

City of
Buffalo
Minnesota

REQUEST FOR PROPOSALS

PROFESSIONAL ARCHITECTURAL SERVICES FOR NEW CONSTRUCTION

BUFFALO WINE & SPIRITS, HIGHWAY 55



ISSUED ON:

APRIL 22, 2025

DUE ON:

May 23, 2025

INTRODUCTION

The City of Buffalo (City) is seeking proposals for professional architectural services (Firm) to design a new municipal liquor store (Project). The selected Firm will need to coordinate their services and work with City staff, consultants, and the City's selected Construction Manager at Risk (CMaR) for the Project. Preference will be given to applicants with retail design experience, especially liquor stores, and those that have experience with the CMaR delivery method. Responses to this RFP will be reviewed and ranked by the City's selection committee.

Interested Firms must respond no later than 4:00 PM central time on Friday, May 23, 2025. The City reserves the right to reject any or all proposals, to waive any irregularity in a proposal, and to accept or reject any item or a combination of items. Prospective firms with questions may contact Jason Swanson, Director of Liquor Store Operations, at (763) 516-5644 or jason.swanson@ci.buffalo.mn.us.

PROJECT OVERVIEW

The Project includes planning and designing a new liquor store to replace the existing building at 621 Highway 55 East. Both the building and parking lot are inefficient and should be replaced. The city wants to construct a building and parking lot to maximize the use of available space.

In an effort to future-proof the building, the City desires the building to be designed with a separate retail/tenant space. In the short term, that space could be utilized for a municipal or private cannabis dispensary, among other options. In the future, if more liquor store space is required, there will be an opportunity to access the leased portion of the building.

The City intends to utilize the Construction Manager at Risk (CMaR) delivery method. The CMaR selection process is anticipated to be complete during the conceptual design phase of the project.

The City will budget \$7 - \$9 million on the Project. The budget includes estimates for existing building demolition, new construction costs, contingencies, miscellaneous fees, design fees, construction management fees, owner costs, FF&E, and any other typical costs related to large capital projects. Project construction will be completed in September 2026 with full use of the facility no later than October 2026.

PROJECT SPECIFIC INFORMATION

Profitable operations at the City's two (2) liquor stores are crucial. They provide a service to the community, and the City relies on their non-levy revenue stream. The Highway 55 store is the busiest and most profitable location. It was built 40 years ago and not designed for present business volume.

Recognizing the need to address the Highway 55 store, along with other aging city buildings, City staff conducted a Facility Needs Assessment in 2023. The Highway 55 store was identified as one of the facilities most in need of improvement. Current challenges include:

- Site access and insufficient parking
- Interior layout cannot accommodate current volume with full accessibility
- Storage spaces are inadequate for volume
- Insufficient office, meeting, and staff break space

- Not ADA compliant and lacking safety features, e.g. sprinkler system

A 2024 Buffalo Municipal Liquor Store Market Study also highlighted the same weaknesses. The study concluded “The Highway 55 liquor store building does not work well as a modern liquor store and needs to be remodeled or replaced.” The study also noted that simply adding square footage to the existing and already problematic structure might not be a good investment.

While the building has been deemed ineffective, the location is excellent. Based on site analysis, demographic reviews, and gravity model forecasts of four other sites in Buffalo, the Study identified the current Highway 55 location as having the highest potential to capture sales from the market.

The current store is approximately 8,200 square feet and includes 38 parking spaces. The lot size is approximately one acre. The City estimates the size of the new building to be around 13,000 square feet with nearly double the number of parking spaces. Rough concepts are illustrated below.



INSTRUCTIONS

1. All proposals should be sent, and all questions and correspondence should be directed, to:

Jason Swanson, Director of Liquor Store Operations
City of Buffalo
212 Central Ave.
Buffalo, MN 55313
763.516.5644
jason.swanson@ci.buffalo.mn.us

2. All proposals must be received no later than 4:00 p.m., May 23, 2025.
3. The proposal shall be limited to a maximum of 30 pages, printed on one side. Additional material, other than that requested by the City of Buffalo, will be disregarded.
4. The City will review the proposals and may schedule interviews for finalists.
5. Firms are prohibited from contacting any representative of the City Council regarding this proposal.

PROPOSAL CONTENT

1. **Title Page**

Show the proposal subject, the name of the proposer's firm, address, telephone number and name of the contact person, and the date.

2. **Table of Contents**

Include a clear identification of the material by section and by page number.

3. **Identification and Qualification of Assigned Personnel**

The ideal firm should have extensive experience in architecture for office and retail, preferably with municipal and liquor experience.

- A. The name of the person who will be responsible for the project with a resume describing that person's experience and qualifications.
- B. The name and resumes of the professional staff that will be assigned to providing services to the City.
- C. An organization chart identifying team members and their areas of responsibility.
- D. A statement committing the aforementioned staff to this proposal.
- E. Background information concerning the firm, including the number of years in business under this name and the number and breakdown of personnel in the proposing office.

4. Firm's Detailed Approach to the Scope of Services

The proposal shall address in detailed fashion the approach of the firm or combination of firms to the Scope of Work. The proposal shall include an initial timeline from selection of the architect through completion of the project.

5. Basis for Compensation

The proposal shall include a fee schedule and proposed total cost based on the scope of services. Allow modification of total cost based on the final agreed upon scope of services.

6. List of References and Potential Conflicts

- A. A minimum of five (5) client references with related projects shall be provided.
- B. Potential conflicts of interest must be disclosed.

