



***The Bakery, LLC***

***910 N. Main Avenue***

***Sioux Falls SD 57104-5910***

***605-310-4259***

***Request for Proposal***

***Complete Interior Design for 2-Story Historic Building into  
Collaborative Innovation Space***

***Proposals are due: December 6, 2014***

**Introduction:** The Bakery, LLC is seeking proposals from qualified architectural firms for the complete interior designing and building of a new collaborative innovation space in the historic building located just north of downtown Sioux Falls, SD. The building will include meeting space and office space on both floors. Collaboration and innovation are guiding principles in designing this space.

### **Features:**

The top floor, comprising 1520 square feet, will include 2 think-tank production suites and 2 executive offices. In addition, top floor will have one large team meeting space.

The main floor, comprising 3,300 square feet, will be broken into 2 areas. 1 area is for co-working and collaboration in the community, the other area is a classroom.

The basement, at 3,300 square feet, will be used for more intimate 1-on-1 and personal study space.

- Exterior refurbishment and basic interior refurbishment will be completed by February 15, 2015. The interior development is scheduled to begin at that time with a completion target date of March 15, 2015.
- The owners of the Bakery, LLC are seeking to hire an architectural firm to prepare a master plan that defines the entire interior space (see Scope of Work below for further detail). This includes selecting materials and furniture. A vision has been established that is subject to refinement and professional opinion. The Bakery has full control of the look and feel of the space.

**Proposals:** Proposals are due on January 9, 2014, at the end of day (5:00 PM CST) at the offices of Fluxxr, LLC; Attn: Brian Rand, 405 S. 3rd Avenue, Suite 300, Sioux Falls, SD 57104-5069. Proposals can be hand-delivered or mailed. Proposals must be submitted in the format defined below (Proposal Requirements).

- **Mandatory Pre-Proposal Meeting:** A mandatory pre-proposal meeting will be conducted at the site of the Bakery at the address above. Two date options are offered, December 29, 2014 and January 5, 2015 at 2 p.m. All interested firms must attend a pre-proposal meeting to meet with the owners of the Bakery to review the vision, clarify expectations, and address questions relative to the project and the request for proposal. Interested parties are requested to confirm their attendance in advance by contacting the Owner on or before December 29, 2013, by phone at (605) 310-4259 or by e-mail at [brian@fluxxr.com](mailto:brian@fluxxr.com).
- **Scope of Work:** Selection of the bid items shall be pre-determined by the owner prior to the execution of a design agreement. The owner intends to select only one firm but reserves the right to change firm, if extenuating circumstances arise. The request for proposal assumes the following final product information and documents must be provided by the selected firm:

- a. Bid Item No. 1 - Master Planning: The selected firm shall be required to meet with the owners of the Bakery to gather all required information to propose and submit for consideration a plan for the interior design of the building. It is assumed the plans shall incorporate the existing structures, the vision of the owner, code requirements, efficiency in maintenance, and life and safety concerns.
  - b. Bid Item No. 2 - Budget: The selected firm shall provide a budget to complete the design including standard construction oversight/project management and the overall construction budget anticipated to complete the master plan, in entirety.
- **Proposal Requirements:**
  - Information of the Firm: The participating firm must provide a brief description of the firm including size, principal owners and the individual(s) assigned to the project. Specific information about the assigned project architect and team must be provided that describes the experience of the individual(s) in master planning, personal background, billing rates and past projects. A sample of a typical billing schedule for all assumed costs shall also be required.
  - Portfolio of Past Projects: The participating firm must provide examples of past projects similar to the Bakery, involving the firm's role in the master planning, design, project management and/or construction of the project. Samples of past project work (design information, construction documents, etc.) are encouraged. References from a minimum of three past projects successfully completed are required.
  - Description of Proposer's Understanding of Work to Be Performed: The participating firm must submit a brief narrative that describes in detail the roles and responsibilities of the selected firm: expectations of the scope of work, assumed meetings required with and without a representative of the Bakery, time assumed to be allocated by the respective project team, samples of anticipated finished product.
  - Certificate of Insurance and Proposed Design Services Agreement: The participating firm shall provide a current certificate of insurance that outlines all current and bound coverage. In addition, a sample of a proposed design services contract shall be provided for review. If additional insurance coverage and/or contract changes are required by the owner requiring additional costs for the selected firm, the selected firm shall have the right to modify the design services contract value.
  - Completion of the Request for Proposal Bid Form: The Request for Proposal Bid Form must be completed in its entirety. If the participating firm desires to further define or qualify the Request for Proposal Bid Form, that shall be allowed, but the comments must be specific to the scope of work, express the intent of the proposed proposal

and/or further provide additional information the participating firm desires to expose to the ownership selection committee.

Selection Interview: The participating firm should anticipate a selection interview with the owners' selection committee. It is anticipated that as many as three interviews may be conducted before a final selection is made.

- **Selection Criteria:** Selection of the design firm shall be based on the following criteria:
  - Qualifications and experience of the design firm/team
  - Approach to tasks to be performed
  - Client References
  - Cost
  - Adherence to the Request for Proposal
  - Presentation quality and the Selection Interview
- **Cost of Proposal and Associated Costs:** It is assumed by all parties involved that all costs associated with the time and preparation of and for the Pre-Proposal Meeting, the Request for Proposal and the Selection Interview incurred by the participating firms shall be the responsibility of the participating firm. The Bakery, LLC assumes no responsibility for any costs incurred by the participating firms relating to this Request for Proposal.
- **Proposal Expiration:** The participating firms assume that the proposal submitted shall remain valid, enforceable and acceptable to the participating firm for up to 90 days after the date submitted to The Bakery, without expiration and throughout the duration of the design services contract period.

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**Request for Proposal Bid Form**

Firm Name: \_\_\_\_\_

We are pleased to provide the following proposal pricing per the Request for Proposal prepared for The Bakery, LLC. This proposal meets the intent and requirements as outlined in the Request for Proposal. All pricing is assumed to be in U.S. dollars.

Master Planning: \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Submitted By (print): \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_