**CITY OF DULUTH**

PURCHASING DIVISION

Room 100 City Hall

411 West First Street

Duluth, Minnesota 55802-1199

218/730-5340 218/730-5922 FAX

March 24, 2015

**REQUEST FOR PROPOSAL**

**15-01DS**

**A & E RFP for Cirrus Aircraft Completion Center**

Please provide the City of Duluth with a proposal for **Professional** **Design Services** per the attached description, requirements and goals.

Please mark your proposal with the above number and title on the outside of the envelope and return to: City of Duluth, Purchasing, Room 100, 411 West 1st Street, Duluth, MN 55802 by **2 PM. Tuesday, April 14, 2015**

All proposals will be acknowledged aloud in room 106A of City Hall. Proposals will be reviewed by committee according to established criteria.

The City of Duluth reserves the right to reject all proposals, to select more than one to give presentations if so desired by the City of Duluth, or to select the best one and enter into further negotiations with the vendor.

Contact: Dennis Sears (218) 730-5003

Purchasing Agent

dsears@duluthmn.gov

Thank you.

*An Equal Opportunity Employer*

Cirrus Aircraft

Aircraft Completion Center

Request for Proposal (RFP) for Architect/Engineer Services

March 24, 2015

**PROJECT OVERVIEW**

Architectural/Engineering firms are invited to submit a proposal for Architectural and Engineering services for the design of a City of Duluth-owned manufacturing facility. The new facility is envisioned to be a “precast concrete” building of approximately 60,000 square feet on property located near Cirrus Design and the Duluth International Airport.

Cirrus Designs (“Cirrus”) will lease and occupy the facility, which will serve as Cirrus’ Completion Center for their aircraft production. The facility will be constructed on City property and will be leased to Cirrus. Key components of the project structure include:

* City ownership of the facility
* Public and private financing by Cirrus, the State of Minnesota and the City of Duluth
* Site and facility management by the Duluth Airport Authority.

 All available information about the site that was garnered by Cirrus prior to this RFP is

 attached to provide a better understanding of this project. Please see “attachments” at

 the end of this document.

Section One: General Information

* 1. Background and General Project Status

The City of Duluth plans to contract with an Architect/Engineering Firm for complete design and construction oversight of this project. They intend to solicit qualifications and competitive proposals aided in the competitive bidding process by the selected A & E firm. The overall budget must not exceed estimated $8,000,000 (eight million dollars).

* 1. Funding Sources and Preliminary Project Budget

The facility will be funded in part through the issuance of City of Duluth bonds funded by project tax increment revenues and parking revenues and in part by use of grant funds from the State of Minnesota Department of Employment and Economic Development with Minnesota Investment Fund (MIF) funds. Project debt will be retired by the long-term lease. The preliminary time schedule is subject to change based on this financing and Council approvals.

1.3 Contact Information

For RFP project questions: For submittal questions:

Chris Eng Dennis Sears

Director, Business & Economic Development Purchasing Agent

City of Duluth City of Duluth

402 City Hall 100 City Hall

411 W First Street 411 W First Street

Duluth, MN 55802 Duluth, MN 55802

218-730-5322 218-730-5340

ceng@duluthmn.gov dsears@duluthmn.gov

1.4 Selection Timeline

Selection is expected to track the following schedule, but may be revised if necessary:

* RFP Release Date Tuesday, March 24, 2015
* RFP Questions Due Tuesday (3:00pm) March 31, 2015
* RFP Responses Posted (\*) Thursday (5:00pm) April 2, 2015
* Deadline for RFP Responses Tuesday (2:00pm) April 14, 2015

Questions must be submitted electronically; no oral questions will be accepted. Responses to all questions will be posted on the City’s Purchasing Agent’s web site for the benefit of all firms.

1.6 Contractual Relationships among Parties

Throughout this RFP, reference to “Architect” is assumed to include the architectural firm and any other firms and/or personnel with which the Architect has elected to partner for purposes of this project, to include project engineering. The Architect will be responsible for all communications, contracting, payment, and other matters with partner firms and personnel selected by the design firm. This will include any documentation required by federal, state and/or local funding sources.

* 1. Contractual Design Requirements and Deliverables

The “Architect” is to provide (I) basic services as largely described in Article 3 Scope of Basic Services AIA Document B103-2007, including usual and customary architectural, structural, mechanical, electrical, civil engineering, limited interior design services, total cost estimate, preparation of specifications and associated construction bid documents, and construction administration oversight services, (II) management of all project related municipal review and change approval processes, and (III) liaison services between the City of Duluth and the awarded construction firm.

Services to include but not limited to the following:

 1.7a Prepare Design Development documents including plans, sections, elevations, construction details, outline specifications, and layouts of building systems for City approval.

 1.7b Prepare detailed Construction documents and specifications consisting of drawings and specifications which set forth requirements for construction.

 1.7c Prepare official sealed bid documents for letting of project construction bids in orderly format consistent with that of the City. Participate in pre-bid conferences, prepare responses to questions, and provide interpretations, etc.

 1.7e Provide routine Construction Administration Services consisting of responding to requested information, approving monthly or percentage of completion payments, etc. Prepare and oversee completion of project punch list.

