**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 6, 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. Thursday, March 26, 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 6, 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 approximately 50,000 square feet.

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.

Section One: General Information

* 1. Background and General Project Status

The City of Duluth plans to use a Construction Manager (“CM”) at Risk with a Guaranteed Maximum Price (“GMP”) project delivery method. They intend to solicit qualifications and competitive proposals from CMs upon the selection of the architectural/engineering firm. It is anticipated that the CM will be selected by mid-May. The CM will provide preconstruction services during the design process.

* 1. Funding Sources and Preliminary Project Budget

The facility will be funded in part through the issuance by the City of bonds funded by project tax increment revenues and parking revenues and in part by use of the grant of 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.

* 1. Preliminary Project Schedule

The following preliminary project schedule is subject to change as project parameters are further defined such as site conditions; federal, state and municipal processes; and financing approvals.

1.4 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

1.5 Selection Timeline

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

* RFP Release Date Friday, March 6, 2015
* RFP Questions Due Tuesday (3:00pm) March 17, 2015
* RFP Responses Posted (\*) Thursday (5:00pm) March 19, 2015
* Deadline for RFP Responses Thursday (2:00pm) March 26, 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 documentation required by federal, state and/or local funding sources.

* 1. 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 Thursday, March 26, 2015 to:

City of Duluth

Attn: Dennis Sears, Purchasing Agent

100 City Hall

411 West First St.

Duluth, MN 55802 dsears@duluthmn.gov

1.8 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 City of Duluth is responsible for any proposal preparation expenses, submission costs, or any expenses incurred in negotiations.
* 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: Required Design Services

Architect and Engineering Services

Key services and related deliverables required of the Architect on this project are outlined below.

Step 1: The intent of Step 1 is to complete pre-design, programming, conceptual design and schematic design for the proposed manufacturing facility.

Services to include the following:

Pre-Design

1. Conduct review of current and planned public utility infrastructure servicing site.
2. Develop diagrams for building and site, focusing on building and site size requirements.

Schematic Design

1. Prepare Schematic Design documents (“SD”) based on Owner’s project program.
2. Consider the value of alternate materials, building systems and equipment based upon program and aesthetics in developing a design consistent with schedule and budget.
3. Partner with CM during SD to create a design that is consistent with Owner’s Budget. At the conclusion of SD, submit drawings and scope narrative to CM for initial cost estimate. If revisions to the SD documents are required to conform to the approved budget, the Architect will be responsible to make such revisions without additional fee.
4. Prepare basic project materials needed for regulatory and community presentations such as elevation sketches, project description narratives, etc.

Step 2: The Architect 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, cost review (but not cost estimating services), preparation of specifications, and construction administration services, (ii) management of all project related municipal review and approval processes, and (iii) ongoing regulatory and community presentation support.

Preliminary planning suggests that three bid packages may be required: 1) demolition/site utilities/foundations, 2) cast-in-place concrete/structure steel, and 3) balance of the project. Drawings and specifications will need to be organized in a manner that allows the CM to obtain separate pricing for the various Components.

Services to include but not limited to the following:

Design Development

1. Prepare Design Development documents (“DD”) including plans, sections, elevations, construction details, outline specifications, and layouts of building systems.
2. Partner with CM during DD to create a design that is consistent with the Project Budget. Submit drawings and a scope narrative to CM for interim pricing during the DD process. At the conclusion of DD, submit a complete GMP package to the CM that includes drawings, specifications and a scope narrative as needed to further define scope beyond what is included in the DD level plans and specifications. If revisions to the DD documents are required to conform to the approved budget, the Architect will be responsible to make such revisions without additional fee.

Construction Documents

1. Prepare Construction documents (“CD”) consisting of drawings and specifications setting forth requirements for construction in detail.
2. Collaborate with the CM to ensure the design is consistent with the approved budget. If revisions to the Construction Documents are required to conform to the approved budget, the Architect will be responsible to make such revisions.

Bidding or Negotiation

1. Participate in pre-bid conferences, prepare responses to questions, provide interpretations/addenda, etc.
2. Participate in selection interviews, consider substitution requests.

Construction Administration

1. Provide routine Construction Administrative (“CA”) Services consisting of responding to request information, approving monthly pay requests, etc.
2. Prepare and oversee completion of project punch list.
3. Provide electronic record drawings that include field modifications as noted on construction manager’s field drawings.

Section Three: RFP Evaluation Criteria and Required RFP Responses

* 1. Evaluation Criteria

The evaluation process will focus on the proposed individuals that will be performing the work. RFP responses, along with interviews and any additional information requested by Owner will be evaluated in part by the following criteria:

* + - Key team member experience and performance on past projects
			* Experience working with publicly-owned projects
			* Experience with fast-track projects with multiple bid packages and accelerated schedules
		- History of key team members working together
		- Qualifications of key team members relative to years of experience, employment history and educational background
		- Demonstrated ability to meet time and budget constraints
		- Availability of key team members
		- Overall project approach
		- Completeness/Responsiveness of proposal and interview
		- Level of commitment to have appropriate local personnel available during the construction process
		- Fee
	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:

1. Company Profile

Briefly describe the following:

* 1. Your firms organization
	2. All partnering firms organizations
	3. Evidence of License to provide architectural and engineering design services in the State of Minnesota
	4. Name and address of Architect’s and Architect’s sub-consultant’s insurance carriers and description of proposed E&O insurance coverage including each parties’ deductible
1. Staffing and Relevant Team Background and Experience
	1. Use the attached interactive Worksheet #1 to provide information on proposed staffing (provide information both in an Excel and in a pdf format): (1) key team member, (2) proposed role, (3) detailed description of proposed responsibilities, (4) years of professional experience, (5) tenure with current employer, (6) anticipated percentage of time for each phase of the project, (7) current roles and duration of all other projects that they are currently assigned
	2. Resumes of key team members
	3. Proposed team structure diagram, clearly illustrating roles of proposed firms and individuals
	4. Project matrix of proposed key team member’s history of working together
2. Project Approach
	1. Describe at least ten lessons learned from past projects that benefit this project
	2. Describe the process of how you will achieve cost efficient design solutions
	3. Describe specific internal methods of quality control to insure well-coordinated construction documents
	4. Describe to what extend you will utilize Building Information Modeling (BIM) on this project
	5. Comment on Preliminary Project Schedule and Budget

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.