

Request for Proposal

Architect/Engineer (AE) Services & Construction Manager (CM) at Risk “Design Build”

5/22/2025

INVITATION

Section 1: Announcement for Proposals / General Information

Hmong College Prep Academy (“Owner”) is seeking proposals for Architectural and Engineering (“AE”) Services as well as Construction Manager (CM) at Risk – “Design Builder”. Design Builder shall provide design and construction of parking lot and playground services as well as provide up through Schematic design of future addition to the Southeast building of the existing middle school. The targeted completion date for initial scope of work is as indicated in Schedule below.

Attn: Luke Mead
Luke.mead@hcpak12.org

Or mailed to:

Luke Mead
Senior Facilities Manager/Project Manager
Hmong College Prep Academy
1515 Brewster St
St. Paul, MN 55108

One electronic or hard copy of the proposal must be emailed, mailed, or hand delivered to Hmong College Prep Academy by 5:00 p.m. on June 14, 2025.

Questions may be submitted via email to Luke Mead at the email listed above.

RFP Schedule

Activity	Date
RFP Invitation	May 22, 2025
Deadline to Submit Questions Regarding RFP	June 9, 2025
RFP Responses Due	June 16, 2025
Candidate Interviews held	June 19 thru June 22, 2025
Selection (with review of finance committee and boards)	June 25, 2025
Anticipated Notice to proceed	June 26, 2025
Substantial Completion On or Before	December 31, 2025

NOTE: The issuing of this RFP in no way obligates HCPA to accept any of the proposals that may be submitted by the due date, and HCPA may, at its sole discretion, continue operating under the status quo.

Background

PROJECT DESCRIPTION

Project includes the following:

- Bus Queuing Lane for queuing and parking an addition 12-15 buses
- An additional parking lot for 54-60 vehicles
- Parent drop-off/pick up lane with queuing – minimum of 6 vehicles parked
- Stormwater management (underground) for sitework and future addition to middle school
- Modification of Pascal entrance and gate (add turning lane, automate gate)
- Landscape design around disturbed areas
- Exterior lighting at parking lot expansion, bus lane and playground
- Playground design north of existing dome, including fencing, sidewalks, play surface
 - o Playground equipment design by others, Design Builder to coordinate layout and installation
 - o Changes to existing parking lot layout and sidewalks as required
- Coordinate with City of St. Paul and Capitol Region Watershed District as required for approvals
- Schematic Design for an approximate 20,000 sf addition to the Middle School to contain:
 - o Lunchroom approximately 10,000 sf
 - o Kitchen, Delivery, Dry Storage, and Serving for Lunchroom
 - o Restrooms and Support spaces as required
 - o Classroom(s) to replace displaced
 - o Connection into Existing Middle School, including ramp as required
 - o Tornado Shelter planned within addition to accommodate additional occupants
 - o Provision for future 2nd floor to be added to addition
 - o Courtyard preliminary layout between Middle School and Lunchroom addition
 - o Establishment of floor elevation with sitework
- Budget: For sitework including parking lot, bus lane, and playground and related site and landscape work is between \$1.4-\$1.7 million
- Schedule: Work to begin immediately upon written Notice to Proceed with Substantial Completion of work by schedule noted below.
- Scope of work
 - o Architectural
 - Schematic Design of future Middle School addition to determine program, size, floor elevation, and preliminary layout
 - Coordination with City and Watershed District as required for approvals

- Submittal review as required
- Attend design meetings as required
- Construction Administration
- Creation of bid package for subcontractor bids/City approval
- Electrical
 - Expand site lighting to accommodate revised site improvements
 - Photometric study of site
 - Lighting layout and selection
 - Bid documents
- Civil and Landscape
 - Design parking lot, bus lane, and playground area
 - Meet stormwater management requirements of City and Watershed
 - Provide SWPPP
 - Design landscape design around disturbed areas to meet City and Owner requirements
 - Provide drawing package for approval
 - Attend up to 4 design meetings
 - Submittal review
 - Construction Administration, including up to 3 site visits
- Construction Manager
 - Provide construction management for site modifications, including bidding, on-site superintendence, permitting, etc.

Preliminary Project Schedule

The project is anticipated to be broken into the following steps:

- **Step One:** Design and Construction of parking lot and playground. See attached plan for area to be developed. (Intend completion December 2025)
- **Step Two:** Design services, up to Schematic design of the addition of a new kitchen, lunchroom, and support areas that will coordinate with the new parking lot for location and elevation. (SD complete in conjunction with parking lot, building is TBD)

Throughout this RFP, reference to Design Builder is assumed to include the Construction Manager, AE and any other firm and/or personnel that the Design Builder has elected to partner with for purposes of the project. Design Builder will be responsible for all communications, contracting, payment, and other matters with partner firms and personnel selected by Design Builder.

1.1 Selection Timeline

Design Builder selection is expected to track the following schedule but may be revised if necessary.

