



**Request for Qualifications
for
Design Services**

Student Housing Project

October 2019

**St. Olaf College
1520 St. Olaf Avenue
Northfield, Minnesota 55057**

1. Project Introduction

1.1 Introduction

St. Olaf College is seeking qualification-based proposals for design services for its Student Housing capital project. The design partner will work in collaboration with College stakeholders, the College's Owner's Representative, and the selected building contractor to assist in:

- validating program scope,
- completing the design process from program to schematic design, design development, construction documents to project close out
- providing construction administration
- coordinating and facilitating user group and design group meetings with various St. Olaf stakeholders.

1.2 Background

St. Olaf College is a private, liberal arts college with approximately 3,000 students. The College is located 45 minutes south of Minneapolis, Minnesota, in the City of Northfield. St. Olaf has a four-year residency requirement and currently houses 96% of students on campus. In the words of President David Anderson, "St. Olaf has defined the best education that can be had as a residential liberal arts education." This intensely residential experience is a hallmark of the St. Olaf experience and one of the primary reasons students elect to attend St. Olaf College.

St. Olaf has not utilized a formal qualifications-based selection process on previous capital projects. The College is looking to use a competitive selection process for both the architect and construction firms on the Student Housing project.

The College has completed a year of planning on this project. St. Olaf College engaged WorkShop Architects in consultation with the Scion Group to conduct a [Student Housing Market and Demand Analysis](#) in 2018. That work included some early conceptual thoughts regarding housing style and configurations.

1.3 Project Objectives

Currently all of the College's 11 residence halls are located on "The Hill" in the heart of the St. Olaf campus. In addition to the residence halls, the College also maintains 19 "Honor Houses" that are available for upper-class student housing along St. Olaf Avenue. These stand-alone houses provide students with alternative opportunities to explore and develop interests and personal relationships through an intimate residential setting. Students apply to live in an honor house either through an academic department, or a special interest group made up of 8-10 students.

The preliminary planning suggests a 440-bed residence hall expansion project along the target area east of "the Hill" along St. Olaf Avenue. This project proposes the construction of two new residence halls. The new residence halls will offer a more autonomous living style for students who seek more independence both through strategic placement on campus, and the offerings of room types and amenities in the buildings. The initial planning also suggests that as the Honor House facilities near the end of their useful life, the existing Honor Houses be demolished and replaced with new construction that better serves the Honor House program.

This project is also anticipated to include space to accommodate the College's Student Health and Counseling Services operations. This project will also include the addition of approximately 200 parking spaces.

The Student Housing project is expected to be completed in multiple phases over several years. The planning committee has recommendations for the order and composition of proposed phases, but the actual sequencing is expected to be an outcome of the design work and thus is not finalized.

While fundraising will not be a key component in the financing plan for this project, the College does wish to use materials and information developed by the designer to share with potential donors.

1.4 Current Status

The Student Housing project as currently proposed will require that the College purchase at least two properties along St. Olaf Avenue. Conversations regarding these acquisitions are taking place.

The Student Housing project as currently proposed will require that the College relocate the President's House located on St. Olaf Avenue. The College is in conversations with residential architects for a new President's House to be located elsewhere on College property. The President's House project is not a component of the Student Housing project.

The College will also need to seek rezoning for several properties along St. Olaf Avenue that are currently zoned R1-B Low Density Residential. The College has also begun conversations with the City of Northfield Planning staff on achieving this goal.

The College has secured the services of ICS Consulting, Inc., to provide Comprehensive Project Representation Services on behalf of the College for this project.

This project will use a negotiated general contractor delivery method to ensure contractor involvement early in the design process to assist with constructability and cost estimating.

Schematic design for both phase I and II is scheduled to be completed February 2020.

2. Selection Process

2.1 Design Firm Communications

On behalf of St. Olaf College, ICS Consulting, Inc, has had introductory discussions with several firms offering Design Services. This phase of the selection process will require firms to submit additional information for St. Olaf to review and a second interview in which College staff will meet the Design Team key staff assigned to the St. Olaf project. The College will negotiate a final contract once a recommendation has been made to pursue a relationship with a firm. St. Olaf College reserves the right to reject any and all proposals and negotiate any aspect of their proposal with a respondent.

2.2 Requests for Proposals

The [Request for Proposals](#) and attending documents (See Item 5.0 Additional Information) are disbursed electronically and available online.

