as part of the design
- Storage areas
- Hot zone separation/transition
- Building materials are durable and LEED standards are considered to reduce long-term maintenance and operational costs

Site Information

The proposed site is commonly known as 2100 143rd Street West and 14275 Newton Avenue, Burnsville. The existing fire station shall stay operational through construction until a certificate of occupancy is issued for the new fire station and apparatus and personnel are transitioned to the new facility.

Budget

The anticipated budget is \$14 million (approximately \$12.85 million for construction). The selected firm will be expected to work within the established budget.

SECTION II: SCOPE OF SERVICES TO BE PROVIDED

2.1 Scope of Services.

The Proposal must take into account the City's goals and objectives and adhere to department specifications/needs as well as applicable public safety standards and design requirements. The successful Design Team is expected to provide a full array of professional design services, construction support and public participation services as identified in the tasks listed below. The selected Architectural and Engineering Firm (A/E) will work with a Core Team that includes staff from a variety of departments and an established Construction Manager (CM). This list is not all-inclusive and the Proposal shall incorporate additional tasks that may enhance the quality of the project.

2.1.1 Task 1 – Ongoing Management and Contract Administration

- a) Work with Core Team (includes selected CM) to Initiate Kick-off meeting with City Facility Committee and key stakeholders to refine and finalize scope and begin work.
- b) Meet regularly with City Facility Committee to facilitate successful delivery of overall project.
- c) Provide regular status/progress reports, timely invoicing, budget monitoring and overall administration for contract.
- d) Develop and maintain project schedule.

Deliverables (in collaboration with CM as needed)

- Coordinate and lead kick-off meeting including timely preparation and distribution of agenda and minutes.
- Develop overall project plan.
- Provide City Facility Committee with regular status/progress reports.
- Provide project budget and tracking.
- Prepare and maintain project schedule.
- Provide meeting coordination, facilitation, agenda and minutes for Core Team

2.1.2 Task 2 – Stakeholder Engagement and Scoping

- a) Create a Program that establishes the needs and represents what is messaged to stakeholders and community. Program includes a Purpose and Need Statement by working with the Core Team and reviewing existing documentation on the project. The Statement will be used to help define and rank project elements and the range of criteria against which to evaluate any alternatives.
- b) Develop a Performance Framework based on the Purpose and Need Statement with input from the City Facility Committee. The Framework will respond to the needs of the stakeholders and guide the City Facility Committee through the alternatives evaluation process.
- c) Work with Core Team to identify and document project goals and objectives.
- d) Develop project scope. Provide the Core Team with examples of comparable construction or remodeling projects in recent years, detailing criteria such as best practices, public safety standards, design standards, new technologies and other features that will help facilitate more productive operations and use of space.
- e) The successful Design Team will assist City staff in the development of a community engagement/ education plan. The Design Team may be asked to present information, materials, documents, drawings, visual renderings (including three-dimensional) to City

- Management Team or City Council at a public meeting or directly to the public at an Open House or similar type of event.
- f) Work with Fire Department staff to create a list of everything that is working and not working (both functionality and adjacency), security, health, safety, wellness, training, etc.

Deliverables

Work with CM as needed to:

- Prepare Purpose and Need Statement.
- Develop Performance Framework.
- Prepare goals and objectives report/document.
- Prepare Scope of Work report/document.
- Develop Community engagement/education plan.
- Prepare City Council and public meeting presentation, documents and information for agenda background materials, presentation materials on design options and three-dimensional renderings.
- Create list in collaboration with existing staff that documents the positive and negatives aspects of the existing station and opportunities for improvement.

2.1.3 Task 3 – Conceptual Design

- a) Utilizing the information obtained and generated from Task 2, develop Design Alternatives for Fire Station 1 Replacement Project. The Design Team will present a range of alternative design concepts to achieve an optimum realization of the project.
- b) Provide cost estimates for each Conceptual Design Alternative. Estimates shall be granular enough to be used for cost comparison between the options and for construction budgeting purposes. Cost estimates must take into account inflation for anticipated construction start date.

