

Request for Proposals

**Architectural/Engineering and
Construction Management**

**Three Rivers Community Action/Hiawathaland Transit
Administrative Office and Dispatch Center**

TRF-9124-16

FTA Project # MN-34-0003-00

Proposal Submittal Deadline

Monday, April 24, 2017

4:00 p.m.

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REQUEST FOR PROPOSALS

1.0 INTRODUCTION

Three Rivers Community Action, Inc. (TRCA) invites qualified firms to submit a response to this Request for Proposal (RFP) related to the design and construction management during the construction phase of a transit administrative office and dispatch center in Plainview, Minnesota. TRCA is seeking a firm that possesses a high degree of technical competency and experience in Design/Bid/Build and Construction Management of projects, particularly of transit administrative offices and dispatch centers.

The Federal Transit Administration (FTA) is or will be providing federal assistance for this project in an estimated expected construction amount of \$1,040,000; the Catalog of Federal Domestic Assistance (CFDA) number is 20.526. The selected firm must be familiar with Minnesota Department of Transportation (MnDOT) and Federal Transit Administration (FTA) regulations and requirements that may apply. Preliminary construction estimates call for 4,000 square feet of transit dispatching center and office administrative area.

Award of contract will be based on a "Best Value" review process, defined as "a selection process in which proposals contain both price and qualitative components." A combination of technical and price factors will be considered to determine the offer deemed most advantageous and of the greatest value to TRCA. Details of process and criteria are in Section 9 and 10 of this document.

2.0 BACKGROUND

The project site is located on approximately 2.12 acres and is located at 55049 241st Ave (South Park First Edition, Lot-002, Block-001), Plainview, MN. This site contains the current transit office and bus storage garage. The current structure will remain intact and will be independent of the new facility. A Phase I Environmental Site Assessment (Attachment B) for the parcel was completed by Nova Consulting in May 2013.

3.0 PROJECT DESCRIPTION

TRCA is proposing to construct a transit administrative office and dispatch center on our current site. This project includes the design phase and construction management during the construction phase for the new facility. The site area is 2.12 acres and is located at 55049 241st Ave (South Park First Edition, Lot-002, Block-001), Plainview, MN. The new office building will house all of the dispatching staff for the entire Hiawathaland Transit System as well as continue to serve as the administrative and management headquarters for the system. The new facility will include a separate dispatching area, training room, meeting room, as well as office space for the administrative and management staff.

The site currently is part of the parking lot area and green space. A conceptual drawing of the facility, its proposed location and site improvements have been included within this Request for Proposal (RFP) package (Attachment A). This proposed layout is open to change based on the experience and recommendation of the successful proposer, however, proposal pricing should be based on the attached drawing and specifications.

Minimum requirements of the Project:

1. Excavation
2. Concrete foundations and slab wood framed walls
3. Wood trusses
4. Asphalt shingles or metal roof
5. Steel siding and some brick
6. Metal clad wood windows
7. Typical office finishes - carpet, acoustical ceilings, painted walls, hollow metal frames, wood doors, ceramic tile at restrooms, plastic laminate casework
8. Mechanical & electrical systems
9. Facility must meet ADA regulations
10. Meet local, State, and Federal code and requirements, including building permit requirements
11. Landscaping requirements, including 6' sidewalk system around front entrance areas of building

4.0 SCOPE OF SERVICES

The requested scope of services includes; a construction manager who oversees the construction of a project within a guaranteed maximum price. The construction manager acts as a consultant in the development and design phase (produces final design work), solicits for Invitations For Bid (IFB) and as the construction manager during the construction phase, construction administration, inspection and testing, review of record drawings and such other services that may be necessary for the design and construction of the project. All disciplines necessary for the entire project should be included in the proposal, as a detailed work scope, with personnel assigned and time allotted.

Please organize your Proposal into the following Major Tasks:

- Design Development
- Contract Documents
- Cost Estimating (Preliminary Design and Final Design)
- Services During Bidding
- Services During Construction

The contractor's construction plans and specifications shall meet all relevant requirements of applicable local, state and federal codes, ordinances and regulations including the Americans

with Disabilities Act.

At key phases in the design process, the contractor will be expected to make presentations to the Transportation Staff, TRCA Board of Directors, Hiawathaland Transit Advisory Committee, MnDOT, and other interested parties. At a minimum, these phases will include the completion of master site plan, design development and final design.

