



Request for Proposals

Swift County space needs and projected building program analysis

May 19, 2015 -- RFP Issued

June 2, 2015 at 1:00 pm -- Pre-submission conference in the LEC lower level conference room at the Swift County Courthouse

June 3, 2015 at 4:00 pm – Deadline to submit questions regarding RFP (via email)

June 4, 2015 by 4:00 pm – County responds to submitted questions regarding the RFP

June 10, 2015 at 4:00 pm -- Responses to the RFP are due

Introduction and Background

Architectural and design firms are invited to submit a response to this Request for Proposal (RFP) for review and consideration by Swift County, Minnesota to perform a space needs and projected building program analysis. This analysis will involve reviewing the following County owned facilities in Benson, Minnesota 56215 including: 1) Historic Courthouse and attached Law Enforcement Center (301 14th St N); 2) Human Services (410 21st St S); 3) Highway and Parks & Drainage (1635 Hoban Ave); 4) Environmental Services (1000 Industrial Dr); 5) County Attorney (211 11th St N); 6) Countryside Public Health (201 13th St S); and 7) Swift County Historical Society Buildings (2135 Minnesota Ave).

The selected firm will provide, in consultation with appropriate county staff, a staffing study and a building use needs study for short and long-term, a recommendation as to how best to obtain efficiencies, and a building program as to how and where to meet the demands for the current county operations.

This RFP provides the following information:

- Section 1. Brief History and Background
- Section 2. Scope of Work (Phase 1)
- Section 3. Required Qualifications
- Section 4. Pre-submission Review
- Section 5. Required Information/Content of Proposals

Section 1. Brief History and Background

Swift County, Minnesota is located in west central Minnesota with the county seat located in Benson. Swift County was incorporated in 1870 and contains 739 square miles with a 2013 estimated population of 9,783 people. Swift County is primarily a rural agricultural community with 8 incorporated communities. The county currently has 108 full-time employees and will likely add additional staff to meet growing state requirements.

County Administrative functions and Law Enforcement operate out of the Courthouse along with housing two district courtrooms operated by the State of Minnesota, 6W Regional Corrections, Swift County HRA, Swift County RDA, Swift County Extension, Emergency Management, and a branch office for Safe Avenues.

The Human Services, Highway and Parks & Drainage, Environmental Services buildings are all exclusive to those users. The County Attorney Building houses the County Attorney and the Restorative Justice Practices.

Countryside Public Health is housed in a county owned building which is the main office for a 5 county public health Joint Power Agency.

Swift County Historical Society is a private non-profit that operates out of buildings owned and maintained by Swift County.

Current Buildings

Courthouse - 301 14th St N (1897, HVAC System 1970's, Renovations 1985)

Uses: County Administrative functions, District Court operated by the State of Minnesota, Swift County HRA, Swift County RDA, Swift County Extension, Emergency Management, and a branch office for Safe Avenues.

Approximate Areas: 1st Floor 7,455 Sq. Ft. 2nd Floor 7,455 Sq. Ft. 3rd Floor 7,187 Sq. Ft. and 4th Floor 2,337 Sq. Ft. for a total of 24,434 Sq Ft.

Law Enforcement Center - 301 14th St N (1985) (Note: The LEC is attached to the Courthouse)

Uses: Sheriff, 6W Regional Corrections, and large meeting room.

Approximate Areas: Basement and 1st Floor 7,029 Sq. Ft. for a total of 14,058 Sq. Ft.

Human Services Building - 410 21st St S (1998)

Uses: Human Services

Approximate Area: 1 floor and 7,167 sq. ft.

Highway and Parks & Drainage Site - 1635 Hoban Ave

Building #1 – Highway and Parks & Drainage Office Building (2005)

Uses: Highway and Parks & Drainage

Approximate Area: 1 floor and 6,706 sq. ft.

Building #2 – Benson Highway Garage (1971)

Uses: Highway garage

Approximate Area: 1 floor and 14,110 sq. ft.

Building #3 – Highway storage (1955)

Uses: Highway storage and sign shop

Approximate Area: 2 floors and 7,192 sq. ft.

