



**CITY OF SOUTH ST. PAUL
REQUEST FOR PROPOSALS**

Architectural & Engineering Services for New Public Works Project

South St. Paul, MN

June 6th, 2025



REQUEST FOR PROPOSAL
 Architectural and Engineering Services Request for Proposal
 South St. Paul, MN

1.0 INTRODUCTION AND BACKGROUND

- 1.1 The City of South St. Paul (Owner) is requesting proposals from qualified Architectural and Engineering (AE) Consultants (Consultant) capable of providing professional services as detailed in the following Request for Proposal (RFP).
 - 1.1.1 The City of South St. Paul has directed Kraus-Anderson Construction Company (KA), as their Construction Manager, to facilitate the AE RFP process on their behalf.
- 1.2 The AE Consultant should demonstrate the following characteristics:
 - 1.2.1 Recent experience with similar projects
 - 1.2.2 Ability to adhere to pre-established project budgets and schedules.
 - 1.2.3 Ability to effectively manage the development of plans and specifications by successfully participating as an integral part of a project design team including the CM, a full design team of architects, engineers, consultants, and City of South St. Paul staff.
 - 1.2.4 Evidence of experience in working with public entities on projects of similar magnitude.
 - 1.2.5 Show an understanding the Pre-Design study information presented herein with the goal of confirming a “Better” or “Best” programming.
- 1.3 The City of South St. Paul (Owner) is looking at construction of a new public works facility that will range between 66,000 and 77,000 GSF. The following is a breakdown of those options:

PROJECT AREA BREAKDOWN	Better	Best
Office	4,500	6,000
Maintenance	6,000	8,000
Vehicle Storage	50,000	57,000
Mezzanine	5,000	6,000
Total GSF	65,500	77,000
Site Area (Acres)	3.50 +/-	3.50 +/-

For fee development purposes assume the following basic composition for the proposed Public Works facility:

- **Vehicle Storage, Maintenance** – Assume insulated structural precast panel exterior enclosure with steel joist and deck bearing on precast super structure. Limited punched openings for daylighting, Overhead garage doors as necessary to support function. Assume internal walls to be CMU construction with some amount of second floor precast plank mezzanine above.
- **Offices/Lockers/Support** – Assume structural steel frame with metal stud infill. Exterior cladding will be a mixture of masonry and metal panel cladding, alongside some amount of storefront glazing to support office function. Interiors will be economical, composed mostly of exposed painted structural deck with acoustic clouds where necessary, carpet throughout occupied spaces, tile or rubber flooring in locker spaces. Office storefronts and doors to be hollow metal with sidelites, solid door wood door construction.

- 1.4 The overall project budget ranges from \$23,285,803 (Better Option) to \$27,283,834 (Best Option); which includes construction costs, soft costs and owner costs. This is the anticipated budget for the project but is subject to change pending City Council’s approval of the Better or Best options at the end of the program/concept phase. The fee percentage provided should be held and applied to whichever option is chosen and should not change from this RFP. For purposes of this RFP, assume the following budgets:
 - 1.4.1 Construction Range: \$19,400,000 to \$22,736,000
 - 1.4.2 Soft Costs Range (20% of Project): \$3,885,803 to \$4,547,834
- 1.5 The City of South St. Paul seeks to obtain the services of an experienced AE Consultant to assist the City with preconstruction (design) and construction services.
- 1.6 See section 6.0 Project Schedule for the tentative design and construction schedules.



REQUEST FOR PROPOSAL
Architectural and Engineering Services Request for Proposal
South St. Paul, MN

- 1.7 A core project team consisting of representatives of City of South St. Paul staff will be coordinating the project.
- 1.8 The Owner has determined the delivery model will be CM as Agent. Contracts will be competitively bid and awarded by the Owner and KA.

2.0 PROPOSAL DUE DATE AND LOCATION: The consultant shall submit via email, one (1) electronic PDF of its Proposal Response and one (1) electronic PDF of its Fee. The Proposal and Fee shall be submitted as separate Files. Send the Proposal and Fee documents to BOTH Kraus-Anderson Construction and the City of South St. Paul at ALL of the addresses below. Each email and file shall be clearly labeled:

Subject: SSP- Public Works AE RFP Response – [name of firm]
Proposal File Name: SSP- Public Works AE RFP Proposal – [name of firm]
Fee File Name: SSP- Public Works AE RFP Fee – [name of firm]

Send to CM Agent at:	
Mike Phillips Dustin Phillips	Mike.Phillips@krausanderson.com Dustin.Phillips@krausanderson.com
Send to City of South St. Paul at:	
Ryan Garcia Howie Steenberg Kelsey Gelhar	rgarcia@southstpaul.org hstenberg@southstpaul.org kgelhar@southstpaul.org

File sizes should be limited to 20MB to ensure they are received. Should the documents be larger than 20MB, make provisions for an alternate delivery method with KA prior to the due date and time.

