COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: July 11, 2016
AGENDA NUMBER: 9
ITEM: Selection of Architectural Services for Building

AGENDA: Policy Discussion Information

ACTION REQUESTED

BACKGROUND
Pursuant to the June 28 meeting with the Coon Rapids City Council, Westlund and Bromley encouraged staff to seek proposals from Architectural firms for development of a concept plan and budget for office building.

In light of the Wednesday July 13 meeting with Coon Rapids City staff, Coon Creek staff set about an aggressive research and RFP development process to secure proposals to present to the Board of Managers for review and selection at this Board meeting (the complete RFP is attached).

Qualifying proposals were received at the office by Noon Friday July 8.

ISSUES/CONCERNS
Architectural Firms Contacted and Interested: Nine firms were contacted. Four firms responded that they were interested and capable of meeting the requirements and timelines generally discussed. Three of the firms focus on construction. One of the firms is out of business and one of the firms was interested but did not have the capacity or the orientation any longer to do the type of project being discussed. The firms were:

<table>
<thead>
<tr>
<th>Firm</th>
<th>Interested?</th>
<th>Ability to meet timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amcon</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>BKV</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Busch Architects</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>TKDA</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Benson Orth</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Croix Design</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Gaughan Companies</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Lampert Architects</td>
<td>Kind of</td>
<td>No</td>
</tr>
<tr>
<td>Stone Construction</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
Request for Proposals and Scope of Services Requested: The Coon Creek Watershed District is seeking proposals for the development of a concept design plan for construction of District headquarters and offices. The full RFP is attached.

Specific services requested are:
1. Development of a concept design for the building with construction cost estimate
2. Presence at 4 planning and coordination meetings, including a project initiation meeting with the City of Coon Rapids (Wednesday, July 13 at 10:00 AM, Coon Rapids City Hall) and a space refinement meeting with the District and staff.

Requested Submittals
1. The proposed key project personnel, their qualifications, and experience (No more than 2 pages)
2. A list of three recent projects (especially those of the similar nature) with type, size, budget and schedule information
3. For recent projects, a list of references (with telephone and address) including owner, consultants, project manager.
4. A list of the firm’s current projects and how the proposed project fits into the firm’s work load and schedule
5. A short statement (one page or less) of the firm’s approach to design and the planning process
6. A short statement (one page or less) of the firm’s method of building design
7. Estimated cost of providing the “services requested”

Submittal Due Date
Noon Friday July 8, 2016
1 hard copy

Presentation Option: The RFP indicates that firms submitting proposals will be provided 10 minutes for a presentation on the Firm’s capabilities and approach, followed by questions and answers (10 minutes).

Selection Criteria: Screening and final selection will focus on the following factors:
1. Technical qualifications and in-house resources
2. Experience with similar projects
3. Organization of the project and availability of key personnel
4. Special or unique qualifications
5. Approach and method for planning and design
6. Understanding of the District’s mission and the fit, understanding and overall chemistry with the District Board and staff
7. Degree to which approach compliments the site and the architectural styles of the City of Coon Rapids and Anoka County
8. Unique and creative approaches to addressing the District’s needs
9. Cost of services
Evaluation Matrix of RFPs
Four firms responded to the RFP. One firm (Amcon) was late with their submittal. All proposals received three reviews:

1. Completeness and compliance with the seven RFP requested submittal. This was scored as either being included & on time (1), or not (0).

2. A screening review of the individual firms relative to the selection criteria. Impressions were recorded on a range of 5 (Highly meeting the criteria) to 1 (Low or not meeting the criteria)

3. A final review using the screening information and RFPs the proposals were reviewed functionally by criteria and rank ordered (5 being the best or most closely meeting the criteria). The scores are presented below.

<table>
<thead>
<tr>
<th>Firm</th>
<th>Compliant w/ RFP Instruct</th>
<th>Technically Qualified</th>
<th>Expr with Similar Projects</th>
<th>Key Personnel Available</th>
<th>Approach to-planning/design</th>
<th>Overall Chemistry</th>
<th>Compliment Site &amp; Architecture</th>
<th>Cost of Services</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amcon</td>
<td>5</td>
<td>5</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>4</td>
<td>2</td>
<td>4</td>
<td>28</td>
</tr>
<tr>
<td>BKV</td>
<td>7</td>
<td>5</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>31</td>
</tr>
<tr>
<td>Busch Architects</td>
<td>7</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>5</td>
<td>40</td>
</tr>
<tr>
<td>TKDA</td>
<td>6</td>
<td>5</td>
<td>5</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>32</td>
</tr>
</tbody>
</table>

Results
Overall: Busch Architects ranked the best overall, followed by TKDA. Amcon lost points because it did not include photos or drawing of its example projects.

