Request for Qualifications

Design and Construction Document Services for Berger Fountain

Park Location:
Berger Fountain aka “The Dandelion Fountain”
Loring Park
1382 Willow Street
Minneapolis, MN 55403

Issued by the Minneapolis Park and Recreation Board
and in review by and involvement with the Berger Fountain Task Force

Release date: Wednesday, November 30th, 2022
Qualifications due: Friday, January 6th, 2023

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PART 1  GENERAL INFORMATION

1.1  REQUEST FOR QUALIFICATIONS

This Request for Qualifications is intended to solicit responses from qualified consultants or consultant teams for:

- Phase 1: Preparation of concept design drawings and a preliminary cost estimate for the project in Phase 1
- Phases 3 & 4: Design Development, a final cost estimate, and construction documents
- Phase 5: Construction Administration with a separate bid for Construction Services

This Request for Qualifications is offered through the Minneapolis Park and Recreation Board (MPRB), which will act as the contracting authority for work resulting from this request.

All information related to this Request for Qualifications shall be obtained as described in Section 1.2. The Minneapolis Park and Recreation Board is the sole authority to speak to issues related to this Request for Qualifications.

This Request for Qualifications is open to any qualified parties. There are no specific SUBP goals on this RFQ.

A Scope of Work and a fee for services will be negotiated with the successful responder.

1.2  CONTACT INFORMATION

The MPRB has assigned staff to manage the Request for Qualifications process, including any needs related to clarifications or questions. Any communications related to this request shall be directed VIA EMAIL ONLY to:

Emma Pachuta
epachuta@minneapolisparks.org

No other staff is authorized to respond to questions or requests for clarification of this Request for Qualifications. Failure to follow this instruction may be cause for disqualification.

Questions or requests for clarification must be received by the date indicated in Section 1.3 Responses and will be provided to all known proposers via email by the date indicated in Section 1.3.

1.3  REQUEST FOR QUALIFICATIONS SCHEDULE

The Minneapolis Park and Recreation Board will pursue the following schedule related to this Request for Qualifications and the engagement of a consultant or consultant team:

- Release of Request for Qualifications  Wednesday, Nov 30th
- Questions or requests for clarifications due  Friday, Dec 9th, 5:00pm CST
- Final Addenda issued  Friday, Dec 16th
- Qualifications due  Friday, Jan 6th @ 5:00pm CST
- Interview notifications, if required  Monday, Jan 16th
Interviews, if required  
**Tuesday, Jan 24**th

**Anticipated firm selection date**  
On or before **Friday, Jan 27**th

**Anticipated notice to proceed date:** April (Board approval will be necessary ahead of start date)

Updates to the schedule and answers to submitted questions will occur only via an addendum to this Request for Qualifications. All addenda will be posted on the [MPRB Business Opportunities site](https://www.minneapolisparks.org/wp-content/uploads/2018/11/MPRB_DSAMP_Nov2017_ch4.pdf).

### PART 2 PROJECT INFORMATION

#### 2.1 BERGER FOUNTAIN BACKGROUND

The Berger Fountain, known as the “dandelion fountain” to most, was installed in 1975 and has been a beloved neighborhood landmark in Loring Park and a favorite location for wedding photographers and children ever since. The existing plaza and surrounding trees create a cozy enclosed area with good views of the park and skyline.

The Berger Fountain rehabilitation was identified as a priority in the Loring Park NRP Phase I Plan, the Loring Park NRP Phase II Plan, and the Loring Park Neighborhood Small Area Plan; all three plans were adopted by the Minneapolis City Council in 1995, 2008, and 2013, respectively. The Downtown Public Realm Plan, adopted in 2016, also identified the Berger Fountain as a priority in its planning. A Berger Fountain Task Force (Task Force) was formed in 2014 to work independently and collaboratively with the MPRB to improve maintenance and support for the fountain.

In 2017, the Minneapolis Park and Recreation Board (MPRB) adopted the Downtown Service Area Master Plan (DSAMP) which set goals for long-term development and improvements to parks guided by extensive engagement from the communities that MPRB serves. After months of engaging with community, DSAMP outlined a high-level vision for Loring Park, including a vision for Berger Fountain and the surrounding park space. This vision included refurbishing and retaining the “dandelion” fountain alongside additional community amenities, such as a plaza, seating areas, and a splash pad (see pages 4-73 through 4-77 for DSAMP Berger Fountain content: [https://www.minneapolisparks.org/wp-content/uploads/2018/11/MPRB_DSAMP_Nov2017_ch4.pdf](https://www.minneapolisparks.org/wp-content/uploads/2018/11/MPRB_DSAMP_Nov2017_ch4.pdf)).