Questions are due no later than 4:00PM (Central Time) 06.17.25.

Submissions are due at or before 4:00 PM (Central Time) 07.01.25

Late proposals will not be accepted.

Interviews are tentatively scheduled for the afternoon of 07.15.25 with short-listed firms.

3.0 RFP CONTACT INFORMATION

Mike Phillips, Senior Project Manager
 Kraus-Anderson Construction Company
mike.phillips@krausanderson.com
 651.447.3247

and

Dustin Phillips, Construction Executive
 Kraus-Anderson Construction Company
dustin.phillips@krausanderson.com
 612.419.9563

Only written questions will receive responses. The City of South St. Paul reserves the right to disregard questions received after the date and time noted above. A copy of all



REQUEST FOR PROPOSAL
Architectural and Engineering Services Request for Proposal
South St. Paul, MN

written questions submitted, with responses, will be e-mailed to the contact for each consultant by end of day on **06.24.25** .

4.0 SCOPE OF SERVICES: The Proposal must take into account the City of South St. Paul's goals and objectives and adhere to department specifications/needs as well as applicable standards and design requirements. The successful Consultant is expected to provide a full array of professional design services, construction support as identified in the tasks listed below. The selected Architectural and Engineering Firm (A/E) will work with a Core Team that includes staff from a variety of departments and an established Construction Manager (CM). This list is not all-inclusive and the Proposal shall incorporate additional tasks that may enhance the quality of the project:

4.1 ANTICIPATED SERVICES AND/OR CONSULTANT TEAM: Architectural Design, Civil Design & Engineering, Structural Design & Engineering, Mechanical Design & Engineering, Electrical Design & Engineering including back up power, Plumbing and Fire Protection Design & Engineering, Landscape Architecture, Interior Design, including FFE, Construction Administration, ADA Design, Energy modeling, building analysis, Sustainable Design, Code Compliance, Acoustic Design, Audio/Video and Data/Telecommunications Design & Engineering, Security Systems Design, Signage

4.2 ONGOING MANAGEMENT AND CONTRACT ADMINISTRATION

- 4.2.1 Work with Core Team (includes selected CM) to Initiate Kick-off meeting with the City of South St. Paul and key stakeholders to refine and finalize scope and begin work.
- 4.2.2 Meet regularly with the City of South St. Paul to facilitate successful delivery of overall project.
- 4.2.3 Provide regular status/progress reports, timely invoicing, budget monitoring and overall administration for contract.
- 4.2.4 Develop and maintain project schedule.

Deliverables (in collaboration with CM as needed)

- 4.2.4.1 Coordinate and lead kick-off meeting including timely preparation and distribution of agenda and minutes.
- 4.2.4.2 Develop overall project plan.
- 4.2.4.3 Provide the City of South St. Paul with regular status/progress reports.
- 4.2.4.4 Provide project budget and tracking for items overseen by design.
- 4.2.4.5 Prepare and maintain a detailed design schedule.
- 4.2.4.6 Provide meeting coordination, facilitation, agenda and minutes for Core Team

4.3 STAKEHOLDER ENGAGEMENT AND SCOPING

- 4.3.1 Create a Program that aligns with the Pre-Design Scoping noted previously in this report.
- 4.3.2 Develop a Performance Framework based on the Purpose and Need Statement with input from the City of South St. Paul. The Framework will respond to the needs of the stakeholders and guide the Owner through the alternative's evaluation process.
- 4.3.3 Work with Core Team to identify and document project goals and objectives.
- 4.3.4 Develop project scope. Provide the Core Team with examples of comparable construction or remodeling projects in recent years, detailing criteria such as best practices, public works standards, design standards, new technologies and other features that will help facilitate more productive operations and use of space.
- 4.3.5 The successful Design Team will assist the Owner's staff in the development of a community engagement/ education plan. The Design Team may be asked to present information, materials, documents, drawings, visual renderings (including three-dimensional) to City Council at a public meeting or directly to the public at an Open



REQUEST FOR PROPOSAL
Architectural and Engineering Services Request for Proposal
South St. Paul, MN

House or similar type of format. Outside of routine City Council updates, plan on a maximum of two City engagement events.

