

Consultant Evaluation Summary for ASC and NSC Kitchenettes and Break Spaces

Architectural and Engineering Services

Project Description:

Most county staff prepare their lunch and other food in small, localized kitchenettes and then eat at or near their desk. To promote cross-discipline interaction and provide more and better equipment that is available at the local kitchenette, central breakrooms with seating and food preparation space are sought at each campus. This project will renovate the existing space at the Northern Service Center and create a new space on the lower level of the Administration Center in Hastings.

Scope of Consultant Services:

Architectural and engineering services are needed for the remodeling of the existing 1st floor break space at NSC and creating a break space from the existing IT storage room adjacent to the atrium in ADC lower level. Services will include all phases of design, plus bidding, construction administration services, and project closeout.

Deliverables:

The Consultant will provide schematic design documents, design development documents, construction documents (drawings and specifications), bidding phase (including building permit application in two jurisdictions and addendum if needed), construction administration services (including site meetings, field observations, and shop drawing/submittal reviews), and project closeout documents (including record drawings).

Public Engagement:

None. These are non-public spaces intended for Staff use only.

Schedule:

The schematic design phase is to occur from July 2025 to November 2025. The design development phase is to occur in November 2025, followed by the construction document phase to be completed in December 2025 for bidding immediately thereafter. The bidding and contractor award phase is to be completed in March 2026. Construction is to occur from April 2026 to August 2026.

Consultant Selection Summary:

The Request for Proposals (RFP) was sent directly to the following seven firms, which have experience in public projects of this type and have recently worked with the county: Allliance, Gensler, Kodet Architectural Group, Ltd., Leo A. Daly, Miller Dunwiddie, Ortel Architects, and UrbanWorks. An estimated construction and furniture/fixtures/equipment budget of \$1,595,000 was included in the RFP. Six proposals were submitted to the County by the due date of May 29, 2025.

Review Team agencies and process:

The six proposals (Allliance, Gensler, Kodet Architectural Group, Ltd, Leo A Daly, Miller Dunwiddie, and UrbanWorks) were reviewed by a selection committee comprised of Community Services, IT, County Administration, and Facilities staff. The proposals were reviewed and ranked independently by review team members. The review team members met on June 5, 2025, to discuss the proposals, share information regarding individual member evaluations, and reach consensus on which firms to interview.

Evaluation Criteria:

The proposals were evaluated and ranked based on the following 6 criteria:

1. Firm History and Information
2. Project Team and Team Member Experience
3. Project Approach and Schedule
4. Firm Experience and References
5. Contract and Conditions
6. Fee Proposal

It was decided to interview the Gensler, Kodet Architectural Group, Ltd, and UrbanWorks teams. On June 17, 2025, Gensler, Kodet Architectural Group, LTD, and UrbanWorks gave interview presentations in which they each answered follow-up questions posed by the review team. One firm was unanimously selected through that process.

Evaluation Results:

During the interviews, UrbanWorks with Emanuelson-Podus (mechanical and electrical engineering) ranked highest in their response to our follow-up questions. They have completed several projects of this type and will bring a fresh approach to these spaces, which act more as a café than a cafeteria. They also had excellent suggestions on how to get people to use this new space after such a long time using a more solitary approach. All three firms were within the project budget target for professional services. However, Urban Works offers a solid value in both overall fee and blended hourly rate.

Summary of proposed costs:

	UrbanWorks	Kodet	Gensler
Hours	926	1,098	1,102
Cost (w/o Reimburs.)	138,500	\$163,450	\$183,250
Cost/Hour	\$149.57	\$148.86	\$166.29
Cost (w/Reimburs.)	139,500	\$165,000	\$185,250

Recommendation:

Staff unanimously recommends that the consulting firm of UrbanWorks be awarded a contract for the ADC NSC Kitchenettes and Break Spaces project. The proposal narrative outlined that they could provide architectural and engineering services for the scope as described in the RFP. Following the interview process, each member of the interview panel ranked UrbanWorks as the best fit for the ADC NSC Kitchenettes and Break Spaces design, and the firm's fees we judged the best value.