

Request for Architectural and Engineering Proposal

Hibbing Memorial Building Improvements and Expansions

This proposal is a request to provide Architectural and Engineering services for short and long term design concepts for the Hibbing Memorial Building. Short term improvements will consist of design of new locker rooms, renovation of old locker rooms and a new South Entryway. Determining facility improvements and expansions regarding community wellness, recreational needs for seniors, youth, high school and various athletic groups would be included in the long term proposal. These services will also determine and provide analysis, design recommendations, plans and specifications, cost estimates, construction and inspection services for all future building improvements and expansions.

PRELIMINARY DESIGN

1. Meeting with City Services staff to review Memorial Buildings needed upgrades and improvements.
2. Conduct public hearings to determine target groups and their needs regarding wellness and new facility space requirements to meet those needs.
3. Prepare a Master Plan of short and long term expansions and improvements.
4. Conduct all necessary field work and physical inspections required for preliminary analysis and final construction drawings.
5. Prepare and determine time frame and construction estimate.
6. Design concepts to minimize disturbing existing parking and identify parking expansion possibilities.
7. Prepare final design options to city staff for short term upgrades and improvements.

FINAL DESIGN (shall consist of but, will not be limited to)

1. Plans, specifications, Architectural and Engineering estimates for City approval.
2. Bid Advertisements
3. Bid opening
4. Bid Tabulation
5. Recommendation for Award
6. Notice of Award
7. Construction contracts, bonds and insurances
8. Notice to proceed

CONSTRUCTION SUPERVISION

1. Full time construction supervision is required to insure compliance with the project plans and specifications.
2. Construction layout and staking.
3. Materials testing.
4. Schedule of compaction testing for footings.
5. Weekly progress meetings with Contractor, City and Utility representatives.
6. Weekly construction diaries.
7. Progress estimates and Add/Deduct recommendations.
8. Final inspections.
9. Report of Final Estimates.
10. As built drawings on disc compatible with Auto CAD 2011 or 2013

The following submittals will be required for the proposal:

1. Staff with credentials that will be assigned to these projects.
2. A list of similar projects your firm has completed or is working on for the last 5 years.
3. Rate sheet for hourly services. This rate sheet shall be in effect until January 1st, 2016 and shall not be revised more than once a year thereafter.
4. Costs for preliminary public meetings, architectural and engineering analysis, final design and construction supervision.
5. 10 bound copies of the proposal and one unbound copy.
6. Time required to bring the project to bidding stage.
7. Professional liability, errors and omission insurance is required to be provided with contract documents.

PROPOSED FEES

Preliminary Architectural/Engineering Analysis \$ _____

Final Design \$ _____

Construction Architectural/Engineering \$ _____

Architectural/Engineering costs grand total \$ _____

Firm

Position

Signature

Date