Deliverables

- Prepare Design Alternatives.
- Provide cost estimate for each Conceptual Design.

2.1.4 Task 5 – Plans, Specifications, Estimates and Bid Packages

- a) Based on Preferred Alternative, provide a final design package that will facilitate a Building Permit application and receive approval. This set will include a set of 100 percent complete construction drawings that can be utilized for the bid package.
- b) Develop bid-ready package and specifications. Provide City Facility Committee review at 65 percent, 95 percent and 100 percent design. This will include descriptions of the quality, configuration, size and relationship of all components that will be incorporated into the project.
- c) Provide a detailed engineers estimate for the design at each progress phase including adequate contingencies and other related construction costs (testing, inspection, etc.).

Deliverables

- Facilitate the building permit application and receive approval.
- Prepare bid-ready packages and specifications/design packages at 65 percent, 95 percent and 100 percent design including construction drawings.
- Provide construction estimates at 65 percent, 95 percent and 100 percent design.

2.1.5 Task 6 – Construction Support

- a) Provide day-to-day construction support to owner’s representative (be sure to include details on what is included in your Proposal and clearly identify related costs).
- b) During construction, the Design Team will provide support for the following:
 - i. Respond to requests for information or clarification.
 - ii. Review submittals.
 - iii. Attend pre-construction meeting.
 - iv. Attend all relevant construction progress meetings and site observation visits.
 - v. Review and assist Core Team in managing change orders for scope confirmation.
 - vi. Manage the construction punch list.
 - vii. Conduct and document a minimum of one punch list site walk.
 - viii. Review closeout documentation against the specifications.
 - ix. Provide City with As-built plans and specifications for the City’s records in a format specified by the City.

SECTION III: SCHEDULE

During the evaluation process, the City shall reserve the right to request additional information or clarifications from a firm, or to allow corrections of errors and/or omissions.

City issues Request for Proposal.....	September 23, 2019
Architect Services pre-proposal meeting- 12:30 pm Burnsville City Hall.....	October 2, 2019
City posts responses via written addendum to all service providers’ questions.....	October 4, 2019
Statements of Proposal due date.....	October 15, 2019
Review of RFP’s is completed	October 17, 2019
Interviews with selected firms (<i>Tentative</i>).....	October 21 & 22, 2019
Evaluation Committee decision (<i>Tentative</i>).....	October 23, 2019
Contract consideration by the City Council (<i>Tentative</i>)....	November 5, 2019 or November 19, 2019

SECTION IV: STATEMENT OF PROPOSAL CONTENTS AND INSTRUCTIONS

The following material is required to be received by **October 15, 2019 at 4:00 p.m. CST** in an envelope marked “**Professional Architectural Design Services for Fire Station 1 Replacement Project,**” for a Proposal to be considered.

Preparation of Proposal. Responses must be typewritten, must be straightforward and concise to the extent possible. Emphasis should be on completeness and clarity of content and shall not include any promotional material. However, the City may request a Proposer to provide additional information after the initial evaluation process in order to clarify the Response. Failure to meet these requirements or proposals that contain insufficient information for a meaningful evaluation or are not legible may result in disqualification from further consideration.

It is the responsibility of all proposers to examine the entire RFP package and seek clarification of any item or requirement. Further, it is the responsibility of all proposers to review responses for accuracy before submitting the Proposal.

Please submit questions regarding the contents of the RFP on or before October 4, 2019 at 11:00 am.

For proper comparison and evaluation, the City requests that Statements of Proposal be separated into two (2) envelopes: Envelope "A" and Envelope "B". Both should be clearly marked.

The following items must be included in Envelope "A". The envelope must be clearly marked and the all the items listed must be included and organized in the manner specified on the following pages:

ENVELOPE "A"

4.1 Cover Page.

Title page, not to exceed one (1) page, showing the following:

1. Request for Proposal for "Professional Architectural Design Services and Construction Support for Fire Station 1 Replacement Project.
2. Firm's name and address; contact person's name, title, address (if different from Firm's address), telephone, and email address.
3. Date of the Proposal.

