

**REQUEST FOR PROPOSAL (RFP)
FOR PROFESSIONAL SERVICES
ARCHITECTURAL**

CITY OF COLUMBIA HEIGHTS, MINNESOTA

**COLUMBIA HEIGHTS PUBLIC WORKS
City Project: 2414**

I. GENERAL REQUIREMENTS

Interested firms should submit their proposal no later than 3:30 P.M. October 7th, 2026 to the Director of Public Works/City Engineer, 637 38th Avenue N.E., Columbia Heights, MN 55421.

In submitting a proposal to provide the requested services, the following is required in order to expedite the review process by the representatives of the City.

1. The length of the proposal should not exceed ten (10) pages, excluding figures, resumes of personnel, firm experience, qualifications, site plans, etc. Exclude the fee proposal, which should be provided in a separate sealed envelope.
2. The proposal should not contain non-applicable promotional materials and should address only the points requested in this document. **If requested elsewhere in this RFP, provide separate schedules and fees for separate sections of work.**
3. In a **separate sealed envelope**, provide a schedule of the most current billing rates for individuals involved; this must include a total cost to complete the work in the specified time frame. Provide alternate costs as requested.
4. Four (4) print copies of the proposal should be addressed to the Director of Public Works/City Engineer, 637 38th Avenue N.E., Columbia Heights, Minnesota, 55421, to be received by 3:30 P.M. October 7th, 2026. In addition, a digital copy of the proposal should be emailed to the City Engineer at khansen@columbiaheightsmn.gov.
5. If the firm is proposing to use subconsultants, the subconsultant should be identified along with how the work will be divided.
6. The City of Columbia Heights reserves the right to reject any proposal that does not comply with the requirements of this R.F.P.
7. The City Council will consider the proposals at their regularly scheduled meeting on October 26th 2026.

II. BACKGROUND AND GOALS

The City of Columbia Heights public works facility is located at 637 38th Avenue NE. It was originally constructed in 1971 housing 12 departments in Public Works operations. The facility has had maintenance updates and equipment replacement, but has not been expanded from its original construction of 56,000 square feet on three levels. Equipment maintenance is located on the main floor, the lower level is primarily vehicle storage, and the second floor houses PW administrative offices. The last major renovation was completed in 2005 with the intent of adding 15 to 20 years of life to the facility - the current facility is now at the stage of replacement.

An analysis of the MSC facility was conducted in 2021 and concluded facility replacement. 2021 Needs Assessment and Master Plan – **attached**.

Further analysis was also conducted in 2024 following the acquisition of the former 1.8 acre impound lot resulting in the Master Plan Final Site layout – **attached**. Minimum design characteristics shall include:

1. Project Site: 675 37th Avenue – commonly referred to as rear yard of existing public works. The City also owns the adjacent parcel formerly used as a vehicle impound lot, and is depicted on the *Site Map Aerial* – **attached**.
2. The City does not intend to replat the property.
3. New Building Size: Approximately 80,000 (square feet).
4. Building Type: single story, slab on grade, rammed aggregate pier supported footings with a structural slab.
5. A Public Works Facility that meets the needs as developed and detailed in the 2021 *Needs Assessment and Master Plan* and 2026 *Pre-Design Report*.
6. Design features common to the newest Public Works facilities.
7. Design requirements to meet the Statutory funding obligation under the State of Minnesota Capital Bonding Program – B3 requirements apply (2026 Legislative Award).
8. The City intends on partnering with the local watershed, the Mississippi Water Management Organization (MWMO), for storm water management support.
9. The following budget has been established for the project:

GENERAL ESTIMATE OF COSTS: (updated 09/2026)

	675 37 th Avenue
New Building:	\$22,000,000
Site Specific Costs:	\$2,775,000
Consultant: Architectural / Geotechnical/Civil/Special	
Inspections/other:	\$2,849,000
Furnishing/Fixtures/Equipment:	\$1,376,000
Land Acquisition:	\$ 750,000
Technology/other:	\$ 250,000
Total Costs:	\$29,975,000

Project Contingency (~5%) \$1,300,000

The **primary goal** of this project is to build a new Public Works Facility that is people-centered, technology centric, and energy-efficient, adaptable and optimizes work flow, is highly functional, and will serve the city for the next fifty years.

