

REQUEST FOR PROPOSAL

CAMPUS MASTER PLAN

FOR THE

CITY OF ROSEVILLE CIVIC CAMPUS

I. BACKGROUND INFORMATION

The City of Roseville, population of 33,660 (2010 census) and area of 13.84 square miles, is developing a Campus Master Plan for the City's Civic Campus.

The Civic Campus (Figure 1) is comprised of several parcels including a newly acquired parcel north of Woodhill Ave which houses the City's License Center as well as several private businesses which lease space from the City. Overall, the campus currently consists of 37 acres of land with the following uses:

- City Hall/Police Station (remodeled/expanded in 2004)
- Central Fire Station (constructed in 2012)
- Skating Center (constructed in 1969) including the Oval (constructed in 1993)
- Maintenance Facility (expanded in 2004)
- Lexington Shops Retail Center (houses City's License Center) Purchased in 2017
- Veteran's Park
- Howard Johnson Park

History:

In the late 1990's/early 2000's there was much discussion and analysis around expanding City Hall, reassembling various departments back into City Hall and providing more overall space. At that time there was also significant discussion of a Community Center, which ultimately was never pursued.

Those discussions centered around mostly the needs of Public Safety (police and fire), finding space for Parks and Recreation, and expanding and modernizing the City's Maintenance Facility.

As a result of those discussions the Roseville City Hall was expanded to include a Police wing and several upgrades within City Hall itself which allowed Parks and Recreation to move fully into City Hall as well as Fire Administration.

At that time, the City had three active fire stations across the City. In 2012, the City built a new Central Fire Station and consolidated all activities and personnel, including leadership and administrative staff, to this new station. The other two fire stations are no longer in service and one has since been sold for redevelopment.

The City's License Center has been located in the Lexington Shops since 1995. The City had been leasing space up until the City decided to purchase the building in 2017. This allowed the City to essentially expand the Civic Campus, allowing more flexibility for future efforts on the City Campus. The building is about 25 years old. Part of the Civic Campus Master Plan will address the best options for a future long-term home for the License Center which may also provide more office space for other City operations/departments.

Since these improvements in 2003/2004 the City continues to grow in services provided and staff to meet the needs of the expanded services, including Metro INET which provides IT services to many other cities and public agencies throughout the metro area.

In 2016 the City commissioned a Facility Study for the Maintenance Facility and the License Center to document remaining deficiencies in both of those existing spaces. Several recommendations and concepts were developed. In 2018 the License Center was expanded into an adjacent space in the retail center to allow for more overall space and to meet new requirements for the operation of the Passport Center.

The Roseville Skating Center is part of the overall Civic Campus and houses the following three specializations:

- Indoor Ice Arena
- Guidant John Rose Minnesota OVAL (OVAL)
- Banquet and meeting rooms

The OVAL is 25 years old and is due for substantial capital improvements. Efforts are underway to secure State of Minnesota funding to renew this facility. The Roseville Skating Center is included in the Civic Campus but separate efforts are underway to address needs and opportunities at this site.

Included as background information in the appendix are the following:

- Maintenance Facility Space Needs Analysis (2017)
- License Center Space Needs Analysis (2017)
- Current floor plans for City Hall and the Maintenance Facility
- City of Roseville standard Professional Services Agreement

II. PURPOSE OF STUDY

The City Council has directed staff to conduct a Civic Campus Master Plan in order to provide an overall plan to guide efforts as resources and opportunities become available. The City is seeking a consultant/architect to conduct this study and generate a report which includes concept plans of possible added buildings or expanded buildings to meet the needs of the City operations for the long-term future.

This should include:

- A final resolution to the Maintenance Facility needs. Where on the campus would these needs best be met? What are the off-campus options, costs and implications?
- Where on campus should the license center be located?
- What departments/uses should be moved out of City Hall into a new/expanded facility?
- How much space does each department need given current staffing levels and potential changes as identified in any strategic plans?
- What additional opportunities are there for expansion of uses on the Civic Campus?