- 4.3.6 Create space needs assessment and provide any updates to meet the Owner's needs.
- 4.3.7 The Owner wishes to include sustainable design features within the project where fiscally responsible. Engage the Owner to determine the extent to which sustainability can be incorporated into the project and without registering or pursuing any certification, recommend an existing model such as B3 or LEED to measure the projects sustainability. This measurement will be used in communications with the project stakeholders and future staff.

Deliverables (Work with CM as needed):

- 4.3.7.1 Prepare Purpose and Need Statement.
- 4.3.7.2 Develop Performance Framework.
- 4.3.7.3 Prepare goals and objectives report/document.
- 4.3.7.4 Prepare Scope of Work report/document.
- 4.3.7.5 Develop a space needs assessment
- 4.3.7.6 Set sustainability goals and path forward.
- 4.3.7.7 Develop Community engagement/education plan.
- 4.3.7.8 Prepare for the City of South St. Paul public meeting presentations, documents and information for agenda background materials, presentation materials on design options and three-dimensional renderings.
- 4.3.7.9 Create list in collaboration with existing staff that documents the positive and negatives aspects of the proposed options and opportunities for improvement.

4.4 CONCEPTUAL DESIGN

Utilizing the information obtained and generated from Stakeholder Engagement, develop Design Alternatives for the Project. The Design Team will present a range of alternative design concepts to achieve an optimum realization of the project. Deliverables (Work with CM):

- 4.4.1.1 Prepare Design Alternatives.
- 4.4.1.2 Prepare conceptual site planning for varying design schemes. Work alongside the Owner and other relevant consultants and jurisdictional authorities to evaluate the site for appropriateness.
- 4.4.1.3 Prepare existing FFE inventory to be validated with Owner for use at new facility
- 4.4.1.4 Provide cost estimate for each Conceptual Design Alternative. The CM will also develop an estimate of the probable construction cost based on the design information provided by the Consultant. The Consultant will provide documents, details and other information to assist and collaborate with the CM.
- 4.4.1.5 High level floor plans, including proposed elevations and several exterior/interior renderings should be provided at the end of Concept at minimum in addition to narratives for other systems.
- 4.4.1.6 Design team should be prepared to present these in a format acceptable to the Owner in a formal presentation.

4.5 SCHEMATIC DESIGN PHASE: The consultant will prepare a schematic design that incorporates the requirements of the previous phases and the Sustainable design initiatives determined by the Owner. Emphasis shall be given to the operational business needs, flow and function.

- 4.5.1 Schematic design shall consist of drawings, outline specifications, and other documents illustrating the scale, nature and relationship of all Project components and systems.
- 4.5.2 Schematic Design documents shall align with the Schematic Design: Quality Management Phase Checklist as published by AIA Best Practices, BP 12.03.01.

Deliverables (Work with CM)



REQUEST FOR PROPOSAL
Architectural and Engineering Services Request for Proposal
South St. Paul, MN

- 4.5.2.1 Provide cost estimate for Schematic Design. The CM will also develop an estimate of the probable construction cost based on the design information provided by the Consultant. The Consultant will provide documents, details and other information to assist and collaborate with the CM.
- 4.5.2.2 Provide Value Engineering options and alternates as needed.

4.6 DESIGN DEVELOPMENT PHASE: Based on the accepted schematic design the Consultant shall prepare Design Development Documents consisting of drawings, detailed outline specifications and other documents sufficient to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, materials, finishes and such other elements as may be appropriate.

