



**State Historic Building Grant Program  
Request for Proposals (RFP) for Professional Services  
Architectural Design Services**

*City of Litchfield*

*May 23, 2025*

*Revised June 13, 2025 (Revisions shown in **bold highlights**)*

## Section I: General Information

- 1) Objective
  - a) The City of Litchfield (the City) is seeking a qualified consultant or consulting firm to provide Architectural Design Services for façade improvements in the Litchfield Commercial Historic District. The scope of work will include traditional architectural services including condition assessment and predesign, Schematic Design (SD), Design Development (DD), Construction Documents (CD), bid support (BN), and Construction Administration (CA). The Architect may choose to include subconsultants or other professional services on their project team. The City will engage the Architect with a standard AIA B-101 contract for design services on privately-owned buildings. The Architect's services will be directed by City staff and will include consultation with building owners. The design and construction process will be a traditional design-bid-build process and construction services will be procured through a public bidding process led by the City.
- 2) Issuing Office
  - a) This RFP has been issued by the City of Litchfield. All correspondence regarding this RFP must be addressed by email to Dave Cziok, City Administrator, at [Dave.Cziok@ci.litchfield.mn.us](mailto:Dave.Cziok@ci.litchfield.mn.us). All inquiries made to other City staff will be redirected to Dave Cziok.
- 3) Incurring Costs
  - a) The City is not liable for any costs incurred by prospective responders prior to the signing of a contract. Expenses incurred in the preparation of submittals, presentations and other incidental activities related to this solicitation are solely the responsibility of the respondent.
- 4) Proposals
  - a) The RFP will be distributed on Friday, May 23, 2025.
  - b) Responders **must submit one electronic copy** of their response to this RFP (**PDF format, no larger than 10 MB and 15 Pages with a minimum font size 11 pt, all supportive documentation included**). No paper copies will be accepted.
  - c) The electronic copy of the proposal **must be received by Dave Cziok, City Administrator, by email at [Dave.Cziok@ci.litchfield.mn.us](mailto:Dave.Cziok@ci.litchfield.mn.us), no later than 7:00 AM local time on Tuesday, July 1, 2025**. An email receipt will be sent to confirm that the proposal was received by the deadline and will be considered. The City observes the right to overlook any technicalities and accept or reject any or all proposals if it is in the best interest of the City.
- 5) Selection Criteria
  - a) Responses to this RFP will be evaluated by a selection committee based upon the consultant's proposal and information provided as outlined in this document. The selection committee will include representatives of the City staff and City Council. The committee will review all proposals and make a recommendation to the City Administrator who will then make a recommendation to the City Council for contract approval.
  - b) Proposals will be evaluated on the following criteria (in general order of importance):
    - i) Quality of the response to this RFP
    - ii) Demonstration of understanding of the scope of services
    - iii) Demonstration of understanding of the programmatic aspirations and process of this project within the context of the state grant program
    - iv) Qualifications of the proposed project team

- v) Experience of the proposed project team with similar projects
  - vi) Consultant's workload, staff availability, and commitment to complete the project within the timeline outlined herein
  - vii) Fees
  - viii) References
- 6) Questions
- a) All questions must be submitted **only by email** to the City Administrator, Dave.Cziok@ci.litchfield.mn.us not any other staff at City, no later than Friday, June 6, at 3:00 PM local time.
  - b) Answers to all questions received by the deadline will be posted on the City website (<https://www.ci.litchfield.mn.us/2257/State-Historic-Building-Grant>) no later than Friday, June 13, at 4:30 PM local time.
- 7) Changes in the RFP
- a) Any changes to this RFP will be put in writing no later than seven (7) calendar days before the submittal date. They will be posted on the City's website on the same page that the original RFP was posted: <https://www.ci.litchfield.mn.us/2257/State-Historic-Building-Grant>
- 8) Disclosure
- a) All information in a consultant's proposal, except for fee analysis, is subject to disclosure under the provisions of Minnesota Statute Chapter 13 – Minnesota Government Data Practices Act.