Environmental Services Site - 1000 Industrial Dr

Building #1 – Office and sorting building (1990)

Approximate Area: 1 floor and 37,200 sq. ft. (office area is approximately 800 sq. ft.)

Building #2 – Compost storage building (1992)

Approximate Area: 1 floor and 12,150 sq. ft.

County Attorney – 211 11th St N (1956)

Uses: County Attorney and Restorative Practices

Approximate Area: 1 floor and 2,165 sq. ft.

Countryside Public Health Building - 201 13th St S (1965, Renovations in 1996)

Uses: Countryside Public Health

Approximate Area: 1 floor and 7,500 Sq Ft

Swift County Historical Society Buildings – 2135 Minnesota Ave (1965, Renovations in 1996)

Building #1 – Main Museum Building (1970?)

Uses: Swift County Historical Society

Approximate Area: 1 floor and 10,440 sq. ft.

Building #2 – Cold storage museum building (1988?)

Uses: Swift County Historical Society

Approximate Area: 1 floor and 3,840 sq. ft.

Building #3 – Sheriff's Department Impound Building (unknown/built in 2 phases)

Uses: Sheriff's Department

Approximate Area: 1 floor and ~1,600 sq. ft.

The county additionally owns the following buildings in Benson that are not part of this study: Prairie V building located at 640 Atlantic Avenue. The county additionally has satellite Highway maintenance shops located in Holloway and Murdock both of which were constructed in 2005.

Section 2. Scope of Work (Phase 1)

The scope of work involves the following:

Staffing Analysis

Working with the County Administrator and Department Heads, the applicant will prepare a staffing analysis. This long-term analysis will examine required staffing levels by department, office or area of service. The analysis should also consider potential changes to department structures in the future. Attached is a list of current employment by department and building. Not all positions may be occupied at this point in time. The firm should be able to provide advice regarding staff in comparable county organizations, now and 20 years into the future. Additionally, new programs or requirements may affect staffing levels which should be accounted for to the extent practicable. A report of anticipated employment levels shall be provided to contain the following, by department, office or area of service:

- Present positions, present required positions, and estimated positions in 10 and 20 year increments.
- Demographic trends should be analyzed to better assist in the staffing and space programming analyses.

Building Programming

Using the above staffing analysis and other relevant common aspects to programming of spaces, provide an analysis of the anticipated staffing needs following the format of the staffing analysis, that is, current estimated need and need in 10 and 20 year increments. In addition, based on the staffing and building needs, identify ancillary and accessory programming requirements, such as, but not limited to, data and telecommunications (specifically looking at creating a space that is climate controlled, contains dry chemical fire suppression system, and is more secure for servers and related IT equipment in the Courthouse, Human Services, and Public Health), conference rooms, printer, and file & storage space. Also include functional spaces, such as restrooms, mechanical spaces, vestibules, stairwells, elevators, hallways and

similar space allocations. The building programming analysis shall be compiled by department, office, or area of service and then formatted into particular use relationships for building purposes. Examine the relationship between various departments to maximize efficiency of use, and how best to accomplish the intended needs at each identified increment level. If recent trends in ergonomic design affect space requirements, please note the potential cumulative effect.

Provide an explanation of how best to meet the need at each increment level. However, it is important to examine the anticipated long-term situation so as to maximize efficiency of construction, service, and interaction. This may mean looking at expansion of the current site, or location of other site(s) to house certain departments, offices or area of service. Identify preferred locations of any uses relocated off-site. Evaluation of centralized compared to decentralized service areas and space needs shall be evaluated. It may be necessary to work through several building program and siting options.

Security

Review and analyze the current state of security at all County buildings. Working with building users, identify security issues/concerns and ways that they could be addressed. It is a goal to keep County to keep our facilities open and inviting to the public and avoid physically and programmatically disconnecting them from the public. This goal of keeping county buildings open and inviting to the public needs to be balanced with the need of keeping staff and the public safe and secure while in county buildings. The Swift County Courthouse in particular was built in a prominent location in the Benson community and is a cornerstone of the community and a source of local pride. Balancing security, ADA access, and historic and prominent entrances to the Courthouse will be particularly important to review.

