



**REQUEST FOR
PROPOSAL**

**Innovation and Catalyst
Center Architectural and
Design Services**

ISSUED BY

African, Career, Education, and Resources Inc.

Introduction

The African, Career, Education, and Resources Inc. (ACER) is issuing this request for proposal (RFP) to procure bids/proposals from Architect & Design teams to provide architectural services related to but not limited to the planning, designing, and construction oversight of the renovation of store fronts in a strip mall. The project is located at: 6000-6100 Shingle Creek Pkwy, Brooklyn Center, MN 55430.

Established in 2008, ACER is a leading issue-based community organization working to uplift and amplify the African Diaspora to build power for systemic change that advances racial and economic equity in our communities.

ACER believes African immigrants understand complex issues and know their communities best. The type of issues ACER works on will evolve, but the way ACER works will not. We work with African immigrants through:

- Voter and Civic Engagement
- Economic Development
- Health Equity
- Housing Justice

Project Description

The focus of this solicitation is on ACER's economic and community development work, which is to promote, sustain, support, and grow Black, Indigenous, and People of Color's (BIPOC) collective wealth. Through a strategic partnership with the Ignite Business Women Investment Group Cooperative (IBWIG) collectively known as Brooklyn's Cultural Village (BCV) purchased a commercial space totaling close to 40,000 sq.ft. Through this acquisition the BCV seeks to create an Innovation and Catalyst Center (ICC) which will serve as an accessible economic hub and workforce center in the City of Brooklyn Center.

The project goals are to build a sustainable model of cultural wealth building and close the generational wealth gap for micro and small businesses in communities of color by holding affordable spaces for BIPOC business owners and providing business technical assistance and support services to help them stabilize and grow.

Design teams may be interviewed prior to the Contract Award.

Projects Details Site Location:

Project Address	Sq ft	Former Usage	Renovation
6066 Shingle Creek Pkwy (A)	1,591	Shipping & receiving	Retail Incubator
6072 Shingle Creek Pkwy (B)	1,213	Barbershop	Salon Incubator
6096 Shingle Creek Pkwy (C)	3,460	Eyeglass retailer	New ACER Office

6064 Shingle Creek Pkwy (D)	4,000	Fast casual restaurant	Food Hall
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The selected firm will be encouraged to provide guidance and recommendations toward designing a turn-key business incubator and office spaces that meet the end user’s needs. At present ACER has 12 FT staff and the new office space should accommodate four private offices, co-working spaces, a flexible meeting room, private meeting space, and future staff. Other needs include restroom upgrades, break room, and prayer/meditation space. We would like the design process to be completed in stages for each project address beginning with “A” and ending with “D”, as depicted in the table above.

All spaces should embrace sustainable design practices that emphasize energy efficiency as well as renewable and redundant energy sources. Additionally, spaces should be designed to maximize functionality, durability, and account for future growth.

Scope of Work

The following scope of services is included as a guide for the proposer. It is designed to identify the minimum service level expected from the successful firm and as such should be modified and augmented, based upon the experience of the firm, as necessary to complete the project.

Pre-Design Phase

- The Architect will discuss with Client ideas concerning factors that will contribute to and support the success of the project. This discussion will include present and future goals, budget, schedule, review and approval process, key areas of concern, and any other pertinent issues.
- The Architect will prepare a schedule for this phase of the project indicating activities, phases, presentations, and decisions and approvals required.
- Conduct an existing building assessment, that includes but not limited to, producing a set of conditioning drawings, hazardous materials testing, structural, and building systems assessment.
- The Architect will work with the Client Project Team to verify the program.
- Analyze the currently authorized use and assist with obtaining a Change of Use if required.
- Complete a cost estimate of the project ahead of Bid Phase.

Schematic Design

- Provide layout of client's proposed premises showing interior walls, open areas, door swings, demising walls, corridor partitions and exterior window walls in relationship to the building core and entire floor plan.
- Provide names and sizes of all rooms contained on the space plan.
- Schematic Furniture layout. Ensure appropriate scale and proportion of furnishings.
- Develop, document, and present a design concept to client’s satisfaction based upon clients' desired image, budget, schedule and consistent with the standards developed.

- Expand details of space plan as necessary to complete the schematic design phase.
- Create a Preliminary Pricing Package to be issued to a General Contractor inclusive of the final space plans and detailed notes to facilitate initial construction pricing.
- The Firm shall work with ACER to prepare and confirm a project budget and schedule.
- The Firm shall issue a complete Schematic Design package, for Project Team review and approval.

Design Development

Based on the approved schematic design package, the Firm shall:

- Prepare final electronic plans to be used for Design Development and for team coordination.
- Field verify critical dimensions against existing “as-built” plans.
- From the approved space plans, coordinate with the respective engineers for preliminary mechanical, electrical, plumbing (MEP) and structural designs, with phasing considerations as necessary.
- Develop, document and present design details, finishes and color scheme for the project premises to the client’s satisfaction.
- Coordinate equipment schedules, system design and improvements, and architectural design requirements.
- Assist in the preparation of an updated detailed project budget including but not limited to consultants, construction, furniture, fixtures, equipment and signage.
- Participate in project design and coordination meetings as required.
- Prepare presentation materials as necessary to adequately convey the proposed design concept to the Client.

