

REQUEST FOR QUALIFICATIONS

MUNICIPAL ATHLETIC COMPLEX PRE-DESIGN SERVICES

CITY OF ST. CLOUD, MN

MAY 6, 2019

Introduction

The City of St. Cloud, Minnesota completed an Operational Review of its Municipal Athletic Complex (MAC) in 2016. The study concluded that the facility should be expanded and renovated to better serve the community and the facility's users.

The City of St. Cloud is pursuing State bonding participation in the cost of the proposed expansion and renovation in the current Legislative Session. Because this is a non-bonding year, the request may not be funded. The City intends to return to the Legislature in the 2020 Session if not successful this year. The City will need to complete pre-design work to access State funds whenever they are awarded, and prefers to initiate the pre-design process no later than June 1, 2019. The final pre-design documents are sought no later than September 1, 2019.

The purpose of this Request for Qualifications (RFQ) is to solicit parties interested in assisting St. Cloud with providing pre-design services for the renovation and expansion of the Municipal Athletic complex. The City is particularly interested in proposals from firms or teams that have demonstrated expertise in both stadium and ice arena renovation and design. This RFQ describes the desired services, the project timelines, and criteria that will be used to select the best qualified firm.

Background

The Municipal Athletic Complex (MAC) is owned and operated by the City of St. Cloud and is a significant venue for baseball, golf, and ice arena sports for the entire St. Cloud area. The MAC includes an arena with two sheets of ice, two natural-grass baseball stadiums, and a nine-hole golf course.

The first development at the site was the construction of a baseball stadium now known as Dick Putz Field. In 1972, the ice arena was built with a single sheet of ice, now known as Dave Torrey Arena. In 1993, the City entered into a lease with the U.S. Veterans Administration to operate the adjacent nine-hole Veterans Golf Course. In 1998, a second baseball stadium (Joe Faber Field) was built on a portion of the property leased from the VA. Also in 1997, the arena building was expanded, including the addition of a second sheet of ice, Dave Torrey Arena.

The MAC functions both as a community athletic facility, supporting youth and amateur sports and as the home of several high school, college, and developmental teams. Currently the MAC is home ice for three local high school hockey teams, one college hockey team, a large figure skating club, and several summer developmental camps. The baseball stadiums are home field for three high school and two college teams, plus a college developmental league team. Both arena and stadiums host multiple state and regional tournaments and competitions throughout the year.

The MAC operates in a local sports market that is complex and rapidly changing. Patterns of participation and team involvement are evolving and several competing venues, both baseball and ice arena, have been built in the area in recent years. Following several years of weakening financial condition at the MAC, the Convention Center Advisory Board (CCAB) was charged with assisting the City's Community Services and Facilities (CSF) management in conducting an operational review. The review included research conducted by St Cloud State University and user focus groups. The review was completed and presented to the Mayor and Council in September 2016.

Resource Materials

The consultant will have access to a number of City documents:

- MAC Operational Review (2016)
- MAC Facilities Needs Assessment (2016)
- SCSU Research Study – MAC (2016)
- Existing Condition Assessment of Joe Faber Field (2015)
- Various architectural and construction documents for existing structures

Other City studies contain some pertinent information and will also be made available:

- Capital Improvement Plan Project Sheets (annual)
- Comprehensive Plan – Ch. 8 Community Facilities (2015)
- Parks and Recreation Master Plan (2017)

Scope of Work

The scope of work for the MAC pre-design contract will include the following services:

- Preparation of building size and site plan recommendations;
- Preparation of graphics depicting building floor plans, building exteriors, and site layout; and
- Preparation of project cost estimates.

Structural, mechanical, electrical and civil engineering design services are not sought by this contract.

The budget for this work is not to exceed \$30,000.

Directions

Selection criteria will include, but not necessarily be limited to, the consultant's or team's:

- Experience and qualifications with similar planning efforts;
- Understanding of the assignment, including the multi-sport character of the facility;
- Understanding of the current and future needs of the St. Cloud MAC;
- Ability to meet the scope of work;
- Ability to meet or complete the tasks earlier than the timeline detailed above; and
- The proposed methodology to accomplish the intended study purpose and scope of work.

Each statement of qualifications should respond to the selection criteria in the same order as presented above.

Your firm's statement of qualifications is due at 4:00 on Monday, May 20, 2019. Six copies of your statement of qualifications must be received by mail or hand delivery in the City Administrator's Office, City of St. Cloud, 400 2nd Street South, St. Cloud, MN 56301 no later than the date and time specified above.

Questions:

Questions regarding this RFQ can be directed to Tony Goddard, Director of Community Services and Facilities or Todd Bissett, MAC Manager.