Efficiency of Space

Review and analyze current work spaces and flow. Identify any efficiency and cost-effective layout alterations that may provide space for additional employees so as to possibly defer additional construction activity. In addition, the firm may propose automation, electronic, or other techniques which may serve to provide efficiency of file/storage space, with a cost benefit analysis.

Costs and benefits of potential renovations

Some building spaces, especially at the Historic Courthouse, will need renovations. The Courthouse will need the 1970s HVAC system replaced (see separate Courthouse HVAC report completed in 2013) and space efficiency improvements. Additional office space will be needed to be constructed for Human Service due to recent and expected growth. A new Highway Garage will be needed for the Benson location in the next decade. Overall renovations for all county building should consider, but are not limited to, HVAC, electrical, lighting, and space efficiencies. Planning should consider initial outlay and future needs of the various facilities.

Cost and Sustainability Analysis

Provide an estimated cost in current dollars for estimated design, construction, inspection, furnishing and equipment, and contingency fees to meet the needs identified in the planning work. Level of construction shall be complimentary to the buildings at the respective building site, especially at the 1897 Historic Courthouse that was listed on the National Register of Historic Places on September 19, 1977. Separately provide a factor or amount to account for a higher level of sustainability than what is standard for general office construction. This is to recognize that as a long-term building owner, the additional cost of construction in the short term may be offset by realized energy savings. The firm will provide time frame(s) to analyze the pay-back services.

The firm shall provide a written report, spreadsheets and other documents as necessary to provide the final product to the county in both written (four copies) and an acceptable electronic format. All work performed shall become the property and ownership of Swift County and the county reserves the right to use the produced work as they so choose.

At this time the phases of this project are outlined in general as follows:

Phase 1 – Design, planning, budgeting and cost/benefit analysis

Phase 2 – Construction drawings, architecture, grants procurement, specification documents, and construction documents for work at the Courthouse. In particular the Courthouse work will likely include the HVAC replacement, exterior weatherization, and interior security and efficiency improvements. Other buildings will be done in the future. (Dependent on funding)

Phase 3 – Construction management. (Dependent on funding)

Section 3. Required Qualifications

Interested firms shall submit the following information:

- A. Firm name, address, contact person and contact information
- B. Brief history of firm
- C. A statement on the firm's understanding of and capabilities to carry out the specified work. Sub-consultants may be used, but the demarcation of work shall be clearly established. If any sub-consultants are used provide three references for each subconsultant.
- D. Key personnel to be assigned to the project, resumes, and their experience with similar levels of governmental staffing, and space needs analysis.
- E. Identify your last three governmental space needs analysis, when accomplished, and contact information for each to use for a reference check. Provide the firm's key personnel assigned to the project and their responsibilities.
- F. A one page description of interest and qualifications for this project.
- G. Provide a description (no more than four pages) of your proposed methodology to perform the required work, with time frame (based on number of months from when work is commenced).
- H. Provide a cost not-to-exceed to perform the required services. Agree to attend an interview at no charge.

Section 4. Pre-submission Review and Questions

Interested firms are required to attend a pre-submission conference that will be held on June 2, 2015 at 1:00 pm in the LEC lower level conference room at the Swift County Courthouse. Visits will be made to each of the facilities in the study. Questions on the RFP need to be submitted in writing via email by 4:00 pm on June 3, 2015 to mike.poggeweaver@co.swift.mn.us. The County will respond to the questions by 4:00 PM on June 4, 2015. Responses will be posted on our website (swiftcounty.com/BuildingProjects) and sent via email.

To prevent interruptions to county staff, all points of contact are to be made and directed to Mike Pogge-Weaver, County Administrator. Site visits are discouraged outside of the pre-submission conference on June 2nd. If site visits are needed outside of that time arrangements are to be made through Mike Pogge-Weaver by calling 320-314-8399.

