

ATTACHMENT – CONSULTANT SELECTION SUMMARY

Consultant Evaluation Summary for Design of Burnhaven Library Renovation

Background

Since 2008, all library branches have either been newly constructed or undergone a significant renovation. This project continues the second renovation cycle for all County libraries which started with Wentworth Library last year. Burnhaven Library opened in 1974 and was last renovated in 2008. This project will improve building infrastructure systems, increase operational efficiencies, and update both the public and staff areas in the building.

Consultant Services Description

Architectural and Engineering services required for the design and construction administration of Burnhaven Library renovations in Burnsville, MN (2000463-5409).

Scope of Consultant Services

The work includes the six traditional phases of a design project: Schematic Design, Design Development, Construction Documents, Bid & Award, Construction Administration, and Closeout. Other pertinent details of this solicitation are noted within the RFP.

The base design assumes a \$4.3 million limit in construction costs for library renovations of roughly 24,000 GSF. Design support for an additional \$900,000 worth of FF&E is also required. The construction plus the design and other soft costs will fit within a total project budget of \$7.2 million, which will be entirely funded by Dakota County's 2025 sale of municipal bonds.

Deliverables

Deliverables for all six phases of the work are outlined within Part D of the RFP.

Public Engagement

Dakota County has project objectives established in both the 2024 Systemwide Library Needs Assessment and a separate 2022 Condition Assessments for Burnhaven Library. To enhance these understandings, the designer team will support the County in public engagement efforts including: creating surveys/questionnaires, hosting in-person and virtual open house events, and attending meetings including the County Library Advisory Board.

Schedule

A detailed schedule was issued within Part A.3 of the RFP. In general, the design begins in April through July 2025 culminating in an August 2025 Schematic Design presentation to the County Board. Based on Board input, the design is completed through Construction Documents by late January of 2026. These documents are then issued for bids in February. We will return to the Board for award of a general contract in March 2026 so that construction can begin in April. The contractor will be complete on site in March 2027 with a public opening of the library planned for Spring 2027.

Request for Proposals (RFP)

The RFP for services was issued on February 13th and amended on March 4th, 2025. These were sent to six invited firms. These were the firms that replied in 2024 to the internet posted Wentworth Library Renovations RFP but were unsuccessful in being awarded that project. To acknowledgement their prior reply and keep those firms engaged in replying to future opportunities, the staff of Capital Projects Management chose to invite only those firms to the 2025 RFP. All six invited firms responded to the RFP: Allliance Architects; BKV Group; Gensler Architects; HGA Architects; Kodet Architects; and Lawal, Scott, Erickson Architects.

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Review Team Selection Process

The week after they were received, all six proposal responses were reviewed by a Selection Committee comprised of the County Library Director (Margaret Stone), Burnhaven Library Branch Manager (Chad Lubbers), Capital Projects Manager (Jay Biedny), Building Services Manager (Randy Hansen) and CPM Project Manager that issued this RFP (Mike Wiese). This Committee met on March 20th to discuss the proposals, share insights regarding individual member evaluations, and reach consensus on finalist firms to interview.

Evaluation Criteria

The proposals were evaluated and ranked based on the following criteria detailed in the RFP:

- 1) Firm History and Information
- 2) Project Team and Team Member Experience
- 3) Project Approach and Schedule
- 4) Firm Experience, References and Examples of Previous Successful Library Projects
- 5) Contract and Conditions
- 6) Fee Proposal

Interview Process

Only those firms judged most capable of completing the project by their written proposal replies were considered for an interview. The Committee selected three firms to interview: Gensler Architects, HGA Architects, and LSE Architects. These firms were given project-specific, follow-up questions to address during their interviews. Each team had 50-minutes to present to the Committee on March 27th, 2025. Immediately following the interviews, the Selection Committee deliberated and unanimously selected the most suitable candidate.

Evaluation Results

Although all responses received were well done, the three finalists highlighted in the chart below had excellent resumes in listing government design success (largely libraries and Dakota County projects). Within the Project Approach portion of their written responses, they also offered insightful, unique observations regarding opportunities within Burnhaven Library regarding scope and schedule. All finalists’ teams also demonstrated continuity in their past projects together.