2.3 Schedule:

The proposed architect selection schedule is as follows:

- September 31, 2019 Send Request for Qualifications (RFQ)
- October 18, 2019 Proposal due (4:00 p.m. CDT)
- October 30-31, 2019 Firm interviews
- November 4, 2019 Selection and Initiate Contract
- Mid-Late November 2019 Contractor Selection Made

Desired Construction Completion Dates: Subject to Change

- Fall 2022 Construction Phase I Completed
- Fall 2023 Construction Phase II Completed

2.4 Design Firm Qualifications

The successful firm shall demonstrate:

- Significant prior experience in providing design services on similar projects and in similar environments.
- Ability to communicate at all levels and with all project participants.
- Sensitivity and understanding of the context of campus planning.
- Ability to interact with the Student Life staff in representing co-curricular program goals throughout the project.
- History of successfully completing projects on time, within budget, and with the desired outcome as determined by the owner.
- Ability to manage the details and summarize detailed issues into key decision points for the owner.
- Availability and full commitment to the project of senior and key supporting professional personnel who have had significant prior experience.

2.5 Scope of Services Requested

- Validation of the current program concept
- Complete the design process from program to schematic design, design development, construction documents to the close out phase
- Coordinate all necessary sub-consultants such as civil, structural, interiors, landscaping, and mechanical, electrical and plumbing designs
- Assist with rezoning process.
- Coordinating and facilitating user group and design group meetings with various St. Olaf constituents.

3. RFP Response

3.1 The proposal shall be directed to:

Bob Prell, Project Developer
ICS Consulting
3890 Pheasant Ridge Drive NE, Suite 180
Blaine, MN 55449
612-223-6073
Email: bobp@ics-consult.com

3.2 Questions:

All questions must be submitted in writing to the email address listed above. Respondents are asked to not contact any college personnel regarding this project.

3.3 Submission Format:

- Number of Copies: Proposals should be submitted in electronic (PDF) format and three (3) hard copies.
- Page format/limitations: 20 pages max (front and back), 8.5x11 only; font size minimum – 10pt

3.4 Submission Deadline:

The deadline for submitting proposals is **October 18, 4:00 p.m. CDT.**

3.5 Proposals must be good for sixty days.

4. Proposal Requirements

4.1 Firm Profile

- a. Please give a brief history of your firm
- b. List in-house professional services
- c. Include higher education student life facility experience within the past 10 years

4.2 Experience

- a. Provide no more than 3 (three) detailed descriptions of completed project completed within the past 3 (three) years. 2 (two) must be college/university student housing. Descriptions must include:
 - i. Client name
 - ii. Location
 - iii. Total project budget
 - iv. Final project cost
 - v. Size and # of beds where applicable
 - vi. Reference (Name, Title, Phone, & Email)
 - vii. Detailed project description

4.3 Team

- a. Include an organization chart showing the structure of your team
- b. Include brief resumes for each key team member including their role, credentials, and higher education experience

4.4 Process

- a. Describe what would makes you different than other firms and why you are the right partner for this project.
- b. Outline your team's approach to this project.

4.5 Fee Proposal

- a. Provide a breakdown of proposed fee for architectural and structural basic design services for Schematic Design, Design Development, Construction Documents and Construction Administration.
- b. Assume that the construction phases will follow the above stated Project Timeline. State the total number of architectural construction site visits anticipated.
- c. Identify how you would propose to coordinate and deliver the following areas of expertise:
 - Program Development
 - Civil and Site Engineering
 - Structural Engineering

- Interior Design
 - Mechanical, Electrical and Plumbing, Fire Protection Engineering
 - Low Voltage and Technology
 - Landscape Architecture
- d. Proposed fee approach broken down by phase and area of design
- e. Please note any anticipated additional services likely required for this project which would be provided by your firm.
- f. Provide an estimate of reimbursable expenses.

4.6 You may provide other materials at your option such as:

- Recommended or sample contract for design services.
- Requirements you have of the owner and /or owners representative
- Other important or relevant information or recommendations you would like to convey.

4.7 Liability - Neither Party shall be liable hereunder for any lost or prospective profits or any other indirect, consequential, incidental, punitive, or other exemplary losses or damages. All terms and conditions contained within the proposal are considered nonbinding between Parties. Further, all monies expended in pursuit of project award will be at responder's sole expense.

5. Additional Information

[5.1 Campus Map](#)

[5.2 Student Housing Market & Demand Analysis - Sept. 2018](#)

[5.3 Proposed Area of Focus](#)