Once a contractor is selected, a pre-construction meeting will be held by MnDOT and attendance will be required of Prime Contractor and all tiered sub-contractors. Record drawings from the contractor will be part of the shop drawing review and then submitted to the owner for their records. Project meetings shall be held with owners and primary trades on a regular basis not less than monthly throughout project and close out.

5.0 TENTATIVE SCHEDULE

Event:	Date
RFP released and publicized	3/24/2017
Deadline for submittal of written questions seeking clarification	4/14/2017
Responses to inquiries for clarification	4/17/2017
Proposals due – 4:00 p.m.	4/24/2017
Interviews and Presentation by Proposer's (if requested)	5/1/2017
Negotiations with preferred proposer	5/3-5/5/17
Contract Signed	5/8/17
Project Completion	12/15/17

The above dates are subject to modification.

6.0 GENERAL PROPOSAL CONDITIONS

6.1 **Format and Completeness.** Each proposal shall be submitted in the requested format and provide all pertinent information, including but not limited to information relating to qualifications, experience, management structure and key personnel, and other information as required in this RFP.

6.2 **Terms and Conditions.** Proposers understand that any and all parts of the submitted Proposal may become part of any subsequent contract between TRCA and the selected proposer.

6.3 **Costs.** Any costs incurred by proposers in responding to the RFP shall be the proposer's sole expense and will not be reimbursed by the TRCA.

6.4 **Interpretation.** Requests for interpretation or clarification of this RFP should **ONLY** be made in writing or by e-mail to:

Ms. Amy Repinski
Director of Transportation
Three Rivers Community Action, Inc.
55049 241st Ave
Plainview, MN 55964
Email: amy.repinski@threeriverscap.org

The request will be reviewed and a prepared response will be furnished electronically to all proposers.

6.5 **Bonds or Bid Guarantee.** A "Bid Guarantee" of 5% (five percent of the proposed price) will be required. It can be in the form of a bid bond, certified check or other negotiable instrument as assurance that the bidder will, upon acceptance of his proposal, execute contractual documents for completion of the proposed project. Bid guarantee will be at no cost to TRCA and will be returned to unsuccessful bidders.

7.0 SUBMISSION OF PROPOSAL

7.1 **Format.** Please provide **one unbound original and six (6) copies** of your Proposal. For ease of review, the Proposal should contain a table of contents and should have consecutively numbered pages. The Proposal should be limited to a maximum 25 sheets (50 pages, assuming two-sided) not including cover letter, table of contents or dividers.

7.2 **Deadline.** Proposals must be received by TRCA at the address listed below by 4:00 p.m., April 24, 2017. The sealed envelope for Proposals should be labeled on the outside "**TRCA Transit Administrative Office and Dispatching Center Proposal**" and the sealed envelope for Cost should be labeled on the outside "**TRCA Transit Administrative Office and Dispatching Center Cost Proposal**". Proposal shall be submitted as detailed in Section 10.0.

Ms. Amy Repinski
Director of Transportation
Three Rivers Community Action, Inc.
55049 241st Ave
Plainview, MN 55964

8.0 PROPOSAL REQUIREMENTS

8.1 Firm and Personnel Experience

- (1)** Outline your Firm's Team's **specific qualifications and experience** in the Design and Construction Management of projects of Transit Administrative Offices and Dispatching Centers **similar in size and complexity to the proposed project**. Include a description of the similar projects, square footage, budget and contact information for client references.
- (2)** Describe the Firm's/Team's proposed procedural process for planning the construction schedule during the design phase, the solicitation of competitive sealed bids from subcontractors for individual work packages (construction, electrical, HVAC, etc.), and the ability to manage and construct a project within a maximum allowable construction cost.
- (3)** Describe the Firm's/Team's organizational framework illustrating how it will provide a logical division of responsibility and a clear line of authority in order to achieve a project that can be completed on schedule and within budget.

 - (a)** Identify the responsibilities of the proposed Architectural and Engineering services including major sub-consultants, along with information regarding education, specific relevant experience, and past experience working together as a Team.
 - (b)** Identify the person(s) who will have primary day to day responsibility for this project and outline the experiences and qualifications the individual(s) possess that will help ensure the successful design and construction of this project.
- (4)** Identify your Firm's/Team's current workload and capability/commitment to complete the requested Scope of Services in accordance with the project schedule.
- (5)** List all relevant experience with Federal wage and benefit work (required). List experience with monitoring Davis Bacon Prevailing Wage timesheets.

8.2 Work Plan and Technical Approach.

- (1)** Outline how the Firm/Team intends to provide the services requested. Information shall include but not be limited to the following information:

(a) Management mechanisms/techniques used to facilitate design production, decision-making, team building and adherence to budget, scheduling and quality standards.

