



**Request for Proposals
Professional Services
Public Works Facility and Space Needs
Analysis and Recommendations**

Proposal Due Date: April 5, 2023 at 12:00 PM

The City of St. Paul Park is seeking proposals from qualified firms to complete a space and needs analysis to help determine the appropriate facility(ies) and space needs for current and future functional areas of public works (streets, parks, storm sewer, wastewater, and water) for the next 30 years.

The proposal submitted should cover all expenses related to the project. Favorable pricing, experience of the firm, qualifications, experience, and ability of assigned staff, resources, ingenuity, completeness, and detail of the level of service proposed, and timeliness of the service proposed will be significant factors in award of this contract.

NAME OF THE PROPOSALS: Facility and Space Needs Analysis Proposal
DEADLINE FOR SUBMITTAL: Wednesday, April 5, 2023, at 12:00 CST
PROPOSALS SUBMITTED TO: Jeff Dionisopoulos, Public Works Supervisor
jeff.dion@stpaulpark.org
PDF files and only by email
CONTACT PERSON: Jeff Dionisopoulos, Public Works Supervisor
jeff.dion@stpaulpark.org
651-459-3730
BID AWARD (ANTICIPATED): Monday, April 17, 2023, at 6:30 pm CST
Council Meeting in City Hall
600 Portland Ave, St. Paul Park, 55071

4.0 Space for staff and equipment

Currently the public works facility is home to the following employees:

- 1-Public Works Supervisor
- 1-Assistant Public Works Supervisor
- 5-Maintenance Workers

The city may desire an additional workspace at the public works facility that can be used on occasion by other city staff, such as city engineers, and utility billing clerk.

Future space should also include potential space for seasonal employees, an administrative support person, and additional public works employees needed for potential future growth for the next 25 years.

The selected firm would be expected to forecast any space needs using a date-informed, best practices approach in consultation with city staff.

Currently the Public Works facility is home to the following equipment:

- 4-Pickup trucks
- 1-One ton dump truck
- 1-Front end loader
- 3-Single Axle Dump Trucks
- 1-Tandem Axle Dump Truck
- 1-Service/Boom Truck
- 1-Skid Steer
- 1-Asphalt Roller
- 1-Large Ditch Mowing Tractor
- 1-Enclosed Trailer
- 1-Asphalt Trailer
- 2-Additional Trailer
- 1-Single Axle dump truck water tank
- 1-Small Tractor (1/2 of the year)
- 1-Sweeper (1/2 of the year)

Currently the Heritage Park Facility is home to the following equipment:

- 2-11' wing lawnmowers
- 2-Zero Turn Lawn Mowers
- 2-Cushman
- 1-Small Tractor (1/2 of the year)

Currently the Water Treatment Facility is home to the following equipment:

- 1-Vactor
- 1-Sweeper (1/2 of the year)

Currently the Well house is home to the following equipment:

- 1-Trailer mounted portable generator
- 1-Trailer mounted air compressor

5.0 Project Scope

The selected proposer shall be required to conduct an in-depth assessment of the city's current operations and provide a detailed facility and space needs assessment with a recommended plan. Which should incorporate the following components, at a minimum:

- 5.1 General information with scope and methodology
- 5.2 Facility condition assessment
 - 5.2.1 Public Works Facility at 649 5th St.
 - 5.2.2 Heritage Park Facility at 1345 Laurel Ave
- 5.3 Assess storage needs for necessary equipment and supplies.
 - 5.3.1 Include the evaluation of materials and equipment stored within the public works yard and cold storage building.
 - 5.3.2 Outside "yard" storage needs should also be considered.
- 5.4 Assess space needs and considerations, related to staff workspaces, collaborative spaces, employee comfort, safety, workflow, etc.
- 5.5 Provide recommendations for:
 - 5.5.1 Optimization of current spaces
 - 5.5.2 Expansions, additions, and/or enhancements recommended for current operations and any growth projections for the next 25 years, if feasible.
- 5.6 Report of findings
 - 5.6.1 Executive Summary
This section should include a summary of the findings, conclusions, and recommendations in high-level discussion. Also include a financial statement regarding the impact of the recommendations.
 - 5.6.2 Findings and conclusions
A detailed report of the significant findings for each section included in the project scope, including exhibits, and supporting analytical information.
 - 5.6.3 Implementation
A complete action plan for implementing the recommendation includes a prioritization of actions (especially if needs exceed feasible fiscal resources) and timeline.
 - 5.6.4 Council Presentation
Present a high-level overview of the findings to the City Council.

6.0 Submittal of Proposal

6.1 Company name and address

6.2 A brief overview of the services performed.

6.3 Total contract amount

6.4 Duration of project from contract award to final submission.

Note: Preference will be given for proposals that can complete the project in advance of the 2024 budget process. (July 1, 2023).

6.5 Company's professional qualifications and experience with similar type analysis projects.

6.5.1 Provide a summary of the Company's statement of professional qualifications.

6.5.2 Provide a statement on the availability and commitment of your firm and its principal(s), assigned project managers, and project team to undertake the project.

6.5.3 Provide the names of at least three projects for which your company has provided consultation service or similar project completed in the past five years. The City of St. Paul Park has the right to contact listed municipalities at any time during the RFP process.

6.6 Project Team

6.6.1 Identify the experiences of the project manager and team members proposed to be on the project team. *Note: Project manager and all project team members may not be substituted or changed throughout the agreement with the written approval of the city.*

6.6.2 Demonstrate expertise and experience of each member of the project team.

6.7 Project team's methodology, approach and understanding of the project.

Provide a detailed management plan to show how the team proposes to efficiently accomplish the services for the project. Each phase of the plans should have a well-defined scope, deliverables, and estimated time frame for completion.

6.8 Describe how your firm will report the status of the project to the city.

6.9 References: Provide at least three client references. The City reserves the right to contact listed clients at any time during the RFP process. Provide the following information for each project listed:

- Client's name and address
- Contact person's name, phone number, and email address.
- A brief overview of the work and a short description of the services
- The total fee of the contract.

General Requirements

1. Proposers must adhere to all terms of this RFP.
2. Late proposals will not be considered.
3. All costs incurred in responding to this RFP shall be borne by the Proposers.
4. This RFP does not obligate the City to award a contract or complete any portion of the project, and the City reserves the right to cancel or modify this RFP.
5. The City reserves the right to reject all proposals, or any proposals that do not comply with the requirements of this RFP.
6. All materials submitted in response to this RFP shall become the property of the City and are public records and as such may be subject to public review.
7. Any materials submitted in response to this RFP that is copyright protected must be clearly marked as being copyrighted at the time it is submitted to the City. Such material is subject to public inspection once the proposal becomes public, but copies will not be distributed to the public unless the holder of the copyright gives its permission for the City to make and distribute copies. Materials produced for the City under the contract shall not be subject to copyright protection.
8. Responses to this request for proposals (“RFP”) will become public information under the Minnesota Data Practices Act, Minnesota Statutes Chapter 13.