



**Request for Professional Services  
For  
Pre-Design Architectural Services**

Site Assessment and Pre-Design of  
Future City Hall, Fire Station and Community Center

St. Francis, MN

Date Released - December 9<sup>th</sup>, 2021

Contact:

Joe Kohlmann

City Administrator

23340 Cree Street NW

St. Francis, MN 55070

(763) 235-2301

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## **Project Overview**

The City of St. Francis has conducted a number of studies over the last few years. They include:

1) St. Francis Forward – (re)Development plan of the city's two main commercial corridors – Highway 47 and Bridge Street (downtown of St. Francis)

2) Comprehensive City Building Analysis

A) Existing Facility Assessments

B) Space Needs Analysis

C) Site locator / Stay or Go – regarding City Hall and Fire Station

3) Bridge Street – Design Standard Guidelines

In summary, the City of St. Francis has committed to a massive reinvestment in the City's traditional downtown (Bridge Street) to rejuvenate the area. The City has purchased multiple properties and has started literally clearing the path for future commercial development and a civic campus.

After conducting the building condition assessment, space needs analysis and site location review – the City of St. Francis is looking to construct a City Hall, Fire Station and Community Center on Bridge Street where the existing Fire Station is located.

The city has set aside a substantial sum of money over the last few years in order to be prepared to pay for such a project.

## **Next Steps**

The purpose of this Pre-Architectural RFP is to provide:

1) Comprehensive Document Review – St. Francis Forward, Bridge Street Design Guidelines, Existing Facility Assessments, Space Needs Analysis, Site locator (Stay or Go), and Northern Anoka County River Crossing Study. Review documents and ensure consistency with plans and studies.

2) Conduct Site Analysis – Review the proposed site and weigh space needs analysis against site constraints. Confirm the feasibility within the site and space needs analysis.

3) Develop a formal pre-design report / needs analysis with probable cost estimates for the entire scope of the project.

4) Work with Staff and Mayor to conduct a high-level building programming and space needs analysis for a future Community Center. Currently – discussions regarding the program for the Community Center include a minimum of two meeting rooms, a multipurpose room, cardio area, weight area, locker rooms, commercial kitchen, lobby, and any other incidental areas associated with these identified uses.

### **Proposal Requirements**

- 1) Provide a narrative describing your general approach
- 2) Provide an anticipated timeframe for this report, analysis and the project itself.
- 3) Detail your company's experience and capacity to serve as the architect for this project. List prior experience with public projects.
- 4) Provide three references for projects of similar size/scope that have been completed in the last 5 years and were managed by staff that would be involved in this project scope.
- 5) Detail the company's past record of performance regarding quality of work, ability to work within budget constraints, and ability to meet schedules.
- 6) Provide resumes of personnel that will be involved in this project.
- 7) Provide an estimated cost for pre-design report and analysis.
- 8) Provide a narrative of logical project next steps and an associated range of fees for these steps (% of construction cost by phase/step is acceptable).

### **Evaluation Criteria/Process**

- 1) The City will retain the right to accept or reject all or any proposals.
- 2) City Staff will review RFPs and interview selected firms as deemed necessary.
- 3) City Staff will recommend a selected firm to the City Council. City Council has the right to accept or reject the recommendation and conducted their or interviews as deemed necessary.
- 4) Proposal should be submitted to all three of the following parties:
  - Joe Kohlmann, City Administrator – [jkohlmann@stfrancismn.org](mailto:jkohlmann@stfrancismn.org)
  - Kate Thunstrom, Community Development Director  
[kthunstrom@stfrancismn.org](mailto:kthunstrom@stfrancismn.org)
  - Dave Schmidt, Fire Chief [dschmidt@stfrancismn.org](mailto:dschmidt@stfrancismn.org)

**Proposals due by January 13<sup>th</sup>, 2021 at 4:30 p.m.**

Supporting documents can be found at: <https://www.stfrancismn.org/administration/page/facility-design>

Site survey (attached)

GIS map (attached)

St. Francis Forward Plan

Bridge Street Design Guidelines

Building Space Needs Analysis

Building Existing Conditions Assessment

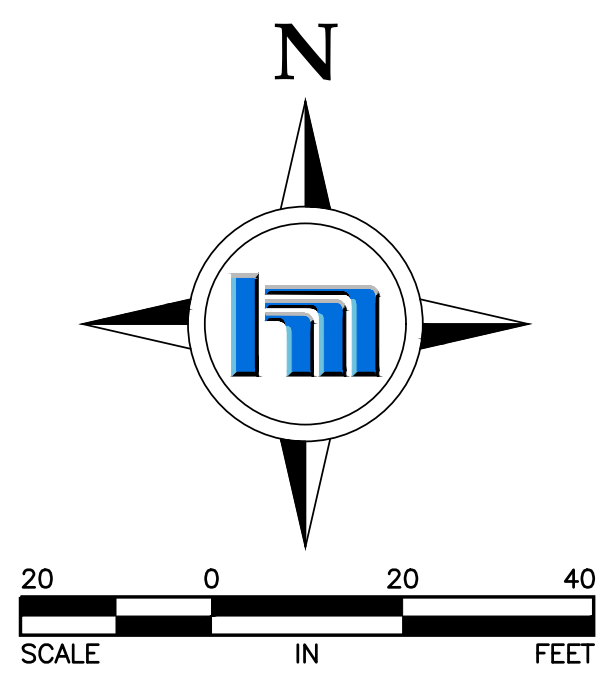
Building Site Locator (Stay or Go)

Northern Anoka County River Crossing









PROJECT BM: MNDOT MONUMENT "FRANCIS MNOT RM 1" ON THE EAST SIDE  
OF STATE HIGHWAY NO. 47; 75 FEET± NORTH OF C.S.A.H.  
NO. 24.  
ELEVATION = 912.93 FEET (NGVD 1929)

#M#1 TOP NUT HYDRANT IN THE SOUTHWEST QUADRANT OF  
THE INTERSECTION OF BRIDGE STREET & AMBASSADOR BLVD.  
ELEVATION = 923.21 FEET (NGVD 1929)

#M#2 TOP NUT HYDRANT IN THE SOUTHEAST QUADRANT OF THE  
INTERSECTION OF BRIDGE STREET & WOODBINE STREET.  
ELEVATION = 920.79 FEET (NGVD 1929)

#M#3 TOP NUT HYDRANT ON THE WEST SIDE OF BUTTERFIELD DR;  
200 FEET± SOUTH OF THE INTERSECTION OF BUTTERFIELD  
DR. & BRIDGE ST.  
ELEVATION = 921.09 FEET (NGVD 1929)

1. The underground utilities shown have been located from field survey information per Gopher State One Call Ticket No. 253530914 and available records. The surveyor makes no guarantees that the underground utilities shown comprise all utilities in the area. The surveyor is not a registered engineer and does not warrant that the underground utilities shown are in the exact location indicated although he does certify that they are located as accurately as possible under the circumstances. If a utility is not shown on the map and the owner of the property desires an excavation, contact Gopher State One Call for an on-site location (651-454-0002). The subsurface utility information on this survey is utility quality level D. This quality level was determined according to the guidelines of CI/ASCE 38-2, entitled "Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data."
2. All spot elevations shown adjacent to curb are to top of curb unless noted otherwise.
3. Control Monument coordinates are based on Anoka County Coordinate System NAD83 (1986 Adjustment).

SHEET  
2  
OF  
2  
SHEET



# City of St Francis, MN



December 8, 2021

1:1,867

