

**Request for Proposals (RFP) for
Architectural & Engineering Services (A/E)
For the City of Hibbing Recreation Center**

RFP Submittal Deadline: 2:00pm Oct 10, 2025

Interviews/Presentations if needed: week of Oct 20, 2025

Selection Process Completed by the City of Hibbing: Nov 4, 2025



For additional information contact:

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Hibbing Memorial Building
400 E 23rd St
Hibbing, MN 55746

REQUEST FOR PROPOSALS (RFP)

Architectural & Engineering Services (A/E) For the City of Hibbing – Future Recreation Center

Statement of Purpose

The City of Hibbing, Minnesota is seeking proposals from qualified Architectural and Engineering (A/E) firms to provide professional services for the planning, design of a new Recreation Center for the City of Hibbing. This facility will respond to strong community demand for expanded indoor recreation, fitness, aquatics, and gathering spaces as identified in the 2024 Hibbing Community Center Feasibility Study. The selected A/E firm will guide the City through a feasibility and programming refinement, site selection, and design process, incorporating public engagement, financial and operational planning, and support for a local option sales tax initiative to help fund the project.

Project Overview

- Possible Facility Size: Phase 1 approx. 78,000 SF; Phase 2 expansion may bring total to ~95,000 SF.
- Estimated Project Cost: \$41–55 million (Phase 1 & 2 combined).
- Schedule:
 - Feasibility refinement & community engagement & site selection: 2025-2026
 - Funding Development & Schematic Design: 2026
 - Design Development: 2026–2027
 - Construction Documents & Bidding: 2027
 - Anticipated Construction: 2027-2029
 - Completion: Late 2028-2029

A/E Service Goals

The A/E team will:

- Lead refinement of the Community Center feasibility study into a final building site selection, building program, cost model, and implementation strategy.
- Provide comprehensive architectural and engineering services through all project phases.
- Facilitate public engagement sessions and City Council presentations.
- Assist in preparing public education and materials to support a sales tax funding campaign if desired by the city.
- Design a welcoming , well organized facility, ensuring multi-generational use, accessibility, and future expansion potential.
- Coordinate with the Construction Manager at Risk (CMaR).
- To design and engineer the project within a defined time schedule.
- To design and engineer the project within a given budget.

Scope of Work

Phase 1 - Site selection, refined feasibility, public engagement phase

- The A/E firm should anticipate working closely with the City during the site selection study phase to provide recommendations to the City as to a project direction.
- The A/E should anticipate evaluation of potential sites for the recreation center. 2-3 site will be narrowed down.
- Study shall determine the appropriate size of the recreation center using previous feasibility study as a base for direction, based on staff and committee input. Confirm facility programming, lead stakeholder workshops, and other public engagement. It is anticipated that the firm will lead up to 12 workshops.
- Evaluate and compare potential City-owned and partner sites. Analyze and revise test fits on properties, parking analysis, environmental and zoning considerations, utility access, and recommendations. Support the City in selecting the most viable site through presentations, reports, and community engagement.
- Provide a report to refine feasibility/site selection/and programming to the City of Hibbing. The report should provide adequate detailed information to allow for accurate cost model estimating to gain a full understanding of project costs of preferred sites. Study estimating shall be completed by the CMaR, with support by the A/E firm.
- The A/E shall present the findings to in an acceptable format to the City and present it to the City Council.

Phase 2 - Conceptual / Schematic Design Phase (SD):

- A/E shall prepare multiple design concepts to achieve consensus from City staff as to the direction of the design, selection of a design concept. The concept documents shall include high level floor plans, proposed exterior elevations, exterior/interior renderings and narratives for other systems. A/E shall present the design concepts in an acceptable format to the City and present to the City Council. One concept will be chosen and move on to SD phase.
- A/E shall prepare conceptual/schematic design (SD) documents that incorporate the requirements of the approved feasibility study and conceptual design.
- SD shall consist of drawings, outline specifications, narratives and other documents illustrating the scope, size and parameters of all project components and systems.
- SD documents shall align with the Schematic Design: Quality Management Phase Checklist as published by AIA Best practices, current version.

- A/E shall work closely with the CMaR to develop a SD phase project budget and project schedule. A/E will provide documents, details and other information to assist the CMaR with the SD estimate and project schedule effort, and fully collaborate with the CMaR.
- A/E shall provide value analysis and alternate options, in collaboration with the CMaR.
- A/E shall attend community meetings and City Council meetings as requested by the City of Hibbing.
- A/E shall provide to the CMaR the electronic model for estimating the SD estimate.

