



# City of Hopkins

REQUEST FOR PROPOSALS  
ARCHITECTURAL/ENGINEERING SERVICES

CITY OF HOPKINS RENOVATIONS FOR  
CITY HALL FACILITIES

SUBMISSION DATE: MAY 26, 2017

CITY OF HOPKINS  
1010 1<sup>ST</sup> ST. SOUTH  
HOPKINS, MN 55343  
952-548-6303

## **Introduction**

The City of Hopkins invites you to respond to a request for preconstruction and construction design services for the proposed renovation of City Hall's Entrance, Lobby and Council Chambers. City Hall is located at 1010 1<sup>st</sup> St. South Hopkins, MN 55343. The anticipated award of architect/engineering services contract is June 9, 2017.

## **Background**

The Hopkins City Council and Staff are looking to do updates to the exterior of City Hall and to update the Lobby and Council Chambers. The Lobby and Council Chambers of Hopkins City Hall were last updated in 1982 and are in need for some renovation to meet current needs and updating.

The City is looking to determine the design and get a cost estimate for budgeting purposes from the Architect/Engineer based on the design.

## **Facility Needs**

General Overview of the facility needs is as follows:

- A. Entrance
  - Exterior renovation of the entrance of City Hall to update building entrance.
- B. Lobby
  - Renovating to remove and remodel front desk configuration. Current design has a traditional receptionist model and no longer fits the needs of the positions that work in this area.
  - Updating the aesthetic features of the lobby to create a modernized and welcoming environment.
- C. Council Chambers
  - Updating areas of the council dais to better fit needs for the area.
  - Updating the aesthetic features of the Council Chambers to modernize.

## **Scope of Services**

The City reserves the right to delete, modify, or add to any of these services prior to the selection of an Architect/Engineer for the project.

The Architect is to provide the design disciplines of: Architecture, Structural, HVAC, Plumbing, Fire Protection, and Electrical engineering. Architect is to retain registered professionals for each of these disciplines throughout the design, permitting and construction.

Specifically, each design discipline will involve the following but not limited to:

1. Architecture: Building design and major equipment specification and incorporation into the plan.
2. Structural: Foundations, superstructure and interior structural elements.
3. HVAC: Mechanical equipment for heating, ventilation, and air-conditioning.
4. Plumbing: Fixtures, piping, and water equipment throughout building.
5. Fire Protection: Piping and heads.
6. Electrical: All electrical design for facility and the site.

The Architect is to provide full design services on all disciplines described above. The Contract documents are to be structured for a Construction Manager concept and be publicly bid. The Architect will develop the general Requirements and Conditions language for the Bid Documents with assistance from the Construction Manager. The Architect must maintain professional liability coverage of \$1 million throughout the project and its completion.

Additionally, based on the design the City is requesting the Architect/Engineer provide a cost estimate for construction.

## **Phases of the Work**

For the execution of this project, the Architect is to provide its services in the following sequence: Schematic Design, Design Development, Construction Documents, Bidding, Construction Administration, and Start-up Assistance. The City of Hopkins will require a program statement to commence with schematic design.

### **1. Schematic Design**

- a. Architect is to review the program, confirm the project requirements, identify major code issues, evaluate the schedule, recommend construction-packaging approaches, and review the construction budget.
- b. Review of State and local regulations affecting the project, including State Building Code and local Zoning Ordinances.
- c. Based on these requirements, the Architect will develop a site and building plan that illustrates the scale and relationship of the project.
- d. Direct user meetings and City staff meetings are not to be limited in any way by Architect during design phase. Up to two alternate plan schemes should be allotted for in this design effort.
- e. Architect will put together a detailed cost estimate for the project.
- f. Architect will provide a 3D images of the proposed redesign of interior and exterior spaces.
- g. The Architect shall assist City staff with submittal and presentation of the plans to the City Council. The Architect shall plan for attendance at a total of two (2) Community Meetings for this process.

### **2. Design Development**

- a. Based on the approved Schematic Design and any adjustments authorized by Owner in program, schedule or budget, the Architect will prepare drawings that describe and affix the size and character of all the design disciplines involved.
- b. Architect to review with owner the selection of major equipment and building components.
- c. Architect to recommend and provide interior finishes and color options to the City of Hopkins.

- d. Architect consult with Construction Manager on Construction Budget and advisements on bidding procedures.
3. Construction Documents
    - a. Based on approval of the Design Development documents, the Architect will proceed to develop working drawings, specifications, and schedules that set forth in detail, the requirements of the construction of the Project.
    - b. Architect to provide all necessary drawings, specifications, schedules, calculations, and applications required for plan review and public bidding.
    - c. Architect to prepare General Conditions of the Bid Documents with assistance of the Construction Manager.
    - d. Architect to provide printing of drawings and specifications for bidding.
  4. Bidding Phase
    - a. The Architect is to conduct a pre-bid meeting, take in bidder questions, and create addenda as necessary.
    - b. Pre-bid administration services, advertising for construction bids and responding to plan holder questions
    - c. Providing bidding support services ...communications with owner reps, bidders, suppliers and others, as necessary.
    - d. Provide addendums and clarifications to the bidding documents, as required.
    - e. Facilitate the bid opening, tabulate the bids
    - f. Provide a recommendation for award
  5. Construction Administration Phase
    - a. Architect to review work of Contractor for its conformance with the Contract Documents.
    - b. Visit the site at least once every week. Attend weekly Construction Progress meetings.
    - c. Review all required shop drawings and submittals.
    - d. Address Request for Information (RFIs) by Contractor and issue clarifications.
    - e. Review contract change orders and change estimates for accuracy.
    - f. Review applications for payment.
    - g. Conduct Punch List and Close-out Review.

