

REQUEST FOR PROPOSAL
ARCHITECTURAL / ENGINEERING SERVICES
For City Hall and Police Department Remodel

1. INTRODUCTION

The City of Cold Spring is interested in receiving proposals from architects that possess qualifications to provide full A/E design and construction administration services for a proposed remodel project for a City Hall and Police Department Facility. Interested firms must submit their proposal by 4:00 p.m., Thursday, March 20, 2025.

2. PROJECT DESCRIPTION

The proposed project includes the remodel and potential expansion of an existing building that houses a police department, fire department, administration, and library. The fire department and library will be moving out, and the remodeled building will house only police and administration departments. The current building is approximately 12,200 s.f. located on a property that is 37,220 s.f.

Approximate space needs include 11,500 s.f. for police, 5,500 s.f. for administration, and 3,000 s.f. of shared space, for a total of 20,000 s.f.

The facility improvements and parameters are based on a space study and recommendations prepared by HMA Architects in 2017, which is available for review on the City website at the following link:

<https://documentcloud.adobe.com/link/track?uri=urn%3Aaaid%3Aacds%3AUS%3Adecd9fd8-eaaa-4b07-9bf8-a98d7a4bc6b2>

3. SCHEDULING

The project development schedule is as follows:

- Complete Preliminary Site and Building Layout: 8/1/2025
- Complete Final Design: 1/1/2026
- Bidding: 2/1/2026

The following tasks will be dependent on the Cold Spring City Council to proceed:

- Site Preparation: 5/1/2026
- Construction: 5/1/2026

4. PROJECT SCOPE

The firm selected shall provide complete A/E design and construction administration 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
- Landscape Architecture

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

5. SUBMISSION REQUIREMENTS

Interested firm shall submit 5 bound copies and one unbound copy by 4:00 P.M. on 3/20/2025 to the attention of Kris Dockendorf, City Administrator, 27 Red River Avenue South, Cold Spring, MN 56320. Questions shall be directed to Kris Dockendorf by phone at 320-685-3653 or via e-mail at kdockendorf@coldspring.govoffice.com.

The submission shall include the following:

- a. 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.
- b. Information on the firm and the firm's qualifications, capabilities, staffing, areas of services, years in business, etc.
- c. 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).

- d. References, a minimum of three (3), specific to similar municipal building projects, outlining scope of services, project description, and cost.
- e. 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.
- f. Other pertinent information.
- g. 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.
- h. 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 a best estimate of what the reimbursable expense costs would be.

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, experience with similar contracts and clients, extent to which previous clients have found the firm's services acceptable, cost of services, ability to deliver work within budget, 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 for compliance with these submission requirements. Staff will forward proposals to the selection committee to select firms 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 shall make the final appointment of the architect. The final contract award will be conditioned upon the successful proposer's complying with all terms and conditions, mutual agreement about the final work plan, and completion of a contract agreeable to all parties. The City reserves the right to negotiate and further refine the scope of the work which may affect the final contract amount.

The City Council reserves the right to reject any and all proposals, in whole or in part, to waive any and 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

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 with the exception of 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. 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.