4.2 Transmittal Letter.

Provide a letter of transmittal, not to exceed one (1) page, signed by an official authorized to bind the Firm, briefly stating the Firm's understanding of the work to be performed, the interest and commitment to perform the work within requested time periods and a statement why the Firm and Design Team is best qualified to provide these services.

The transmittal letter shall expressly state that the proposal is valid for ninety (90) days after the proposal due date.

4.3 Statement of Qualifications.

Attach a narrative, not to exceed one (1) page, describing the Firm's prior experience providing similar services as described in this RFP to municipalities of similar size and project scopes and demonstrating the Proposer's understanding the of project, goals, services to be provided and their significance to the overall City goals.

Identify the Design Team and describe the qualifications and experience of each team member to be assigned to this project. The description shall include previous experience with similar projects.

Include single page resumes of the engineers, technicians, design professionals and key personnel to be assigned to this project. The City expects that designated key staff will remain for the duration of the project. Key staff substitution will be allowed only after an interview with the City staff and upon written approval by the City.

Provide an organizational chart and a matrix that illustrates which projects team members have worked on together in the past.

4.4 Work Plan Approach and Schedule.

Discuss your understanding of the work to be performed and the level of effort expected to be performed by each resource assigned to the project. Your narrative should not exceed three (3) pages and should include a table of estimated person hours by professional classification (or each team member) to quantify the level of effort.

Describe your firm's approach to Engaging City Staff and Fire personnel, public engagement, maintaining project budgets and delivering a project on schedule. This section shall include a description of the method that will be used for scheduling, coordination and management of overall project, project budget and costs and quality assurance/quality control.

Be sure to identify potential issues/risk deemed critical to this project.

4.5 Other Relevant Information and Past Work Performed at the City.

In no more than one (1) page, provide additional relevant information that may be helpful in the selection process including the description and dates of any past work performed at the City.

4.6 References.

Provide three (3) municipal references for which similar services have been provided recently. Include name, agency, title, address, phone number and email.

4.7 Conflicts of Interest.

Disclose any actual, apparent, direct, indirect or potential conflicts of interest that may exist with respect to the Firm, management or employees of the Firm or other persons relative to the services to be provided. If there are no conflicts of interest, include a statement to that effect in the Statement of Proposal.

The following items must be included in Envelope "B". The envelope must be clearly marked and the all the items listed must be included and organized in the manner specified on the following pages:

ENVELOPE "B"

4.7 Cost.

Provide a Price Sheet, which shall include price detail breakdown for all services provided and broken down by each phase of scope services for all elements and tasks imperative to accomplish the services outline in the Scope of Work in Section 2 of this RFP. The Price Sheet should include an itemized table of estimated person hours by professional classification (or team member) including any sub-contracted personnel, if applicable. Describe availability, any project conflicts based on other work commitments and any portions of work that would likely require subcontractors (including name, office location, and brief description of work experience with them).

4.8 Statement of Proposal

Proposers shall acknowledge receipt of all addenda in their Statement of Proposal.

SECTION V: PROPOSAL SUBMISSION

Proposals must be received no later than **October 15, 2019 at 4:00 p.m. CST** in an envelope marked **“Professional Architectural Design Services and Construction Support for Fire Station 1 Replacement Project,”** for a Proposal to be considered. Late proposals will be not considered. **Five (5) hard copies of the Proposal** shall be submitted to:

Garrett Beck

Parks, Recreation & Facilities Director

City of Burnsville

100 Civic Center Parkway

Burnsville, MN 55337-3817

Additionally, the **Proposer shall submit one electronic copy**, which shall be an exact replication of the hard copy, via email to garrett.beck@burnsvillemn.gov. Both the required hard copies and the electronic copy of the Proposal must be submitted with all required documentation by the stated deadline to be considered.

