



## **Request for Qualifications**

Architectural/Engineering Design Services

Moorhead City Hall Remodel Project

Moorhead, MN

---

**Due by March 29, 2024 at 2:00 PM Central Time**

**City of Moorhead, MN**

**ATTN: City Hall Remodel/Civic Plaza**

**500 Center Avenue**

**Moorhead, MN 56561-0779**

**Email: [Cityhallplaza@moorheadmn.gov](mailto:Cityhallplaza@moorheadmn.gov)**



## 1. SUMMARY INFORMATION

The City of Moorhead, Minnesota (the “City”) is requesting qualifications to provide architectural and engineering services to the City, as requested herein.

The City is moving forward with a master planned redevelopment site around Moorhead City Hall (pictured below). The City has determined that remaining in the current City Hall building is the best use of that building to support of the overall vision of that redevelopment.

The anticipated budget for the project is \$20 million, including design fees, soft costs, and contingencies. The project area is the existing building, including the ground floor area that is currently part of the Moorhead Center Mall.



## 2. SCOPE OF WORK

The City is issuing this Request for Qualifications (“RFQ”) to identify a firm to complete the architectural and engineering services for the renovation/refurbishment of the City Hall building as well as the development of new site access and plaza space in alignment with the development of the downtown master plan, as shown in the image above.



### 3. SUBMITTAL REQUIREMENTS

Submittals shall include the following (18 page maximum – this excludes a front/back cover):

✓ **Section 1: Cover Letter (1 page maximum)**

- Business name and address
- Contact name, address, phone and email
- Brief statement outlining the key reasons why the applicant should be considered as the consultant on this project

✓ **Section 2: Design Firm Background (8 page maximum)**

**Scoring: 30/100**

- Background and expertise of firm and each person in firm that is assigned to the project, including:
  - Brief history of firm
  - How long firm has been in business
  - Number of employees and breakdown of positions within the firm
  - Types of services provided
  - Any technical partners (engineers, planners, etc.)
  - Identify Project Manager and any core team members and their background, including work on similar projects
  - Identify project staff credentials (AIA, P.E., etc.)
  - Firm's experience with city hall construction or renovation or other public sector building projects and the firm's percentage of work on projects as compared to all design work on the project (for example, if the firm was a subconsultant and performed 10% of the total design work for the project). Include a summary list of all projects completed by your firm within the last 10 years, \$15 million or more in value, within a 500-mile radius to Moorhead, MN. The list shall be limited to project name, location, and value.
  - Any connection to Fargo-Moorhead region
  - Any unique, project specific qualifications

✓ **Section 3: Three Examples of Past Similar Projects (9 page maximum) Scoring: 70/100**

- Name of project
- Date completed
- Total construction cost
- Square footage of building/project
- Project owner's name, address and phone number
- Design firm members involved in the project

Within the three examples provided, please include any available information pertaining to notable sustainability features, energy efficiency, lighting and/or project design specific features, relevant to the proposed project.



#### **SUBMITTAL REQUIREMENTS OVERVIEW:**

- ✓ Cover Letter (1 page maximum)
- ✓ Design Firm Background (8 page maximum) Scoring: 30/100
- ✓ Three Examples of Past Similar Projects (9 page maximum) Scoring 70/100

#### **4. SELECTION PROCESS**

**Responses must be received no later than  
2:00 PM Central Time on March 29, 2024.**

**Submit 4 Copies and a PFD Copy to:**

City of Moorhead  
ATTN: City Hall Remodel/Civic Plaza  
500 Center Avenue  
Moorhead, MN 56561-0779  
Email: [Cityhallplaza@moorheadmn.gov](mailto:Cityhallplaza@moorheadmn.gov)

Qualifications will be reviewed by City staff. Upon review of the qualifications, City staff may consult with an applicant regarding submissions received by the City. The City may request additional information or request that the applicant provide additional documentation. The City, at its sole discretion, may reject any or all submissions. The City may make its selection by April 8, 2024, or at a later date, as the City so desires.

#### **5. EVALUATION CRITERIA**

The City's selection is based on professional qualifications, documented experience, and the expertise of personnel to be assigned to this project. Consideration will be included, but not be limited to, the following factors:

- a. Abilities, qualifications, and credentials of personnel assigned to the project;
- b. Experience in providing similar services for similar projects;
- c. Overall responsiveness to this RFQ.



## 6. QUESTIONS

Questions regarding this RFQ shall be submitted in writing, by email, to [Cityhallplaza@moorheadmn.gov](mailto:Cityhallplaza@moorheadmn.gov). Questions must NOT contain confidential or proprietary information. Questions may be submitted through March 22, 2024. Answers to questions received will be posted online at [www.cityofmoorhead.com/about-the-city/city-hall-plaza](http://www.cityofmoorhead.com/about-the-city/city-hall-plaza). The City does not guarantee that questions received after March 22, 2024 will be answered.

## 7. CONFIDENTIALITY

All information included in this RFQ is subject to disclosure according to the Minnesota Government Data Practices Act.

## 8. INCURRED EXPENSES

There is no express or implied obligation for the City to reimburse applicants for any costs or expenses incurred in preparing qualifications in response to this RFQ. The City will not reimburse applicants for such costs or expenses, nor will the City pay any subsequent costs associated with the provision of any additional information or documentation requested by the City, or for the applicants' costs to develop or procure a contract for services. The City is not responsible for any cost(s) incurred by an applicant in preparing and/or submitting qualifications.

## 9. DISCLAIMERS

**THIS IS A REQUEST FOR QUALIFICATIONS ONLY.** It is intended to identify potential independent applicants capable of providing architectural and engineering services for the City. The information in this RFQ is subject to change and is not binding on the City. The City has not made a commitment to procure any of the items discussed, and release of this RFQ is not to be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. All submissions become the City's property and will not be returned. The City maintains the right to reject any and all submissions.

## 10. HELPFUL REFERENCES:

- 2020 Downtown Master Plan: [www.dtmoorhead.org/](http://www.dtmoorhead.org/)
- 2022 Onward Moorhead! Comprehensive Plan: [www.cityofmoorhead.com/onwardmoorhead](http://www.cityofmoorhead.com/onwardmoorhead)
- Community Center/Public Library Overview Website: [www.cityofmoorhead.com/about-the-city/regional-library-community-center#ad-image-5](http://www.cityofmoorhead.com/about-the-city/regional-library-community-center#ad-image-5)