The fees presented by all firms are presented below. The interviewed firms are shaded green:

	Labor	Reimb.	Design Fee	Hours	Blended Rate	FF&E Fee	Hours	TOTAL Fee
Alliiance	\$ 358,840	\$ 5,000	\$ 363,840	2148	\$ 169.39	\$ 72,000	400	\$ 435,840
BKV Group	\$ 282,375	\$ 11,400	\$ 293,775	1798	\$ 163.39	\$ 43,900	300	\$ 337,675
Gensler	\$ 376,895	\$ 11,337	\$ 388,232	2214	\$ 175.35	\$ 8,500	50	\$ 396,732
HGA	\$ 355,000	\$ 1,800	\$ 356,800	2426	\$ 147.07	\$ 40,000	286	\$ 396,800
Kodet	\$ 447,552	\$ 4,750	\$ 452,302	2986	\$ 151.47	\$ 32,400	196	\$ 484,702
LSE	\$ 381,740	\$ 13,965	\$ 395,705	2317	\$ 170.78	\$ 17,250	138	\$ 412,955

Internally, Capital Projects Management set a fee target of \$470,000 for these design services. This target fee was based on the construction and FF&E costs stated within the RFP (see prior “Scope of Consultant Services” – above). All but one of the firms were below this target which supports the notion that the scope of work required within the RFP was found reasonable by most of the firms. The fee of the most and least expensive firms were driven by their estimated hours of involvement – the lowest giving the least hours and the highest giving the most. All three firms interviewed were less than 4% apart from each other. In fact, two were within \$68. So, cost did not play a major part in the final selection.

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All six firms replying to the RFP demonstrated coherent teams that produced library work in the past. However, three had exemplary written proposal replies and were selected for a final interview. On March 27th, 2025 the Selection Committee interviewed Gensler, HGA, and LSE. All the interviewed firms underscored their team's abilities to deliver the project successfully. Each firm displayed unique strengths.

Gensler showed an active interest in the project by making multiple pre-interview visits to Burnhaven Library and engaging in discussions with a furniture vendor which holds a Cooperative Purchasing Venture contract with the State of Minnesota (and works with Dakota County often). They also demonstrated their understanding of the systems replacements needed in the project by including an engineer on the interview team. They also uniquely offered to 3D laser-scan of the library to create a digital design model and to better understand existing conditions. Gensler also offered an example of a previous project's RFP for an automated material handling system.

HGA's corporate statistics, with dozens of library projects completed nationally, were complimented by the interview team's infectious excitement. Displaying their collaborative nature, no one person dominated the interview process, and each demonstrated a deep understanding of the project's challenges and opportunities. HGA's team built on each other's points naturally and easily. Their focus on timely decision making showed understanding of the project's schedule. HGA stressed the importance of immediately expanding the 2024 Needs Assessment for Burnhaven to include robust public engagement (their "go slow, to go fast" approach). Finally, HGA showed insight into planning by committing to complete all furniture orders before Q4-2026.

LSE was unique in interviewing with their desire to expand the RFP scope beyond interior renovations and their confidence within past projects to do so. They demonstrated a deep understanding of the library buildings at Hennepin County and the City of St. Paul. They stressed how much an asset a library can be in an ethnically and economically diverse community such as Burnsville. Like their competitors, they held strongly to the belief that design can be transformative to the community served by the library. Mention of the systems requiring modification during the project was limited to one specific question posed by the committee.

With such fine teams interviewing, the Selection Committee found picking one of the three firms difficult. However, with thorough discussion within the Committee, each member brought unique perspectives to the selection and ultimately one firm was chosen as best for the project. HGA's team brought both energy and conviction to the project. Moreover, HGA's presentation was balanced and unrehearsed with a solid flow within the interview time, including time for follow-up questions. The committee concluded that HGA had the most compelling interview of the day, would work best with the core team, and could integrate what they heard from the county and the public. HGA's competitive fee, thoughtfully presented RFP written response, and admirable interview dynamics solidified the committee's award decision for receiving excellence at a reasonable cost.

Recommendation

Staff unanimously agreed to recommend the design contract award to the team lead by Hammel, Green And Abrahamson, Inc. (dba – HGA). Their response throughout the RFP process demonstrated they could provide the best professional services as described in the RFP, for a reasonable cost, and they have done just that for several similar projects for other libraries and county governments locally and nationally.