## **Responsibilities of Owner**

The City will pay for bid advertisements, and plan review fees.

## **Contract Format**

Architectural services will be contracted using the standards American Institute of Architects contract form B132-2009 Owner-Architect Agreement. The Architect must maintain professional liability insurance of \$1 million throughout the project.

## Schedule

The following is a tentative schedule for design and construction, schedule is subject to change based on selected architects input and council budget:

- Schematic Design Process: June 2017 – July 2017
- Design Development Process: July 2017 – August 2017
- Construction Document Phase: August 2017 – September 2017
- Issue Project for Bidding: September 2017 – October 2017
- Receive Bids: October 2017
- Award Contract: November 2017
- Begin Construction: 2018

Due to delivery lead times, it may be required that an early structural package be issued during this process. The stated proposal fee shall include costs for this early issue if necessary.

## Design Goals and Objectives

The goal of the proposed facility is to renovate City Hall to meet the needs of the Hopkins' Staff and Residents and comply with State building code requirements.

## Consultant Qualifications/RFP Content

1. Firm's Description Included in this R.F.P.:

Describe your organization, its size, legal status (corporation or partnership, etc.), major type of activity or areas of expertise, and your firm's recent (past five years) experience in the performance of similar projects.

Provide information on three (3) similar projects in which your firm was involved, Include only completed projects and dates of performance. Identify the individuals in your firm responsible for managing the project.

Provide the name of firm, contact person, title, address, and telephone number of the client in the three projects who may be contacted as a reference.

Through narrative means, show reason why your firm believes it is qualified to undertake the project.

2. Firm's Staff Experience

List the name, title, experience, and qualifications of the individual(s) that will actually be involved in this project, their individual hourly rates, and the amount of

time to be allocated to this project. Indicate the individual(s) role on previous similar projects and in what capacity they would serve on this project.

3. Consultants/Sub-consultants To Be Used On the Project

Indicate the names, addresses, and telephone numbers of any sub-consultant or associates proposed to be used to complete the project. State in what capacity they would be used and the approximate percentage of total services they would provide. All subcontractor design consultants employed by the architect to conform to the same requirements of the architect.

List the number of registered architects and engineers of the consultants and sub-consultants to be used.

4. Work Plan

Describe how you propose to accomplish the tasks outlined in the Phases of Work. Each key point of the process should be addressed.

5. Project Fee

The estimated total project cost is up to \$275,000 including architectural services. An estimated architectural service fee based on a percentage of the estimated construction cost and a firm “not-to-exceed” reimbursable cost must be provided as part of this proposal. The hourly compensation rates of individuals involved in the project team shall also be included. Indicate any reimbursable expenses that are not a part of the architectural services fee. This estimate shall become the basis of the contract between the City and the Architect. The City will use the fee as one of the criteria for determining which Architect shall be selected. The stated fee shall include resources required to ensure that the project is bid within the stated construction budget.

## **Submission of Proposal**

Eight (8) copies of the proposal must be submitted in a sealed envelope by 4:30 p.m., on Friday, May 26, 2017 to:

Ari Lenz  
Assistant City Manager  
Hopkins City Hall  
1010 1<sup>st</sup> St. S.  
Hopkins, MN 55343

Proposer must respond to each component in the order and form presented. Each response must identify the heading and must respond entirely to each segment without reference to any other part of the proposal. All proposals should use this written document and its attachments as the sole basis for proposal at this time.

The proposal shall be signed by an official authorized to bind the firm, and should contain a statement to the effect that the proposal is for a period of not less than 60 days after the closing date. Award may be made without discussion of offers of proposals received. Therefore, firms are cautioned that proposals should be submitted initially on the most favorable terms, from both a technical and cost standpoint. Unnecessarily elaborate brochures and other presentations beyond that required to present a complete and effective proposal are not desired.

## **Consultant Evaluation and Selection Criteria**

Proposals for this project will be evaluated and awarded based on the following criteria:

- a. Experience and Qualification of your firm
- b. Experience and Qualification of your team assigned to this project
- c. Method & Approach used to provide service
- d. Cost of Architectural Services

## **Questions Regarding R.F.P.**

Should you have any questions regarding this R.F.P., or for specific data concerning project and its location for construction, please contact:

Ari Lenz  
Assistant City Manager  
Hopkins City Hall  
1010 1<sup>st</sup> St. S.  
Hopkins, MN 55343  
(952) 548-6303

## **Right to Reject**

This request does not commit the City of Hopkins to award any contract nor to pay any costs incurred in the submission of a proposal, or costs incurred in making necessary studies or designs for preparation thereof.

The City reserves the right, in its sole discretion, to reject any or all responses, issue addenda, request clarification, after the nature and/or scope of the proposed study, enter into various stages or procurements, and/or discontinue this process.