- 4.6.1 The Consultants will be required to meet with local code officials, planning and zoning departments, local fire officials, Health Department, Pollution Control Agency, and others as per the Owner's direction, in order to identify and resolve issues that will impact the intended use of the space. These issues will include, but not be limited to the following:
 - 4.6.1.1 Code Review: Consultant will meet with local building code and fire officials to verify existing building code, ADA, Fire and other related issues.
 - 4.6.1.2 Planning and Zoning Review: The Consultant shall meet with the Owner to arrange for Site Plan Review, Planning Commission Approval, and other related approvals as deemed necessary.
 - 4.6.1.3 Evaluate with the CM the needs for Bid Packages to better facilitate the construction schedule. Be prepared at the close of this phase to issue Structural, earthwork (grading, foundations, and utilities), foundation and precast packages.
 - 4.6.1.4 Project design will be harmonious with the construction schedule.
 - 4.6.1.5 The Consultant will meet with the Core Team, and the Construction Manager to review this work and prepare alternatives and/ or make revisions as needed.
 - 4.6.1.6 Design Development documents shall align with the Design Development Quality Management Phase Checklist as published by AIA Best Practices, BP 12.03.02.

Deliverables (Work with CM):

- 4.6.1.7 Provide cost estimate for Design Development. The CM will also develop an estimate of the probable construction cost based on the design information provided by the Consultant. The Consultant will provide documents, details and other information to assist and collaborate with the CM.
- 4.6.1.8 Provide Value Engineering options and alternates as needed
- 4.6.1.9 Issue Structural and Site Bid Packages for bidding to CM if needed.

4.7 CONSTRUCTION PLANS, SPECIFICATIONS, ESTIMATES, AND BID PACKAGES: Based on the previous phases, provide a final design package that will facilitate a Building Permit application and receive approval. This set will include a set of 100 percent complete construction drawings that can be utilized for the bid package.

- 4.7.1 Develop bid-ready package and specifications. Provide the City of South St. Paul reviews at 65 percent, 95 percent and 100 percent design. This will include descriptions of the quality, configuration, size and relationship of all components that will be incorporated into the project.
- 4.7.2 Provide a detailed engineers estimate for the design at each progress phase including adequate contingencies and other related construction costs (testing, inspection, etc.).
- 4.7.3 The Consultant is responsible for dimensional consistency in the Plans and Specifications and is responsible for review and approval of the Shop Drawings for the



REQUEST FOR PROPOSAL
Architectural and Engineering Services Request for Proposal
South St. Paul, MN

- dimensional consistency and the physical organization of the work shown on the Plans and Specifications.
- 4.7.4 Consultants and Construction Manager will coordinate work effort for Division 00 and 01 Sections and related Construction Contract forms
- 4.7.5 Furniture, Fixtures and Equipment: The intent is for the Design and Construction teams to develop a turnkey project where the FFE design, procurement and installation are covered within the Design and/or construction contracts. None of the following items will be procured "By Owner." Break out this pricing on the Fee/Services summary.
- 4.7.5.1 Furniture: Include core group planning, design, and procurement of the FFE for the project. This will include items that may be relocated from the existing facility.
- 4.7.5.2 Fixtures and Equipment: Include these items either within the Furniture procurement noted above or within the construction documents to be procured and installed by construction. How this is procured is to be determined post award by the City of South St. Paul.
- 4.7.6 Technology/AV/Security: the intent is for the design and construction of the facility to include all technology, Audio/Visual and security components as a turnkey facility. This includes but is not limited to such items as low voltage cabling, room controls, displays, display mounts, security cameras, and all the necessary items to make them function. Coordinate with the City of South St. Paul IT Director and Security Consultants.
- 4.7.7 Signage: All interior (room and way-finding) and exterior (building, way-finding, and monument) signage shall be included within the construction documents.

Deliverables

- 4.7.7.1 Facilitate the building permit application and receive approval.
- 4.7.7.2 Prepare bid-ready packages and specifications/design packages.
- 4.7.7.3 Develop a detailed list of all FFE and Technology/Security items and how they are being procured and installed.
- 4.7.7.4 Provide cost estimate for Construction Documents
- 4.7.7.5 The CM will develop an estimate of the probable construction cost based on the design information provided by the Consultant. The Consultant will provide documents, details and other information to assist and collaborate with the CM.
- 4.7.7.6 Value engineering concepts are expected.

4.8 CONSTRUCTION SUPPORT

- 4.8.1 Provide day-to-day construction support to the CM (be sure to include details on what is included in your Proposal and clearly identify related costs).
- 4.8.2 During construction, the Design Team will provide support for the following:
- 4.8.2.1 Respond to requests for information or clarification.
- 4.8.2.2 Review submittals.
- 4.8.2.3 Attend pre-construction, construction progress, Owner, and installation meetings. A decision-maker for the AE Firm shall be present at all meetings.
- 4.8.2.4 Coordination of regular onsite visits with site observation reports.
- 4.8.2.5 Consultants shall make regular site visits during installation of their specialized design scope (Structural, electrical, mechanical, etc.) as well as make issue specific site visits for the review and resolution of issues.
- 4.8.2.6 Review and assist Core Team in managing change orders for scope confirmation.
- 4.8.2.7 Manage the construction punch list.
- 4.8.2.8 Conduct and document a minimum of one punch list site walk.
- 4.8.2.9 Review closeout documentation against the specifications.