All responses, questions and correspondence shall be directed to Garrett Beck. In the interest of fairness to all respondents, please do not contact other staff or elected or appointed officials.

Garrett Beck, Parks, Recreation & Facilities Director

City of Burnsville

100 Civic Center Parkway

Burnsville, MN 55337-3817

952-895-4516

garrett.beck@burnsvillemn.gov

5.1 Rights of Review.

The City reserves the right without prejudice to reject any or all proposals or to request additional information from any and all companies submitting proposals. This RFP shall not commit the City to engage any company for the services described in this RFP.

5.2 Confidential Material.

All materials submitted in response to his RFP ultimately become public record and shall be subject to inspection after the contract award. Unrestricted disclosure of proprietary information places it in the public domain. Only submittal information clearly identified with the words “Confidential Disclosure” and placed in a separate envelope marked as such shall be considered to qualify as Trade Secret Data under the Minnesota Government Data Practices Act (MGDPA). Any material to be treated as Trade Secret Data must include a justification for the request. The request will be reviewed and either approved or denied by the City. If denied, the Company shall have the opportunity to withdraw the entire Proposal or to remove the confidential or proprietary restrictions. Neither cost nor pricing information nor the total Proposal shall be considered confidential or proprietary. Any costs to preserve the Trade Secret data designation under the MGDPA shall be the responsibility of the Company.

5.3 Addenda.

All questions shall be submitted in writing to the City’s point of contact as indicated in Section 5 of this RFP by 4:30 p.m. CST on October 4th, 2019 at 11:00 am. Any interpretations, corrections and changes to this RFP shall be made by written Addendum to the RFP. Addenda will be issued electronically through the City of Burnsville website. Proposers shall acknowledge receipt of all addenda in their Statement of Proposal.

5.4 Response Ownership.

All proposals become the property of the City upon receipt. Selection or rejection of a proposal shall not affect this right. The City shall have the right to use all ideas or adaptations of the ideas contained in any proposal received in response to this RFP subject to the limitations as described in Section 5.2, Confidential Material. Disqualification of a proposal does not eliminate this right.

SECTION VI: EVALUATION & SELECTION CRITERIA

6.1 Evaluation.

This RFP is not meant to favor any one Firm. Rather, it is designed to meet the needs of the City. The City will convene an evaluation team comprised of City staff to evaluate all proposals submitted. The evaluation team will select the proposal or proposals that best meet the needs as defined in the scope of this RFP. The City reserves the right to reject any or all of the proposals and the right to award by individual line item, by group of line items or as a total, whichever is deemed most advantageous to the City. The City reserves the right to request additional information concerning any statement for purposes of clarification, to accept or negotiate any modification to any statement following the

deadline for receipt of all proposals and to waive any irregularities is such would serve the best interests of the City.

Each proposal will be examined initially to ensure it follows the proposal format and instructions in this RFP. Proposals that do not follow the specific format will not be considered. Late proposals will not be considered.

6.2 Intent.

The City retains sole discretion to evaluate proposals and intends to select and award a contract to the firm/Design Team the City believes is best qualified to perform the work as outlined in this RFP and in which the City deems to have the most responsive proposal. Only proposals that meet the qualification criteria will be considered. Therefore, it is imperative that the Statement of Proposal clearly indicate the Firm's ability and the assigned project personnel ability to provide requested services. Receipt of proposals in response to this RFP does not obligate the City in any way to engage any Firm/Design Team and the City reserves the right to reject any or all proposals wholly or in part, at any time, for any reason or no reason at all, without penalty.

The City retains the right to abandon the proposal process at any time prior to the actual execution of a contract for services and the City shall bear no financial or other responsibility in the event of such abandonments. The City reserves the right to negotiate all final terms and conditions of any agreements entered into.

Evaluation will consider the Design Team's experience designing and developing plans for fire and public safety facilities and cost. The Evaluation Committee may desire a brief interview with any or all design teams before finalizing a recommendation.

