



**City of Detroit Lakes**

1025 ROOSEVELT AVE. DETROIT LAKES, MN 56501

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REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL / DESIGN SERVICES  
CITY PAVILION AND CITY PARK

1. INTRODUCTION

The City of Detroit Lakes is seeking proposal from architects that possess qualifications to provide full architectural and engineering (A/E) services for a new City Pavilion and improvements to City Park. Interested firms must submit their proposal by 2:00 pm on Friday, March 21, 2025.

2. PROJECT DESCRIPTION

The proposed project includes construction of a new City Pavilion (approximately 15,000 square feet) to replace the existing Pavilion that has been on the shores of Detroit Lake since 1915. The facility is intended to serve the community by having seating for up to 500 people, while also being flexible for a variety of events. The existing Pavilion has served the community for over 100 years for public/private events and the new Pavilion will need to continue that commitment. Conceptual design/layout for the proposed Pavilion were prepared and can be reviewed on the City website: [www.cityofdetroitlakes.com/pavilion](http://www.cityofdetroitlakes.com/pavilion)

City Park, established in 1897, consists of 39 acres located on Detroit Lake. The park was added to the National Register of Historic Places in 2008. The proposed City Park improvements were conceived as a part of the City's 2018 West Lake Drive Study and related Pavilion planning. Proposed improvements include, but not limited to, a new bathhouse (restrooms and outdoor shower facilities), playground, sidewalks/trails, recreational areas, landscaping, and parking. Qualifying firms will need to provide architectural services as they relate to these improvements. Conceptual design/layout for the proposed City Park improvements can be reviewed on the City website: [www.cityofdetroitlakes.com/pavilion](http://www.cityofdetroitlakes.com/pavilion)

The Pavilion and City Park improvement project is being funded by a half percent sales tax that was approved by City voters in November 2024. The sales tax is authorized to fund up to \$17.3M in project costs.

3. SCHEDULING

The project development schedule is as follows:

- Proposal Deadline: March 2025
- Consultant Interviews: April 2025
- Consultant Selection: May 2025
- Planning and Preliminary Design: Summer 2025
- Complete Final Design: Fall / Winter 2025
- Construction Start: Spring / Summer 2026

#### 4. SCOPE OF SERVICES

The firm selected shall provide complete A/E design and construction related services through completion of the project construction. The scope of services shall include review of space / needs assessment, preliminary site/building layouts, final design, preparation of construction documents (plans, specifications, bidding and contract documents, etc.), bidding administration, and construction administration for the following:

- Architectural
- Structural Engineering
- Mechanical Engineering (Plumbing/fire protection/HVAC)
- Electrical Engineering (Including low-voltage rough in)
- Furnishings, Fixtures & Equipment (FF&E) design and specifications
- Coordination with the Minnesota State Historic Preservation Office (a Phase I archaeological survey has been completed for a portion of City Park)

Civil site engineering will be provided, as required, by the City Engineer's Office, Apex Engineering group. Landscape architecture services for the project will be provided by HKGi. The selected firm is expected to join the design team and work with the City Council, City Staff, and other City consultants during design development and construction.

#### 5. SUBMISSION REQUIREMENTS

Interested firms shall submit 5 bound copies, one unbound copy, and an electronic version (pdf) by 2:00 P.M. on March 21, 2025, to the attention of Kelcey Klemm, City Administrator, 1025 Roosevelt Avenue, Detroit Lakes, MN 56501. Questions shall be directed to Kelcey Klemm by phone at 218-847-5658 or via e-mail at [kklemm@cityofdetroitlakes.com](mailto:kklemm@cityofdetroitlakes.com)

The submission shall include the following:

- a. Cover letter and introduction including the name of the firm, address, and the name and contact information of the person(s) authorized to represent the company regarding all matters related to the proposal.
- b. Information on the firm and any proposed subconsultants and the firm's and subconsultant's qualifications, capabilities, staffing, areas of services, years in business, etc.
- c. Resumes and qualifications of the individual(s) who will be performing the work, including:
  - Name
  - Address, telephone number, email address
  - Resources available to assist in performing design duties
  - Education
  - Experience
  - Current projects they are engaged in
  - Any special qualifications, licenses or certifications held by the firm and/or individual(s).
- d. References, a minimum of three (3), specific to similar municipal building / park projects, outlining scope of services, project description, and cost.
- e. Proposed approach to the project development and design, outlining schedule, meetings, critical tasks, and other information that demonstrates how the firm intends to manage the overall project design and construction administration. Integration of building plans into the overall park planning is key.
- f. Proposed approach for public engagement, communication, and input.
- g. Statement to experience and approach to working with the Minnesota State Historic Preservation Office.
- h. Other pertinent information
- i. The proposed consultant fees for the Project. Identify the basic services included in your fee; any additional services and additional costs not included in your basic fee; fee broken down into proposed phases; and any reimbursable expenses with the applicable reimbursable rates. Provide a best estimate of what the reimbursable expenses costs would be.

## 6. METHOD OF SELECTION

The City intends to retain the services of the firm evaluated to be best qualified to perform the work for the City within the required time frame, experience with similar contracts and clients, extent to which previous clients have found the firm's services acceptable, cost of services, ability to deliver work within budget, and other factors considered. The firm will be selected upon the basis of the information provided as requested in this proposal.

Staff will undertake a preliminary review of all proposals submitted and shall determine at its sole discretion, which, if any, firms it will select for interviews. Follow-up with any or all firms submitting proposals may occur to gather additional information upon which to make a decision. Any other pertinent data generated by the City will be considered.

The City Council shall make the final appointment of the architect. The final contract award will be conditioned upon the successful proposer's complying with all terms and conditions, mutual agreement about the final work plan, and completion of a contract agreeable to all parties. The City reserves the right to negotiate and further refine the scope of the work which may affect the final contract amount.

The City Council reserves the right to reject any and all proposals, in whole or in part, to waive any and all informalities, to disregard all non-conforming, non-responsive or conditional proposals, to request additional information from a proposer, or to expand the period for submitting proposals.

## 7. OTHER

Proposer understands and acknowledges that the proposal is subject to the Minnesota Governmental Data Practices Act. Proposals are private or non-public until they are opened by the City. Once the proposals are opened, the name of the proposer becomes public. All other data in a proposal is private or non-public until the completion date of the evaluation process. After the City has completed the evaluation process, all remaining data submitted by all proposers are public with the exception of trade secret data as defined and classified in Minnesota Statutes 13.37. Data will at all times be governed by Minnesota Governmental Data Practices Act. Minnesota Statutes Chapter 13. Proposer agrees to maintain all data obtained from the City consistent with the requirements of the Data Practices Act. Proposer agrees to defend and indemnify the City from any claim, liability, damage or loss asserted against the City as a result of the proposer's failure to comply with the requirements of the Data Practices Act.

If selected by the City, the proposer will be required to execute a contract with the City within two (2) weeks of notification.

Those submitting proposals do so entirely at their own expense. There is no expressed or implied obligation by the City to reimburse any individual or company for any costs incurred in preparing or submitting proposals, providing additional information when requested by the City or for participating in any meetings or interviews.