In summer 2020, the Berger Fountain ceased to work because to deferred maintenance and capacity due to the pandemic, which heightened the need to move rehabilitation forward.

In June 2022, the Task Force led the hiring and oversight of a team led by Damon Farber Associates (Damon Farber) to complete a rehabilitation assessment and preliminary cost estimate for future work (see Attachment B). Damon Farber’s assessment will inform next steps in the process. The Task Force will be involved in the hiring and oversight of the design team and will be a lead partner in helping to fundraise for the project in 2023.

The MPRB requires the services of a consultant team qualified to design a buildable project, prepare construction documents including documents suitable for bidding, and perform
construction contract administration services. The consultant team will also be responsible for assisting MPRB staff in securing approvals and permits required to advance the project.

Identified Phases of the Berger Fountain Project

Phase 1: Concept Design & Budget Breakdown (30% complete)
*Anticipated Timeline: Apr 2023 – Jul 2023*

Phase 2: Complete fund development (MPRB and Berger Fountain Task Force work only, there will be a break between Phases 1 and 3 where the design team will not be working on the project)
*Anticipated Timeline: Jun 2023 – Feb 2024*

Phase 3: Design Development (65% complete)
*Anticipated Timeline: Oct 2023 – Feb 2024*

Phase 4: Final Design and Construction Documents for Bidding Complete (100% complete)
*Anticipated Timeline: Mar 2024-Jul 2024*

Phase 5: Construction Contract Administration
*Anticipated Timeline: Begin Bidding Process Jul 2024*

MPRB currently has funding to complete Phase 1 of the project, which will include schematic design drawings and a cost estimate breakdown. This work is anticipated to be completed in Spring/Summer of 2023, allowing MPRB and the Task Force sufficient time to complete fundraising for the additional phases through winter 2024.

Work to complete final design, construction documents, and construction is anticipated to begin in late 2023, however, work is dependent on completion on solidifying funding by the Task Force and MPRB.

2.2 BERGER FOUNTAIN TASK FORCE BACKGROUND

The Berger Fountain Task Force (Task Force) was formed in 2014 and was created as a designated sub-committee of Citizens for a Loring Park Community, the Friends of Loring Park, and the MPRB. All parties understood that there was an ever-increasing need for maintenance to support the fountain.

The Task Force was committed to retaining an improved Berger Fountain in Loring Park and a desire to affect its rehabilitation in the short-term (over the next three to five years) by working collaboratively with, but to a certain degree, independent from the MPRB.

The Task Force formalized a Memorandum of Understanding (MOU) with the MPRB in January 2019. The MOU enabled the Task Force to manage processes, which included management of fundraising, solicitation of professional services for various aspects of the Berger Fountain project, and distribution of funds needed to the complete the development program.

Over the last several years, the Berger Fountain Task Force has worked to move elements of the Berger Fountain vision forward, including collaborating with Dunwoody students in the
Architecture and Marketing Programs to develop schematic designs for a winter cover for the fountain and to develop fundraising graphics for future costs during 2018 and 2019. Most recently, they led the hiring and oversight of a team led by Damon Farber Associates to do an assessment of the existing fountain and provide future options for the fountain.

The Task Force will play an integral role in shaping the final design of the Berger Fountain and will work alongside MPRB with the hired consultant for this project.

2.3 PROJECT SCHEDULE & BUDGET

We aim to finalize hiring the consultant team in early Spring 2023 to be able to complete the conceptual design in spring/early summer 2023. The rest of 2023 will be used to identify funding sources and to actively fundraise. We anticipate that Phase 3: Design Development would begin in Spring 2024.

