

Schedule

The City has assigned a subcommittee which meets monthly. The concept design service (described below) is expected to be completed in January 2010. The 2010 Construction Phase shall be completed by March 1, 2010.

Services required

Concept Design Service: The City requests a consultant to guide it through the process outlined above. The expectation is the consultant would attend a meeting with the subcommittee to flesh out ideas for the different areas of the project. The consultant should then develop several concept sketches providing different options and design ideas. The consultant shall present the concepts to the subcommittee, and ultimately assist the subcommittee with a public presentation. Following the public presentation, the consultant shall work with the subcommittee to develop a final schematic design for the building.

2010 Construction Phase: It is also expected that the consultant provide recommendations and design-level plans and specifications for the installation of a fire protection system and reconstruction of the roof in the spring of 2010. The designs shall be consistent with the final schematic design outlined in the section above. The City has obtained grant funding to complete this first portion of the renovation project and would like to have this project completed by June 2010. The City does not expect the consultant to provide bidding or contract administration services as part of this bid.

Future design phases and contracts, including design development and construction drawings for each phase, will be determined at a later date. The City will require the ability to own the schematic design and have the ability to modify or change elements of the plan.

Fees for services

The City requests proposals that include an hourly rate schedule for services, with a not-to-exceed amount. The proposal shall include fees for all services outlined within this request for proposals. The proposal shall identify a total fee and a breakdown of that fee according to the concept design and 2010 construction phase as described above.

Proposal Requirements

Please provide the following information:

1. Statement of the Company's Qualifications
2. List of lead design team members, including their qualifications
3. Outline of proposed techniques/process to be employed to reach the goal.
4. References, including development groups and/or builders.
5. Fee proposal for services
6. Any other information you think would be relevant in evaluating your firm for this work.

Additional Requests for Information

Requests for additional information should be addressed to Phil Kern, City Administrator, at 763-972-0565.

The City of Delano reserves the right to reject any and all proposals. The City will expect the selected proposer to enter into a contract for services that will provide further terms and conditions.

City of Delano Request for Proposals

Introduction

The Delano Village Hall is a historic municipal property located in the heart of Delano's downtown area. This property is listed on the National Registry of Historic Places and is home to a local Historical Society and functions as a major community meeting space. The building, erected in 1888, has undergone various minor upgrades through the years. The City of Delano is seeking proposals for a holistic, practical, and phased architectural design for the building. The successful architect will offer a design which:

1. Highlights the historic characteristics of the building, consistent with Minnesota Historical Society Guidelines for the renovation of historic spaces (see <http://www.nps.gov/history/hps/tps/tax/rhb/guide.htm>)
2. Significantly adds to the functionality of the space, including a diverse mixed use including a Historical Society display area, space for small scale performances, and space for community meetings
3. Has the ability to be implemented in phases as funding becomes available for projects to be completed

Property Description

Located at 140 Bridge Avenue in the heart of Delano's Downtown, the Delano Village Hall has a significant public value. The Village Hall is an "anchor building" in the community. With a rich history of public use, the building must be updated in order to continue to serve the public. Restoration efforts will increase the public's access to the landmark. Maintaining this iconic structure will increase community awareness of the rich traditions of the City.

Since it was first constructed, the Village Hall has served as a Fire Station, Police Station, Village Hall, local jail, dance hall, barn for municipal animals, Historical Society, Library and community meeting space.

Creative Design

While the City of Delano is seeking a design which captures the historic nature of the Delano Village Hall, it is also seeking a creative design which allows for a variety of uses for the space. The City encourages architects to interpret the best use of the space with the outlined points above and offer the best rendering possible. The successful bidder will capture the historic nature of the space in a fiscally responsible, phased approach.

Pre-Bid Consultation

City staff will be available to allow access to the Delano Village Hall upon appointment only. Interested bidders should contact Luke Fischer, Assistant to the City Administrator, to arrange an appointment.

Luke Fischer
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763-972-4423