



ARCHITECTURAL SERVICES

Request for Qualifications (RFQ)

The City of Norwood Young America (City) seeks proposals from architectural firms interested in providing design and related technical services to the City of Norwood Young America. The city expects to select an Architecture Consulting firm to serve the city as the Designer and Contract Administration on a project located at historic Willkommen Park, the Old Town building. As the Architect, the firm will assist city staff, the Parks Commission, and the City Council in making appropriate design decisions and serve as a single point of contact for both the demolition, design, and construction phases of the project.

The city seeks a qualified firm that can serve as designer for the plans to demolish existing Old Town concession building; retaining the covered outdoor picnic area and redesign the structure, consistent with the design of the current building. The firm representatives will also work with the City Council and Park Board to guide the project through a public engagement process.

The demolition of the existing structure is anticipated in the fall of 2022 with the construction of the redesigned park amenity anticipated for the spring of 2023. Design of the new building including crow's nest and dugout, with main floor concessions can occur during 2022.

Willkommen Park is currently designed to look like an old German town and the redesign of the Old Town building should be generally consistent with the current design. Each section of the current building is a re-creation of a historic building previously located within Norwood Young America, and the exterior design and materials should be the same or similar, keeping within the same theme and the Bavarian design aesthetic.

The current building contains a baseball dugout, crow's nest where baseball announcing occurs from the top level and three separate structures that are used for concessions and storage. The two central buildings each have a second story used for assembly and storage. The city does not intend to have usable space on the second story of the new structure, except for the crow's nest which will continue to be used for baseball announcing and will require installation of an interior stairs to access the second level space. All other buildings-three in total, will be reconstructed as one large open space for concessions and other public purposes but will retain the three different building façade exteriors. The concession stand should be designed to the minimum standards necessary to

provide concessions under the health and building codes. It is not intended that the space would be constructed to be licensed as a commercial kitchen. It is anticipated that the building footprint will be consistent with the current structure and the existing foundation can be reused. The building is not currently handicapped accessible which is a requirement of this project, except for the crow's nest. Discussions regarding the crow's nest access and accessibility should occur with the City Building Inspector.

The existing building will be demolished except for the outdoor covered picnic area which should remain. Demolition plans will need to address preservation of the picnic area with demolition of the Old Town structure.



Submittal Requirements:

All proposals, questions, and correspondence should be directed to:
City of Norwood Young America; Attn: Andrea Aukrust, City Administrator; PO
Box 59, 310 Elm Street West, Norwood Young America, MN 55368.
952-467-1800; cityadmin@cityofnya.com.

1. All proposals must be delivered electronically and received no later than 4:00 p.m. on Tuesday, May 10, 2022. The subject line must be identified with "City Architect Proposal."
2. Each proposal must be signed by an authorized company representative.

The City reserves the right to reject any or all proposals, waive any irregularity in a proposal, and accept or reject any item or a combination of items.

I. Background

The City of Norwood Young America, Minnesota, is a growing, small-town community in western Carver County. In 1997, Young America and Norwood merged into one community to become the city known today as Norwood Young

America. This semi-rural town is located on the edge of the Twin Cities Metropolitan Area, approximately thirty-five miles west of Minneapolis. Home to 3,900 residents, population growth, is expected to continue for years to come. Norwood Young America proudly celebrates its German heritage, as it was originally settled by German immigrants who brought their traditions and customs to the area. This heritage is celebrated every August at *Stiftungsfest*, “A Founder’s Day Celebration,” and Minnesota’s oldest festival.

Willkommen Memorial Park is the historic location for the *Stiftungsfest*, and the yearly public gathering draws thousands of people attending the celebration. The park is also home to the historic Pavilion which is available to rent for weddings, reunions, and other large gatherings. Throughout the summer, Willkommen Memorial Park hosts the Young America Cardinals, the city’s amateur baseball team.

- II. Scope of Services The project will be divided into distinct phases with public engagement events woven throughout the design process.
 - A. Schematic Design: Provide the following items.
 1. Prepare conceptual design options
 2. Three (3) interior and 3 exterior 3D views (Revit, Sketch-up, or other electronic means) for use in Public Meetings and/or City Meetings.
 3. 100% Schematic Design documents (drawings and outline specifications or narratives) for review and cost estimate. Project cannot move to next phase if scope is over budget. Design team shall redesign to meet budget.
 4. Schematic Drawings to be included at a minimum:
 - i. Site Plan, Utility Plan(s),
 - ii. Storm/Grading Drainage Plan,
 - iii. Structural Foundation/Framing Plans,
 - iv. Building Floor Plans,
 - v. Building Elevations,
 - vi. Building Section,
 - vii. Mechanical / Plumbing / Electrical Schematics,
 - viii. Preliminary Fire Life Safety / Code Review Plan
 - ix. Demolition Plan
 5. Provide Final Schematic Design documents for Board Submittal.
 6. Update Project Schedule.
 - B. Design Development: Provide a minimum of the following items.
 1. 100% Design Development documents (drawings and project manual with technical specifications and cut of all equipment) for review and cost estimate. Project cannot move to next phase if scope is over budget. Design team shall redesign to meet budget.
 2. Drawings to be included (at minimum):
 - i. Site Plan
 - ii. Utility / Storm / Grading / Drainage Plans;
 - iii. Structural Foundation / Framing Plans;