- i. Quality Assurance/Quality Control
- ii. Controlling Scope Creep
- iii. Budget Containment
- iv. Controlling timeline schedule

(b) Provide a detailed Work Plan that includes:

- i. Overall Project Schedule
- ii. Hours and overall fees for each phase of the project. Include major tasks in each phase.

8.3 FTA and DBE Experience

(1) The selected firm must be experienced with FTA and DBE regulations and requirements that may apply.

- a. Experience of the firm and proposed project team members including relevant FTA and DBE experience and past experience working as a team. Identify relevant project experiences.
- b. This contract is subject to a Disadvantaged Business Enterprise goal of 5.2% as determined by the MnDOT Office of Civil Rights.

9.0 EVALUATION OF PROPOSALS

The evaluation of proposals will be based on qualifications, demonstrated competence, and technical response to the RFP. An Evaluation Committee will evaluate all Proposals in accordance with the requirements and conditions set forth above and as outlined in the evaluation criteria below.

General Quality and Responsiveness of the Proposal

Total Possible: 20 points

Completeness and thoroughness of the proposal will be evaluated on the following factors:

- (a) Ability to articulate the role of Designer and Construction Manager responsibilities throughout the project.
- (b) Recognition of overall concept and objectives
- (c) Responsiveness to requirements, terms and conditions

Work Plan and Technical Approach

Total Point Possible: 30 points

- (a) Project schedule shows specific tasks, milestones, and deliverables by the Contractor and sub-consultants and conforms to the schedule requirements.
- (b) Quality, detail, logic and proposed levels of effort indicated in the staffing spreadsheet.
- (c) Sufficiency of management mechanisms/techniques to facilitate the delivery of planning, programming, design and construction management services.

Qualifications and Construction Management

Total Points Possible: 35 points

- (a) Experience in the design and construction management of facilities similar in size and scope of the proposed project. Ability to demonstrate in the proposal these areas of expertise.
- (b) Clarity and logic of the proposed organizational framework.
 - (i) Experience of the proposed project team members including, education, qualifications, and past experience working as team.
 - (ii) Experience and qualifications of the individual who will have primary oversight of this project.
- (c) Impact of your firm's current workload on your ability to meet the required delivery or performance schedule, taking into consideration all existing commitments.

Responsibility Determination

Total Points Possible: 15 points

- a) Have the financial resources adequate to perform the contract or the ability to obtain them;
- b) Have a satisfactory performance record;
- c) Have a satisfactory record of integrity & business ethics;
- d) Be neither debarred nor suspended from Federal programs under DOT regulations;
- e) Have the necessary organization, experience, accounting, & operational controls, & technical skills or the ability to obtain them;
- f) Be in compliance with applicable licensing & tax laws & regulations;

- g) Have the necessary productions, construction, & technical equipment & facilities, or the ability to obtain them;
- h) Be in compliance with applicable DBE requirements, and;
- i) Have other qualifications necessary to receive an award under applicable laws & regulations.

Proposal Cost (not within review process): Once proposals have been evaluated and the most qualified proposal(s) are determined, the Proposed Costs document will be opened to determine if the proposed price is fair and reasonable.

TRCA may conduct interviews and request proposal presentations of all responsive proposers with the Evaluation Committee on 5/1/2017. Proposer shall be available and ready to present their proposal details. A separate point system of 30% will be attached to the interview and presentation, for purposes of determining the most advantageous proposal.

A contract will be finalized with the firm judged to exceed the evaluation criteria outlined and in meeting our overall objectives for the project while providing the "Best Value" to TRCA. The proposal from the apparent successful Proposer will be submitted to MnDOT and the MnDOT Office of Civil Rights for evaluation. If approved, the highest-rated firm will be invited to negotiate with TRCA. If negotiations with the highest-rated proposal are not successful, TRCA will negotiate with the next best-qualified firm.

Prime Contractor will be responsible to contract with subs and supply signed copies of those contracts to TRCA.

10.0 PROPOSAL COST

Each proposal shall include, in a separate sealed envelope, the Proposal Cost for completing all work requested herein and included with the Proposal.

- The proposal should clearly show each component of each major task and the staff associated with the task, their hours dedicated by each staff and the cost for each component
- The document provided must be organized to show a full breakdown for each phase of this project and finally a total proposed pricing.
- The cost proposal will determine the maximum allowable construction cost.

