



7/29/2016

Pre-Submittal Conference City of Minneapolis Architectural & Engineering Services for Hiawatha Maintenance Facility Campus Expansion

AGENDA:

- **Introductions**
- **Project Description:**
 - Demo/Environmental, renovated or new building and site work
 - City departments and possible private development
 - Possible parking structure
 - Planning for future expansion
- **Discussion of Project Scope:**
 - First phase: Scope definition and Master planning for flexibility, operational efficiency, density, circulation and best and highest use of site
 - Base Project – Water Distribution Maintenance:
 - Large vehicle storage, maintenance, wash bays, shops, stores
 - Office, conference
 - Staff parking
 - Additional Program elements
 - Landscaping, storm water, snow storage
 - Independent Environmental/Geotechnical
 - Independent Traffic Study
 - Community engagement
 - LEED® v2.2 Gold Certified - LEED Accredited Professional
- **RFP Process**
 - **RFP and Addenda Download:**
 - www.ci.minneapolis.mn.us/finance/procurement/rfp
 - **Questions due 4 pm Aug 2, 2016. Answers issued Aug 5th.**
 - **Proposal Due Date: August 11, 2016 at 4:00pm CST**
 - **Location To Submit to: 330 2nd Avenue South, Suite 552**

Minneapolis, MN 55401

- **Evaluation of Proposals**
 - Criteria
 - SUBP Requirements – 7% MBE, 10% WBE
 - Cost of Services
 - Short Listing
 - Interview/Presentations
- **Independent Commissioning – separate RFP**
- **Project Budget**
 - Base Project: \$25 million including soft costs
- **Project Schedule**
 - Review Proposals/Interview/Award/Contract – late August - September 2016
 - Project Team Initiation/ Project Scoping/Definition and Master Planning & Programming – October - November 2016
 - Schematic Design —December 2016 - January 2017
 - Design Development – February - April 2017
 - Construction Documentation/Cost Estimating/Plan Review – May - August 2017
 - Bidding/Contract – August - September 2017
 - Demo/Environmental/Construction September 2017 – November 2018
 - Close out – November 2019
- **Q&A**
- **Tour**
- **Primary Contact:**

**Robert Friddle, Director, Facilities Design & Construction
Property Services Division
Department of Finance & Property Services
350 S. 5th St., Rm 223
Minneapolis, MN 55415
Bob.friddle @minneapolismn.gov**