



HUTCHINSON

A CITY ON PURPOSE.

Request for Proposals (RFP) City Center Space Needs Study

Date Issued: October 24, 2024

Response Due Date: By 4 pm. on November 18, 2024

I. Introduction

The City of Hutchinson is seeking proposals from qualified firms to conduct a comprehensive Space Needs Study for the Hutchinson City Center. This study aims to evaluate current and future space requirements, assess existing facility and FF&E (furniture, fixtures, and equipment), and provide recommendations for optimizing city operations.

II. Background

Hutchinson is a community of approximately 15,000 residents located 45 miles west of the Twin Cities and 50 miles south of St. Cloud. Hutchinson City Center currently houses the following departments:

- Administration
- Human Resources
- Finance
- Information Technology
- Planning, Zoning, Building
- Engineering
- Housing Redevelopment Authority

The current City Center is a former grocery store that was converted into Hutchinson City Center (City Hall) in 1993. There haven't been major changes to the building since 1993 other than maintenance type projects. One of the goals of this study is to determine how to utilize the space left by the DMV office that recently moved into a new building, along with more office space available with a decrease in staffing levels. Additionally, staff is finding it increasingly difficult to work with and find parts for old cubicles and desks.

The City is seeing modest population growth and doesn't anticipate any major changes in the way services are delivered to residents from the departments noted above, however there is a

recognition that work spaces have changed over the past 30 years. The City wants to ensure the building is functional long term and meets the needs of our workforce.

III. Scope of Work

The selected firm will be responsible for:

1. **Needs Assessment**
 - Evaluate existing space utilization.
 - Engage with city staff and stakeholders to identify current and future needs.
2. **Data Collection**
 - Analyze demographic and population trends.
 - Review relevant documents and existing facility assessments.
3. **Space Planning**
 - Develop space programming based on needs assessment.
 - Provide recommendations to increase efficiency of limited staff resources by combining or reducing customer reception points.
 - Provide conceptual layouts for proposed changes or new facilities.
4. **Recommendations**
 - Suggest options for facility upgrades and renovations.
 - Suggest options for upgrades to furniture, fixtures and equipment.
 - Consider sustainability and accessibility in recommendations.
 - Provide recommendations on how to incorporate the City's relatively new branding into the look of the building.
5. **Reporting**
 - Prepare a detailed report summarizing findings, costs, recommendations, and conceptual designs.
 - Present findings to city officials.

IV. Proposal Requirements

Firms interested in submitting proposals must include the following:

1. **Cover Letter**
 - Brief introduction of the firm and expression of interest.
2. **Firm Experience**
 - Description of relevant experience and examples of similar projects.
3. **Project Team**
 - Identification of key team members and their qualifications.
4. **Approach and Methodology**
 - Outline of the proposed approach to the project, including timelines.
5. **Budget**
 - Detailed cost proposal, including hourly rates and any additional expenses.
6. **References**
 - Contact information for at least three references from similar projects.

V. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and qualifications of the firm and team.

- Proposed approach and methodology.
- Cost-effectiveness and budget justification.
- Feedback from references.

VI. Submission Instructions

Please submit your proposal electronically in PDF format to:

Contact Person: Matt Jaunich, City Administrator

Email Address: mjaunich@hutchinsonmn.gov

VII. Questions or Site Visits

For any questions regarding this RFP, or requests for a site visit, please contact Matt Jaunich, City Administrator, at (320) 234-4241 or by email at mjaunich@hutchinsonmn.gov

VIII. Additional Information

The City of Hutchinson reserves the right to reject any or all proposals and to negotiate with the selected firm. This RFP does not commit the city to award a contract or pay any costs incurred in the preparation of proposals.