Section 5. Required Information/Content of Proposals

- Proposal Cover Sheet – A brief letter of intent that will include a description of the services to be provided and other relevant information.
- Qualifications
 - Company history
 - References and examples of prior work
 - Approach to a phased design and construction project of this size, scope and limitations
 - Experience with “best value” procurement
 - Experience with green building design
 - Experience with historical renovation
 - Address items listed in Section 3.
- Proposed fees
 - A firm quote on fees for Phase 1 of the project based on a hourly-not-to-a-exceed basis.
 - Estimates on fees for later phases of the project as a hourly-not-to-exceed basis (the County understands that this may be difficult without a specific scope of services and is asking the respondent to state any assumptions)
- Any additional information which may be pertinent

Please provide one electronic copy (PDF) and four hard copies of the response. A committee of county staff will review the submitted proposals and intends to select certain firms for interview. The review will be based in part on the firm’s history and ability to provide the required work, its understanding and approach to the identified work program, the committee’s review of the one page statement of interest, and understanding of the dynamics of the community. The top firm will be invited to negotiate a contract with the county.

Responses to this RFP shall be submitted by June 10, 2015 at 4:00 PM to:

Swift County
Attn: Mike Pogge-Weaver
County Administrator
PO Box 288
Benson, MN 56215

Attachments:

County 2015 Positions (see next page).
Courthouse HVAC Study – Available on-line at swiftcounty.com/buildingRFP

Summary of RFP deadlines:

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Approval of a proposal

The County anticipates considering the proposals by the Board of Commissioner at either their June 16 (11:00 AM) or July 7 (9:00 AM). A select number of firms may be requested to discuss their proposals with the subcommittee of county staff and/or the Board of Commissioners. Staff will be in contact with the firms responding to the RFP once the proposals are received and a determination is made on interviews, if any, that will be held and when.

NOTICE:

The Swift County Board of Commissioners reserves the right to reject any or all proposals, to waive irregularities in any proposals and to accept the proposals deemed to be in the best interest of Swift County. As a proposal for professional services, Swift County reserves the right to select the proposal that best meets the County's needs and not necessarily the lowest price proposal.

ATTACHMENT**2015 Positions by Building**

<u>Department/Office</u>	<u>Full/part time</u>	<u>Intern/Seasonal</u>	<u>Total</u>	<u>Notes</u>
<u>Courthouse</u>				
Custodian	1 FT	0	1 FT	
Emergency Manager	1 FT	0	1 FT	
Extension	2 FT	1 PT	2 FT / 1 PT	
HRA	1 FT / 1 PT	0	1 FT / 1 PT	
RDA	1 FT	1 PT	1 FT / 1 PT	
Safe Avenues	1 FT	0	1 FT	
Veteran Services	2 FT	0	2 FT	
Administration	2 FT	0	2 FT	
Assessor	4 FT	0	4 FT	
Auditor	2 FT	1 PT	2 FT / 1 PT	
Land Records	3 FT	0	3 FT	
Treasurer	2 FT	0	2 FT	
Courts	4 FT	0	4 FT	
	(Up to 4 FT additional from time to time based on court work load)			
<u>LEC Building</u>				
Sheriff	6 FT	0	6 FT	
	(Weekday Daytime Staffing Level)			
Sheriff	17 FT/ 9 PT	0	17 FT/ 9 PT	
	(Total Staffing)			
6W Probation	3.5 FT	0	3.5 FT	
<u>Human Services Building</u>				
Human Services	35 FT	3 infrequent PT	35 FT/3 infrequent PT	
<u>Highway and Parks & Drainage Building</u>				
Highway (Office)	6 FT	0	6 FT	
Highway (Shop)	15 FT	0	15 FT	
Parks and Drainage	2 FT	0	2 FT	
<u>Environmental Services Building</u>				
Enviro. Services	5 FT	0	5 FT	
DAC	5 PT	0	5 PT	
STS	2 PT	0	2 PT	
<u>County Attorney</u>				
County Attorney	5 FT	0	5 FT	
Restorative Practices	1 FT	0	1 FT	
<u>Countryside Public Health Building</u>				
Public Health	10 FT	0	10 FT	