A secondary goal of the City for the new Public Works Facility is a move-in date of November 1st, 2028, and final completions date of May 31st, 2029. Accordingly, the project schedule must be developed to maintain this goal. While the project is intended as a traditional design-bid-build development, the Architect shall work with the City to develop a bidding schedule that may involve ‘bid packages’ to maintain the goal of move-in ready by November 1st, 2028. Each proposal should specifically address the consultant’s ability to adhere to the project schedule by providing the appropriate staffing resources to the project.

The City of Columbia Heights shall contract separately for the following professional services for the Project Team:

- Geotechnical / Environmental
- Program Management / QC/ QA
- Project Representation

For the preparation of your proposal, it is the City's intent that contracts for the services identified above shall be awarded following the Architectural award.

III. SCOPE OF SERVICES

The Architectural Design work requested in this RFP shall continue from the 2022 Master Plan and 2026 Concept Design for **FULL SERVICE ARCHITECTURAL/ENGINEERING** including:

- Public Participation process
- Schematic Design
- Design Development
- Construction Documents
- Civil Design and Surveying
- Public Bidding
- Construction Phase Services (Coordination with Owner's Representative)
- Coordination with other City Consultants or Agents including Geotechnical/Environmental
- IT and Technology
- FF&E Design

The responders should demonstrate their experience in dealing with moderate and complex governmental projects. Respondent's project team personnel should have similar experience with working on complex projects dealing with government facilities – **Public Works**. Include in your proposal references for at least three (3) Public Works projects that your firm has successfully completed in the last ten (10) years. Firms that do not demonstrate successful completion of at least three (3) Public Works projects will not be considered.

1. Public Participation

The City has established a Public Works Task Force or PWTF. This committee is comprised of city staff and one or more City council member(s). It is intended to be an advisory body to the full City Council and will assist in making key decisions at major points in the development of the Public Works Design. One Public Open House will also be established at either schematic level or preliminary design stage to present key features and materials of the new design and allow an opportunity for general public comment and input. The PWTF will assist in the open house and public input process. Schematics of the new Public Works will be also be displayed for a short time period on the City's website to allow for further public input. It should be anticipated to have *up to* four (4) meetings with the PWTF concluding with the construction document phase.

2. Schematic Design:

- a) Review existing work, reports, and studies completed to date.

- b) Evaluate primary building materials, developing options to stay within the project budget.
- c) Prepare a final schematic design for the new Public Works facility – interior, exterior and site.
- d) Evaluate different building systems relative to long term operational costs and life cycle costs such as LED lighting, heating and cooling systems including geothermal, etc.
- e) Meet with key staff and the PWTF as required to review and select materials for the schematic design.
- f) Coordinate an updated cost estimate based on the schematic design, including any revisions.
- g) Develop a preliminary master project schedule.
- h) Coordination with other City Consultants.
- i) Coordinate and gather the public input including one City Council work session meeting.

Deliverable: Schematic Design Documents, project schedule, cost estimate – for approval.

3. Design Development

- a) Based on the City's review and approval of the Schematic Design, prepare detailed design documents (drawings and other documents) that include:
 - Plans, sections, elevations, typical construction details
 - Diagrams or layouts of building systems along with efficiency calculations
 - Establishment of the architectural, structural, mechanical and electrical systems
 - Specifications that outline types and quality of materials and systems types.
 - Review and confirm that current ADA rules are incorporated into the new building and site plan.
 - Review and confirm State B3 requirements are incorporated into the new building and site plan.
- b) Meet with staff and the PWTF as required to develop the final design.
- c) Coordination with the Building Official and other City Consultants
- d) Provide an evaluation of utilizing comprehensive bid packages based on the project schedule.
- e) Coordinate an updated cost estimate based on the detailed design, including any revisions.
- j) Update the preliminary master project schedule.
- f) Public input including one City Council work session meeting.

Deliverable: Final Design Documents, project schedule, detailed cost estimate – for approval.

4. Construction Documents

Based on the City's review and approval of the Final Design, prepare Construction Documents consisting of Drawings and Specifications to be used for public bidding. The bidding documents shall be coordinated with and include work from other consultants hired by the City such as the geotechnical and Owner's Representative. To achieve the project goals, 'bid packages' may be utilized with different project schedules.

5. Public Bidding

Following the approval of the Construction Documents, the Architect shall assist the Owner in obtaining competitive bids, confirming responsiveness of bids, determining the successful bid, recommending for contract award to the City Council, and assist with preparing

contracts for construction.