III. SCOPE OF WORK

The scope of work for this study is proposed to be as follows:

1. Review Background Material

- Maintenance Facility Space Needs Study
- License Center Space Needs Study
- Floor Plans for current facilities

2. Data Collection

- Department interviews
- Site survey/walk through
- Preliminary kick off meeting with the City Council

3. Concept Development

- Update/develop overall space needs for the City based on information gathered from data collection and background material
- Generate multiple concepts of new buildings, expanded buildings, and/or reconfigured buildings (up to 5 given potential varying scenarios)
- Identify off campus options
- Estimated costs and infrastructure needs identified (water, sewer, stormwater mitigation needs, etc. City staff will assist in identifying these needs during concept development)

4. Council/Commission Presentations

- Up to 3 presentations to the City Council
- Up to 2 presentations to City Advisory Commissions

5. Public Engagement

The City would like to the consultant to facilitate various levels of engagement for the public and stakeholders within and around the defined Civic Campus area.

For the general public, the City would like to engage with the public with the goal of CONSULTING with the public. This will involve obtaining public feedback on the analysis, alternatives and/or decisions. As part of this, the City and the Consultant team will keep the general public informed, listen to and acknowledge concerns and comments, and provide feedback on how public input influenced the decision.

For stakeholders in and around the Civic Campus, the City would like to engage with those stakeholders the goal of INVOLVING them. These stakeholders include the tenants in the Lexington Shops retail building as well as the residents and property owners around the perimeter of the Civic Campus. This will involve working directly with the stakeholders throughout the process to ensure the concerns and comments are consistently understood and considered. The team will work the stakeholders to ensure that their concerns and comments are directly reflected in the alternatives developed and provide feedback on how their input influenced the decision.

For the VFW specifically, the City would like to COLLABORATE with this stakeholder. This will involve partnering with this group in each aspect of the decision including the development of the alternatives and the identification of the preferred solution. The team will work together with the VFW to formulate solutions and incorporate their advice and recommendations into the decisions to the maximum extent possible.

We anticipate this engagement to include, at a minimum:

- Up to two public open house meetings to inform public and gather input on final draft concepts
- Targeted engagement with all property owners and tenants within the boundaries of the Civic Campus even if they are not officially within the Civic Campus. This will include direct mailings and communication and ideally at least one sit down meeting.

6. Final Report

- Final written report identifying process, background, concept development/evolution, potential costs and final recommendations.
- Delivery of final report shall include electronic (PDF and editable CAD) file formats of all concepts/building configurations.

IV. SUBMISSION REQUIREMENTS

Please provide the following information as part of your proposal submission:

- A narrative relating to your general approach to this study.
- Time frame for delivery of each component of the study.
- Company history.
- Examples of work in the past seven years in government building planning or analysis (call out actual municipal experience specifically)
- Examples of work in the past seven years in government construction or remodel (call out actual municipal experience specifically)
- Resumes, including responsibilities, background, and relevant experience, of key personnel that will be working directly on this project.
- The names of three to five individuals that can be contacted as references concerning the professional capabilities and resources of your firm.
- Any additional information or materials that you believe communicate the capabilities of your firm to perform on this project.
- Any value added components you feel the firm can add to this study.

V. FEES

Please submit the fee for your service on this study. The quoted fee should be a maximum fee, or not to exceed fee, for the service provided.

VALUE ADDED COMPONENTS: If you feel that this RFP has not identified a critical component to the Master Plan process and you feel that your firm could add value to this study with additional scope, please identify that component and the additional cost to provide that change of scope.

VI. SUBMISSION TIMEFRAME AND PROCESS

A. Submission Deadline and Requirements

Please send three bound and one digital copy of your response to this Request for Proposal. They are to be received at the offices of the City of Roseville no later than **4:00 p.m. Tuesday, November 12, 2019** (please note that City offices will be closed Monday, November 11th in observance of Veterans Day). Proposals should be directed and delivered to:

Marc Culver
Public Works Director
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

B. Selection Process

Following review of the submitted proposals by City staff, firms will be contacted for additional information or to participate in an interview process.

Proposals will be scored on the following criteria using the scoring indicated below:

Criteria	Points (percentage)
Experience/Performance of the firm with similar studies	25
Experience of the assigned project manager	20
References	10
Proposal Narrative/Value Added Proposals	20
Cost	25

Based on the scoring above, the top scoring firms may be asked to participate in an interview process. Staff reserves the right to select the finalist based on the final interview.

If there are interviews, it is anticipated that the interviews will be conducted during the week of November 18th, 2019 and that consideration of engaging professional services will be placed on the December 2, 2019 meeting agenda for the City Council. This time frame is a guideline and may be subject to change.

The City reserves the right to reject any and all proposals, waive any irregularities, and award a contract based on the best interests of the City.