REQUEST FOR PROPOSAL
 Architectural and Engineering Services Request for Proposal
 South St. Paul, MN

4.8.2.10 Provide the Owner with As-built plans and specifications for the Owner's records in a format specified by the City of Sot.

4.9 PROJECT CLOSE-OUT PHASE:

- 4.9.1 The Consultant will review written warranties, equipment manuals, and related documents assembled by the contractors as required by the Construction Specifications.
- 4.9.2 Participate in warranty checks one (1) year following the Date of Substantial Completion of the Project.
- 4.9.3 Record Drawings: Submit electronic (PDF and Revit) and one hardcopy of Record Drawings and specifications. These shall include all updates and changes to the project throughout construction (PRs, SI, or other adjustments).
 - 4.9.3.1 Construction Manager will submit electronic (PDF) of field-updated as-built drawings and specifications to the architect for incorporation in the final Record Drawings.

5.0 OWNER'S OTHER CONSULTANTS: The Owner intends to contract, independent of the Consultant Agreement, the following consultants and expects that the Consultant will coordinate/cooperate with each firm to assist the City of South St. Paul during the design and construction phases.

- 5.1 Construction Manager: Kraus-Anderson Construction Company:
- 5.2 Commissioning Agent: TBD
- 5.3 Environmental/Geotechnical: TBD.
- 5.4 Special Inspections: TBD
- 5.5 Furniture, Fixtures and Equipment: TBD
 - 5.5.1 Design, procurement, and management by AE, while FFE contracts will be with Owner.
- 5.6 Surveyor for Design & Construction: TBD
- 5.7 Testing and Balancing: TBD
 - 5.7.1 Third party consultant or within construction
- 5.8 Security and Technology: TBD
 - 5.8.1 Design by Consultant to be included within construction.

6.0 PROJECT SCHEDULE: The tentative schedule for the AE Consultant selection process as well as the tentative design and construction schedule are briefly outlined below:

6.1 AE Consultant RFP Schedule:

AE RFP Release	06.06.25
AE RFP Questions Due	06.17.25 No Later Than 4:00 PM CST
AE RFP Proposals Due	07.01.25 No Later Than 4:00 PM CST
AE Interviews, Tentative	07.15.25 (Afternoon time to be assigned)
AE Award, Contracting	07.21.25 Tentative City Council Meeting
AE Award Projected Start Date	07.28.25 (dependent upon above)

6.2 Tentative Project Schedule (Timeline include a 3-week estimating overlap with design at the end of each stage):

AE Selection/Start	August '25
Review Pre-Design / Space Needs / Concept Design / Master Site Plan	August-September '25
Schematic Design	October-November '25
Design Development	December-January '25 to '26
Construction Documents	February-March '26
Bidding and Award (Bid Packages as Needed)	April-May '26
Construction – Tentative & Design Dependent	Construction: Fall 2026 to Fall 2027



REQUEST FOR PROPOSAL
Architectural and Engineering Services Request for Proposal
South St. Paul, MN

7.0 PROPOSAL INSTRUCTIONS:

- 7.1 Responses must be typewritten and limited to a maximum of thirty (30) pages (8 ½" x 11") with font not smaller than 11-point type.
- 7.2 Responses must be straightforward and concise to the extent possible. Emphasis should be on completeness and clarity of content and shall not include any promotional material.
- 7.3 The Proposal shall clearly identify the individual(s) who will be assigned to the Project. If the individual(s) are/is representing any previous experience while employed with another firm, the firm of record for the project and the individual's role shall be clearly identified
- 7.4 It is the responsibility of all proposing firms to examine the entire RFP package and seek clarification of any item or requirement. Further, it is the responsibility of all proposing firms to review responses for accuracy before submitting the Proposal.
- 7.5 Failure to meet these requirements or proposals that contain insufficient information for a meaningful evaluation or are not legible may result in disqualification from further consideration.