 1.8 RFP Response Delivery

Submit two (2) hard copies and one (1) electronic copy (worksheets in an excel format and proposal in a pdf format) of your proposal, by 2 PM Tuesday, April 14, 2015 to:

City of Duluth

Attn: Dennis Sears, Purchasing Agent

100 City Hall

411 West First St.

Duluth, MN 55802 dsears@duluthmn.gov

All proposals submitted will be time stamped in when received and acknowledged aloud as received on time and according to directions at 2 PM of date due.

1.9 Terms of RFP Issuance

* Issuance of this RFP does not require the City of Duluth to award a contract.
* By submitting a proposal in response to the RFP, the submitting party accepts the terms and conditions set forth in this RFP. This proposal, if selected, will become part of the Professional Services Contract.
* Please see the City’s “Professional Services Agreement for Architects/ Engineers” attached. The City will adhere to the use of such document.
* The right to make modifications to the RFP during the evaluation process is expressly reserved, including the right to issue an addendum to the RFP at any time as a result of questions, change in schedule, or other matters.

Section Two: Proposal Content

 **Your submission must include the following:**

 2.1 Provide the following information about your company:

 **.** Name of firm

 **.** Address of Firm

 **.** Telephone and fax Numbers

 **.** Primary telephone and Correspondence information

 2.2 Brief History of Firm:

 **.** Size of Firm and Staff

 **.** Years in Business

 **.** Organizational Chart of Firm

 **.** Distance from Duluth (project requires regular presence at site)

 2.3 Provide a schedule of professional fees and overall total cost

 estimate for project services.

 2.4 Design Team Background:

 **.** Architectural Team-principle in charge, project manager, project

 Architect, interior design, functional programming, space

 programming

 **.** Resumes of team members-name, office title, phone number,

 years of service with firm, education, professional experience,

 pertinent experience

 **.** Consultants-structural engineer, mechanical/electrical engineer,

 civil engineer, technology

 **.** Experience with designing buildings to USGBC LEED standards

 2.5 Project Approach

 **.** Describe your firm’s management approach for this project.

 Please include what the benefit is to the owner for each step of

 your approach.

 **.** Please describe any unique aspects your firm may employ in the

 design of the project.

 2.6 Representative projects-list a minimum of three projects completed

 by your firm that best represents a similar scope, budget, program

 and complexity. For each project, please include:

 **.** Completion date

 **.** Project name and location

 **.** Budget

 **.** Cost of firm’s services as a total amount and percentage of total

 project cost.

 **.** Graphic description

 **.** Photographs

 **.** Total square footage

 **.** Cost per square foot-exclude site costs and architectural fees.

 **.** Change order percentage

 2.7 Current workload:

 **.** Describe your design workload in terms of project size, percent

 complete, and completion dates.

 **.** Indicate the percent of time that will be devoted to this project by

 each staff member assigned.

 **.** Respond to proposal schedule-include a statement of whether your

 firm will be able to meet the proposal schedule. (this is your

 proposed time schedule from start of design phase to completion of

 construction to be attached to your proposal)

 2.8 Licensure:

 **.** Is the Principle licensed to practice architecture in the State of

 Minnesota?

 **.** Has the Principle of Project Architect has their license suspended

 or revoked to practice architecture in the State of Minnesota?

 2.9 Legal Proceeding- Identify any on-going legal proceeding or

 pending legal proceeding (arbitration, complaint, or court action)

 filed by an owner or contractor against your firm for any project in

 the past 5 years.

 2.10 References-please provide a minimum of 3 references to contact

 for services rendered on 3 similar projects.

 2.11 Unique Specification-please state why your firm(s) should be

 selected by the owner.

Section Three: RFP Evaluation Criteria and Required RFP Responses

* 1. Evaluation Criteria

All submittals meeting the established criteria established in Section 2 above will be evaluated by a City selected committee for this project. 3-4 firms will be selected and invited to give proposal presentations to include visionary pre-design ideas and management approach(s). The evaluation process will also focus on the proposed individuals that will be performing the work. See Section 2 above for submittal information.

* 1. Transmittal Cover Letter

The transmittal cover letter should identify all materials being forwarded collectively as a response to the RFP, and provide the name, title, address, email, and phone number of the person(s) authorized to make representations for the Architect. The letter shall be signed by an individual authorized to commit the proposed team to the scope of work proposed.

* 1. Submittal Packages

Submit your RFP response in two parts. The intent of this request is to establish a process that will encourage candidate firms to assign top talent to this project. The City will make a preliminary selection based upon the skill sets, experience and the professional backgrounds of the proposed team members. After the preliminary selection is made, the City will open Package No. 2 to determine if the proposed fees are appropriate or if another candidate’s proposal needs to be reconsidered.

Package No. 1: Services Proposal

Your proposal and your interview presentation should be a demonstration of your ability to communicate concisely and succinctly. Proposals should be in sequence and related to the RFP. The sections of the submittal should be tabbed and clearly identifiable. Failure to include requested information may have negative impact on the evaluation of the proposal. Please provide the following information per Section 2 above.

Package No. 2: Cost proposals

Proposed Project Fee, to include schedule of hourly rates for personnel including clarification of Direct Personnel Expense (DPE) basis used in arriving at such rates.