## Section II: Project Overview

### A. Background

- a. The City of Litchfield was awarded a \$2,025,000-grant from the State of Minnesota to design and rehabilitate the facades of publicly and privately owned buildings in the Litchfield Commercial Historic District. The grant will be administered by the Minnesota Historical Society.
- b. City staff retained New History to assist with implementing the grant. "City staff" could refer to employees of the City, or professional representatives acting on behalf of this project, including City legal counsel or New History.
- c. The Litchfield Commercial Historic District is listed in the National Register of Historic Places (NRHP) and contains approximately 41 buildings. Buildings are privately-owned. A copy of the NRHP nomination can be found on the City's website.
- d. Only buildings within the boundaries of the historic district qualify for this grant program. The historic district generally includes buildings of one- to two-stories with stone or brick masonry facades, flat roofs, decorative metal details, commercial storefronts, and windows of varying vintage. The period of historic significance for the district is 1882-1945.
- e. All work must meet the Secretary of the Interior's Standards for Rehabilitation.
- f. The Litchfield Commercial Historic District is also a locally designated historic district. All work must meet the city's preservation ordinance and complete required heritage preservation reviews.
- g. As of the time of issuance of this RFP, owners of 14 buildings have indicated interest in this grant program via an owner survey, building addresses include:
  - i. 100 North Sibley Ave

- ii. 115 North Sibley Ave
  - iii. 119 North Sibley Ave
  - iv. 126 North Sibley Ave
  - v. 201 North Sibley Ave
  - vi. 202 North Sibley Ave
  - vii. 207-209 North Sibley Ave
  - viii. 210 North Sibley Ave
  - ix. 214 North Sibley Ave
  - x. 219 North Sibley Ave
  - xi. 222 North Sibley Ave
  - xii. 226 North Sibley Ave
  - xiii. 227 North Sibley Ave
  - xiv. 229 North Sibley Ave
- h. Requested work includes:
- i. Masonry repair
  - ii. Window repair and replacement
  - iii. Storefront repair and replacement
  - iv. Decorative metal repair
  - v. Concrete step and stair repair
  - vi. Metal railing repair
  - vii. Signage replacement

**B. Scope of Services**

- a. The Consultant's Scope of work for this RFP is for design services, including Architectural Design and all required engineering design and other specialty subconsultants as required to complete the work.
- b. The scope of services will include the traditional design scopes and deliverables, including:
  - i. Condition Assessment and Predesign
  - ii. Schematic Design (SD);
  - iii. Design Development (DD);
  - iv. Construction Documents (CD);
  - v. Bid Support (BN)
  - vi. Construction Administration (CA);
  - vii. Construction cost estimating should be provided throughout the SD through CD phases to ensure that work can be completed within eligible grant funds.
- c. The City anticipates that grant funds will be expended in one to three Phases of work. Each Phase will include one to six participating buildings. Each Phase will include Condition Assessment, SD, DD, CD, BN, and CA. Only the first Phase of work will include the state-mandated Predesign submittal. Phases may be sequential (i.e. with a gap between the close out of construction of one Phase and the start of condition assessment of the next Phase) or stacked (i.e. the next Phase starts before the prior Phase is complete). One set of construction documents (drawings and specifications) will be created for each Phase; all construction work for a Phase will be complete as one

BN and CA scope item. For the purposes of this proposal, responders are to provide a response for the first Phase of work only. Phases will continue until all available grant funds are expended.

- d. City staff will lead communication with state agencies. Approvals by the Department of Administration and the State Historic Preservation Office (SHPO) will be required
- e. The base Scope of Services for this proposal is described below. The number of facades and participating buildings is assumed for budgeting and planning purposes and will be confirmed by City staff prior to the start of each scope item.
  - i. Condition Assessment and Predesign: Assume total of 12 facades (e.g. a corner building has two facades)
    1. One virtual meeting with City staff and building owners
    2. Review of building owner-provided information, as available
    3. Review of state Predesign Manual (see Predesign attachment)
    4. Exterior visual review of facades including first and second floor locations (No destructive testing or interior access is anticipated during this scope item)
    5. Development of scope of repair work document
    6. Development of order-of-magnitude cost estimates of work
    7. Support of City's compilation and submittal of the Predesign package per requirements (see Predesign attachment)
  - ii. Schematic Design
    1. Schematic design and narrative specifications for 12 facades; schematic design should provide adequate information for City staff and building owner review as well as construction cost estimating. The deliverable could be annotated photographs or other means of conveying content, and may not require scaled drawings. The Architect should determine the appropriate format of SD deliverables.
    2. Cost estimates for work
    3. Estimated useful life of proposed work on each facade
    4. Assume bi-weekly meetings with city staff for one-hour
    5. Assume up to four virtual meeting with one or more building owners to review schematic design documents and recommendations
  - iii. Design Development
    1. Design development drawings and specifications for 8 facades (number assumed for budgeting and planning purposes)
    2. Assume bi-weekly meetings with city staff for one-hour
    3. Assume up to **two four meetings total** with one or more building owners to review design documents
    4. Completion of local preservation applications of 6 buildings (number assumed)
  - iv. Construction Documents
    1. One set of drawings and specifications for 6 buildings
    2. 90% CDs will be issued for City and building owner review.