After Phase 1 & Phase 2 are complete, it is anticipated that the City will continue to Design Development Phase and Construction Document Phase with the selected firm.

Insurance Requirements

The A/E firm awarded this contract shall maintain in force during the duration of the agreement insurance as follows:

1. General Liability Insurance – A/E shall maintain in force for the duration of the agreement.
 - a. Commercial General Liability insurance policy written on an occurrence basis with limits not less than \$2.0 million per occurrence and \$4.0 million in the aggregate.
 - b. Automobile liability (owned, non-owned, and hired) insurance with limits not less than \$1.0 million per occurrence shall be maintained utilizing a firm licensed to do business in the State of Minnesota.
 - c. The City, its officials, employees, servants and agents, and the CMaR will be named as additional insured as respect to the work or services performed under this agreement. This will apply to both work in progress and completed operations.
 - d. This insurance shall be primary and shall be paid and applied first in its entirety to any application of insurance the City may carry on its own.
2. Professional Liability – A/E shall maintain in force during the duration of the agreement a Professional Liability Insurance policy with limits of not less than \$2.0 million per occurrence and \$2.0 million general aggregate, utilizing a firm licensed to do business in the State of Minnesota.
3. Workers' Compensation – A/E shall provide and maintain Workers' Compensation coverage for its employees, as required by applicable Workers' Compensation laws, not less than \$500,000 each accident.

Submission Instructions

Deadline: October 10, 2025 - 2:00 PM Local Time

Location: Hibbing Memorial Building, 400 E 23rd St, Hibbing, MN 55746

Copies: 5 hard copies + 1 electronic copy

Pre-Proposal Meetings: By appointment only

Questions: Direct to nickarola@hibbingmn.gov with subject line "Hibbing Recreation Center A/E RFP – Question(s)" by Oct 3, 2025.

Proposal Format:

1. RFP - maximum 30 pages (excluding cover letter, front and back covers & blank dividers)
2. All pages numbered.
3. Font size no smaller than 10 point.
4. 5 (five) hard copies.
5. 1 (one) electronic copy.

Submission Organization, Content and Fees

Cover Letter - Include a letter of interest to include at a minimum the name and address of the firm and project contact person, telephone number and email address.

Tab 1. Provide a Firm Overview of your company including:

- Firm Name, number of years in business, company Ownership and overview of services and expertise with Public Safety Facility Design and Construction
- any potential conflicts of interest.
- resources available to perform the work, including any specialized services or in-house capabilities.
- availability to project locale.

Tab 2. Provide resumes of key staff to be assigned to this project including the proposed project architect, project manager and other staff that play a key role. Provide a biography of each individual's unique experience and expertise, education, years of experience and a listing of relevant project experience.

Tab 3. Highlight 3 to 5 recent recreation center projects or YMCA recreation projects that the company has designed and engineered. Include data on location, size, year bid, year completed, final construction amount, and record of change orders and associated impacts to cost and schedule. Include client contact information for use as a reference. In addition, provide a table/list of other relevant projects completed by the company including project name, size, year completed, and construction value.

Tab 4. Narrative about the firm's proposed project approach and scope of work for the Feasibility/Site Selection/Public Engagement Phase, Pre-Construction and Construction

Phases including project management techniques, technical tools to be employed for project information management and client engagement/accountability.

Tab 5. Narrative about your firm's unique value proposition, why your firm should be selected, and an overview of any lessons the A/E has learned while designing and constructing recreation centers or YMCA facilities, especially with regard to what unique aspects require extra focus and attention.

Tab 6. The RFP fee schedule shall include the following:

- Provide a detailed breakdown of A/E fees, hourly rates of staff to work on the project, costs and reimbursables by phase:
- Feasibility Study Phase
- Conceptual / Schematic Design Phase (SD)
- A/E fees and costs shall be provided lump sum, not to exceed.
- Hourly rates shall be the agreed upon rates for any additional services requested by the City of Hibbing.
- Submit A/E fees and costs in separate sealed envelope with the proposal submission.

Short List and Selection Criteria

Upon receipt of the proposals, the City shall determine if each submission meets the requirements. From those submissions which meet the requirements, the City will evaluate the responses, contact the references provided, and select a short list of firms to interview if they feel is needed. Respondents not selected for the shortlist will be notified in writing.

If interviews are warranted by the committee, they may be conducted based on the number of applicants. The submittals will be reviewed the week of October 13, by the selection committee and if interviews are needed will be held the week of October 20, 2025.