TRCA will review the Proposal Cost after proposal qualification review and before the interview, if necessary, and may ask questions about the Proposal Cost at the interview. TRCA will use the Proposal Cost for the purpose of negotiating a Contract with the selected contractor.

11.0 FEDERAL FUNDS

Federal funding from the Federal Transit Administration (FTA) will be utilized on this project thus the consultant will be subject to all requirements that are incurred as a result. Reference is made to Attachment H - "Federal Contract Clauses & Requirements."

12.0 DISADVANTAGED BUSINESS ENTERPRISE GOALS

This contract is subject to a Disadvantaged Business Enterprise (DBE) goal of 5.2 %. All documents to satisfy the DBE requirements as listed in Attachment C – MnDOT DBE Special Provisions, must be submitted with the Proposal and forwarded to MnDOT within 5 days of the bid date. These consist of:

- Certificate of Good Faith Efforts Consolidated Form (GFE Consolidated Form), Pages 18-23 of Attachment C
- DBE Description of Work and Field Monitoring Report (Exhibit A), Pages 14-15 of Attachment C
- Supporting Documentation to Verify Good Faith Efforts as explained in Attachment C

Successful bidder must be cleared by MnDOT Office of Civil Rights before a binding contract is awarded and signed. Additional information and requirements are provided in the attached "Disadvantaged Business Enterprises Special Provisions."

13.0 DAVIS-BACON PREVAILING WAGE

This contract will be subject to the Davis Bacon, Copeland, and other related Acts which require the contractors to pay not less than prevailing wages and benefits and furnish weekly payment statements supporting the requirements.

A required preconstruction meeting will be held between Mn/DOT and the selected Contractor to review the payroll requirements to meet these and other standards required for this project.

The Davis Bacon Prevailing Wage Schedule, provided within Attachment D, must be utilized for this project. TRCA is to be notified of any classifications necessary for completion of this project but not listed in the schedule. Sub-contractors are also required to notify TRCA a minimum of 30 days prior to starting their work if classifications they are providing are not listed in order to obtain clearance from the Dept. of Labor.

The Prevailing Wage (WH 1321) must be posted at the project site during the entire project.

14.0 FEDERAL CLAUSES AND REQUIREMENTS

Attachment H is Article XVIII that contains the federal clauses, assurances and lobbying information which will become part of the contract between TRCA and the successful bidder.

All bidders must sign and submit with the Proposal the following three federal certifications included as part of this RFP:

- Certification Regarding Lobbying – Attachment E
- Certification of Primary Participant Regarding Debarment, Suspension, and Other Responsibility Matters – Attachment F
- Buy America Requirements – Attachment G

Federal Poster Board notices must be displayed at the project.

15.0 PROTEST PROCEDURE

FTA requires that all solicitations for Proposals include information that describes the Protest Procedures to be followed by a Proposer who wants to challenge TRCA's selection of the successful Firm / Team it deems to best meet TRCA's project goals and objectives. A synopsis is included with this RFP as Attachment I.

16.0 TERMINATION FOR DEFAULT [BREACH OR CAUSE] (GENERAL PROVISION)

If the Contractor does not deliver supplies in accordance with the contract delivery schedule, or, if the contract is for services, the Contractor fails to perform in the manner called for in the contract, or if the Contractor fails to comply with any other provisions of the contract, the (Recipient) may terminate this contract for default. Termination shall be effected by serving a notice of termination on the contractor setting forth the manner in which the Contractor is in default. The contractor will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract.

17.0 INSURANCE

Types of Insurance Required

Workers' Compensation Insurance

RECIPIENT will require the third party contractor to provide workers' compensation insurance in accordance with the statutory requirements of the state of Minnesota, including Coverage B, Employer's Liability, at limits not less than:

- \$100,000.00 bodily injury by disease per employee;
- \$500,000.00 bodily injury by disease aggregate; and

- \$100,000.00 bodily injury by accident.

Evidence of third party contractor's insurance must be filed with RECIPIENT.

Commercial General Liability Insurance

RECIPIENT is required to maintain insurance protecting them from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services, as well as from claims for property damage, including loss of use which may arise from operations under this Grant Contract whether the operations are by RECIPIENT or by a subcontractor or by anyone directly or indirectly employed under this Grant Contract.

- For RECIPIENTS that are governmental entities, the tort liability amounts provided in Minnesota Statutes, Section 466.04 govern.
- All other RECIPIENTS must have minimum insurance coverage of \$2,000,000.00 per occurrence.

