

**City of Minneapolis**  
**Request for Committee Action**

**To:** Ways & Means  
**Date:** 6/13/2016  
**Referral:** N/A  
**From:** Finance & Property Services  
**Prepared by:** Robert Friddle, Director, Facilities Design & Construction  
**Presented by:** Robert Friddle  
**File type:** Action  
**Subcategory:** Staff Direction

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**Subject:**

Contract with RSP Architects for architectural and engineering design services

**Description:**

1. Authorizing the waiver of Request for Proposal (RFP) requirements for design and construction administration services for an addition to the Hiawatha Maintenance facility at 1901 E. 26<sup>th</sup> St.
2. Authorizing a contract with RSP Architects for architectural and engineering design services for this project in an amount not-to-exceed \$130,000.

**Previous Actions:**

None.

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**Ward/Address:**

Ward 9

**Background/Analysis:**

1. Staff requests waiver of the RFP requirements for design services and authority to negotiate and execute an agreement for design and construction administration services for a four-vehicle bay addition to the Hiawatha Maintenance facility.

The Hiawatha Maintenance Facility was planned for the future addition of these vehicle storage bays; RSP completed preliminary designs but the project scope was reduced to meet the budget. The design of these bays will be identical to the design of the existing building. The PRC agreed that it would be difficult to get competitive bids for this design work and it is in the City's best interest to negotiate a fee with RSP to complete this scope of work.

2. Staff requests authorization to negotiate and execute a design services agreement directly with RSP Architects. RSP will use the same engineering consultants they used to meet SUBP requirements on the original project. RSP's Affirmative Action Plan was approved May 20, 2016.

**Financial Review:**

**No additional appropriation required, amount included in current budget.**

**Future budget impact anticipated.**

**Approved by the Permanent Review Committee.**

**Meets Small and Underutilized Business Program goals.**

**Attachments:**

1. Conformance Letter from the Permanent Review Committee regarding the Waiver from the RFP Process for a proposed small building addition to the Hiawatha Maintenance Facility.
2. PRC RFP Waiver Request