The Architect shall assist the City in bidding the project by:

- Procuring the reproduction of Bidding Documents, both online and hard copy.
- Distributing the Bidding Documents to prospective contractors and vendors.
- Organizing and conducting a pre-bid conference for prospective bidders.
- Preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to all prospective bidders in the form of addenda.
- Assist with: organizing and conducting the opening of the bids, providing a bid review and tabulation, and subsequently documenting and distributing the bidding results.
- Assist with the review and recommendation to the City Council on the bid results to determine the low, qualified, responsive bidder.

The Architect shall consider requests for substitution, and following review with the City, prepare and distribute addenda identifying approved substitutions to all prospective bidders.

6. Construction Phase Services

The Architect shall provide administration of the Contract between the City and the Contractor as set forth below and in AIA Document A201™-2017 General Conditions of the Contract for Construction.

The Architect shall advise and consult with the City during the construction. The Architect shall have authority to act on behalf of the Owner. The City intends on utilizing an ‘Owner’s Representative’ to assist during final design and during construction.

The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required to become generally familiar with the progress and quality of the portion of the work completed, and to determine, in general, if the work observed is being performed in a manner indicating that the work, when fully completed, will be in accordance with the Contract Documents.

The Architect shall attend progress meetings with the Contractor, City and other entities as work progresses, at not less than two week intervals. More frequent meeting may be necessary depending on the stage and complexity of the work taking place.

The Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the work completed, and report to the Owner (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the work.

The Architect has the authority to reject work that does not conform to the Contract Documents.

The Architect shall assist the Owner with project closeout including coordination of closeout documentation.

7. IT and Technology

The Architect shall complete design work for all power and data requirements. Additionally include the design coordination for monitors, projectors, smart boards, screens, kiosks, etc. This work shall be coordinated with the City's IT staff.

8. FF&E

Provide design services of FF&E for the building, including coordination with power and data requirements for FF&E.

9. FEES

In a **separate sealed envelope**, provide your firm's fee proposal. The envelope shall be clearly marked and dated with the following:

- Professional Services Fees for Architecture and Engineering services, Columbia Heights Public Works
- Firm Name & Contact Name and Phone Number

Provide your fee as follows:

- Total A/E Fee for Schematic Design through Construction Administration Services, based upon the hourly work plan provided in the proposal.
- Total Fee for: IT and Technology Design, Selection, Bidding and Construction Administration.
- Total Fee for: FF&E Design, Selection Bidding and Construction Administration.
- Please note any additional services fee which the City should consider.

Information Provided By City

The City has provided the following information with this RFP:

- Needs Assessment and Master Plan – 2021
- Site Consideration, Conceptual Design, Cost Estimate – 2022
- Pre-design Report - 2026
- Geotechnical and Environmental Report - 2026
- Aerial for 675 37th Avenue
- Current Public Works Building Plans (available upon request)
- AIA Contract as form of Agreement: B101-2017

IV. PROPOSAL CONTENTS

Proposal Questions

Responders, who have any questions regarding this RFP, must submit questions by e-mail **only** to:

Kevin Hansen

E-mail: Khansen@columbiaheightsmn.gov

All questions and answers will be e-mailed to all persons sent an RFP. Please note that all questions will be posted verbatim as submitted.

Questions regarding this RFP must be received by the City **no later than 3:30pm Central Standard Time on September 25th, 2026**. Responses will be sent by end of day October 1st, 2026.

No other department personnel are allowed to discuss the RFP before the proposal submission deadline. Contact regarding this RFP with any personnel not listed above could result in disqualification.