The following coverages will be included:

- Premises and Operations Bodily Injury and Property Damage
- Personal and Advertising Injury
- Blanket Contractual Liability
- Products and Completed Operations Liability
- State of Minnesota named as an Additional Insured 1

Commercial Automobile Liability

RECIPIENT is required to maintain insurance protecting them from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services, as well as from claims for property damage including loss or use which may arise from operations under this Grant Contract whether such operations were by RECIPIENT or by a subcontractor or by anyone directly or indirectly employed under this Grant Contract.

- Minimum Insurance amounts are the same as provided in clause 2 above.

In addition, the following coverages should be included:

- Owned, Hired, and Non-owned Automobile
- State of Minnesota names as an Additional Insured

Excess Insurance

An Umbrella or Excess Liability Insurance Policy may be used to supplement contractor's policy limits to satisfy the full policy limits required by this Grant Contract.

Rating

RECIPIENT will obtain insurance policies from an insurance company having an "AM BEST" rating of A- (minus); Financial Size Category (FSC) VII or better and must be authorized to do business in the State of Minnesota.

18.0 CHANGES CLAUSE

TRCA has the unilateral right to order changes in the contract work during the course of performance, and the contractor the duty to proceed with the work as changed upon receipt of the change order. This presumes, of course, that the change is within the scope of the contract. In the event of a disagreement on compensation, TRCA requests the contractor to defer the pricing of the changed work until some later time, while obligating the contractor to proceed with the work and resolve the issue of compensation later. Failure to reach an agreement on compensation would be a dispute to be processed according to the procedures of the Disputes clause of the contract.

In construction projects proceeding with work prior to agreement may be necessary to avoid delay. In such cases, records of time and material must be kept, and a price should be agreed upon as soon as practicable after the contractor begins the changed work. In all instances of changed work, TRCA shall first ensure that they are authorized to do this under their own State laws and regulations.

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CONCEPTUAL PLAN APPENDIX A

COST ESTIMATE.....APPENDIX B

Three Rivers

COMMUNITY ACTION



People-focused, community-driven

The following document was prepared by 9.SQUARE, PSC in consultation with **Three Rivers Community Action, Inc.** It represents the architect's best interpretation of the information provided, collected and/or communicated. Plans and drawings are not intended for construction. Plans do not take into consideration thorough code analysis. Square footage calculations are based on sample measurements and are approximate.

Adam M. Ferrari
9.square



PROJECT BACKGROUND

Three Rivers Community Action, based in Zumbrota, is looking to expand the transportation office complex located in Plainview, Minnesota. There is an existing bus garage building and attached office wing that house the staff currently. This document will serve to define the program for the facility expansion, conceptual design, and estimate of construction costs. It should ultimately aid in designing a facility that meets the requirements and obligations of the organization and ensures its long-term sustainability.

PROJECT UNDERSTANDING

Based on a site visit and subsequent email correspondence, the following is a summary of project understanding:

There is a need for additional space that is divided into three distinct sections:

- Training and Conference Room
- Dispatch Call Center
- Administration Offices

Three Rivers is open to the idea of adding on to the existing building or constructing a brand new building on the site to accommodate the program. Their existing building will then function primarily as a garage and support space for the drivers of the buses.

The site contains a functional septic system and a gravel lot for vehicle access. Three Rivers would like to pave the area that serves as driveway and parking lot.

EXISTING SITE AND BUILDING

Three Rivers owns the property located at 55049 241st Avenue just northeast of Plainview, MN in Plainview Township (Wabasha County). The existing building was built in 2005 by Kurth Bus Service with a subsequent addition and renovation by Three Rivers. The total existing square footage is approximately 7,200 SF. Below is a summary of the pertinent lot information:

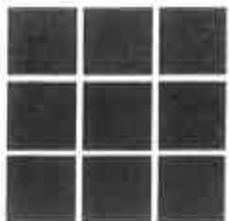
Plat Name: South Park First Addition

Block 1

Lot 2

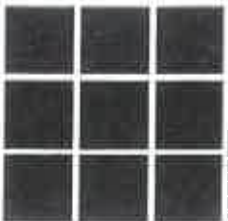
Parcel #: 14.00303.00

The overall site is 2.12 acres and has LP natural gas, shared well service (not on the property), private septic system, municipal electricity, and municipal telephone.





The property is zoned A-2 (Agriculture/Urban Fringe) and has a 50' side and rear yard setback in addition to platted easements. The existing building appears to be in violation of the side yard setback and will likely prohibit an addition that conforms to the zoning. There are also septic system setbacks but there does not appear to be an accurate survey drawing of the exact location of the septic system (it can only be approximated by the exposed vents).