8.0 PROPOSAL FORMAT: To allow for easier comparison of Proposals during evaluation, Proposals shall contain the following sections and appendices in this relative order:

- 8.1 **EXECUTIVE SUMMARY:** The Executive Summary should be no more than one (1) page and include a clear statement of the Consultant's understanding project and scope of work. Include an outline of the content of the Proposal, summary of the proposed services and highlight why your Firm best fits this project. Acknowledge receipt of all addenda.
- 8.2 **FIRM:** Provide a brief description of your firm, including its history, size, make-up and other relevant information.
- 8.3 **TEAM:** Provide and outline of the proposed AE team. Include information related to individual team members as well as sub-consultant organizations.
 - 8.3.1 Include resumes of all proposed Consultant and Sub-Consultant team members. Identify name, title/position, and responsibility, experience, and Minnesota Registration numbers for licensed professionals.
 - 8.3.2 Provide a list of sub-consultants which the firm intends to utilize on the Project. Clear indication of the sub-consultants' experience and their intended participation.
 - 8.3.2.1 Note that Owner will only contract with one entity and that entity should make whatever arrangements with its partners/Sub-consultants that it thinks are appropriate
 - 8.3.3 Provide an organizational chart of the proposed team within the organizational structure.
 - 8.3.4 Identify the authorized representative who can be held accountable for all representations and can sign this proposal.
- 8.4 **SERVICES APPROACH:** Based upon the "Scope of Services", the Consultant shall describe their understanding of the Project, and their specific approach to providing full AE services for each of the design phases.
 - 8.4.1 Include a detailed description of the Consultant services to be provided with a listing of tasks and deliverables.
 - 8.4.2 Describe leadership approach to ensure integrated and cohesive design team and coordination of multiple disciplined team members and consultants.
 - 8.4.3 Describe understanding of the constraints and risks affecting the Project. Include recommended strategies to mitigate those risks.
 - 8.4.4 Describe your approach to include sustainable design opportunities within the project.
 - 8.4.5 Describe the process the design team will implement to ensure the creation of high-quality construction documents and specifications to help minimize change orders, contain construction costs, maintain schedules, and ensure quality work.



REQUEST FOR PROPOSAL
Architectural and Engineering Services Request for Proposal
South St. Paul, MN

8.4.6 Describe the team's approach to stakeholder communication and information gathering. Address communication to project team members, building occupants, public interaction and legislative and media inquiries.

8.5 SCHEDULE: Provide an assessment of the anticipated schedule as well as your design milestones for completing the tasks listed in the "Scope of Services".

8.6 BUDGET: Describe your team's strategy for ensuring the design remains within budget as well as your process for re-aligning the design to a budget should they become unaligned.

8.7 PREVIOUS SIMILAR EXPERIENCE: Identify similar projects, completed within the last 5 years, for which the firm has provided full planning, design, construction administration, and observation services. Describe and show your best examples:

8.7.1 Provide Project Name, project size in GSF, total project cost in dollars, project type.

8.7.2 Highlight which projects are local that the Owner could tour as example facilities.

8.7.3 Provide references for each project including name of contact, title, and phone.

8.8 FAMILIARITY WITH THE CITY OF SOUTH ST. PAUL: Describe the firm's familiarity, involvement or experience with the City and surrounding region.

8.9 WHY: Explain why your firm should be selected for this project.

8.10 COST/FEE (SEPARATE DOCUMENT): Provide a detailed breakdown of the cost of services anticipated to perform the work for the Project.

8.10.1 Provide a detailed breakdown of your fees and services by phase including but not limited to: Concept, schematic design, design development, construction documents, construction administration/observations, closeout, FFE and Technology.

8.10.2 Provide the point at which fees are "locked in" and what project values/budgets (i.e.: Construction, contingency, soft costs, etc.) are included in the Consultants calculations to arrive at a fee.

8.10.3 Provide the Consultants approach to mark ups on change orders 1) within the contingency and 2) above the contingency. For purposes of this RFP, assume a 5% construction contingency.

8.10.4 Consultants shall complete the attached Fee Worksheet, Attachment B.

8.10.5 Provide evidence of general liability, business, automobile insurance and worker's compensation.

8.10.6 Provide as a separate PDF document, see section 2.0 Proposal Due Date and Location.

8.11 NOTE: Proposals may not be withdrawn for at least 60 days after the scheduled closing time for the receipt of proposals. The Owner reserves the right to reject any or all proposals, and to waive informalities.