G. Consultant Selection Timeline

<b>Tentative Selection Timeline</b>	
<b>Milestone</b>	<b>Date</b>
Distribution of RFP	May 23, 2025
Virtual preproposal meeting (nonmandatory)	May 29, 1:00pm Via Zoom* (See address and call-in information below)
Question Submittal Deadline	June 6, 2025, 3:00 PM
Answers to Questions Posted Publicly on City Website	June 13, 2025, 4:30 PM
Proposal Submission Deadline	July 1, 2025 7:00am local time
Potential Interviews with selected consultants if deemed necessary (in-person or virtual via Zoom)	July 9-10
Recommendation of consultant by Selection Committee	July 16
Approval of contract by City Council	July 21

\* Virtual pre-proposal meeting address and call-in information:

**Zoom Meeting**

<https://us02web.zoom.us/j/89571203851?pwd=rgkiz39UIQqayxuhkCVkpSI5FDRZTs.1>

Meeting ID: 895 7120 3851

Passcode: 449230

One tap mobile +16469313860,,89571203851#,,,,\*449230# US

**Section III: Submittals and Requirements**

The following structure is to be followed for the proposal submitted to the City:

- A. Cover Page (The cover page does not count towards the response page limit, but should be limited to the information below.)
  - a. Identify the name of the project
  - b. Company name, address, and telephone number
  - c. Name and title of lead contact person with telephone number and email address
- B. Business Organization and History
  - a. Brief history of consultant business, including principals and number of years the consultant business has provided relevant services
- C. Team Identification
  - a. Identify key staff and consultants, and include short resumes for key staff who will be doing the work. Include relevant project experience that demonstrates qualifications for this work.

- b. Identify key staff availability during the proposed timeline and any conflicts or capacity issues based on other work commitments.
- D. Approach and Work Plan for the first Phase of work
  - a. Written narrative based on understanding of the project scope, goals, timeline, and objectives.
  - b. Work plan identifying major project tasks, City responsibilities, and deliverables for each task.
  - c. Project schedule for the first Phase of work
- E. Project Examples and Supplemental Information
  - a. Utilize this portion of the proposal to briefly identify the “value-added” qualities, conditions, services, or attributes that enhance or support the proposal.
  - b. Identify examples of similar projects that highlight the firm’s ability to successfully complete work of this type.
  - c. Provide references for similar and relevant projects that your consultant business and/or proposed team have completed.
- F. Fee Quotation. Submit fee information as a stand-alone page (or pages) at the end of the response package. Include business name on all pages of this section.
  - a. Provide a not-to-exceed fee proposal for the “Condition Assessment and Predesign” of the first Phase. Provide an estimate of fees for each of the following scope items (SD DD through CA) for the first Phase. Include an estimate of effort and fees for each project team member per scope item. Identify key team members doing the work and include hourly rates for all staff.
  - b. Include an estimate of reimbursable expenses.
  - c. Provide the total estimated fees for the first Phase of work, including labor, any materials, and reimbursable expenses.

## Section IV: Contract Award

### A. Contract Award

It is the City’s intent to review all respondent qualifications and proposals conscientiously and to select a candidate based upon the selection criteria. Should the City believe it would be in the best interest of the City, it may enter into negotiations with any of the consultants until a contract can be finalized with the successful candidate.

## Section V: Notes

### G. Rights Reserved

- a. The City reserves the right to waive any irregularities in any proposal to select the proposal evaluated to be the most advantageous to the City. The City reserves the right to disqualify any proposal or reject all proposals if it is deemed to be in the best interest of the City. Furthermore, the City and its representatives reserve the right to reject any and all proposals or to request additional information from any respondent or from all respondents.

## **Appendix**

### **Documents below are posted to the City's website:**

- National Register of Historic Places (NRHP) Litchfield Commercial Historic District nomination
- Façade Owner Overview – Slides
- Owner Presentation with Slide Notes
- Owner Questions and Answers

### **Attachments:**

- Minnesota Department of Administration Predesign Requirements Checklist showing applicable items for this project.