SPACE TYPES AND USE

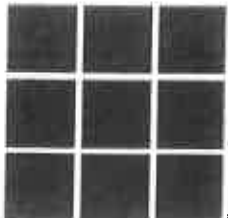
To design the new facility, first an analysis of what distinct space types and uses are anticipated by Three Rivers Community Action is necessary. This analysis will help to better understand how they should ideally function, relate to each other, and be maintained. Once these critical spaces have been determined and sized appropriately, they can be test-fit into conceptual designs. The following section lists the space types that are based on the project understanding. See summary for list of all space types.

Space	Administrative Office (Large)
Occupancy	1 Person + 2 guests
Quantity	2
Approximate Size	135 NSF
Critical Adjacencies	Administrative Office Wing, Reception
Requirements	This private office will house a Director and will include a small table and chairs for meeting with staff. Typical office seating, ten lineal feet of desk surface, small conference table and three chairs, pedestal filing cabinet, tackable surfaces, coat hook, phone, computer, and power.

Space	Administrative Office (Typical)
Occupancy	1 Person
Quantity	4
Approximate Size	100 NSF
Critical Adjacencies	Administrative Office Wing, Reception
Requirements	This typical private office will house staff. Typical office seating, ten lineal feet of desk surface, pedestal filing cabinet, tackable surfaces, coat hook, phone, computer, and power.

Space	Copy Room (Administrative)
Occupancy	None
Quantity	1
Approximate Size	80 NSF
Critical Adjacencies	Administrative Office Wing
Requirements	Enclosed copy room. Combination scanner/copier/fax, mail station, mailboxes, supply cabinet, shredder, paper recycling

Space	Dispatcher
Occupancy	1 Person
Quantity	12
Approximate Size	20 NSF
Critical Adjacencies	Dispatch Center, Reception
Requirements	Typical dispatcher with small teller cubicle, typical office seating, four lineal feet of desk surface, phone, computer, and power.

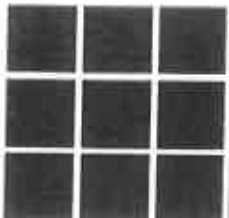


Space	Dispatch Coordinator
Occupancy	1 Person
Quantity	2
Approximate Size	100 NSF
Critical Adjacencies	Dispatch Center, Reception
Requirements	Private office overlooking the dispatch/call center. Typical office seating, ten lineal feet of desk surface, pedestal filing cabinet, tackable surfaces, coat hook, phone, computer, and power.

Space	Copy Room (Dispatch)
Occupancy	None
Quantity	1
Approximate Size	120 NSF
Critical Adjacencies	Dispatch Center
Requirements	Enclosed copy room and file storage room. Combination scanner/copier/fax, mail station, mailboxes, supply cabinet, shredder, paper recycling, multiple filing cabinets.

Space	Kitchenette / Break Room
Occupancy	20 People (seated)
Quantity	1
Approximate Size	300 NSF
Critical Adjacencies	Centrally located
Requirements	Five cafe tables and twenty chairs, kitchen cabinetry, microwave, sink, fridge, GFCI outlets.

Space	Tech/Server Closet
Occupancy	None
Quantity	1
Approximate Size	20 NSF
Critical Adjacencies	Centrally located
Requirements	A rack with ports for the entire office needs to be placed where the existing cabling hub is already located. A UPS (uninterrupted power supply), firewall, and sufficient power is required. There will be a WAP located centrally to provide Wi-Fi.



Space	Utility Room
Occupancy	None
Quantity	1
Approximate Size	200 NSF
Critical Adjacencies	Centrally located
Requirements	Mechanical and electrical systems, maintenance equipment, mop sink, facility storage.
Space	Waiting Area
Occupancy	8 (seated)
Quantity	1
Approximate Size	200 NSF
Critical Adjacencies	Reception, Entry Vestibule, Dispatch Center, Administrative Wing
Requirements	Comfortable seating for eight, side tables, wall surface for displaying information, forms, place for wheelchair
Space	Reception
Occupancy	1 Person
Quantity	1
Approximate Size	100 NSF
Critical Adjacencies	Waiting Area
Requirements	Typical office seating, ten lineal feet of desk surface, pedestal filing cabinet, tackable surfaces, coat hook, phone, computer, and power.
Space	Classroom/Training Room
Occupancy	30 People
Quantity	1
Approximate Size	800 NSF
Critical Adjacencies	Separate Entrance
Requirements	Needs a completely separate entry point for weekend use. Kitchenette with sink, microwave, mini-fridge, cabinetry. Whiteboard, overhead projector, pull-down screen, technology hook-ups, comfortable chairs that are stackable, movable desks, sufficient power.
Space	Accessible Restroom (Training Room)
Occupancy	1 Person
Quantity	1 (Unisex)
Approximate Size	64 NSF
Critical Adjacencies	Training Room (Separated)
Requirements	Fully accessible restroom