Construction Documents

ACER will need the Firm to produce construction documents and acquire associated permits. These documents shall be used to obtain contractor pricing, building permits, and achieve final build out. These documents shall include, but are not limited to:

- Cover Sheet Specifications
- Standards and Schedules
- Architectural Partition Plans
- Electrical Plans
- Mechanical Plans
- Plumbing Plans
- Structural Plans
- Lighting Plans
- Finish Plans

The Firm can either self-perform or subcontract to perform the full set of drawings through all respective disciplines.

The Firm will meet with the client to review the Construction Documents for approval. This will occur before the submission for permit.

Bidding

The Firm Team shall:

- Complete and submit the forms required to file for the permit (Building Information, ADA Requirements, etc.).
- Work with ACER to issue the required sets of stamped and sealed drawings to a permit expediter for their use in obtaining the necessary building permits to begin work.
- Permit expeditor services are not included in your contract, but the Firm shall coordinate on behalf of ACER. ACER will pay the cost of the actual permit.
- Work with ACER to issue the Contract Documents to General Contractors for their use in obtaining final bid pricing.
- Once bids are received, the Firm will work with ACER to qualify those bids and present to the client a Bid Comparison matrix comparing the bids.
- Answer Bid request for information in a timely manner to not delay start of construction towards the targeted Substantial Completion Date.
- Participate in the value engineering process as required.
- Consult with ACER on the final selection of a General Contractor.

Post Construction Phase

- Ensure completion of all punch-list work in a timely manner
- Provide as-built drawings including architectural, finish and all MEP systems.

Form of Proposal

Proposal must consist of the following information in the order indicated below:

1. Letter of Transmittal

A letter of transmittal briefly outlining the Firm's understanding of the work and general information regarding the Firm and the individuals to be involved is limited to a maximum of two pages.

2. Table of Contents

Include a table of contents that identifies the material by section, page number, and a reference to the information to be contained in the proposal.

3. Profile of Firm Proposing

- a. Provide a brief description of the Firm, its size, and the locations of its offices. State whether the Firm is a qualified small or minority-owned business enterprise.
- b. State the Firm's entity type (i.e. Sole proprietorship, corporation, etc.) and state of incorporation, if applicable.
- c. State whether the Firm is in compliance with the applicable registration, licensure, and permit requirements to do business in Minnesota.
- d. Describe the local office from which the work is to be performed.
- e. Location of office
- f. Current size of office
- g. The size of professional staff by level who would be working on this project.
- h. The credentials and qualifications of key professional staff who will be involved in this Project.

4. Quality Control
 - a. Describe the Firm's policy on notification of changes in key personnel.
 - b. Provide a description of how the Firm's expertise, technical and professional skills will meet the goals and fulfill the general functions identified in this RFP.
4. References

Include five (5) client references for work that is comparable to the scope of this Project.
5. Project Specific Experience

Provide a description of the three most relevant architectural/design contracts held by the Firm within the last seven years, one page per project, to include:

 - a. Role of the Firm
 - b. Dollar Value of the project
 - c. Dollar value of the contract fee
 - d. Architect of Record
 - e. Project Description
 - f. Key Staff
 - g. Duration of project
 - h. Relationship to client
 - i. Client contact information: name, position, entity name, telephone number, and email address for each project
7. Scope of Services and Proposed Project Schedule

Describe the firm's understanding of the scope of services to be provided and timeline for proposed stages of work. Provide a description of how the Firm will approach this work including the MEP design process, and subcontractors.
8. Fees and Compensation

Please provide a firm fixed price per rentable square foot fee structure for this project, inclusive of relevant engineering and consultant service, based upon phase as listed above. Please submit this as a separate document from the rest of your proposal.
9. Submission Deadline and Method

Responses to this RFP accepted up to and no later than **5:00 pm, Friday, February 2nd, 2024**. Responses must be submitted via email to **tatyana@soirth.com**. This RFP is not an offer to enter into a contract. ACER reserves the right to reject all responses resulting from this RFP. ACER is not responsible for any cost incurred in responding to this RFP.

There will be an optional site visit hosted on **Friday, January 19th, 2024**, from **10:00am-2:00pm**. Please email **tatyana@soirth.com** to register for the site visit.

10. Questions

Please direct all questions regarding this RFP and the program for which services will be delivered, via email, to Tatyana Sikhoya, at **tatyana@soirth.com**.
11. Selection Criteria

The organization selected will represent the best value for ACER, combining price, qualifications, and proposed scope of work. ACER may ask one or more bidders to provide an in-person presentation and/or to provide their best final offer.