### **Additional Information:**

The City will share the following documents with the selected consultant:

- Building owner interest surveys

## PREDESIGN CHECKLIST - continued

Complete this checklist, sign, and submit with the predesign document.

Applicable N/A

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- |                                     |                                     |   |
|-------------------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <b>1.</b> Review the Contents of a <i>Predesign Submittal</i> in the State's <i>Predesign Manual</i> .<br>weblink: <a href="http://mn.gov/admin/government/construction-projects/manuals-guidelines-forms/index.jsp">http://mn.gov/admin/government/construction-projects/manuals-guidelines-forms/index.jsp</a>  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <b>2.</b> Structure the format of your Predesign submittal to contain the Components of Predesign. Include component tabs to readily identify and access each component. The components are: <ul style="list-style-type: none"><li>a. Predesign Summary Statement</li><li>b. Basis for Need – Project Background</li><li>c. Agency/Organization Planning</li><li>d. Project Description<ul style="list-style-type: none"><li>1. Architectural/Engineering Program</li><li>2. Precedent Studies</li><li>3. Technology Plan</li><li>4. Sustainability, Energy Conservation, and Carbon Emissions</li><li>5. Operations and Maintenance Requirements</li><li>6. Statute Requirements</li><li>7. Specialty Requirements</li><li>8. Project Procurement and Delivery</li><li>9. Quality Control Plan</li></ul></li><li>e. Site Analysis and Selection</li><li>f. Financial Information</li><li>g. Schedule Information</li></ul> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <b>3.</b> <i>Section 1 – Predesign Summary Statement.</i> Work with the user agency to develop the executive summary. Be brief, with a two or three paragraph scope description of the project. Below the description include costs, funding sources and schedule.  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <b>4.</b> <i>Section 1 Predesign Summary Statement:</i> Complete the " <i>Building/Project Data Sheet</i> " to tabulate the pertinent data upon which the cost estimates are based. Include this sheet as a second page to the Section 1 – Predesign Summary Statement.   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <b>5.</b> <i>Section 1 Predesign Summary Statement:</i> If the project involves remodeling of an existing building, use the " <i>Building Audit Sheet</i> " to perform an audit/survey of the building's major components, systems and their conditions. Use and amend the " <i>Building/Project Data Sheet</i> " to indicate the scope of work for the proposed project. Insert behind the Summary Statement.  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <b>6.</b> <i>Section 2 Basis For Need-Project Background:</i> Gather the Section 3 planning information from the Agency/Organization and synthesize it into the format shown in the example. Detailing the Mission, Strategic Plan, Operational Plan and Basis for Need for the project. At the back of this include any additional background information on the project from your work with the agency.   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <b>7.</b> <i>Section 2 Basis For Need-Project Background:</i> <b>Verify that the scope of the predesign complies with the language of the appropriation.</b> (For projects that   |

**PREDESIGN CHECKLIST - continued**

Complete N/A

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have already received a legislative appropriation).

- 8. Section 3 Agency/Organization Planning:** This Section supports the *Basis for Need–Project Background*. Obtain the following from the user agency/organization:
  - a. Planning documents such as org charts, mission statement,
  - b. Strategic plan, and
  - c. Operational plan for the project.This information would include any supporting data, analysis or studies which support the proposed project and demonstrates the need for the project by linking it to the agency’s mission, strategic and operational plans; which, in turn were used to prepare Section 2.
- 9. Section 3 Agency/Organization Planning:** Included a list and narrative regarding the stakeholders involved and affected by the project (i.e. other agencies, organizations, and entities). Also include issues that remain to be resolved among stakeholders along with budget and schedule impacts upon the project.
- 10. Section 3 Agency/Organization Planning:** Impacts on Operations, Budget and Facility Staff are detailed.
- 11. Section 4.A Architectural /Engineering Program:** ( For State Agency projects) Obtain and coordinate space planning standards with the Department of Administration. Then, include a review sign-off from The Department of Administration’s Real Estate and Construction Services Division. Focus on job related functional needs and the State’s *Space Guidelines* when developing the square foot areas of spaces. (Space Guidelines are located at <http://mn.gov/admin/government/construction-projects/> ).
- 12. Section 4.A Architectural/Engineering Program.** Work with the user/owner to develop the space program. Employ a participatory programming methodology similar to the example) to analyze operations and activities.
  - a. Your methodology should consider Post-Occupancy Evaluation (POE).
- 13. Section 4.A Architectural/Engineering Program.:** Complete the *Space Needs Inventory* sheet for each room of the project. Include these sheets in the predesign document. The Space Needs sheet should also identify special Mechanical or Electrical needs or upgrades for the space. For instance, you would state the need for special humidification for wood instrument storage in a music classroom.
- 14. Section 4.A Architectural/Engineering Program.:** Prepare and include a detailed architectural space program with a Table of Spaces and their respective areas (square footages) with a total of assignable and gross square feet.
- 15. Section 4.A Architectural/Engineering Program.:** Provide adjacency diagrams of all spaces and a diagrammatic/conceptual layout of spaces. Superimpose these diagrams onto the Site Plan to show building/site fit and site relationships.