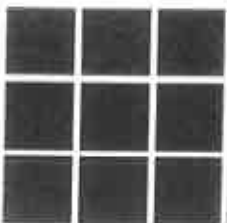
Space	Accessible Restroom
Occupancy	1 Person
Quantity	2 (Male/Female)
Approximate Size	64 NSF
Critical Adjacencies	Centrally located
Requirements	Fully accessible restroom

Space	Entry Vestibule
Occupancy	None
Quantity	1
Approximate Size	100 NSF
Critical Adjacencies	Waiting Area, Reception
Requirements	Supplemental heat, walk-off mats, ADA door operators



Based on the above space types along with the existing spaces to remain, the following table is the approximate size of the Three Rivers facility expansion program:

Space Type	NSF	Qty	Efficiency	GSF
Administrative Office (Large)	135	2		
Administrative Office (Typical)	100	4		
Copy Room	80	1		
NSF Total + Efficiency Factor	720		85%	
ADMINISTRATIVE WING SUBTOTAL				850
Dispatcher	20	12		
Dispatch Director	100	2		
Copy/Filing Room	120	1		
NSF Total + Efficiency Factor	560		75%	
DISPATCH CENTER SUBTOTAL				745
Training Room	800	1		
Accessible Restroom	64	1		
NSF Total + Efficiency Factor	864		75%	
TRAINING CENTER SUBTOTAL				1,150
Kitchenette/Break Room	300	1		
Tech/Server Closet	20	1		
Waiting Area	200	1		
Reception	100	1		
Utility Room	100	1		
Accessible Restrooms	64	2		
Entry Vestibule	100	1		
NSF Total + Efficiency Factor	948		75%	
COMMON AREAS SUBTOTAL				1,265
FACILITY TOTAL				4,010





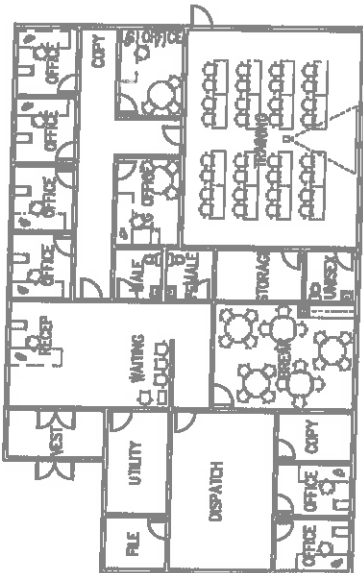
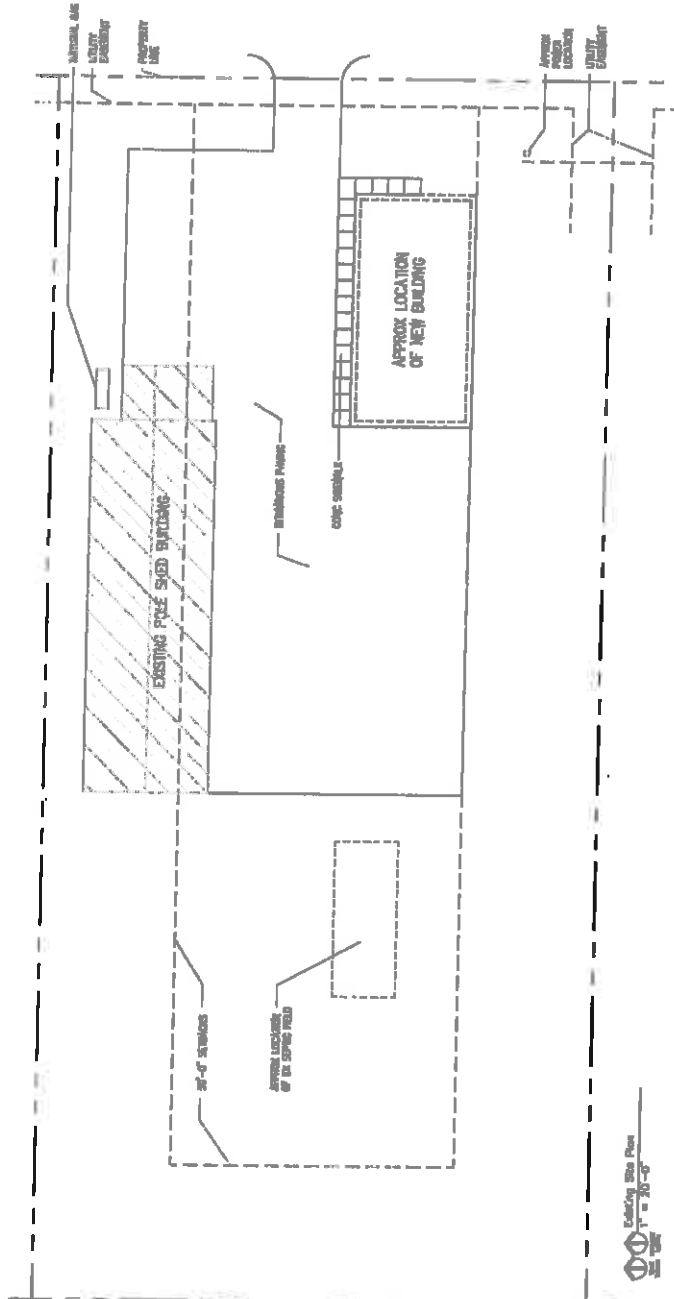
9-square
 900 7th Avenue SW | Rochester, MN
 952.279.7200

