

REQUEST FOR PROPOSALS

ARCITECTURAL/FACILITATION OF PRE-REFERENDUM SERVICES FOR CONSTRUCTION OF A COMMUNITY CENTER

The City of Lonsdale, MN is soliciting proposals for Architectural/Facilitation services in association with the construction of a community center. With the exception of civil engineering and financial services, the services desired include all other aspects required during the “Pre-Referendum” portion of the project. The City/Task Force need to determine a project timeline, location, the components of the community center, possible construction phasing, exterior building elevation drawings, an interior floor plan, overall site plan and cost in order to present the project to the residents of Lonsdale for a referendum/special election to be held for approval of the project. Due to the anticipated cost of the project, the City will run a referendum/special election. Although the timing of the referendum/special election is unknown at this time, it could be held with the November General Election or sooner. If the referendum passes, the project will then move into design, bidding and construction.

A core group of residents has met twice and discussed components that might be included as part of the community center. These components include but are not necessarily limited to: a gym(s), indoor ice rink, walking track, youth/teen center, pool/amenities, senior center, kitchen (not commercial), classrooms, event space and city hall/police. Currently, the City is soliciting youth/teen and senior residents to complete the Task Force membership.

By solicitation of this Request for Proposals (RFP), the City of Lonsdale is undertaking a competitive bidding process and does not guarantee to accept the lowest proposal. In addition, if/when the referendum passes, the City will negotiate directly with the firm for services (final plans and specifications, bidding, contact administration, construction management/observation, etc.) required for the community center to be constructed.

The City specifically reserves the right to reject any or all proposals, to waive any proposal requirements, to investigate the qualifications of any proposal, to obtain new proposals or to proceed to have the services provided in any way the City deems appropriate.

The deadline for submittal of proposals is 12:00 pm, Monday, April 11, 2016. Proposals received after the deadline will not be considered. Submit ten (10) copies of your proposal to:

City of Lonsdale
Community Center Architectural/Facilitation RFP
Attn: Joel A. Erickson, City Administrator
415 Central St. W.
PO Box 357
Lonsdale, MN 55046

Questions regarding the project should be directed to:

Joel Erickson, City Administrator
(507) 744-2327
jerickson@lonstel.com

PROPOSAL FORMAT

Proposals shall not be more than ten (10) pages. Answer the questions providing information relevant to community center projects.

1. Provide the following information:

- Name of firm;
- Complete address;
- Contact Person;
- Telephone number;
- E-mail address; and
- Website

2. State of Qualifications:

Provide a General Statement of Qualifications that responds to the project background information previously given.

3. Personnel:

- Provide resumes of all personnel who will be committed to this project;
- Provide specific information as to their experience on projects similar to this one;
- For the project manager and project architects identified as part of the project team, provide the name and phone number of at least two (2) clients with whom the architect has worked on a similar building project;
- List professional consultants outside your firm whom you propose will provide services not provided by your firm. Provide specific information documenting their work on similar projects.

4. Past Projects:

- Submit a list of all community center related projects your firm currently has in progress and the status of each;
- For your last three (3) community center related projects, provide the following:
 - Name of project;
 - Client contact;
 - Photos;
 - Total square footage;
 - Owner's total initial budget;
 - Total project cost:
 - Number of change orders; and
 - Total cost of change orders
 - Date of project bid;

- Scheduled completion date; and
- Actual completion date

5. Architectural/Facilitation Services:

Describe in detail the process you would follow beginning with the City approving your proposal through the referendum/special election, including but not limited to:

- Number of Task Force meetings;
- Community engagement in the process;
- Number of community informational/outreach meetings; and
- Tour of existing city facilities (City Hall/Police Department/Library);

6. Fees:

The cost of the proposed services shall be submitted as an hourly-not-to-exceed cost. A fee schedule detailing all anticipated categories of charges, including reimbursable costs shall be provided.

EVALUATION AND SELECTION PROCESS

1. Factors for Evaluation and Award of Contract:

- Proposals shall be reviewed by the City/Task Force for the following items:
 - Approach in addressing the items described in the Proposal Format section;
 - Experience of the proposed personnel relative to the RFP, as well as experience of the company as a whole;
 - Cost of the proposal; and
 - Results of reference checks
- It is anticipated that the City/Task Force will select a firm no later than May 12, 2016.

The City of Lonsdale reserves the right, without qualification, to select any proposal, to reject any or all proposals and to apply its judgment with respect to any proposal submitted. Although costs will not be the overriding criterion in the selection, the cost may be the determining factor if proposals are deemed to be of equal content. The City of Lonsdale reserves the right to interview any of the responsive firms. Once a firm is selected and a contract is in place, the City of Lonsdale will issue an order to proceed. The firm shall not proceed with any work until the order to proceed has been issued.