## PREDESIGN CHECKLIST - continued

Complete N/A

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- 16. Section 4.A Architectural/Engineering Program.:** On state agency projects, identify potential MINNCOR Industries [www.minncor.com](http://www.minncor.com) and Minnesota State Industries products <http://stateindustries.org> for the project.
- 17. Section 4.A Architectural/Engineering Program. (for State Agency Projects):** If applicable to the agency, work with the user agency to incorporate a *Telecommuting Plan* for this project. Include the *Telecommuting Plan* with the Predesign submittal document. Obtain review & response letter from MN.IT.
- 18. Section 4.A Architectural/Engineering Program.** Develop the Furniture, Fixtures and Equipment (FF&E) needs and include the associated costs as a line item in the project cost estimate. Consider Interior/Exterior Signage Exterior landscaping and fixtures, Telecommunication devices, Security Camera System, Lockers, Trash compactor, Window washing equipment, phasing costs, and Moving costs. (Note: moving costs are not bondable).
- 19. Section 4.B Precedent Studies:** Research the project. Visit similar building types and include *precedent* projects into the predesign document and how the precedent affects the proposed project. Include information on the facilities (name, location, size, design features) ; Then indicate any features that will be incorporated into the proposed project. Special attention should be paid to design features that result in efficiency of program operations and ability to reduce long term operating costs.
- 20. Section 4.C Technology Program (for State Agency Projects):** Identify and document the technology needs for the project. Develop a Technology Plan for the project using the State's Technology agency (MN.IT) guidelines (“*Building Infrastructure Guidelines for State Owned Buildings*”) located at: <http://mn.gov/admin/government/construction-projects/>. Technology plan is to be reviewed by MN.IT.
- 21. Section 4.C Technology Plan (for State Agency Projects):** Forward the Technology Plan to MN.IT (The State’s Information Technology Agency) for review; and obtain a written letter from MN.IT. Incorporate any changes requested by MN.IT.
- 22. Section 4.D Sustainability, Energy Conservation and Carbon Emissions:** In accordance with Minnesota Statute §16B.235 identify Sustainable and High Performance goals for the project using “*The State of Minnesota Sustainable Building Guidelines*” at <http://www.b3mn.org/guidelines/index.html> . Include a summary table of goals & strategies. Also include the B3-MSBG project submittal report for the Predesign Phase that is generated by use of the B3-MSBG Tracking Tool at <http://www.b3mn.org/guidelines/index.html> . This requirement applies when the project is new building, addition, or major renovation. See the Applicability rules at the B3-MSBG website.
- 23. Section 4.D Sustainability, Energy Conservation and Carbon Emissions:** Include a table of strategies to comply with Sustainable Building (SB) 2030 requirements. For SB2030 requirements, see: <http://www.mn2030.umn.edu>

