



REQUEST FOR PROPOSALS

PUBLIC FACILITIES MASTER PLAN

City of Dayton
12260 South Diamond Lake Road
Dayton, MN 55327
www.Cityofdaytonmn.com
763-427-4589
763-427-3708 (fax)

PROJECT BACKGROUND

The City of Dayton (population 5,013) is seeking proposals from architectural firms specializing in public sector facility development to assist the City Council and staff in developing a Master Plan for Public Facilities to accommodate the growth and development of the City.

The selection firm would work closely with the City Council and staff to determine future facility and space needs for Dayton, which is projected to grow to 5600 in 2010; 20,100 in 2020; and 28,700 in 2030. The study should provide an estimated timeline for the facilities and be tied to benchmarks or triggers so timeline can be adjusted accordingly. The study should identify facility size and cost (in today's dollars) and include recommendations regarding location. This assessment is intended to serve as a guide for the City's annual budget and capital improvements plan to accommodate projected future growth of staff and public facilities.

One of the objectives of this report will be to determine whether it is most cost-effective to expand/remodel the existing facilities or build new facilities. This project is a broad public facility feasibility study that is being undertaken to address the following issues, and responding to these issues must be incorporated into the study:

- i) What are the current building space needs, in terms of facilities available and floor area, to conduct business operations and meetings?
- ii) What measures may be taken for the City use its current space more efficiently?
- iii) What space needs are likely in the future, based on the City's Comprehensive Plan, through 2030?
- iv) What expansion opportunities are feasible at the current facilities?
- v) Should the City build new facilities? If so, what range of cost would be expected for new facilities? What considerations should the City consider for locating new facilities?

The study may suggest other issues that need to be evaluated, and it is expected that those issues will be addressed as part of this study. Information can be provided to the applicants to review including copies of the City's Codes, Comprehensive Plan, etc.

SUBMISSION PROCEDURES

Below is a list of expected Consultant tasks that will be detailed in the final contract:

- A. Initial meeting with City staff to review the project schedule, schedule meetings and begin the process of data acquisition. It is required that the Consultant provide a preliminary Project Schedule at this initial meeting.
 - B. Initial meeting with the City Council to introduce the Project Team and Project Manager, discuss the Council's priorities, present the Project Schedule and respond to Council questions and requests.
 - C. Conduct weekly review meetings and/or telephone conferences with City staff to discuss project status, information needs and clarifications, and progress of the Study.
1. Interested firms should submit written proposals with the following information:
 - A. An overview of your firm or team.
 - B. Information that details how you would approach this project. The City is looking for creative and unique approaches. Understanding that there are a number of approaches, please be detailed.
 - C. List of key personnel expected to work on the project by discipline.
 - D. Include resumes or an overview of each person's credentials, plus those of any subcontractor used for the project.
 - E. A list and description of comparable projects.
 - F. Current Projects.
 - G. Project schedule (including all meetings)/timeline for project completion.
 - H. Detailed cost outline.
 - I. References.
 2. Proposals are due by 11:00 a.m., Friday, May 16, 2007.
 3. Fifteen (15) copies (including one loose copy) must be submitted to:

Erin Stwora, Assistant to the City Administrator
12260 South Diamond Lake Road
Dayton, MN 55327
 4. A proposal may be withdrawn on written request of the proposer prior to the proposal due date. Negligence of the proposer in preparing this proposal confers no right to withdraw the proposal after the proposal due date. Prior to selection, changes may be made, provided the proposer or the proposer's agent initiates the change. If the intent of the proposer is not clearly identifiable, the interpretation most advantageous to the City will prevail. Once submitted, a proposal becomes public property and will not be returned.
 5. All information included in the submitted proposal will be classified in accordance with the Minnesota statutes governing data practices.
 6. Two members of the Dayton City Council and City Staff will conduct interviews on Thursday, May 22, 2007 beginning at 9 a.m. at Dayton City

Hall.

7. Final selection/contract approval by City Council will take place in June 2008 and based on the recommendations of the interview committee of which firm best meets the proposed requirements.

PROPOSAL REQUIREMENTS

a) Cover Letter

- Firm name, address, phone, fax, E-mail and Website
- Contact person and their direct contact information (phone, E-mail)
- Summarize your understanding of the project scope and services required

b) Firm Background

- Brief description of firm and its history
- Number of people and design disciplines
- Capabilities and services provided
- Current Projects

c) Project Team

- Provide the following information for all individuals who will be assigned to this project, including consultants/subcontractors:
 - Name
 - Role and responsibilities for this project
 - Specific qualifications applicable to this project
 - Education, registrations, other professional credentials
 - Experience on projects of similar size and type

d) Relevant Experience

- Provide information on similar feasibility studies completed within the last five (5) years including the specific number of similar projects, specific project information and client references.

e) Project Understanding and Approach

- Discuss your understanding of the project scope and services required
- Discuss any unique and/or challenging aspects of the project regarding scope, schedule, budget, site, etc.
- Describe your methodology or approach to the project
- Discuss any factors about your approach to the project
- Discuss any factors about your approach that differentiate your firm from others

f) Project Cost Estimate

- Estimated "not-to-exceed" total project cost
- Itemized costs by project phase, reimbursable expenses, and meetings, specify the number of meetings with staff, public meetings, City Council and Planning Commission meetings.

- Costs for optional tasks noted in the RFP and additional tasks proposed by the consultant should also be itemized.

g) Other

- Additional applicable information may be included at the discretion of each firm
- Timeline for project completion

h) Samples

- Provide two (2) written samples of similar facilities studies of cities below 15,000 in population, especially Metro Cities

ESTIMATED PROJECT SCHEDULE

August 7, 2008	Prepare a Working Draft Report for review by City staff. The Draft document is to be completed and submitted to the City staff for review, comment and approval based upon the schedule developed at the beginning of the study process. Not only will this enable the Project to remain at a manageable scale, but also it will allow City Staff to effectively monitor the progress of the work and report to the City Council on an on-gong basis.
September 23, 2008	Prepare a “Public/Preliminary Draft” document and present the “Draft” document to the City Council.
October 21, 2008	Prepare a “Final Draft” Document and make a final presentation to secure approval of the Study and subsequent implementation actions.

DELIVERABLES

Fifteen (15) copies plus an electronic PDF file for additional copies to be made by the City. All completed studies will become the property of the City of Dayton.

EVALUATION AND SELECTION

1. The City reserves the right to reject and/or award any and all proposals or parts thereof and to waive any formalities and technicalities according to the best interests of the City.
2. The City reserves the right to interview any or all proposers at its discretion.
3. The City will review proposals based on the following criteria:
 - a. The proposer’s understanding of the scope of services requested, and their approach to the project. (25%)
 - b. The experience, resources and qualifications of the firm and individuals to be assigned to the project, including consultants/subcontractors. (25%)
 - c. Experience with similar projects. (25%)

d. Ability to meet project requirements and services. (25%)

QUESTIONS

Please contact:

Erin Stwora, Assistant to the City Administrator

City of Dayton

12260 South Diamond Lake Road

Dayton, MN 55327

763-427-4589

estwora@Cityofdaytonmn.com