



**City of Hastings**  
**City Hall Structural Analysis, Exterior**  
**Envelope Assessment, and Historical**  
**Correctness Evaluation**  
*Request for Proposals*  
*February 16, 2016*

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**City of Hastings**  
**Administration Department**  
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## **I. Executive Summary and Background Information**

The City of Hastings is requesting proposals to have the Historic Hastings City Hall and attached Annex building evaluated with a structural analysis, exterior envelope assessment and historical correctness evaluation. Hastings is located approximately 25 miles southeast of St. Paul in Dakota County. Located at 101 4<sup>th</sup> Street East, the Hastings City Hall, formerly the Dakota County Courthouse, was originally completed in 1871. It was designed by A.M. Radcliff, one of Minnesota's first architects, in an Italian Villa style. An addition (the "annex") was built in 1955 in a different style. The entire structure was renovated in 1993 as part of its conversion to the Hastings City Hall. The City desires to select the best-qualified architectural firm through this RFP process. As the second oldest surviving courthouse in the state of Minnesota, the City is sensitive to the building's historic significance. The building is one of significance in the community and is viewed as a community asset, welcoming visitors to view the building and our artwork and as a prominent part of our City logo.

The City seeks an experienced architectural services firm with demonstrated specialization in historical building assessments to complete the evaluations, recommend corrective action, and supply a complete project manual to be used for soliciting bids for the recommended repairs and improvements.

## **II. Funding/ Payment**

Project funding will be paid from budgeted funds by the City of Hastings.

## **III. Pre-Proposal Inspections**

City of Hastings representatives will walk through the subject building with interested parties for the purpose of viewing the building components and collecting information to prepare their proposals. These walkthroughs will occur on March 31, 2016 at 10:00 a.m. and April 14, 2016 at 10:00 a.m. Please contact Kurt Stoudt, Facilities Manager, for scheduling.

## **IV. Timeline for Work and Payment**

The City anticipates the evaluations and delivery of written project materials shall be completed within 60 days after award of the contract. Firms submitting proposals should propose specific timeline and payment terms.

## **V. Payment**

Final payment will be issued after all evaluations are completed and the required written and electronic project materials delivered to the City. Periodic payments may be made as negotiated in the awarded contract.

## **VI. Disturbance**

Work within the building must be completed in a timely manner and with minimal disturbance to employees and others who are present. Work which may be disruptive to the public or staff

may be required to be completed outside regular City Hall office hours of 8:00 a.m. to 4:30 p.m., Monday-Friday.

### **VII. Submission Requirements**

All submissions must be delivered in a sealed envelope to Hastings City Hall by May 31, 2016 at 4:30 pm. Proposals will be opened, reviewed and considered within approximately 60 days of the submission deadline. Hastings City Hall is located at 101 4th Street East, Hastings, MN 55033.

Proposals should be labeled and delivered to:

City of Hastings  
Attention: City Hall Architectural Analysis  
101 4th Street East  
Hastings, MN 55033-1944

Questions can be directed to Kurt Stoudt, Facilities Manager, at 651-755-6046 or [kstoudt@hastingsmn.gov](mailto:kstoudt@hastingsmn.gov). In order to ensure a fair review and selection process, firms submitting proposals are prohibited from contacting any other City staff or Councilmembers regarding these proposals.

### **Specific Requirements:**

Each submission must be arranged according to the following outline. Proposal should not exceed 25 pages in total length.

1. **Cover Letter:** The cover letter addressed to the Hastings City Council must indicate your general approach to this project, the company information and the principal in charge, with contact information, and shall identify any support companies/subcontractors.
2. **Resumes:** Provide resumes, including responsibilities, background and relevant experience of key personnel that will be working directly on the project.
3. **Proposal:** Detailed proposal with supporting documentation describing the scope of work for providing a detailed structural analysis, exterior envelope assessment and historical correctness evaluation including labor, supplies and equipment requirements. The proposal shall clearly identify all set and variable costs. The proposal must include provision for a complete project manual to be used for soliciting bids for the repairs and improvements in printed and electronic formats that can be duplicated and disseminated in the future by the City without licensing restrictions for these purposes.
4. The scope of work must include the following:
  - Identification of current facility conditions and deficiencies
  - Age of relevant building components
  - Structural issues and deficiencies
  - References to applicable building codes and engineering standards
  - References to applicable local, Minnesota and federal laws, rules and guidelines applicable to historic buildings and structures

- Recommendations for prioritizing recommended repairs and improvements
  - Cost estimates for recommended repairs and improvements
  - Where applicable, alternatives for remedying deficiencies
5. **Relevant Experience of Firm:** List three examples of similar work done on similar scale as possible and include the following:
    - Location
    - Client
    - Date
    - Brief project description
    - Cost
    - References
  6. Additional information you believe will communicate the capabilities of your firm to successfully complete the project
  7. Timeline
  8. Proposal fee

Please submit two original copies and one electronic .pdf copy.

#### **VIII. Selection Criteria**

The City of Hastings reserves the right to reject any and all proposals and to request additional information from any or all applicants as determined to be in the best interest of the City. The following criteria shall be used in evaluating project proposals for selection by the Hastings City Council:

- A demonstrated understanding of the requirements for this project
- Project approach and schedule
- Qualifications and expertise of the key personnel assigned to the project and their proven ability to effectively complete similar projects
- Experience of the firm and project team, directly relating to this project
- Comments and opinions of references
- Whether the firm possesses resources required to complete the project
- Clarity, conciseness and organization of the proposal
- Cost of the proposal

This request for proposals is only a solicitation for information. The City is not obligated to enter into a contract nor is it responsible for any costs associated with the preparation of proposals and interviews, if any. Proposals received after the established deadline may be disqualified from consideration. The City reserves the right to reject any and all proposals and to interview firms which, in the sole and exclusive determination of the City, will best meet the needs of the City.

**IX. Contract Execution**

The architectural firm selected will be required to enter into a contract with the City of Hastings for the proposed work prior to commencement of any work. The firm chosen will be required to provide a certificate of insurance demonstrating compliance with minimum insurance requirements and any bonding requirements under applicable law. The City reserves the right to negotiate the final terms and conditions of the contract to be executed. Should the City and the firm selected be unable to agree upon the entire contract, the City reserves the rights to discontinue negotiations, to select another architectural firm, or to reject all proposals received. Upon completion of negotiations agreement to the City and the selected form, a contract shall be executed.

**X. Contact**

Questions and proposals should be directed to:

**Kurt Stoudt,**  
Facilities Manager  
City of Hastings  
101 4th Street East  
Hastings, Minnesota 55033  
Phone: 651-755-6046  
Email: [kstoudt@hastingsmn.gov](mailto:kstoudt@hastingsmn.gov)

***– A – Photographs of the Building***

Photographs