**PREDESIGN CHECKLIST - continued**

Complete N/A

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- 24.** For the *Section 4.D Sustainability, Energy Conservation and Carbon Emissions:* In accordance with MN Statute § 16B.32, a identify alternative energy uses and associated systems. This applies to a new building or for a renovation of 50 percent or more of an existing building or its energy systems. Anticipate future designs which use active and passive solar energy systems, earth sheltered construction, and other alternative energy sources where feasible.
- 25.** *Section 4.D Sustainability, Energy Conservation and Carbon Emissions* When the project is for a State Agency, provide a cost-benefit analysis for
  - a) including alternative energy (wind and/or solar) sources to provide 2% of the proposed building’s energy consumption. An example of an analysis is located at:<http://mn.gov/admin/business/vendor-info/construction-projects/Guidelines/predesign.jsp>
  - b) a 40 Kw “Made in Minnesota” photovoltaic solar system
- 26.** *Section 4.D Sustainability, Energy Conservation and Carbon Emissions:* For compliance with MN Statute 16B.326, provide a written plan in the predesign to consider providing Geothermal and Solar Energy Heating & Cooling Systems on new or replacement HVAC systems. An example of an analysis is located at the weblink above.
- 27.** *Section 4.D Sustainability, Energy Conservation and Carbon Emissions:* Include a narrative in the predesign that the project specifications are to include requirements for the contractor to submit a “Waste Management and Recycling Program Plan” for both demolition and construction.
- 28.** *Section 4.D Sustainability, Energy Conservation and Carbon Emissions:* Estimated yearly energy consumption and associated costs are included.
- 29.** *Section 4.E Operations and Maintenance Requirements:* Conduct information gathering and program meetings with operations and maintenance staff. Document and include these needs into the predesign.
- 30.** *Section 4.E Operations and Maintenance Requirements:* For Projects located on the Capitol Complex, obtain “*Plant Management Preferred Equipment List*”, “*Capitol Complex Guidelines*”, and “*Signage Guidelines*”. (available at <http://mn.gov/admin/government/construction-projects/manuals-guidelines-forms/index.jsp> ). Include these documents in the Predesign document as instructions for the future design team.
- 31.** *Section 4.F Statute Requirements:* See Appendix 4c for statute requirements related to all projects receiving any amount of state funding. Enter information on how the project will comply with each statute and include in the final predesign document.
- 32.** *Section 4.F Statute Requirements,:* Review the table of statutes contained in

**PREDESIGN CHECKLIST** - continued

Complete    N/A

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this manual. Identify the statutory requirements for the project. These are to be included in the final Predesign Document.

- 33. Section 4.F Statute Requirements:** Include any design requirements or other mandated requirements.
  - a. The statute that gives authority for the operational program
  - b. Licensing requirements. (i.e. Department of Health or other authority)
  - c. Design requirements (i.e.. American Correctional Association standards).
  - d. Operating Standards (required State, Federal, & Industry standards)
  - e. Federal Statutes/Laws/Requirements.
  - f. Significant Building Code or land use/ zoning requirements.
  
- 34. Section 4.G Specialty Requirements:** Review the need to conduct a security and/or vulnerability assessment for the project. Include the study in the predesign document along with associated costs.
  
- 35. Section 4.G Specialty Requirements:** Include any unique requirements that are applicable to the specific project. i.e. performance requirements, unique testing requirements, environmental reports, assessments, impact statements, facility condition audits that may have been done, hazardous materials surveys, unique construction, restrictions.
  
- 36. Section 4.G Specialty Requirements:** For renovations and demolitions, verify if the building or structure or amenity is on the register of historic places and/or within a historic district. Meet with the State Historic Preservation Office (SHPO) to determine requirements. Include all SHPO requirements in the predesign as well as all specialty consultants (historic preservationist, archeologist) required for the future design team.
  
- 37. Section 4.H Project Procurement and Delivery:** Provide a written statement and recommendation of the proposed construction delivery method to be used on the project. Include the reasons for this selection. Options include: Design-Bid-Build, Best Value, Construction Manager at Risk, Design-Build.
  
- 38. Section 4.I- Project Design Services and other Owner Costs:** Provide a listing of all costs that will be incurred in order to build the project.
  
- 39. Section 4.J- Quality Control Plan:** Provide a listing of all quality control services and costs that are needed and will be incurred in order to building the project.
  
- 40. Section 5 Site Analysis and Selection:** Provide a narrative on why the preferred site was selected for the project based on the locations that best meet pre-identified site criteria. For State-owned buildings/State Agency projects, coordinate this effort with the Department of Administration, Real Estate and Construction Services.
  
- 41. Section 5 Site Analysis and Selection:** When locating or relocating or when proposing a new building or renovation, the Predesign Document must include an

**PREDESIGN CHECKLIST - continued**

Complete N/A

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analysis of the agency’s location(s) using “*Criteria for Locating State Offices and Agencies*” located at: <http://mn.gov/admin/government/construction-projects/>

- 42. Section 5 Site Analysis and Selection:** If the proposed project is a new building that will be in a campus setting (i.e. school, university, prison, extended care); review location options on the campus in regards to efficient operation and programs provided on the campus. (i.e. Agency masterplanning of a campus should occur in order to give direction as to future growth and organization - Note: Masterplanning is not a bondable activity).
  