Cost: Busch Architects ranked the best overall followed by Amcon

Evaluation of Presentation

<table>
<thead>
<tr>
<th>Scoring</th>
<th>Amcon</th>
<th>BKV</th>
<th>Busch</th>
<th>TKDA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detailed Score</td>
<td>28</td>
<td>31</td>
<td>40</td>
<td>32</td>
</tr>
<tr>
<td>Design Ability</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performance of the Firm</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performance of the resulting Architecture</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical competence</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall Chemistry</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rating</th>
<th>1 = Low</th>
<th>5 = High</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PRIOR DECISIONS
na

OPTIONS
There are five options:
1. Start over
2. Make selection based on RFPs analysis and review
3. Table any further discussion or action to next meeting
4. Listen to presentations and table action to next meeting
5. Listen to presentations, discuss firms and select Architect

RECOMMENDATION
Listen to presentations, discuss firms and select Architect

NOTE: If the Board chooses to expedite decision making, select Busch Architects based on cost, qualifications, and experience with similar projects.
Coon Creek Watershed District Request for Proposals for Concept Office Design

Organizational Background
The Coon Creek Watershed District is a special purpose unit of government formed in 1959 to actively manage the water and related resources of the 107 square mile drainage area of Coon Creek.

Mission: The District’s Mission is to:
To manage groundwater and the surface water drainage system to
• prevent property damage
• maintain hydrologic balance
• protect water quality
for
• the safety and enjoyment of citizens, and
• the preservation and enhancement of wildlife habitat.

Roles: Among other duties and responsibilities the District plays 5 major roles in local water resource management
1. Water Management Organization (WMO) for Coon Creek Watershed under the Metropolitan Water Management Act addressing
2. Drainage Authority over all public drainage ditches within the watershed under M.S. 103E managing and repairing approximately 150 miles of public ditch
3. Local Governmental Unit (LGU) administering the Wetland Conservation Act (WCA) except for the City of Spring Lake Park where the District provides assistance and oversight when and where needed.
4. Municipal Separate Storm Sewer System (MS4) permitee to the Minnesota Pollution Control Agency under the Federal Clean Water Act NPDES program
5. Local Governmental Unit (LGU) coordinating the State and Federal Water Quality Impairments and the Federal Total Maximum Daily Load

Responsibilities: The District’s principle responsibilities are:
1. To protect the health and safety of the present and future generations of people who live and will live within the watershed.
2. To provide for opportunities and uses of the water and related natural resources of the watershed that are demanded and appropriate for the watershed’s water and related resources.
3. To prevent unacceptable damage to the water and related natural resources of the watershed.
4. To balance economic development with:
   a. How water and related land resources perform
b. The well-being of present and future generations.

**Request for Proposals**

The Coon Creek Watershed District is seeking proposals for the development of a concept design plan for construction of District headquarters and offices.

The office building will be located on the south end of Al Flynn City Park in the City of Coon Rapids, Minnesota. The parcel is accessible by turning east at the stop light at Coon Rapids Bld. and Avocet St. at the Old City Hall facility (Site photo is attached). The envisioned building site is located immediately north of Coon Creek, West of the Burlington Northern Rail Road Tracks, South of the Softball diamond and east of the pond known as the Clay Hole. The building is tentatively estimated to be no more than 11,000 square feet in size. A general breakdown of estimated space needs for each of the District programs are as follows

<table>
<thead>
<tr>
<th>Space Type</th>
<th>Admin</th>
<th>Engineering</th>
<th>O&amp;M</th>
<th>Monitor</th>
<th>Planning</th>
<th>Public &amp; Gov Relations</th>
<th>Regulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Space</td>
<td>4,125</td>
<td>744</td>
<td>313</td>
<td>500</td>
<td>650</td>
<td>338</td>
<td>800</td>
</tr>
<tr>
<td>Office Support Space</td>
<td>2,136</td>
<td>1,253</td>
<td>193</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Special Space</td>
<td>4,498</td>
<td>2,912</td>
<td>254</td>
<td>254</td>
<td>254</td>
<td>190</td>
<td>190</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>10,920</td>
<td>4,909</td>
<td>313</td>
<td>946</td>
<td>904</td>
<td>591</td>
<td>1,681</td>
</tr>
</tbody>
</table>

**Scope of Services Requested**

3. Development of a concept design for the building with construction cost estimate
4. Presence at 4 planning and coordination meetings, including a project initiation meeting with the City of Coon Rapids (Wednesday, July 13 at 10:00 AM, Coon Rapids city hall) and a space refinement meeting with the District and staff

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**Submittal Due Date**

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16. Degree to which approach compliments the site and the architectural styles of the City of Coon Rapids and Anoka County
17. Unique and creative approaches to addressing the Districts needs
18. Cost of services

Selection and Project Timeline
Board selection of Architect
Initial project meeting with District President & Secretary, Administrator and Engineer

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 8</td>
<td>Noon</td>
<td>Proposal Due to District office</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Review and score submitted proposals</td>
</tr>
<tr>
<td>July 11</td>
<td>5:30 PM</td>
<td>Board selection of Architect</td>
</tr>
<tr>
<td>July 13</td>
<td>10:00 AM</td>
<td>Project meeting #1 with District President &amp; Secretary, Administrator and Engineer and Coon Rapids Community Development Director, City Engineer and Planning staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Meeting #2: Review/Refine Space needs</td>
</tr>
<tr>
<td>Aug 22</td>
<td>5:30 PM</td>
<td>Presentation of initial design concepts to Board of Managers</td>
</tr>
<tr>
<td>Sep 12</td>
<td>5:30 PM</td>
<td>Presentation of final design concepts to Board of Managers</td>
</tr>
</tbody>
</table>

Contact
Tim Kelly
District Administrator
Coon Creek Watershed District
763-755-0975