9.0 ADDENDA TO THE RFP: During the evaluation process, the Owner shall reserve the right to request additional information or clarifications from a vendor, or to allow corrections of errors and/or omissions. Further, the Owner reserves the right to make changes to the RFP no later than five (5) calendar days prior to the proposal due date. Any changes shall be made by written addendum which will be available to all prospective No verbal modification will be binding. If any addendum is issued for this RFP, it will be emailed by the KAs Project Manager to the contact person for the selected consultants. Acknowledge receipt of all addenda in your proposal.

10.0 EVALUATION OF PROPOSALS: The Owner will convene an Evaluation Committee ("Committee") comprised of the City of South St. Paul and KA staff. The Committee will evaluate all proposals submitted to the Owner using both an objective and subjective process to determine the "best value".

10.1 PROPOSAL EVALUATION CRITERIA: The following is an outline of the criteria and scoring rubric that will be used in order to ascertain which proposal best meets the needs of the City of South St. Paul. An evaluation form has been prepared to assist the Evaluation Committee. Firms must receive a minimum of 60 points for consideration by the City of South St. Paul.

10.1.1 Quality, Thoroughness, and clarity of Proposal (0-5 points)



REQUEST FOR PROPOSAL
Architectural and Engineering Services Request for Proposal
South St. Paul, MN

- 10.1.2 Capability of the Team and proposed schedule (0-40 points)
- 10.1.3 Experience working on Public Works projects or other projects considered advantageous to the City (0-30 points)
- 10.1.4 Experience with Construction Management delivery method (0-15 pts)
- 10.1.5 References (0-10 points)

11.0 REVIEW AND RECOMMENDATION PROCESS: The Owner intends to select and award a contract to the firm the City believes to be best qualified/value to perform the work as outlined in this RFP. The Owner reserves the right to reject some or all the proposals and the right to award by individual line item, by group of line items or as a total, whichever is deemed most advantageous to the Owner. The City reserves the right to waive informalities of proposals.

11.1 Proposals will be evaluated by the Evaluation Committee who will make a recommendation to the City of South St. Paul City Council. Proposals will be evaluated and ranked numerically per the evaluation criteria. The recommendation for the successful Firm will be based upon the following factors:

- 11.1.1 Firm best qualified to perform the work based on cost, compatibility and other performance factors such as capability and ability to provide services in a professional, timely, knowledgeable and reliable manner.
- 11.1.2 Firm's understanding of the Owner's requirements and demonstrated ability to meet or exceed those requirements.
- 11.1.3 Firm's ability to meet the Owner's schedule and regularly and productively interact with City staff, the Owner's CM and other Project stakeholders.
- 11.1.4 Firm's score based on evaluation points.
- 11.1.5 Information obtained through reference checks.

12.0 INTERVIEW: Firms may be required to participate in person for an oral interview to supplement their proposals. Interviews will be conducted with the short-listed firms in accordance with a schedule to be determined by the Committee. The purpose of the interviews is to assure the Consultants full understanding of and conformance to the solicitation and gain an understanding of the proposed project team. Do not repeat the RFP submission. If invited to an interview:

12.1 The Room will be capable of displaying a digital presentation.

12.2 Interview format will be 20min presentation and 25min Question and Answer.

12.3 Interviews should include the following as a baseline with additional questions or topics being added upon review of the proposals.

12.3.1 Team: Introduce key personnel assigned to the project.

12.3.2 Demonstrate your understanding of the project and highlight your project approach from start to finish.

12.3.3 What is your firm's vision for the project? Discuss and demonstrate how your unique vision or concept best suits the City of South St. Paul.

12.3.4 What sets your firm apart?

12.3.5 Questions & Answers

12.4 Following the completion of the interviews, the Committee will determine which Firm it believes to be the most qualified to provide AE Consultant services for the proposed Project based on the selection criteria and interviews and enter into contract discussions. The Committee will make a recommendation to award a contract with the successful Firm to the City Council.

13.0 CONTRACTS: The information below is being provided as part of the RFP to give firms an understanding of the Owner's expectations with respect to contract execution.