7. Disclosures and Assurances (Appendix A)

- A. Applicant Authority – Assurance that the signatory making representations in the proposal on behalf of the proposer has the authority to do so.
- B. Insurance Coverage – Documentation of current insurance coverage and limits, including professional liability insurance shall be provided with the proposal.

SCOPE OF WORK

1. Kick-off/Information Gathering

- A. Review the project requirements and goals, including the preliminary program, budget, and site conditions.
- B. Lead and participate in initial planning meetings to affirm overall goals, scope review, and coordinate critical milestone dates.
- C. Conduct analysis and research relevant building codes, and other regulatory requirements for application within the building design for all required building systems.
- D. Understand the level of quality, ideal function and adjacency relationship of primary spaces which are to be included in the project.
- E. Discuss pros/cons of design. Where options may exist, determine the preferred solution to take into the concept design phase.
- F. Assist City with the recruitment and selection of a Construction Manager at Risk (CMaR).

2. Concept Design

In the Concept Design phase, the Firm will develop a conceptual design that illustrates the basic components and scale of the project with an estimate of probable cost. This phase will include:

- A. Prepare conceptual design alternatives for review including plan layout, adjacency relationships, finishes and preliminary equipment configurations. Present options and

- obtain consensus from stakeholders.
- B. Coordinate the preferred building arrangement with Structural, Civil, Mechanical, Plumbing and Electrical systems for preliminary loads, equipment sizing and working clearance as required.
- C. Develop preliminary drawings such as plans, sections, and elevations that convey the overall design intent.
- D. Conduct review meeting with the project stakeholders to review the concept design.
- E. Obtain formal approval of the Concept Design before proceeding to the next phase.

3. Construction Documents

In the Construction Document phase, the Firm will prepare detailed drawings and specifications necessary for the bidding and construction of The Project. This phase will include:

- A. Based on Owner authorized adjustments outlined during the Concept Design review, the Firm will make necessary modifications to align the project budget, if required.
- B. Finalize engineering, selection and specification for materials, systems, and equipment to be included in the Construction Drawings and eventually provided by the Contractor.
- C. Prepare Construction Drawings including plans, sections, elevations, details, and schedules as necessary to convey the approved concept design in sufficient detail for Construction.
- D. Review design for coordination between the various engineered systems within the project and the building itself. Endeavor to document known conditions and reduce unknowns during construction.
- E. Develop final code compliance documentation including life safety, ADA, plumbing/mechanical, energy code and fire code as required for review and approval by the Building Officials.
- F. Prepare a final set of Contract Documents for use in the construction and bidding process.
- G. Review the final Construction with the Project Stakeholders for final approval prior to bidding. Make minor modifications where necessary before issuing for bid.

4. Bidding

The Bidding phase involves assisting in the competitive bidding and eventual selection of contractors to carry out the construction. This phase will include:

- A. Deliver final Contract Documents to Owner for issuance to bid.
 - a. Construction Manager at Risk is the assumed delivery method.
- B. Facilitate an onsite pre-bid meeting for prospective subcontractors. Participate in a tour of the site highlighting key aspects of the project and field initial questions from subcontractors.
- C. Analyze product substitution requests for consistency with the project design intent and contract requirements. Recommend and issue approvals where appropriate.

D. Review questions pertaining to the Contract Documents. Issue revisions to the Contract Documents via Addendum if required for clarity.

5. Construction Administration

During the Construction Administration phase, the Firm will assist in administering the construction process. This phase will include:

- A. Conduct site visits to observe the progress and quality of the construction work. Within an assumed 8–10-month construction period the design team will maintain a monthly onsite presence.
- B. Participate in virtual weekly Construction meetings between Design Team, Contractor, and Owner.
- C. Prepare and distribute field reports when required, documenting observations and issues that are required to be addressed by the Contractor.

6. Closeout

- A. Visit the site and prepare a punch list of items that require correction or completion before Substantial Completion. Substantial Completion is defined as the time at which the onsite work is sufficiently complete to utilize the project for its intended use. Issue a Certificate of Substantial Completion.
- B. Upon full completion of the project, conduct a final inspection with the Project Stakeholders to confirm project completion and verify final payment. Issue a Certificate of Final Completion.

SELECTION

Proposals will be reviewed by a Selection Committee. Upon review of the proposals, 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 may request follow-up interviews. The City, at its sole discretion, may reject any or all submissions. The City may make its selection by June 2, 2025, or at a later date, as the City so desires.

1. The proposals will be evaluated relative to the following criteria:
 - A. The firm's approach to and understanding of the Scope of Work.
 - B. The firm's experience on similar projects.
 - C. The experience and qualifications of the proposed staff in providing similar services.
 - D. The firm's demonstrated ability to deliver work on time and within budget.
 - E. The extent of involvement by key personnel.
 - F. The extent to which previous clients have found the firm's service acceptable.
 - G. The firm's most significant qualifications for this project.
 - H. Previous City experience with the proposing firm, if any.
 - I. Previous experience working with the CMaR delivery method.

J. Acceptability of firm's fee proposal.

TERMS AND CONDITIONS

1. The City reserves the right to reject any or all proposals or to negotiate a contract that is in the best interest of the City at the absolute and sole discretion of the City Council.
2. The City will not be liable for any costs incurred by the firm responding to this request.
3. The firm shall not assign any interest in this proposal and shall not transfer any interest in the same without the prior written consent of the City of Buffalo.

