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**NOBLES COUNTY**

**REQUEST FOR PROPOSAL**

**FOR**

**ARCHITECTURAL &  
MECHANICAL DESIGN SERVICES**

**PROPOSAL DUE DATE: Friday, August 26, 2022**

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**REQUEST FOR PROPOSALS**  
**Architectural & Mechanical Design Services**

**PROJECT**

Nobles County is developing a project to replace an existing stand-by generator with a new generator at its Nobles County Government Center, 315 10<sup>th</sup> Street, Worthington, MN. It is believed a 350 KVA generator will be sufficient to offer stand-by power to all floors and both sides of the Government Center. The existing stand-by generator will be disconnected and prepared for re-sale as a part of this project.

**BACKGROUND**

Nobles County is requesting quotes for architectural and mechanical-engineering design services and to oversee this project until completion. An existing stand-by generator currently resides within the garage area of its Nobles County Government Center facility. The Government Center's power needs have increased over the years. The existing stand-by generator's control system has also failed in the past. The Government Center now requires a stand-by power solution that is more reliable.

Administration has identified an approximate 600 square foot (20'x30') ground-level room to house the proposed generator; not far from the garage and existing generator. This room is within the western corner of the Government Center building and is believed to be an adequate location for the new generator (Exhibit A). The County is flexible to alternate cost-effective solutions relating to project specifics.

**SCOPE**

- A. Design and Engineering: Complete the design and construction specifications and related documents for a complete bid package, lead the bid process, verify best value proposal, lead a preconstruction meeting, construction in-process site visits, develop a final punchlist, and assist with project wrap up.
  
- B. Architect shall provide:
  - a. Proof of insurance.
  - b. A project timeline.
  - c. A complete set of drawings, including redlines and related electronic CAD files.
  
- C. County shall provide:
  - a. Access to the building and proposed project areas with staff assistance.
  - b. Coordinate visits with local utilities
  - c. Any previously developed concept documents, as available.
  - d. Participate in qualitative planning in reference to future electric demand.

## **PROPOSAL SCHEDULE**

The County expects to have a signed agreement with the selected firm to be effective on or before September 7, 2022.

## **PROPOSAL INFORMATION**

Interested firms should submit a proposal to include all costs identified for the project as proposed above. A detailed project timeline shall be included for planning and communication. Provide a summary of the firm, bios for the team expected to participate, related projects for references and any subcontractors planned to be used.

Nobles County reserves the right to reject any or all proposals and to waive any and all informalities therein and to accept any proposal deemed to be the best value to the county.

## **DEADLINE FOR PROPOSALS**

The County requests that proposals for the identified services be presented in written form no later than Friday, August 26, 2022 at 3:30 PM. Proposals should be mailed or delivered to the Nobles County Administration Office; Attention: Gen RFP, 315 Tenth Street, PO Box 757, Worthington MN 56187-0757, or electronically to: [administration@co.nobles.mn.us](mailto:administration@co.nobles.mn.us) .

## **CONTACT INFORMATION**

For additional information and/or clarification, you may contact:

Bruce Heitkamp, Nobles County Administrator, Phone (507) 295-5201,  
E-mail: [bheitkamp@co.nobles.mn.us](mailto:bheitkamp@co.nobles.mn.us) .