6.4 Recommendation for Selection Process

Following the Committee's evaluation, the City Facility Committee will provide a recommendation to the City Council to enter into an agreement for professional design services with the preferred Design Team/Firm.

6.5 Revisions.

Revisions may be permitted per City approval after submissions and prior to award for the expressed purpose of obtaining best and final offers.

6.6 Appeals Process.

Protests of the award must be made in writing specifically stating provisions that have been violated and filed with the City Clerk within ten (10) calendar days after issuance of notice to award or after such Firm knows or should have known the facts giving rise thereto or after discussion and recommendation by the City Council.

Section VII: CONTRACT EXECUTION

The information below is being provided as part of RFP to give firms an understanding of the City's expectations with respect to contract execution.

7.1 Negotiations and Contract Execution.

Negotiations for costs are generally not used as the competitive RFP process is superior for achieving the best value for the City. Revisions may be permitted per City approval after submissions and prior to award for the expressed purpose of obtaining best and final offers. The City reserves the right to negotiate the final terms and conditions of the contract to be executed, including award amount.

Should the City and a Firm be unable to agree upon the entire contract, the City reserves the right to discontinue negotiations, select another firm or reject all of the Statements of Proposal.

The final contract will be based on the City's professional services contract form. Certain terms of that contract are not negotiable, including insurance requirements, monetary limits on company liability, choice of law and venue.

Upon completion of negotiations agreeable to the City and Firm, a contract shall be executed. It is expected that the form of agreement will be prepared by the City of Burnsville and shall be subject to City Council approval.

The successful Firm shall execute a contract with the City within (10) days after receipt.

7.2 Contract Ethics.

- 7.2.1 No elected official or employee of the City who exercises any responsibilities in the review, approval or implementation of the Proposal shall participate in any decision which affects his or her direct or indirect financial interests.
- 7.2.2 It is a breach of ethical standards for any person to offer, give or agree to give any City employee or Council Member or for any City employee or Council Member to solicit, demand, accept or agree to accept from another person or firm, a gratuity or an offer of employment whenever a reasonable prudent person would conclude that such consideration was motivated by an individual, group or corporate desire to obtain special, preferential or more favorable treatment than is normally accorded the general public.
- 7.2.3 The Firm shall not assign any interest in this contract and shall not transfer any interest in the same without the prior written consent of the City.
- 7.2.4 The Firm shall not accept any private client or project which, by nature, places it in ethical conflict during its representation of the City.

7.3 Reporting.

The successful Firm will report to the City's Parks, Recreation & Facilities Director, Garrett Beck, or his designee. The Parks, Recreation & Facilities Director will audit billings, approve payments and establish delivery schedule and generally be responsible for overseeing the execution of the contract.

7.4 Financial Liability Limitations.

The City shall not be liable for any expenses incurred by the Firm, including but not limited to, expenses associated with the preparation of the proposal, attendance at the oral presentation, onsite visit(s) or demonstrations, preparation of a compensation (fee) schedule or final contract negotiations.

7.5 Affirmative Action.

The City requires affirmative action; therefore, the company selected shall not discriminate under the contract against any person in accordance with federal, State and local regulations.

City of Burnsville Policy

The City of Burnsville does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual preference, disability or any other basis protected by law in the admission or access to, or treatment or employment in, its program, activities, or services.

7.6 Other Information.

The City reserves the right, where it may serve the City's best interest, to request additional information or clarification from firms or to allow correction of errors or omissions. At the discretion of the City, firms submitting Statements of Proposal may be requested to make oral presentations as part of the evaluation process. Following a review of the proposals, a recommendation for award of contract will be made by City staff. The City reserves the right to retain all proposals submitted and to use any ideas in proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the proposing company of the conditions contained this RFP unless clearly and specifically noted in the proposal submitted. The City reserves the right to terminate the selection process at any time and reject any or all offers. The City shall not be held liable for any costs incurred by interested providers participating in the selection process.