Any questions regarding this Request for Proposal should be directed to Marc Culver, Public Works Director, at 651-792-7041 or marc.culver@cityofroseville.com.

APPENDIX

(For full Appendix material please contact Marc Culver at the contact info above and request the material. Your name and firm will be added to a Plan Holders List)

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: February 10, 2020
Item No.: 7.a

Department Approval



City Manager Approval



Item Description: Civic Campus Master Plan Consultant Introduction

BACKGROUND

On January 6th, 2020, the City Council approved a Professional Services Agreement with BKV Group for the Civic Campus Master Plan.

Staff has been working with BKV Group since that time to assemble data and develop a schedule for the study. The Staff Team has also met with BKV recently to kick off the project and review the schedule and goals for the Master Plan.

BKV Group's Project Manager, Bruce Schwartzman, and Coal Dorius from Zan Associates will be at the meeting to introduce themselves and start the conversation with the City Council on the Civic Campus Master Plan. They will also present the preliminary schedule for the study.

Zan Associates is a subcontractor to BKV Group and will be managing the engagement component of the study. On the attached preliminary schedule, the public engagement touch points are highlighted in orange. Engagement efforts include engagement with staff, the VFW, tenants of the retail center, area residents and the general public.

The preliminary schedule also shows City Council touchpoints (highlighted in yellow) and Staff Team touchpoints (highlighted in green).

BKV and Zan will make a brief introduction, discuss the schedule and answer any questions the Council may have.

FINANCIAL IMPACTS

The Professional Services Agreement with BKV Group for the Civic Campus Master Plan has a not-to-exceed fee of \$57,000.

STAFF RECOMMENDATION

Receive a brief presentation from the Civic Campus Master Plan consultant, BKV Group, and their subcontractor, Zan Associates.

REQUESTED COUNCIL ACTION

Receive a brief presentation from the Civic Campus Master Plan consultant, BKV Group, and their subcontractor, Zan Associates.

Prepared by: Marc Culver, Public Works Director
Attachments: A: Preliminary Schedule for Civic Campus Master Plan study

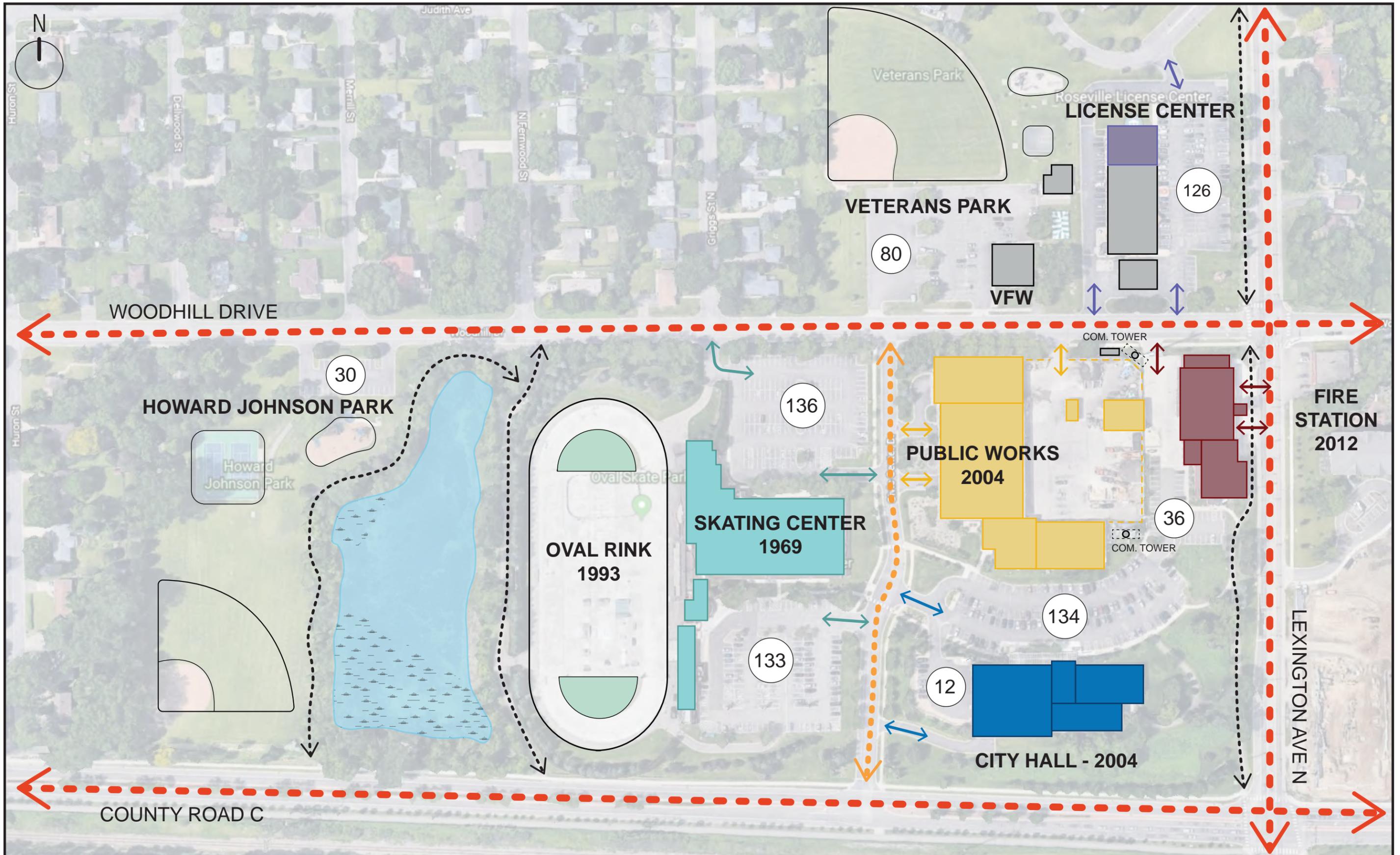
Civic Campus Master Plan Study - Preliminary Schedule

