



Request for Proposal

City Hall Facility Space Needs Assessment

City of Alexandria, MN

Issue Date: June 11, 2018

Statement of Objectives, Goals and Tasks

The City of Alexandria is seeking proposals from qualified consultants to perform a Facility Space Needs Assessment for City Hall and the Departments within the facility. The City desires to develop plans to correct existing deficiencies and meet the future needs (20-30 years) of the Departments within City Hall. The City desires to evaluate options for renovation and new construction.

Section 1. Background Information

City Hall is located at 704 Broadway Avenue. The facility was constructed in the late 1960's as a joint Police Department/Fire Hall. It was renovated to "City Hall" in 1995. The main floor of the building contains 11,191 square feet with an additional 1,836 square feet in a garage and 4,312 square feet in the basement. The main floor of the facility houses the City's administrative offices including the City Administrator, Assessing, Community Development/Building, Communications, Liquor Operations Manager remote office, Finance, HR, Council Chambers, one conference room and break room. The lower level, contains only storage and heating/mechanical equipment. The structure is ADA compliant notwithstanding the basement.

A parking lot with an entrance on 7th Avenue serves the west entrance to the building. The main entrance to the building is on Broadway.

The building received significant HVAC and lighting upgrades in 2016 as part of a city-wide energy efficiency project. In addition, a new roof was installed in 2018.

Section 2. Scope of Work

The City has established the following scope of work for evaluation options for expanding/remodeling or relocating City Hall.

- A. Determine the condition and deficiencies of the existing facilities including but not limited to:
 - a. Structural Issues
 - b. Plumbing
 - c. Compliance with ADA requirement for public buildings (interior exterior)
 - d. Storage
 - e. Furniture/Equipment Needs
 - f. Parking
 - g. Security of facilities (access points, reception area safety, cameras) both in office area and Council Chambers

- B. Future facility needs pertaining to the following:
 - a. Space needs for each department including both shared and individual workspace potential
 - b. Staffing growth potential
 - c. Storage
 - d. Breakroom/Cafeteria
 - e. Meeting Rooms (currently one conference room in facility)
 - f. Sustainability (energy, environment, and efficiency)

- g. IT and computer equipment
 - h. Secure facilities for people and equipment
 - i. Cameras: interior and exterior
 - ii. Facility access points: card readers
 - iii. Reception area safety
 - iv. Council Chambers Security
 - i. Restrooms (number and size)
 - j. Identify needs, requirements and options to upgrade audio/visual equipment and facilities
- C. The consultant will need to evaluate the adequacy of the current facilities and make recommendations that address the needs and requirements identified for the departments at City Hall if they remain in their current facilities. The recommendations must include estimated costs to renovate and/or expand these facilities, including site layouts for expansion. The consultant should consider a time window 20 to 30 years into the future.
- D. The consultant will need to identify the building costs and site requirements to accommodate a new City Hall
- E. Provide a comparison of the life cycle costs for renovating and upgrading the current facilities with the costs of constructing a new facility.

The firm selected will be required to make site visits and conduct interviews with appropriate personnel to derive a final set of recommendations.

Section 3. Products to be Provided by the Consultant

Consultant will be expected to provide the following products to the City Council

- A. An evaluation of the long-term (20-30 years into the future) facilities needs for the City's Administrative departments located at City Hall
- B. The suitability of the current facility to meet those needs and the costs to improve those facilities to address current deficiencies and meet future needs
- C. The site requirements and estimated building cost to construct a building on a new site to accommodate the existing departments at City Hall
- D. A general floor plan for design of the Facility as recommended by the consultant for each alternative
- E. A list of pros and cons of each of the alternatives
- F. Seven paper copies of the final space needs assessment and one electronic copy

Section 4. Items provided by City

- A. City will conduct mandatory meetings and tours before bids can be submitted. Prospective firms can attend tours on either Monday, July 9, 2018 from 10:00 a.m. to 11:00 a.m. or Thursday July 12 from 3:00 p.m. to 4:00 p.m., at Alexandria City Hall – 704 Broadway, Alexandria, MN 56308.
- B. Floor plans for City Hall

- C. Information concerning utility and operating costs of the current facility
- D. Meeting with the City Council and staff to discuss building and facility needs
- E. Estimated walk-in traffic/current customer needs
- F. Point-person to coordinate with and field questions
- G. Other materials as deemed necessary

Section 5. Rights of Review

The City of Alexandria reserves the right to reject any or all quotes or to request additional information from any or all applicants as determined to be in the best interest of the City.

Section 6. Contract Execution

The firm chosen will be required to enter into a contract with the City of Alexandria for the proposed work prior to commencement of any work. The firm chosen will also be required to provide a certificate of insurance demonstrating compliance with the minimum insurance requirements.

The City reserves the right to negotiate the final terms and conditions of the contract to be executed. If the City and firm are unable to agree upon the contract, the City reserves the right to discontinue negotiations, select another firm or reject proposals. Upon completion of negotiations agreeable to the City and the firm, a contract shall be executed.

Section 7. Proposal documents and process

Prospective firms must attend one of the mandatory tours of the Facility before proposal submission to the City. Tours will be offered on the following dates/times:

- Monday, July 9, 2018 from 10:00 a.m. to 11:00 a.m.
- Thursday July 12 from 3:00 p.m. to 4:00 p.m.

Please provide the following as part of your submission:

- A. A complete description of the work tasks the consultant will undertake to complete the work set forth in the proposal
- B. Company history
- C. Up to three examples of work in the past five years in government planning or analysis
- D. Resumes, including responsibilities, background and relevant experience of key personnel that will be working directly on this project
- E. Names of three to five individuals that can be contacted as references concerning the professional capabilities of your firm to perform on this project
- F. Additional information or materials that you believe communicate the capabilities of your firm to perform this project
- G. An itemized estimate of the cost the consultant will charge to perform the work; with the cost for each task clearly identified
- H. A schedule for completion of the various work tasks including times for consultation, updates, progress reports, and date final report will be completed

Section 8. Proposal Due Dates

Provide two original copies and one electronic copy of your proposal no later than 4:30 p.m. on Friday, July 20. Proposals and questions should be directed and delivered to:

City of Alexandria
Attn: RFP- City Hall Facility Space Needs Assessment
704 Broadway
Alexandria, MN 56308

Following the review of the Proposals by the City, firms may be contacted for additional information or to participate in an interview process.

Section 9. General evaluation criteria

This Request for Proposal is only a solicitation for information. The City is not obligated to enter into a contract nor is it responsible for any costs associated with the preparation of proposals and interviews. Proposals received after the deadline will be disqualified from consideration. The City reserves the right to reject any and all proposals and to interview firms, which in the City's judgment, will best meet City needs. Proposals will be evaluated based on but not limited to the following general criteria:

- a) A demonstrated understanding of the requirements of this project
- b) Project approach and schedule
- c) Qualifications and expertise of firm and key personnel assigned to the project and their proven ability to efficiently complete similar projects
- d) Comments and opinions of references
- e) Firm possesses resources required to complete the project
- f) Clarity, consciousness, and organization of the proposal
- g) Cost of the proposal