NOT FOR CONSTRUCTION

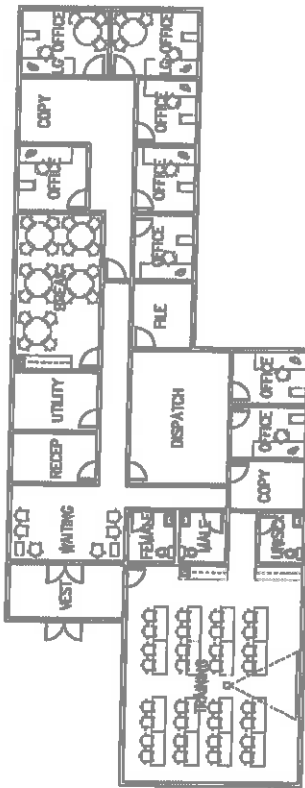
I hereby certify that this plan, specification, or contract has been prepared by me or under my direct supervision and that I am a duly Licensed Architect in the State of Minnesota.		
Name	Address	Project
Signature		
Date		
Title: _____ Business: _____		
License No: _____ Consent: _____		

A100

Three Rivers -
 Plainview
 Transportation
 Facility
 Expansion
 project # 19-01



Conceptual Floor Plan (B)
 1/8" = 1'-0"



Conceptual Floor Plan (A)
 1/8" = 1'-0"

conceptual site plan and floor plan

Appendix B

Three Rivers Community Action
 Plainview Transportation Facility Expansion
 December 12, 2013

Conceptual Budget Estimate:

	\$/SQFT	SQFT	TOTAL
Building	\$180 - \$200	4,000	\$720,000 - \$800,000
<ul style="list-style-type: none"> • General conditions • Excavation • Concrete foundations and slab wood framed walls • Wood trusses • Asphalt shingles or metal roof • Steel siding and some brick • Metal clad wood windows • Typical office finishes - carpet, acoustical ceilings, painted walls, hollow metal frames, wood doors, ceramic tile at restrooms, plastic laminate casework • Mechanical & electrical systems • Building permit • Not included – window coverings, FF&E 			
Site work			
<ul style="list-style-type: none"> • Bituminous paving • Concrete walks • Site utilities • New septic system/tile field • Landscaping 	\$3.50 \$5.65	20,000 (approx) 800 (approx)	\$70,000 \$ 4,500 \$15,000 \$14,000 \$ 2,500
Soft Costs			
<ul style="list-style-type: none"> • Architectural/Engineering Fees • Owner Contingency 			(Approx 7%) \$50,000
Total			\$876,000 – \$956,000

Options:

- | | |
|------------------------------------|--|
| 1. Steel Framed Building Shell | Substitute \$210 - \$235 per SQFT for Building |
| 2. Precast Building Shell | Substitute \$215 - \$240 per SQFT for Building |
| 3. Geothermal (reduces HVAC costs) | Add \$112,000 (approximate based on similar project) |