



CITY COUNCIL MEETING

AGENDA SECTION	BID CONSIDERATIONS
MEETING DATE	OCTOBER 26, 2026

ITEM:	Resolution 2026-069, a Resolution Accepting Proposals and Awarding Contract for Professional Services for the MSC Architectural Final Design and Construction Administration, Project No. 2414.		
Presenting Item:			
DEPARTMENT: Public Works		BY/DATE: Kevin Hansen & David Cullen, 10/21/26	
CORE CITY STRATEGIES: <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i>			
☐ Community that Grows with Purpose and Equity		☐ Engaged, Effective and Forward-Thinking	
☒ High Quality Public Spaces		☐ Resilient and Prosperous Economy	
☒ Safe, Accessible and Built for Everyone		☐ Inclusive and Connected Community	

BACKGROUND: In the 2021 Public Works approved budget, the creation of a Master Plan for the Municipal Service Center (MSC) was adopted in Fund 411, Capital Government Buildings. An MSC Master Plan with three site layouts was established creating a plan for future operations. The three (3) preliminary site plan options were refined in 2025 with an overall site plan which includes the additional property at 675 37th Avenue, attached.

In 2024, the Council amended the Project Budget providing an additional \$175,000 to account for past costs, site environmental analysis, and schematic design. The schematic design and site layout is now complete. Within the amended budget, soil borings and a site environmental analysis were also conducted this summer. Staff is currently working with the environmental engineer (Braun Intertec) to apply for grant funding to prepare a remedial action plan or RAP. The RAP can then be used to apply for cleanup costs through State program available through DEED or the MnPCA. As the City has received both State and Federal grant funds (in support of design, land acquisition and demolition), the project is now ready to proceed to final design.

An RFP was prepared by staff that included the following services: interior and exterior building design including mechanical, electrical and structural design, materials selection, cost estimating, coordination of site planning, public involvement process, bidding documents including public bidding, construction services (limited site inspections, interpretation of plan questions, shop drawings, progress meetings, and progress payments) and project closeout services.

The RFP for Architectural Services was sent to five firms with experience in Public Works Facilities. Two firms indicated they would not be responding to the RFP due to workloads, and one firm was non-responsive. Two proposals were received and ranked by staff. Interviews of the two firms (listed below) were also conducted on Thursday, October 15th at City Hall.

- Oertel Architects
- Wold Architects and Engineers

The RFP was organized as a Qualifications Based or QB selection process, as the project has both State and Federal funding. Under this process, costs are provided separately in a sealed envelope and opened following the qualification selection. In each step, the firms are reviewed and ranked, and the rankings are weighted in the following process:

Final Recommendation Selection

The final recommendation will be based on the following criteria:

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

The review of the proposals and architect interviews were conducted by: the City Manager, Public Works Director, Assistant City Engineer, Utility Superintendent and City Engineer (retired) .

Based on the proposals received, and the selection process established in the RFP and interviews conducted by City staff, it is our recommendation that the highest ranking firm of **Oertel Architects** be hired as the Project Architect for the new City of Columbia Heights Public Works Facility.

STAFF RECOMMENDATION: Accept the proposal from Oertel Architects in the amount of \$1,671,073 to provide Architectural Design services including construction administration and project closeout. Funding will be provided from the General Government Building Fund 411.

RECOMMENDED MOTION(S):

MOTION: Move to waive the reading of Resolution 2026-069, there being ample copies available to the public.

MOTION: Move to approve Resolution 2026-069, a resolution awarding the City Public Works Architectural Services, Project No. 2414, to the firm of Oertel Architects based upon the qualification's selection process for a cost of \$1,671,073, appropriated from Fund 411.9950.43150.2414

ATTACHMENT(S)

Resolution 2026-069

MSC Architectural RFP

MSC Final Site Plan

Proposals (2)

Qualified Selection Basis Matrix