13.1 NEGOTIATION & CONTRACT EXECUTION



REQUEST FOR PROPOSAL
Architectural and Engineering Services Request for Proposal
South St. Paul, MN

- 13.1.1 Where two or more consultants desire to submit a single proposal in response to this RFP, they should do so on a prime-subcontractor basis rather than a joint venture. The Owner intends to contract with a single firm and not with multiple firms doing business as a joint venture.
 - 13.1.2 Negotiations for costs are generally not used as the competitive RFP process is superior for achieving the best value for the Owner. Revisions may be permitted per Owner approval after submissions and prior to award for the expressed purpose of obtaining best and final offers. The Owner reserves the right to negotiate the final terms and conditions of the contract to be executed, including award amount.
 - 13.1.3 Should the Owner and a firm be unable to agree upon the entire contract, the Owner reserves the right to discontinue negotiations, select another vendor or reject all Statements of Proposal.
 - 13.1.4 The contract will be a modified version of the AIA B132 – 2019 Standard Form of Agreement between Owner and Architect. Certain terms of that contract are not negotiable, including insurance requirements, monetary limits on vendor liability, choice of law and venue.
 - 13.1.5 Upon completion of negotiations agreeable to the Owner and Firm, a contract shall be executed.
 - 13.1.6 Contracts will be awarded for a period that aligns with the Project, assuming satisfactory service delivery.
 - 13.1.7 The successful Consultant shall execute a contract with the Owner within ten (10) days after receipt.
- 13.2 REPORTING:** The successful firm will report to the Leadership Team which consists of the City Manager, City Engineer and Public Works Director.
- 13.2.1 The Project Core Team for this project will consist of the Leadership Team, Kraus-Anderson Construction, the selected AE Consultant and various other City staff as needed.
- 13.3 CONTRACTING ETHICS**
- 13.3.1 No elected official or employee of the Owner who exercises any responsibilities in the review, approval or implementation of the proposal shall participate in any decision which affects his or her direct or indirect financial interests.
 - 13.3.2 It is a breach of ethical standards for any person to offer, give or agree to give any City of South St. Paul employee or Council Member or for any City employee or Council Member to solicit, demand, accept or agree to accept from another person or firm, a gratuity or an offer of employment whenever a reasonable prudent person would conclude that such consideration was motivated by an individual, group or corporate desire to obtain special, preferential or more favorable treatment than is normally accorded the general public.
 - 13.3.3 Consultant shall not assign any interest in this contract and shall not transfer any interest in the same without the prior written consent of the Owner.
 - 13.3.4 Consultant shall not accept any private client or project which, by nature, places it in ethical conflict during its representation of the Owner.
- 13.4 FINANCIAL LIABILITY LIMITATIONS:** The Owner shall not be liable for any expenses incurred by the firm submitting a proposal including but not limited to expenses associated with the preparation of the proposal, attendance at the oral interview, onsite visits or demonstrations, preparation of a compensation (fees) schedule or final contract negotiations.
- 13.5 AFFIRMATIVE ACTION:** The Owner requires affirmative action; therefore, the Firm selected shall not discriminate under the contract against any person in accordance with federal, State, and local regulations.



REQUEST FOR PROPOSAL
Architectural and Engineering Services Request for Proposal
South St. Paul, MN

- 13.6 BY SUBMITTING A PROPOSAL**, the proposer represents that it has thoroughly examined and become familiar with the work required under this RFP and that it is capable of performing quality work to achieve the projects objectives.
- 13.7 REJECTION OF PROPOSALS:** The Owner reserves the right to Reject any or all proposals, cancel the entire Request for Proposal process, remedy technical errors in the Request for Proposal process Negotiate with any, all, or none of the RFP respondents Reject and replace one or more subcontractors
- 13.8 OTHER INFORMATION:** The Owner reserves the right, where it may serve the City's best interest, to request additional information or clarification from proposers or to allow correction of errors or omissions. At the discretion of the Owner, firms submitting Statements of Proposal may be requested to participate in an oral interview as part of the evaluation process. Following a review of the proposals, a recommendation for award of contract will be made by City staff. The Owner reserves the right to retain all proposals submitted and to use any ideas in proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the proposing firm of the conditions contained this RFP unless clearly and specifically noted in the proposal submitted. The Owner reserves the right to terminate the selection process at any time and reject any or all offers. This RFP does not commit the Owner to enter into a contract, nor shall not be held liable for any costs incurred by interested consultants participating in the selection process. Proposals submitted in response to this RFP shall become the property of the City of South St. Paul and be considered public documents under applicable law.