



## **Architectural Design Services**

### Request for Proposals

**Released: June 18, 2021**

**Request for Proposals (RFP) for the Professional Architectural Design Services for the Design of Great River Children's Museum (GRCM).**

## **INTRODUCTION**

Great River Children's Museum (GRCM) is an emerging children's museum with a projected opening in Q4 2022. We are currently seeking proposals for the Architectural Design Services for the renovation and expansion of three separate but connected buildings to serve as the future home of the 25,000 SF museum located in St. Cloud, MN.

Over the past 2 years our Board and team of volunteers have been very busy working to conceptualize much of this museum. Building on those efforts, GRCM engaged the museum exhibit design-build team of Split Rock Studios + Haizlip Studio + KidZibits to assist us in translating these concepts into designs. Additionally, the museum hired BCI Construction, Inc to serve as the Construction Manager / General Contractor (CM/GC) for the Project.

Once the Architect is selected by GRCM, preliminary planning schemes and a Project Program will be provided for use. Documentation of the existing conditions is currently underway and Revit files will be provided to the successful firm for use in design and documentation.

Great River Children's Museum's work is, and may continue to be, funded in part with money from the Arts and Cultural Heritage Fund that was created with the vote of the people of Minnesota on November 4<sup>th</sup>, 2008. These grant dollars are managed and distributed by the Minnesota Humanities Center. Grant requirements stipulate that contract work with a cost of greater than \$100,000 must undergo a formal notice and bid process. To comply with grant requirements, Great River Children's Museum is releasing this RFP both directly to qualified firms as well as through a public weblink.

## **SCOPE OF WORK**

The Architect shall provide professional services required to complete the Project from Schematic Design through Construction Administration and Close-out. The work shall be conducted in coordination and collaboration with GRCM staff, Board of Directors, Key Volunteers, the Exhibit Design-Build Team, the CM/GC and other stakeholders and consultants.

**Note:** Landscape Architecture and Engineering Design Services are not to be included in this proposal. GRCM will secure these disciplines directly or may elect to add these services under the scope of the Architect at a later date.

The chosen proposer must be qualified and prepared to accomplish a minimum of the following services. Other services may be necessary as the Project deems necessary.

1. Informational meetings with GRCM and the Exhibit Design-Build Team to understand the overall museum exhibit design and function.
2. Coordination with design and engineering consultants secured directly by GRCM
3. Coordination with the Exhibit Design-Build Team to ensure the building infrastructure satisfies the requirements of the exhibit galleries and components.
4. Coordination with the Exhibit Design-Build Team on the overall finish palette and materials
5. Building Code Analysis

6. Review and Approval by all Local, State and Federal Regulatory Agencies
7. Evaluation of project schedule and coordination with GRCM, the Exhibit Design-Build Team and the CM/GC.
8. Evaluation of project budget
9. Employment of efforts to reduce environmental impact and implementation of green design and sustainability practices.
10. Other services consistent with the intent of this RFP including, but not limited to, consultation on value engineering opportunities and cost-savings strategies for the design.
11. Upon completion of the Project, provide "As-Built" files

## PROJECT TIMELINE

At this time a project completion date (museum opening date) has been tentatively set for Q4 2022. We expect that the building renovations will begin in the preceding 12 months to the completion date. Coordination with the Exhibit Design-Build Team and CM/GC will be crucial.

## RFP SCHEDULE

Issued: June 18, 2021

Site Visit / Existing Facility Tour: June 23, 2021 time TBD

**Note:** All proposers shall include a statement declaring they have visited the site and are familiar with the existing structure and site.