Day	Dates	Task / Action Items
Thursday	1/23/2020 1/31/2020	Obtain existing data / discovery items from the City (complete list of staffing data) Planning Team Reviews / Existing Data + Internal Conference call
Wednesday	2/5/2020 Week of Feb 10	Client & Team Kickoff Workshop Team tour of existing buildings (break up into groups to cover PW and CH / PD separately)
Monday	2/10/2020	City Council Meeting (agenda: schedule overview and community outreach)
Tuesday	2/11/2020	End of day draft department questionnaires sent to City PM for review
Wednesday	2/12/2020	Questionnaires issued to department heads
Thursday	2/20/2020 2/21 to 2/26	Departments complete on line questionnaires Team reviews questionnaires data and develops initial space programs
Thursday	2/27/2020	Department Interviews
Thursday	3/5/2020	Issue Draft Space Programs to the Departments for review
Thursday	3/12/2020	Department Conference Calls to Review Draft Programs
Monday	3/23/2020	Council Meeting (Review of initial data and outreach information) (Tuesday before the mtg)
Tuesday	3/31/2020	Meetings with Stakeholders
Wednesday	4/1/2020	Community Meeting
Thursday	4/2/2020 4/3 - 4/22/2020	Meeting with City PM (debrief on information heard and review early prelim concept planning options) Concept Plan Option Development
Wednesday	4/22/2020	Issue draft concept options to City PM
Thursday	4/23/2020	Concept Option Review with City PM
Tuesday	4/28/2020 4/29 - 5/11/2020	Review concept options with departments Finalize Concept Options
Monday	5/11/2020	Council Meeting
Tuesday	5/19/2020	Meetings with Stakeholders
Tuesday	5/19/2020	Community Meeting
Thursday	5/21/2020 5/22 - 6/3/2020	Meeting with City PM (debrief on input and review phasing of concept plans and prelim cost estimates) Finalize draft report, estimates, proposed implementation schedule and funding strategy
Thursday	6/4/2020	Issue draft report
Wednesday	6/17/2020	Draft Report Review Meeting
Monday	7/20/2020	Council Meeting
Tuesday	7/28/2020	Meeting with Stakeholders
Tuesday	7/28/2020	Community Meeting
Thursday	8/6/2020	Issue final report
Monday	8/24/2020	Present final report summary to the City Council

 Council Meeting

 Dept Staff Meeting

 Public Outreach Meetings





City Campus



Prepared by:
Engineering Department
May 08, 2019

Data Sources and Contacts:
* Ramsey County GIS Base Map (4/3/19)
* City of Roseville Engineering Department
For further information regarding the contents of this map contact:
City of Roseville, Engineering Department,
2600 Civic Center Drive, Roseville MN

DISCLAIMER:
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