

**REQUEST FOR PROPOSAL
ARCHITECTURAL/ENGINEERING SERVICES
FOR CITY OF CHASKA PUBLIC SAFETY FACILITY**

1. INTRODUCTION

The City of Chaska is interested in receiving proposals from architects that possess qualifications to provide full A/E design and construction services for a proposed new City of Chaska Public Safety Facility.

Interested firms must submit their proposals by **4:00 PM December 20, 2022.**

2. PROJECT DESCRIPTION

In the fall of 2021, the Chaska City Council put together their Strategic Plan (2021-2025) and identified six strategic visions. One of these visions is “In 2025 Chaska has quality City facilities”. From these visions, strategic directions were set. Strategic Direction Two is “Reinvesting in Core Assets: Facilities are adequate to meet growth and reflect community pride.” This vision and strategic direction were identified as Chaska city facilities are over 30 years old and no longer can accommodate the growth that has been seen in the community.

During 2022, the City of Chaska completed high level conceptual plans on each of the facilities (more information can be found on the City of Chaska’s website at www.chaskamn.gov under “Future of City Facilities”) and have adopted funding the building program as part of the 2023 Preliminary Levy. While all city facilities are being considered in this building program, a public safety facility has been identified as the first priority.

The proposed project is to construct a new combined Public Safety Facility on the current Fire Station site at 285 Engler Blvd. in Chaska. Currently Police and Fire are located on separate campuses. Staffing needs have exceeded available space. Both facilities currently lack the necessary training spaces, parking, and security required. The project will include a renovated and expanded Fire Station, new Police Station and Squad Garage, and new Emergency Operations Center. The existing Fire Station is approximately 23,000sf and the planned program for the Public Safety Facility is approximately 89,000sf. The program objectives are to combine Police and Fire into a unified campus—one that has shared, but separate space-based needs for both Police and Fire, enhance security through secured parking and facility improvements, provide on-site training facilities, space to accommodate future increased staffing, and provide community space for public events and meetings.

3. SCHEDULING

RFP timeline is as follows:

- Design RFP issued – November 22, 2022
- Pre-proposal meeting at Chaska Fire Station or via Zoom– November 30, 2022 at 2:00pm*
- Questions regarding RFP due prior to – December 2, 2022 at 4:00pm
- RFP submittals due prior to – December 20, 2022 at 4:00pm
- Interviews with selected firms – Week of January 9, 2023
- City Council recommendation for award – January 23, 2023

**The pre-proposal meeting is not mandatory*

The project schedule is as follows:

- Space programming/user group engagement – February-March, 2023
- Schematic design phase – April-June, 2023
- Design development phase – July-September, 2023
- Construction documents phase – October, 2023-January, 2024
- Bidding and contract award – February-March, 2024
- Construction phase - May, 2024 – November, 2025

4. PROJECT SCOPE

The firm selected shall provide complete Architectural Engineering planning and design services through construction. Please provide a narrative as to proposed scope of work for each of the following categories:

- Architectural
- Civil Engineering
- Landscape Architecture
- Structural Engineering
- Mechanical Engineering (Plumbing/fire protection/HVAC)
- Electrical Engineering (Including low-voltage rough in)
- Furnishings, Fixtures & Equipment (FF&E) design and specifications
- Space Programming
- Schematic Design Development
- Construction Documents
- Answering questions during bidding
- Construction Administration
- Attending meetings from design through construction, user group, stakeholder, construction, City Council, etc.

The City of Chaska will retain a Construction Management firm for this project that will be responsible for preparing construction estimates, schedule review, bidding and construction coordination.

5. SUBMISSION REQUIREMENTS

Interested firms shall submit 5 bound copies and an electronic copy by December 20, 2022 at 4:00pm to the attention of Elise Durbin, One City Hall Plaza, Chaska, MN 55318. Questions shall be directed to Elise Durbin via e-mail at edurbin@chaskamn.gov.

The submission shall include the following:

- a. Cover Letter
- b. Information on the firm and the firm's qualifications, 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.
 - 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)
- d. References, a minimum of 3, specific to City building projects.
- e. Experience in working with a Construction Management firm, list projects performed with CM firms.
- f. Previous experience in Public Safety Projects: provide examples of at least 3 public safety projects completed in the last 7 years.
- g. Scope of performance; provide a schedule showing how your firm foresees completing the task involved to comply with the City's schedule requirements.

- h. Project approach
 - Understanding
 - Challenges/Issues
 - Work Plan
- i. Other pertinent information.
- j. Proof of insurance, by either copy of the certificate or the 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.
- k. Proposed fee.

Itemized to show costs associated with:

 - Programming/Schematic Design
 - Design Development
 - Construction Documents
 - Construction Administration
 - Please include hours and rates included in the markup of base fee; indicate if expenses are included in base fee. List the types of expenses that will be paid outside of the base fee.
- l. **Fee proposal to be submitted in a separate envelope, labeled fee proposal.**
- m. Maximum number of pages is 24, not including the fee proposal.

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 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 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 will at all times be governed by the 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.

If selected by the City, the proposer will be required to execute a contract with the City within 3 weeks 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.