Deadline for Questions: June 25, 2021

Answers to Questions at the Pre-Submission meeting will be distributed to all responders. Further questions may also be submitted, by email only, until the deadline for questions noted above. Questions and answers will be shared with all responders. All questions are to be emailed to: **Cassie Miles** [cassie.miles@greatrivercm.org](mailto:cassie.miles@greatrivercm.org) AND **Ryan Cross** [RCross@bciconstruction.us](mailto:RCross@bciconstruction.us)

RFP Due Date: July 2, 2021

All Proposals are to be delivered via email no later than 5:00pm CT. Statements should be no longer than 50-pages (25 spreads), delivered in pdf format (file size not to exceed 20MB) or website link to Cassie Miles, Executive Director at [cassie.miles@greatrivercm.org](mailto:cassie.miles@greatrivercm.org)

Anticipate Notification for Interview: July 9, 2021

Possible Interview of top selected applicants: July 14, 2021

Project Kick-off meeting (tentative): July 20, 2021 or July 21, 2021

## SUBMISSION REQUIREMENTS

Each proposer is required to provide the following information:

1. Letter of Interest and Statement of Qualifications: Outline why this project is of interest to your firm and how your proposed team can partner with Great River Children's Museum to meet its project goals. Include a statement declaring a member of your team has visited the site to become familiar with the existing structure and site.
2. Firm Profile
3. Team organization: Outline your design team's organizational structure through a team organization chart.
4. Proposed Team members and resumes
5. All appropriate Licenses and Certifications required in the State of Minnesota to perform the Services required.
6. Five (5) reference projects of similar building type, scope, size, and renovation design plans completed by the architect, including contact information for each project's owner or owner's representative. Contact information shall include current phone number(s) and email addresses.
7. Proposed Project Schedule: Provide a proposed Project Schedule outlining all Project Phases and durations including:
  - Schematic Design Phase
  - Design Development Phase
  - Construction Documentation Phase
  - Construction Administration Phase
  - Close-out / Warranty Phase
8. Proposed Fee and Hourly Rate Schedule
9. All components of the submission shall be provided in PDF format and formatted to print on 8.5" x 11" letter-sized paper.

#### **RFP EVALUATION CRITERIA**

All Proposals will be subject to a review and evaluation process by the GRM. It is the intent of GRM that all firms responding to this RFP, who meet the requirements, will be ranked in accordance with the criteria established in these documents. GRM will consider all responsive and responsible Proposals received in its evaluation and award process. For evaluation purposes, the term "Responsible" means: A business entity or individual who is fully capable to meet all of the requirements of the solicitation and subsequent contract. Must possess the full capability, including financial and technical, to perform as contractually required and be able to fully document the ability to provide good faith performance.

Proposals shall include all of the information solicited in this RFP, and any additional data that the offeror deems pertinent to the understanding and evaluating of the Proposal. Respondents should not withhold any information from the written response in anticipation of presenting the information orally or in a demonstration, since oral presentations or demonstrations may not be solicited. Each respondent will be ranked based on the criteria herein addressed.

During the evaluation process and at the sole discretion of GRCM, requests for clarification of one or more respondent submittals may be conducted. This request for clarification may be performed by GRCM in a written format, or through scheduled oral interviews. Such clarification requests will provide respondents with an opportunity to answer any questions GRCM may have on a respondent's submittal.

The request for qualifications or any subsequent request for proposal does not commit GRCM to award a contract or to pay any costs incurred in the preparation of the proposal. GRCM reserves the right to extend the due date for the RFP, to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified consultant, or to cancel the RFP in part or in its entirety.

General Requirements for Selected Firm (not necessary for proposal):

The selected firm will be required to carry commercial general liability insurance as well as an excess/umbrella liability policy that is in force at all times during the contract period. The museum must be provided a certificate of these insurance policies. Limits and specifics of these insurance coverages will be determined at the start of the contract.

All proposal packages received by GRCM will become GRCM's property for use as deemed appropriate. Great River Children's Museum is an equal opportunity Employer. Every effort will be made to ensure that all persons, regardless of race, religion, gender, color and national origin have equal access to contracts and other business opportunities with GRCM.

#### **ATTACHMENTS INCLUDED IN THIS RFP**

All attachments included as part of this RFP are in the initial stages of development. They are meant to provide a guide for submitting a statement of qualifications and proposal. These documents will be added and amended as the project progresses. These documents are not to be considered a comprehensive source of materials, details, and/or constraints.

1. Building Diagrams and Pre-Design Plans prepared by JLG Architects for GRCM to begin fundraising efforts