1. Project Approach
Should reflect the firm's understanding of the requirements of the project and your project approach for accomplishing the work. Merely restating the scope of services will not be acceptable.
2. Schedule
Should include a schedule depicting the task activities, their inter-relationships, and the projected completion dates. It should also contain a discussion of the firm's total staffing and its procedures for maintaining schedule compliance in the event of unforeseen delays or other such circumstances.
3. Project Personnel
Should outline the general responsibilities of the firms to be involved if more than one. Should also contain the names of personnel with key responsibilities for the work and a description of their role and duties for this job, and detail their training and work experience. It must also include an organizational chart for these people, delineating responsibilities and showing lines of authority and communication. It should also contain biographical resumes of these individuals with emphasis on their background on comparable projects and similar roles to those proposed for this project. No change in personnel assigned to the project will be permitted without approval of the City.
4. Relevant Experience
Should discuss demonstrated experience of firm and project team with projects of similar scope and magnitude to the proposed project. An outline of the responder's background and experience with particular emphasis on Public Works facilities at the local, county or state level of government work. Provide a minimum of three (3) examples of same or similar Public Works facilities completed by the responder's firm or project team personnel.
5. Performance
A detailed work plan identifying the work tasks to be accomplished and the budget hours to be expended on each task and subtask. This work plan will be used as a scheduling and managing tool by the City and will serve as the basis for invoicing. The work plan shall also identify the deliverables at key milestones in the project and shall indicate the level of City participation in the project as well as any other services to be provided by the City. City staff intends to be actively involved with the project.
6. References

Should contain references that may be contacted for the similar projects discussed in the Experience and Performance Sections. A listing of the names, addresses and telephone numbers of at least three (3) references for which the respondent has performed similar work in the last five years.

7. Schedule of Rates and Charges for non-personal (Personal rates are to be included in the FEE envelope)
Include rates of miscellaneous charges, such as copies, mileage, etc.
8. Benefits to Columbia Heights
All things considered, summarize why you believe the City of Columbia Heights should retain your firm to perform this project.

V. EVALUATION CRITERIA AND SELECTION PROCEDURES

Quality/Qualification Based Selection

The City is intending to use a two-step process for final selection of the Architect. A Quality Based Selection will be used to determine the firms that will be interviewed by the PWTF. Contract fees are excluded from this review. Upon receipt and review of the proposals, the City will decide to interview two to four of the highest scoring firms as part of the selection process. Final contract negotiations will then take place with the firm selected out of this process.

Following the interview, the final scope and fee will be finalized with the recommended firm and will be presented to City Council for approval. If, within 14-calendar days, the City cannot reach successful negotiations of the scope and fee with the top-ranked firm, the second-ranked firm will be contacted and the process will start over.

Representatives of the City will evaluate all proposals received by the deadline. A 100-point scale will be used to create the evaluation recommendation. The factors weighing on which proposals will be judged include the following:

Proposals will be evaluated on the following criteria:

1.	Understanding of project objectives	20%
2.	Work Plan	20%
3.	Qualifications/Experience of personnel working on the project.....	30%
4.	Project Schedule.....	20%
5.	Qualifications/Experience of company	10%
Total		100%

Understanding of project objectives
Project Approach
Firm's vision of primary goal
Benefits to Columbia Heights
Coordination with project team

Quality of proposal
Realistic development of plan
Coordination with project team
Performance

Work Plan

Qualifications/Experience of personnel

Project Personnel
Relevant Experience
References

Qualifications/Experience of company
Relevant Experience
References

Project Schedule

Ability to meet secondary project goal
Resources to meet schedule
Coordination with project team

Final Recommendation Selection

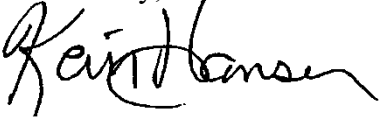
The final recommendation will be based on the following criteria:

1. Quality/Qualification Based Score 40%
2. Interview Score 20%
3. Project Fee 40%

VI. Limitations, Terms and Conditions

This Request for Proposal does not commit the City of Columbia Heights to award a contract, pay costs incurred in the preparation of a proposal or to procure a contract for services or supplies. The City of Columbia Heights reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified source, or to cancel in part or entirety this Request for Proposal if it is in the best interest of the City of Columbia Heights to do so. If, for any reason, the firm selected is not able to commence services under its proposal within 14 days after its award, the City reserves the right to award the contract to the next most qualified firm. The City will retain ownership of all reports, site plans or other submittals prepared under the proposal. The proposals and interviews will form the basis for firm selection. The firm that the City believes to be the best qualified based on the criteria above will be invited to enter into a contract to perform this project. If you have any questions, please contact me at 612/719-9910.

Yours truly,



Kevin R. Hansen, PE
Public Works Director/City Engineer (retired)

Attachments: (5)

- 2026 Site Map Aerial
- 2021 Needs Assessment and Master Plan
- 2024 Master Site Plan - final
- 2026 Pre-design Report
- 2026 Soil Borings and Environmental Analysis
- ALA Sample Contract: B101-2017 (by reference)