- iv. Building Floor Plans;
 - v. Building Elevations;
 - vi. Building Sections and details;
 - vii. Fire Life Safety / Code Review Plan;
 - viii. Structural Foundation/Framing/Roof Plans, diagrams and details;
 - ix. Mechanical / Plumbing / Electrical Plans, Schedules, Riser Diagrams and Details;
3. Provide lighting, plumbing, and major equipment fixture cut sheets organized per specification section.
 4. Final finish selections
 5. Provide updated 4 interior and 4 exterior 3D views.
 6. Update Project Schedule.
- C. Construction Documents: Provide a minimum of the following items.
1. Creation of bidding alternates to safeguard project budgets.
 2. Construction Documents including drawings and project manual with technical specifications for Owner Review and approval at 90% and 100% completion. These reviews will be followed by review comments and final edits before documents are issued for Bidding and Plan Reviews.
- D. Bidding: The Consultant will be responsible for the packaging of bid documents for contractor use as well as facilitation of the bid opening. The Consultant will also be responsible to package and post addendums. The Consultant shall:
1. Provide quantities for preparation of Advertisement for Bids. Consultant will prepare and submit the Advertisement as required.
 2. The Consultant will answer questions and modify plan sheets and specifications to reflect changes addressed in addendums.
 3. Attend a pre-bid conference.
 4. Assist Owner in review of bids and selection of bid alternates.
 5. Prepare bid tabulation and Letter of Recommendation.
- E. Construction Administration. The Consultant shall:
1. Perform construction staking for construction work, including, but not limited to construction limits, line and grades stakes, surface restoration control, and as-built constructed improvements.
 2. The city will lead and facilitate day to day construction administration services, the Consultant will support City staff, as requested, during construction. Up to 60 hours should be allocated for supporting services which may include:
 3. Attendance at pre-construction meeting
 4. Attends contractor-hosted construction progress meetings held on site and review Contractor's meeting minutes for accuracy.
 5. Provide field observations of the work progress, noting any observed deficiencies. Provide appropriate team member oversight as needed. Summarize findings in monthly report. This effort can be architect led. However, all engineering disciplines are to be represented on a rotating basis in such a way as each discipline is on site at least during critical equipment installations.
 6. Submittal (including shop drawings) review and approval.

7. Pay Application and Change Order review and approval.
8. Respond to Requests For Information (RFI's).
9. Coordinate and review specialty testing, contracted separately by Owner.
10. Attend equipment start-up and testing of base systems and provide support the city's third-party commissioning agent.
11. Prepare punch list, review and document when list is completed. Punch inspections shall not just be completed by the Architect, but all design disciplines (including a reasonable measure of documented performance functional testing by the mechanical/electrical/plumbing engineers).
12. Provide and approve Substantial Completion form.
13. Review and approval of As-Built Documents as provided by the Contractor.
14. Create Record Documents (drawings and technical specifications) from as-builts provided by Contractor.
15. Twelve-month warranty walk-through and documentation.

F. Public Engagement and Contractor meetings:

1. The Consultant will support City staff and Parks Commission, as requested, for public engagement activities. Supporting services will include:
 - i. Attendance at two (2) Park Board meetings
 - ii. Attendance at 1 (one) City Council meeting
 - iii. Attends contractor-hosted construction progress meetings held on site and review Contractor's meeting minutes for accuracy.

G. Additional Tasks:

1. The Consultant is encouraged to include and describe any additional tasks not mentioned within the RFP that will enhance the project with associated additional service fee.

III. Content of Proposal

Proposals shall contain the following information (not limited to):

1. Name of the firm and the name and contact information for the person(s) authorized to represent the company regarding all matters related to the proposal.
2. Qualifications of the consultant, and any subconsultants on the team, including prior experience and references from other cities.
3. Description of the services provided.
4. Proposed fee schedule and not to exceed the fee amounts for services to be provided.
5. Any other pertinent information the consultant feels is relevant to the City's decision to select a consultant.

IV. Proposal Evaluation and Appointment

1. The city intends to retain the firm's services evaluated to be the best qualified

to perform the work for the city, with experience, compatibility, cost, and other performance factors considered.

2. The City shall not be liable for any expenses incurred by the proposer, including, but not limited to, expenses associated with the preparation and submission of the proposal, attendance at interviews, or final contract negotiations.
3. The City reserves the right to reject any proposers or request additional information from any proposers for clarification purposes and to accept or negotiate any modification to any proposal received by the posted deadline.

V. Proposed Timeline

- April 26, 2022, Publish Request for Proposals (RFP)
- May 10, 2022, Proposals Due (4:00 p.m.)
- May 11&12, 2022, Review of Proposals
- May 16, 2022, Conduct interviews (tentative date)
- May 23, 2022, Council Appointment

VI. Terms and Conditions

1. The City reserves the right to reject any or all proposals or negotiate a contract that is in the City's best interest at the absolute and sole discretion of the City Council.
2. The contract for services will require that the individual or firm selected as Architectural firm maintain and provide proof of general liability, automobile, worker's compensation, and errors and omissions insurance.
3. The contract will also contain provisions requiring the selected individual or firm to indemnify the City and provide that the Architectural firm are independent contractors serving at the will of the City Council and the City Council has the right to terminate the agreement, at its sole discretion, upon the provision of notice.