RFP Release Date	Monday, May 22, 2025
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RFP Questions Due	June 9, 2025
RFP Questions Answered	June 11, 2025
Deadline for RFP Proposal Submissions	June 16, 2025 by 5 PM
Candidate Interviews (anticipated date)	June 19 thru June 22, 2025
Selection (with review of finance committee and boards)	June 25, 2025
Anticipated Notice to Proceed	June 26, 2025
Substantial Completion On or Before	December 31, 2025

1.2 Contact / Requests for Clarification

Prospective responders may direct inquiries/questions **in writing only via email** (no oral questions will be entertained) to:

Luke Mead : luke.mead@hcpak12.org

1.3 Response Delivery

RFP responses should be delivered on as noted above.

Submit one electronic copy to:

Luke Mead: luke.mead@hcpak12.org

Section 2: Owner Provided Services and Required AE Services

2.1 Design Builder Services

The Owner intends to contract Design Build services under a modified IA Agreement.

Step One: Design and Construction of parking lot and playground.

Design Builder to include the following tasks including creating multiple conceptual options that the Owner can rely upon to make an informed decision regarding the best long-term uses for the Owner.

Recommended design/consultant team

- Civil Engineer /Landscape
- Architectural
- Electrical

Schematic Design

- Submit drawings, other descriptive information, building program and estimate 100% complete Schematic Design (“SD”).

- If revisions are required to comply with the budget for Cost of the Work at the conclusion of the SD phase, Design Builder will incorporate the required revisions in the Design Development (“DD”) phase.
- SD submittal for sitework shall be separate from SD submittal for future building addition.

Design Development

- Design Builder will prepare site pricing packages at 100% . The Guaranteed Maximum Price (“GMP”) package to include 100% complete DD documents, a written narrative which includes the AE’s description of incomplete elements of the DD documents, and AE’s statement of intended scope (including anticipated qualities and quantities) with respect to incomplete elements. (This is for the site work only, not the building addition.)

Construction Documents

- Design Builder will submit CD documents and pricing for Owner to review as to cost, constructability, schedule, and value engineering and for Owner review, comment, and approval. If revisions to the construction documents are required to comply with the GMP, the Design Builder will incorporate the required revisions into the construction documents. (This is for the site work only, not the building addition.)

Construction Administration

- Before the beginning of construction, AE will participate in pre-construction conferences, and thereafter participate in construction progress meetings.
- Prepare and oversee completion of project punch list.

Changes In the Work

- Upon completion of construction the AE will prepare and deliver one set of as-constructed record drawings and specifications in an electronic format acceptable to the Owner, incorporating revisions made by the AE during the construction phase and field changes noted on the CMAR’s marked-up field set.

Construction

- Prepare a critical path schedule.
- Obtain permits and approvals from regulatory agencies as required.
- Construct the Work as defined by the Contract Documents.
- Implement quality assurance program for pre-construction document review and construction of project.
- Include Hmong Academy safety and security requirements in overall jobsite safety plan.
- Provide detailed site logistics, material staging and jobsite security plan.

- Manage the efficient closeout of the project including turn-over of O&M manuals, warranties, final invoices and unconditional lien waivers.
- Hmong Academy is a tax-exempt entity. We anticipate executing a materials purchasing agreement such as the one attached. Assist Owner in the administration of the materials procurement process so Owner can take full advantage of their TE status.

Section 3: RFP Response

3.1 Submittal Packages:

Part 1 - Services Proposal

Your proposal and interview presentation should be a demonstration of your ability to communicate concisely and succinctly. Proposals are to be organized in the same sequence as outlined below and sections should be tabbed and clearly identifiable. Limit electronic proposal response to ten (10) 8 ½" x 11" single-sided printable sheets, minimum font size of 11 point (excludes transmittal cover letter and Design Builder Fee Worksheet.

1. Transmittal Cover Letter (Not included in 10 page total, 1 page maximum)

- a. Provide the name, title, address, email, and phone number of the person(s) authorized to make representations for the Design Builder team.
- b. Signed by an individual authorized to commit the proposed team to the scope of work proposed. Consortiums, joint ventures, or teams submitting proposals must establish contractual responsibility solely with one company or one legal entity. Each submittal should indicate the entity responsible for execution on behalf of the proposal team.

2. Company Profile

- a. Briefly describe your organization as well as any firm partnering for the project.

3. Project Staffing, Relevant Experience, Roles on the Team, and References

- a. Outline staffing and any consultants to be retained by Design Builder, experience relevant to the project, roles on the team.
- b. Proposed project leader- experience with similar project types, roles of those projects, years of experience, etc. Please identify who will be our day-to-day contact through the design and construction phase.

4. Design & Construction Process

- a. Describe design & Construction process envisioned on this project.
- b. Describe methodologies used to maintain design schedule, drive value engineering and "best practices" efforts, quality control on drawings, and design to budget.

- c. Address budget contingency need/use experience in the design and construction process.

Part 2 - Cost Proposal (Not included in 10 page maximum)

Design Builder Fee Shall be broken out as following:

Parking Lot & Playground Fee Services:	
GC Preconstruction Services:	
Design Services Fee (SD, DD, CD, CA):	
Design Builder Project Fee:	
Future Middle School Addition Fee Services	
Design Services Fee (SD ONLY):	

Section 4: Evaluation Criteria

- A. Company background
- B. Experience of proposed project leader and support team
- C. Applicable and relevant project type, site planning
- D. Team / personnel experience working together and on similar projects

Additional Information - Interested contractors are encouraged to provide any additional information not otherwise requested that may aid HCPA in awarding this professional service contract.