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\begin{array}{cccccc}
\text{Blue} &=& 
\text{Design Team timelines} \\
\text{Red} &=& 
\text{MPRB/Task Force timeline}
\end{array}
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The MPRB anticipates $1,500,000-$2,000,000 for the Berger Fountain budget which shall include all project costs. On a preliminary basis, the budget might generally be directed to the project as follows:

- Construction, including contingency: $1,215,000 – 1,655,000
- Landscape architectural design and engineering (consulting fees): $226,000 – 285,000
- Project management, administration: $52,500
- Agency fees, permits: $3,750
- Miscellaneous expenses: $3,750

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\text{Total Budget: $1,500,000-2,000,000}
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PART 3     REQUEST FOR QUALIFICATIONS

3.1    FORMAT AND CONTENT OF RESPONSES

There is no page limit associated to the qualification package. Each package shall be reasonable in pages and be presented in a manner that is easy to reflect the qualifications the firm has associated to landscape and fountain design, engineering, and construction administration based on similar MPRB context, properties and assets.

The minimum font size is 11 and each page should be noted as page __ of __. The submittal shall clearly identify the date the qualification package was submitted to the MPRB.

1. Firm Overview
   Illustrate the firm’s and any subconsultant’s name, address, authorized point of contact, email and phone number (Office and / or cell)

2. Experience of the Firm
   Provide a description of your team’s prior experience and qualifications associated fountain design, engineering, and construction administration.

3. Key Personnel Experience
   Identify key personnel and their qualifications to perform the work. Include for all personnel their credentials and related certifications to support the qualifications of the firm.

4. Project Overview
   Provide project information to support the qualification submittal and connection of the project (scope of work) to the key personnel.

5. Other
   Provide any other supporting information to illustrate your qualifications for fountain and landscape design, engineering, and construction.

3.2    CRITERIA FOR REVIEW OF STATEMENT OF QUALIFICATIONS

The following criteria will be used to screen and rank the firms qualified to receive an RFP.

1. Qualifications of the Firm (30%)
   Firms who have planning and engineering experience associated to multi-modal transportation planning and engineering similar in context to the MPRB parks and properties.

2. Qualifications of the Project Team (Key Personnel) (30%)
   Review will be based on those firms with key personnel having team members who are experienced, licensed and qualified for multi-modal transportation planning and engineering and are familiar with Minneapolis and / or similar contexts to Minneapolis.
3. Experience and knowledgeable about requirements, standards, guidelines associated with fountain design, landscape design, engineering, context and completing projects for government agencies. (20%)
Review of the qualifications will be evaluated based on the firms demonstrated knowledge of the requirements, practices and standards associated with fountain replacement and additional park amenities within park properties and/or recreational, open spaces that are open to the public.

4. MPRB or similar contexts / clients --- Project Understanding (20%)
Review of the qualifications will be evaluated based on the approach and process the firm has used to engage and reach consensus on design and engineering. Review will also include review of the firm’s project experience with adapting a project to context, political, social and economic factors.

3.3 EVALUATION OF RESPONSES
Responses to this Request for Qualifications will be reviewed by, at a minimum, the following representatives of the MPRB and any project partners:

- Emma Pachuta Senior Planner, MPRB
- Andy Schilling Design Project Manager, MPRB
- Michael Schroeder Assistant Superintendent in Planning, MPRB
- Brian Massich Trades Manager, MPRB
- Al Starr Service Area Manager, MPRB
- Dave Hile Representative, Berger Fountain Task Force
- Mary Bujold, Chair Representative, Berger Fountain Task Force
- Keith Ford Representative, Berger Fountain Task Force
- Pat Davies Representative, Berger Fountain Task Force

Any determination relative to the selection of a consultant or consultant team made by the MPRB shall be considered final.

3.4 QUESTIONS, CLARIFICATIONS, SUBMITTAL OF RESPONSES
Questions regarding this Request for Qualifications shall be directed VIA EMAIL ONLY and;

Responses will be accepted only up to the time indicated in this Request for Qualifications. Responses shall be submitted in portable data file (PDF) format. Proposals shall be submitted VIA EMAIL ONLY to:

Emma Pachuta
epachuta@minneapolisparks.org

The email submittal must clearly state in the subject line that the communication contains:

Statement of Qualifications for DESIGN AND CONSTRUCTION DOCUMENT SERVICES RELATED TO THE BERGER FOUNTAIN
PART 4  CONTRACT REQUIREMENTS

4.1  Attachment A – AIA Document B101 – Standard Form of Agreement Between Owner and Architect

PART 5  SUPPORTING INFORMATION

5.1  Attachment B – Assessment and Proposed Solutions Report, Damon Farber Landscape Architects

Both attachments are listed as separate PDFs from the RFQ on the MPRB Business Opportunities page.