- 43. Section 5 Site Analysis and Selection:** Verify if the project will be required to undergo a State Environmental Review. To determine this, go to: <http://www.eqb.state.mn.us/EnvRevGuidanceDocuments.htm>. If required the predesign will need to include all applicable information and direction to the future design team to provide assistance to the owner and responsible government unit in conducting an environmental assessment (EAW) and environmental impact statement (EIS).  
Note: If the project includes federal dollars, determine the need to complete an Environmental Assessment in accordance with the National Environmental Protection Act (NEPA).  
Include all applicable guidelines for EAWs and EISs into the predesign submittal document if available; if not include costs for these in the project budget. Identify required timelines in the project schedule.
  
- 44. Section 6 Financial Information:** Compile the project costs using the Department of Minnesota Management and Budget’s *Capital Budget Request* spreadsheet form (this form is included in this manual). Complete this form and include it in the submitted Predesign document.
  
- 45. Section 6 Financial Information:** Compile the projected operating costs using the *State Operating Costs* form (this form is included in this manual). Other formats/forms are also acceptable.
  
- 46. Section 6 Financial Information,** review the Project Delivery Method (single prime, multiple prime, design/build )for impact on the *Cost Plan* for the project.
  
- 47. Section 6 Financial Information,** include design fees for special consultants in the project costs (i.e. food service, acoustical, security, etc.).
  
- 48. Section 6 Financial Information,** verify existing utility infrastructures for adequate capacity needed to support the proposed building/facility or renovation. Incorporate costs for upgrades into the budget.
  
- 49. Section 6 Financial Information:** If applicable and/or desired, include percent for Art in the project cost. Statute 16B.35 Subdivision 1 applies [up to 1% of the appropriation can be allocated to art in public buildings – Detention facilities and non-public buildings are exempt.]

**PREDESIGN CHECKLIST - continued**

Complete N/A

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- 50. Section 6 Financial Information:** Assist the user agency in identifying and incorporating contingency phasing and funding plans into the predesign to anticipate questions during legislative hearings.
- 51. Section 6 Financial Information:** When the proposed project is for an existing correctional facility, obtain the contractor security requirements for the facility and include appropriate cost and schedule adjustments. (Working in a secure facility will add approximately 15-20% cost to the project).
- 52. Section 6 Financial Information:** On major building projects, use the predesign to develop an options based strategy for the agency to use in approaching the governor and legislature when requesting funding. The predesign should anticipate possible questions by presenting options for varying scopes and costs. Examples are:
  - 1) It may make sense to break out options (and costs) to spread the funding rover several capital bonding sessions.
  - 2) Phasing of the project
- 53. Section 6 Financial Information:** For renovations, a Facility Condition Assessment has been conducted on the existing building and associated upgrade costs are included in the estimate.
- 54. Section 6 Financial Information:** Conduct an industrial hygiene investigation to determine if there are any hazardous material/asbestos abatement clean-up costs, fuel tank removal and/or contaminated soils clean-up costs for the proposed project or site.
- 55. Section 6 Financial Information:** Provide the Life Expectancy of the major building components and building as a whole and included in the predesign document. Show comparison costs of varying construction systems/components and their life span. Indicate the selected system that was used to prepare the cost estimates.
- 56. Section 6 Financial Information:** (For State Agency projects) State’s Design Guidelines were reviewed and associated costs accounted for.
- 57. Section 7 Schedule Information:** Include a schedule narrative and bar chart in the submittal document. Include time for hazardous material abatement, site clean-up, fuel tank removal and soils replacement costs, project schedule phasing time, relocation/move time, and any potential long-lead material deliveries.
- 58. Section 7 Schedule Information:** Include a quality control/coordination review of the construction documents by a third party. Include the cost cost of this in the design budget. Indicate a minimum of 2 months in the schedule for this review.
- 59. For State Agency projects:** Complete the Technology Checklist. Insert the MN.IT letter indicating they have reviewed and approved the Technology and

**PREDESIGN CHECKLIST - continued**

Complete N/A

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Telecommuting Plans.

- 60.** This predesign document contains all the necessary requirements and costs for:
  - a.** The owner to confidently pursue funding based on the cost estimates contained.
  - b.** The owner to advertise for design services and structure their contract with a design firm as to the design scope of work and fee; and,
  - c.** The future design team for all project requirements in order to carry out the proposed design.
  - d.** All owner costs required to deliver the proposed project.
  
- 61.** Include the SIGNATURE sheet, with signature of the ARCHITECT (see page 1).

