

City of Grand Marais, Minnesota

Architectural Services

REQUEST FOR PROPOSALS (RFP)

Grand Marais is requesting proposals from architectural firms for design services for a new City Hall and Liquor Store project. Detailed information concerning the City's needs is outlined below. The community desires to select the best-qualified firm through the RFP process.

General Information Regarding the City

- The City of Grand Marais is located on the shore of Lake Superior in Cook County on State Highway 61 approximately 110 miles northeast of Duluth.
- The City population is 1,337 according to the 2020 census.
- The City Council, made up of four Council Members and the Mayor, is the legislative and policy making body of the City. The City Administrator is accountable to the City Council for the implementations of Council directions and the administration of affairs of the City. The City Council meets the second and last Wednesday of the month.

Project Specific Information

- The City completed a liquor store study in 2019 and a [predesign concept](#) for the City Hall/Liquor Store facility with public restrooms in 2020. The concept calls for an approximately 14,400 sq' one story structure located on the site of the existing City Hall Liquor Store facility.
- The City intends to work with McGough as Construction Manager at Risk to build the project. The City and McGough has previously worked on construction of a Public Works facility using modified AIA A133 and A200 contract forms.

1. Instructions to Proposers

- A) All proposals should be sent and all questions and correspondence should be directed to:

City of Grand Marais
PO Box 600
Grand Marais, MN 55604
218-387-1848
cityhall@grandmarais.city

- B) All proposals must be received no later than 4:00 p.m., September 21, 2022.
- C) The proposal shall be limited to a maximum of 15 pages, printed on one side. Additional material, other than that requested by the City of Grand Marais, will be disregarded.
- D) The City will review the proposals and may schedule interviews for finalist.
- E) Proposers are prohibited from contacting any representative of the City Council regarding this proposal.

2. Proposal Contents

A) Title Page

Show the proposal subject, the name of the proposer's firm, address, telephone number and name of the contact person, and the date.

B) Table of Contents

Include a clear identification of the material by section and by page number.

C) Identification and Qualification of Assigned Personnel

The ideal firm should have extensive experience in architecture for office and retail, preferably with municipal and liquor experience.

1. The name of the person who will be responsible for the project with a resume describing that person's experience and qualifications.
2. The name and resumes of the professional staff that will be assigned to providing services to the City.
3. An organization chart identifying team members and their areas of responsibility.
4. A statement committing the aforementioned staff to this proposal.
5. Background information concerning the firm, including the number of years in business under this name and the number and breakdown of personnel in the proposing office.

E) Proposer's Detailed Approach to the Scope of Services

1. The proposal shall address in detailed fashion the approach of the firm or combination of firms to the Scope of Work.

F) Basis for Compensation

- The proposal shall include a fee schedule and proposed total cost based on the scope of services. Allow modification of total cost based on the final agreed upon scope of services.

G) List of References and Potential Conflicts

1. A minimum of five client references with related projects shall be provided
2. Potential conflicts of interest must be disclosed.

H) Disclosures and Assurances (Appendix A)

1. Applicant Authority – Assurance that the signatory making representations in the proposal on behalf of the proposer has the authority to do so.
2. Insurance Coverage – Documentation of current insurance coverage and limits, including professional liability insurance shall be provided with the proposal.

3. Scope of Work

A) Review and Modify Existing Concept Plan

Work with the City Council and Staff to confirm or modify as needed the existing concept plan. Work with the City and McGough to develop a project budget.

B) Final Design

Prepare full architectural plans for the project suitable for bidding and construction. Propose adequate progress check-in and quality control processes for the design.

C) Construction Services

Propose necessary oversight during construction to ensure successful project, including but not limited to review and approval

of contractor submittals and shop drawings, periodic site visits, and review of request for payments by contractor.

4. Selection

A) Selection of the firms to be interviewed shall be based upon, but not limited, to the following criteria:

1. The firm's approach to and understanding of the Scope of Work.
2. The firm's experience with similar contracts and clients.
3. The experience and qualifications of the proposed staff in providing similar services.
4. The firm's demonstrated ability to deliver work on time and within budget.
5. The extent of involvement by key personnel.
6. The extent to which previous clients have found the firm's service acceptable.
7. The firm's most significant qualifications for this project.
8. Previous City experience with the proposing firm, if any,
9. Acceptability of firm's fee proposal.

5. Terms and Conditions

- A) The City reserves the right to reject any or all proposals or to negotiate a contract that is in the best interest of the City at the absolute and sole discretion of the City Council.
- B) The City will not be liable for any costs incurred by the firm responding to this request.
- C) The firm shall not assign any interest in this proposal and shall not transfer any interest in the same without the prior written consent of the City of Grand Marais.