The order of the interviews will be determined by the City. The interview will consist of up to a thirty (30) minute presentation and a twenty-five (25) minute question and answer session. Only personnel who have an active key role in the project should participate in the interview.

The selection committee will evaluate and rank the Respondent's proposal based on a pre-determined evaluation criteria and application of available points as defined below. The maximum available cumulative points for the RFP and interview is 100 points.

- Tab 1 – A/E Firm Overview and Profile (5 Points)
- Tab 2 – A/E Team and Key Personnel Structure (10 Points)
- Tab 3 – Relevant Project Experience (20 Points)
- Tab 4 – Project Approach (15 Points)
- Tab 5 – Unique Value and Why (10 Points)

- Tab 6 - A/E Fees and Costs (5 Points)
- Interview (35 Points)

Upon conclusion of the interviews and rankings, the City will enter into contract negotiations with the highest ranked firm. If an acceptable contract cannot be reached, the City will move to the second firm and so on until an agreement is reached.

Once an agreement is reached with the selected firm, written notice will be provided to all Respondents who were not accepted.

General Provisions

1. Evaluation Criteria: The Respondent selected for an award will not necessarily have the lowest A/E fees and costs. Rather, the selection will be based upon the proposal that is responsive, responsible, and the most advantageous to the City, as determined by the City in its sole discretion. The City intends to award a contract, subject to the terms of this RFP, to the highest ranked firm provided a fair and reasonable A/E fee and contract can be negotiated.

2. Award Criteria: Issuance of this RFP does not compel the City to award a contract. The City reserves the right to reject any or all proposals wholly or in part and to waive any technicalities, informalities, or irregularities in any proposal at its sole option and discretion. The City reserves the right to request clarification or additional information. The City reserves the right to award a contract, to resolicit proposals, or to temporarily or permanently abandon this solicitation.

3. The Ownership of Proposal: All materials submitted in response to this RFP ultimately become public record and shall be subject to inspection after the contract award. Unrestricted disclosure of proprietary information places it in the public domain. Only submittal information that meets the definition of Trade Secret Data under the Minnesota Government Data Practices Act (MGDPA) and is clearly identified with the words "Confidential Disclosure" and placed in a separate envelope marked as such shall be considered to qualify as Trade Secret Data. Neither cost nor pricing information nor the total Proposal shall be considered confidential or proprietary. Any costs to preserve the Trade Secret designation under the MGDPA shall be the responsibility of the respondent.

4. Release of Claims, Liability, and Preparation Expenses: Under no circumstances shall the City be responsible for any proposal preparation expenses, submission costs, or any other expenses, costs, or damages of whatever nature incurred as the result of a respondent's participation in this RFP process. The respondent understands and agrees that it submits its proposal at its own risk and expense and releases the City from any claim for damages or other liability arising out of the RFP and award process.

5. Errors in Proposals: The City shall not be liable for any errors in the respondent's proposal. No modifications to the proposal shall be accepted from the respondent after the

submittal date and time. The respondent is responsible for careful review of its entire proposal to ensure that all information is correct and complete. Respondents are responsible for all errors or omissions contained in their proposals.

6. Withdrawing Proposals: Respondent may withdraw its proposal at any time prior to the submittal deadline by submitting a written request to the contact for RFP inquiries indicated above. The written request must be signed by an authorized representative of the respondent. The respondent may submit another proposal at any time prior to the submittal deadline. No proposal may be withdrawn for 60 days after the submittal date and time without approval by the City. Such approval shall be based on the respondent's submittal, in writing, of a reason acceptable to the City in its sole discretion.

7. Addendums: The City reserves the right to add/delete/modify criteria or times, via an addendum, at any time or for any reason if it is in the City's best interest, as determined by the City in its sole discretion. If any addenda are issued, such addenda shall be issued by the City prior to the time that proposals are received and shall be considered part of the RFP.

8. Qualified Respondents: The City reserves the right to award a project contract only to a qualified respondent. Qualified respondent is defined as a firm that meet the requirements of this RFP and demonstrates the financial ability, resources, skills, capability, willingness and business integrity necessary to perform the contract. The City's determination of whether a respondent is a qualified respondent is at the City's sole discretion.

9. Conflicts: Respondents must disclose any instances where the firm or any individuals working on the proposal, or subsequent project, may have a possible conflict of interest and, if so, the nature of that conflict (e.g., employed by the City, related to an official of the City).

10. Agreement: This RFP will be superseded by the City-A/E Agreement and its related contract document as outlined in this solicitation. The City intends to use the AIA B101 – 2017 Standard Form or Agreement Between Owner and Architect with modifications as negotiated.