

February 23, 2021

**REQUEST FOR PROPOSAL  
ARCHITECTURAL/ENGINEERING SERVICES  
For Runestone Community Center Expansion**

**1. INTRODUCTION**

The City of Alexandria is receiving proposals from Architects that possess qualifications to provide an update to pre-design documents, and full A/E, design and construction services for the proposed Runestone Community Center Expansion consistent with the concepts identified through previous needs assessment and pre-design efforts.

Interested firms must submit their proposals by 4:30 **p.m. on Monday, March 22.**

**2. PROJECT DESCRIPTION**

The expansion of the Runestone Community Center has been in the planning stages for almost ten years. The attached project narrative describes the history of the facility along with information on the planning, needs assessment, and pre-design work completed to date.

Based on these previous planning efforts, the proposed project is anticipated to include the following additional/new spaces with estimated building square footage:

- |                                       |                  |
|---------------------------------------|------------------|
| -Main Arena/Zamboni Dump/Lobby        | (31,600 sq. ft.) |
| -Locker Rooms/Toilet Rooms/Concession | (5,400 sq. ft.)  |
| -Offices/Circulation/Viewing          | (7,000 sq. ft.)  |
| -Parking Lot with Lighting            |                  |

Interested firms are encouraged to request previous needs assessment and pre-design documents by contacting the City Administrator.

The Runestone Community Center project was selected for funding in the bonding bill approved by the Minnesota Legislature in October 2020. The project was funded by the Legislature for \$5.6 million, which was one-half of the estimated project cost when the application was submitted to the State of Minnesota in June 2019.

### 3. SCHEDULING

The project schedule is created with a goal of opening the expanded facility January 1, 2023. Please note this schedule is preliminary and may change due to environmental, architectural, and financial factors:

- Update Pre-Design documents, Submit Pre-Design for Approval to State of Minnesota – April 2021 to June 2021
- **City Decision Point on Expansion Components – July 2021**
- Design/Construction Document Phase based on City Decision Point Direction: July 2021 to November 2021
- Issue Documents for Bids: November/December 2021
- Receive Bids: December 2021
- Award & Notice to Proceed: January 2022
- Potential Construction: April-December 2022

### 4. PROJECT SCOPE

The proposed project is being split into two phases. The first phase is to review the existing pre-design documents and complete a process of updating the pre-design to meet the template described in the Minnesota Department of Administration [Predesign Manual for Capital Budget Projects \(Predesign Manual \(mn.gov\)\)](#). The second phase of the project is to proceed with full design for a proposed expansion to the existing Runestone Community Center consistent with concepts identified through the updated pre-design.

The firm selected shall be able to provide complete Architectural Engineering planning and design services through construction. Services include but are not limited to design, preparation of construction documents and construction administration.

- Architectural
- Civil Engineering
- Landscape Architecture
- Structural Engineering
- Mechanical Engineering (Plumbing/fire protection/HVAC)
- Electrical Engineering (Including low-voltage rough in)
- Finishings, Fixtures & Equipment (FF&E) design and specifications
- Submittal of Required Pre-Design documents to State of Minnesota
- Schematic Design Development
- Construction Documents
- Answering questions during bidding
- Construction Administration

## **Engagement**

The selected firm should demonstrate a strategy in their proposal for how to engage with the community, key user groups, and city staff and elected officials through meetings and other means.

## **Construction Manager Involvement**

Near the end of the pre-design process, the city will separately seek Requests for Proposal for a general contractor for the construction management at risk services needed for the project. The Construction Manager at Risk (CMaR) for the project will serve with assistance as needed from a primary city staff person, architect and engineer of record, and a building committee/facilities team. The Construction Manager will monitor preliminary plan and construction document development, manage bid process, produce cost estimates and verify those with the architect/owner, and manage overall construction responsibilities during the project duration. The Architect firm will be consulted as part of the process of selecting a Construction Manager.

## **5. SUBMISSION REQUIREMENTS**

Interested firms shall submit 3 bound copies, 1 unbound copy and an electronic version of the submittal by 4:30 p.m., Monday, March 22, 2021 to the attention of Marty Schultz, City Administrator at 704 Broadway, Alexandria, MN 56308. Questions shall be directed to Marty Schultz by phone at (320) 759-3629 or via email at mschultz@alexandriamn.city.

The submission shall include the following:

- a. Cover Letter
- b. Scope of performance; provide a schedule showing how your firm foresees completing the tasks involved
- c. Information on the firm and the firm's qualifications, years in business.
- d. Resumes and qualifications of the individual(s) who will be performing the work including:
  - Name
  - Resources available to assist in performing design duties
  - Education
  - Experience
  - Current projects they are working on.
  - Percentage of time available for this project compared to other projects.
  - The scope of services the corporation and/or individual(s) will provide to the City.
  - Any special qualifications, licenses or certifications held by the corporation and/or individual(s).

- e. Previous experience in City, County or Private community/recreational center projects that include an ice arena component and/or expansion of an existing facility.
- f. References specific to City, County or Private community/recreational center projects that include an ice arena component. Three or more references are preferred.
- g. Experience in working with Construction Management firms, including a list projects performed with CM firms.
- h. Previous experience with projects partially funded through a bonding bill passed by the Minnesota Legislature. In particular, experience with state pre-design requirements should be highlighted.
- i. Previous experience with Construction Manager At-Risk projects. List the project name, project architect name, owner name and contact information, and Construction Manager name and contact information
- j. Other pertinent information.
- k. Proof of insurance by either of the certificate or the declaration page, for general liability and professional responsibility/errors and omissions insurance policies currently in place and related to for 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.
- l. Proposed fee, itemized, at a minimum, to show costs associated with:

PHASE ONE

- a. Pre-Design Update and Preparation of Pre-Design submittal to State of Minnesota

PHASE TWO

- a. Schematic Design/Project Development
- b. Design Development
- c. Construction Administration

**6. METHOD OF SELECTION**

The City intends to retain the services of the firm evaluated to be best qualified to perform the work for the City within the required time frame, cost and other factors considered. The firm will be selected upon the basis of the information provided as requested in this proposal.

Staff will undertake a preliminary review of all proposals submitted and shall determine at its sole discretion, which, if any, firms it will call for interviews. Follow-up with any or all firms submitting proposals may occur to gather additional information upon which to make a decision. Any other pertinent data generated by the City will be considered.

The City Council reserves the right to reject any and all proposals, in whole or in part, to waive any or all informalities, to disregard all non-conforming, non-

responsive or conditional proposals, to request additional information from a proposer, or to expand the period for submitting proposals.

## **7. OTHER**

Strong consideration will be given to the firm which can complete work in the most expeditious manner and within cost constraints.

Proposer understands and acknowledges that this proposal is subject to the Minnesota Governmental Data Practices Act. Proposals are private or nonpublic 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 are private or nonpublic data until the completion of the evaluation process. After the City has completed the evaluation process, all remaining data submitted by all proposers are public with the exception of trade secret data as defined and classified in Minnesota Statutes 13.37. Data at all times will be governed by the Minnesota Governmental Data Practices Act, Minnesota Statutes Chapter 13. Proposer agrees to maintain all data obtained by the City consistent with the requirements of the Data Practices Act. Proposer agrees to defend/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.

Once selected by the City, the Proposer will be required to execute a contract with the City within 10 working days 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 required by the City or for participating in any meetings or interviews.