**PREDESIGN CHECKLIST – continued**  
**TECHNOLOGY & TELECOMMUNICATIONS**

Not Applicable

Complete N/A

- 
- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>1.</b> Obtain a copy of MN.IT’s “ <i>Building Infrastructure Guidelines For State-Owned Buildings</i> ” and review the requirements for costs to be included in the project. For future design use, should the project be funded, include the Technology Plan and guidelines in the predesign submittal.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>2.</b> In coordination with MN.IT, determine the need for and develop a Technology & Telecommunications Plan for the project. Form and convene a Predesign meeting to determine the agency’s technology needs, goals, timelines and objectives. The Predesign Team will consist of, but will not be limited to: <ul style="list-style-type: none"><li><input type="checkbox"/> Agency/customer</li><li><input type="checkbox"/> Real Estate and Construction Services’ (RECS) Project Manager</li><li><input type="checkbox"/> Telecommunications Analyst (S)/Designer (if required for predesign)</li></ul> Note: The State’s (RECS) Project Manager will provide the MN.IT contact name. |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>3.</b> For remodeling projects, verify existing technology infrastructures for adequate capacity. Include upgrade costs in the Cost Estimate.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>4.</b> Identify the user agency’s short and long range plans for technology needs.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>5.</b> Identify if the project is or will be a single building or campus configuration.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>6.</b> Identify existing distribution rooms and their capacity.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>7.</b> Identify requirements for new distribution rooms.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>8.</b> Identify Fiber Optic requirements, existing locations, new fiber lines.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>9.</b> Identify copper-wiring requirements, existing and new.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>10.</b> If information technology work is to be within an existing building, identify existing conditions; i.e. floor & ceiling heights & conditions, piping and duct conditions, water problems, feeder cable limitations, equipment room limitations.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>11.</b> Identify existing telecommunications infrastructure service to the building.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>12.</b> Identify types of existing cable trays and requirements for new cable trays.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>13.</b> For projects in existing buildings, identify available communications “pairs” coming into the building.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>14.</b> Identify MPOP (Main Point of Presence), APOP (Alternate Point of Presence), Internet Point of Presence locations and needs.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>15.</b> Forward a copy of the project Technology Plan and Telecommuting Plan to MN.IT.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>16.</b> Obtain a written letter from MN.IT indicating acceptance of the Technology   |

**PREDESIGN CHECKLIST – continued**  
**TECHNOLOGY & TELECOMMUNICATIONS**

Complete    N/A

- 
- |                          |                          |  |
|--------------------------|--------------------------|--|
|                          |                          | Plan and Telecommuting Plan for the project. Incorporate MN.IT's letter into the Pre-design Document.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>17.</b> Incorporate any changes into the Technology Plan as requested by MN.IT (resulting from review of agency's technology plan for the project).     |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>18.</b> Verify existing utility infrastructures for adequate capacity and cost upgrades needed to support the proposed building/facility or renovation. |

**PREDESIGN CHECKLIST**

Check off the above items as they are completed and include this checklist with your final submittal document. Completion of this checklist is **MANDATORY**.

**CONSULTANT SIGNATURE:**

Signature: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Title: \_\_\_\_\_

Facility: \_\_\_\_\_

Company: \_\_\_\_\_

State Project No. \_\_\_\_\_

## SAMPLE PREDESIGN SUBMITTAL COVER LETTER

LETTERHEAD  
of Agency or Organization

**[insert date]**

Commissioner **[insert name of Commissioner of Administration ]**  
c/o Eric Radel  
Real Estate and Construction Services  
309 Administration Building  
50 Sherburne Ave  
St. Paul, MN 55155

Dear Commissioner **[insert name]**,

RE: Predesign Submittal for **[insert “a new”]** or **[“the remodeling of”]** **[insert name]** building

In accordance with Minnesota Statutes §16B.335, Subdivision 3, enclosed you will find the Predesign submittal document for the **[insert name of project, building & location]**. This predesign outlines the **[insert name of agency/political subdivision]** ‘s capital budget request for the **[insert year]** state legislative session.

This project consists of the **[new construction of]** or **[remodeling of]** **[insert number of square feet]** of space to support **[insert operational plan/goal]**. The total project cost is estimated to be **[ insert amount ]**. This proposal seeks **[insert “full funding”]** or **[“matching funds”]** in the amount of **[insert amount]**.

Sincerely,

**[insert Commissioner/Authority Name]**  
[or head of political subdivision or other approving authority]

Enclosure

cc: