

**Metropolitan Mosquito Control District
Request for Proposals (RFP)
Architectural Services for Lab Renovation and
Storage Structure Design and Construction**



Issue Date: August 13,2025

Submission Deadline: August 29,2025

Table of Contents

- SECTION 1: GENERAL INFORMATION 3
 - 1.1 Summary 3
 - 1.2 About the District..... 3
- SECTION 2: SUBMISSION INSTRUCTIONS and TIMELINE 4
 - 2.1 Submission Timeline..... 4
 - 2.2 Submission Instructions 4
 - 2.3 Submission Format..... 4
 - 2.4 Questions and Addenda..... 4
- SECTION 3: PROJECT INFORMATION 5
 - 3.1 Project Descriptions 5
- SECTION 4: SCOPE OF SERVICES 5
- SECTION 5: QUALIFICATIONS AND REQUIREMENTS..... 6
 - 5.1 Qualifications..... 6
 - 5.2 Submission Requirements 6
 - 5.3 Contract Requirements..... 8
- SECTION 6: EVALUATION AND SELECTION PROCESS..... 8
 - 6.1 Evaluation Criteria 8
 - 6.2 Selection Process..... 9
- SECTION 7: GENERAL INFORMATION 9
 - 7.1 Insurance Requirements (See PSA Document for additional requirements) 9
 - 7.2 Data Practices..... 10
 - 7.3 Conflict of Interest..... 10
 - 7.4 Notice to Responders 10
- Exhibit A: Professional Services Agreement 11
- Exhibit B: Proposal Checklist..... 16

SECTION 1: GENERAL INFORMATION

1.1 Summary

The Metropolitan Mosquito Control District (MMCD) is soliciting qualifications from experienced architectural firms to provide full design and construction administration services for two projects. The main project will consist of renovating its primary laboratory space in St. Paul, Minnesota. The Lab renovation encompasses modernization of an approximately 15,000-square-foot lab space, mechanical system upgrades, elevator modernization (with a preferred vendor), and redesign of office space to accommodate fourteen staff members. The secondary project will be the design and construction of a storage structure at the MMCD Maple Grove location. The MMCD is committed to environmentally sustainable practices and expects design recommendations to align with green building principles and energy-efficient design standards.

1.2 About the District

The Metropolitan Mosquito Control District (MMCD) was established under Minnesota Laws 1959, Chapter 488 (Codified as Minnesota Statutes 2009, 473.701 to 473.716). The District operates under the Metropolitan Mosquito Control Commission, comprised of 18 County Commissioners representing the seven-county metropolitan area. MMCD was created to control mosquitoes and black gnats and to perform surveillance on Lyme ticks in the metropolitan area.

MMCD Demographics:

- Initiated: 1958
- Service Area: 2,970 square miles
- Population Estimate (2016): 3.04 million
- Counties Included: Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Washington

MMCD employs an integrated pest management approach in controlling biting insects and monitors ticks for disease transmission. The organization also maintains a strong public outreach effort to educate and assist citizens throughout the region.

SECTION 2: SUBMISSION INSTRUCTIONS and TIMELINE

2.1 Submission Timeline

| | |
|---|--------------------------------------|
| Release of RFP | August 13,2025 |
| Deadline for Proposal Submission | August 29, 2025, By 3:30pmCST |
| (Optional) Interview of Finalists | September 5, 2025 |
| Architectural Firm Selection | September 9, 2025 |
| Contract Negotiation | September 12, 2025 |
| Contract Award | September 12, 2025 |

2.2 Submission Instructions

Proposals must be submitted via email in PDF format to Jennifer Macchia at jmacchia@mmcd.org no later than **3:30pm CST on August 29,2025**. Late submissions will not be considered. The email subject line should be: **Architect Services - Lab Renovation and Storage Shed Design and Construction Projects**

2.3 Submission Format

All proposals must be submitted electronically as a single, searchable PDF document. The total size of the PDF attachment should not exceed 25 MB. If larger files are necessary for portfolio elements, provide a secure link (e.g., Google Drive, Dropbox, firm's secure server) within the main PDF proposal.

2.4 Questions and Addenda

All questions regarding the content included in this RFP must be sent in writing via email to Tim Stich at the MMCD:

Tim Stich

District Facility Manager

Metropolitan Mosquito Control District

Email: Tstich@mmcd.org

Phone: 651-643-8388

Only written questions sent via email will receive a response. Questions are due via email by August 20, 2025, at 3:30 PM CST. Responses to all such requests that were placed within the allotted timeline will be made in writing by addendum to all Respondents. MMCD reserves the right to disregard any questions that come in late.

SECTION 3: PROJECT INFORMATION

3.1 Project Descriptions

Lab renovation

Location: 2099 University Ave W, St. Paul, MN 55104

Lab Area: Approximately 15,000 square feet

Objective: Renovate existing laboratory infrastructure, improve mechanical systems (HVAC, plumbing), modernize elevator system (preferred vendor specified), and reconfigure office space for fourteen personnel.

Storage structure

Location: 8774 Monticello Ln, Maple Grove MN 55369

Storage area: 20,000-30,000 square feet

Objective: Manage the design and construction of an unconditioned commercial storage space within the current property. Design should facilitate the safe and efficient movement of commercial tractor-trailers and aesthetically blend with the existing building.

SECTION 4: SCOPE OF SERVICES

The selected architectural firm will be responsible for the following:

1. Programming, planning, and stakeholder engagement
2. Schematic design and design development
3. Construction documents and specifications
4. Bidding support and contractor selection
5. Working with governmental agencies on the permitting process
6. Construction administration and project close-out
7. Coordination with MMCD's preferred elevator vendor
8. Integration of sustainable and energy-efficient design strategies

SECTION 5: QUALIFICATIONS AND REQUIREMENTS

5.1 Qualifications

Respondents should demonstrate:

1. Expertise in laboratory and office space renovation
2. Experience with mechanical modernization projects
3. Familiarity with elevator systems and coordination with third-party vendors
4. Experience working with public-sector or government clients
5. Ability to incorporate sustainable design and comply with state/local codes

5.2 Submission Requirements

Respondents must submit a complete and well-organized proposal that demonstrates their ability to deliver a creative, cost-effective, and technically sound architectural solution for the MMCD lab and office renovation. Proposals must clearly address the following components:

1. Cover Letter

A letter of introduction from a principal or authorized representative that outlines your interest in the project, your understanding of the challenges (e.g., budget limitations, space constraints, aging infrastructure, active work environment), and a brief summary of why your firm is well-suited to deliver a successful and imaginative solution.

2. Firm Overview and Organizational Structure [Criteria C - Up to 30 pts]

Describe your firm's core competencies, studio structure, and leadership team. Include a brief narrative on how your practice approaches renovation work in operational facilities, especially laboratories or scientific environments, with an emphasis on user-centered design, creative constraints, and efficient delivery.

3. Relevant Project Experience (up to 5 projects) [Criteria A - Up to 30 pts]

Highlight up to five (5) projects that demonstrate your firm's ability to deliver:

- Innovative solutions within space- or budget-limited environments
- Complex renovations in occupied lab or office facilities
- Energy-efficient and sustainable design strategies

For each project, include project size, budget, scope, delivery method, client, completion year, and whether construction occurred during ongoing operations.

4. Key Personnel and Resumes [Criteria C – Up to 30 pts]

Identify the team members proposed for this project, including the Project Manager, Principal-in-Charge, Lead Designer, and key consultants (e.g., lab planner, MEP engineers). Provide current resumes showing licensure, relevant project roles, and experience working on laboratory or technical remodels.

5. Project Approach and Design Methodology [Criteria B – Up to 30 pts]

Provide a concise narrative outlining your approach to:

- Maximizing functionality in limited space
- Balancing innovation and cost-efficiency
- Collaborating with a preferred elevator vendor
- Maintaining operational continuity during construction on site and off
- Engaging stakeholders to define and refine program needs
- Share how your design process incorporates visualizations, user feedback, and value engineering. Include conceptual diagrams or examples of how you've addressed similar constraints on past projects.

6. Design Vision Statement [Criteria D - Up to 25 pts]

Submit a short, visual statement (may include diagrams or precedent imagery) that captures your design philosophy for the MMCD renovation. This should address how you would bring creative value to a modestly scaled project, and how you would transform a constrained facility into a modern, functional, and inspiring workplace.

7. References (minimum of 3) [Criteria F – 10 pts]

Include client references from comparable lab, office, or renovation projects. Provide the project name, client contact (name, title, email, phone), and a short statement on project relevance.

8. Fee Proposal [Criteria G – Up to 10 pts]

Include a proposed fee schedule broken out by phase: programming, schematic design, design development, construction documents, bidding, and construction administration.

9. Differentiae: [Criteria E – Up to 15 pts]

Include any endeavors your firm has taken to include and engage the broader community including, but not limited to:

- Obtaining Small, Minority, Women Owned Certification (State TGB Certification, CERT Certification, etc.)
- Veteran Owned Business
- Inclusion Practices
- Demonstrated Commitment to Community and Community Engagement

10. Proof of Licensure and Insurance

Provide documentation of your firm’s current license to practice architecture in Minnesota and evidence of insurance coverage that meets the requirements in Section 7.1.

11. Optional Supporting Materials [Criteria C – Up to 30 pts]

You may attach additional materials—such as design awards, renderings, or expanded project sheets—that demonstrate your team’s creative capacity or experience in constrained, high-performance renovation environments.

Some components in this section denote the point availability tied to the evaluation criteria below. The components that do not have point totals will not be used to score the evaluation. Non-responsiveness to one or more components could result in proposal disqualification.

5.3 Contract Requirements

The awarded Architect Firm will be required to comply with the terms and conditions contained **Exhibit A**. Any requests for changes to the documents must be requested in the proposal response. Any proposed changes will be discussed during contract negotiation as outlined below.

SECTION 6: EVALUATION AND SELECTION PROCESS

6.1 Evaluation Criteria

| | Criteria | Minimum Points | Maximum Points |
|----|--|-----------------------|-----------------------|
| A. | Relevant Experience & Capabilities | 10 | 30 |
| B. | Expertise in Lab Renovation & Mechanical Modernization & Proposed Project Approach | 10 | 30 |
| C. | Qualifications of Proposed Project Team, Firm Overview and Organizational Structure, Optional Supporting Materials | 10 | 30 |
| D. | Design Vision Statement & Optional | 5 | 25 |
| E. | Differentiae | 5 | 15 |
| F. | References | 5 | 10 |
| G. | Fee Proposal | 5 | 10 |
| | Total | 50 | 150 |

MMCD reserves the right to waive any minor irregularities in the proposal process. MMCD shall not be liable for any expenses incurred by the responder including but not limited to expenses associated with the preparation of the proposal.

6.2 Selection Process

- A. Optional Interviews. Following the RFP evaluation, MMCD will select the highest scoring responses. As a part of the selection process, select firms may be asked to give an interview. Interviews will be requested on a discretionary and case by case basis. All firms must be prepared to discuss and substantiate any of the responses to the RFP and any other area of interest to MMCD related to the proposal.
- B. Contract Negotiation. Following evaluation and scoring of the responses, MMCD will enter into negotiations with the highest-ranked firm. Negotiations may include: modification of the proposal submitted, acceptance of part or all of the proposal based on considerations other than proposed price, and modification of specific work elements with the firm into a scope of work of lesser or greater cost than described in this RFP and the responder's proposal. If the MMCD is unable to negotiate a satisfactory contract with the top-ranked firm, negotiations will be formally terminated. MMCD may then initiate negotiations with the next highest-ranked firm, and so on, until a satisfactory agreement is reached.

MMCD reserves the right to reject any and all proposals, cancel this RFP in whole or in part and re-advertise the solicitation at its sole discretion.

SECTION 7: GENERAL INFORMATION

7.1 Insurance Requirements (See PSA Document for additional requirements)

The selected firm must maintain the following minimum insurance coverage throughout the contract term:

- Professional Liability Insurance: \$1,000,000 per occurrence, \$2,000,000 aggregate
- General Liability Insurance: \$1,000,000 per occurrence, \$2,000,000 aggregate
- Workers' Compensation: As required by Minnesota law
- Automobile Liability Insurance: \$1,000,000 per occurrence

7.2 Data Practices

In accordance with Minnesota Statutes § 13.05, subdivisions 6 and 11, all data created, collected, received, stored, used, maintained, or disseminated by the architectural firm in performing functions under this contract is subject to the requirements of the Minnesota Government Data Practices Act (MGDPA), and the architectural firm must comply with those requirements as if it were a government entity. The architectural firm shall maintain all data obtained from MMCD or created in the course of this engagement according to the statutory provisions applicable to the data. This requirement shall survive the termination of the contract.

7.3 Conflict of Interest

Respondents must disclose any potential conflicts of interest, including but not limited to representation of clients with interests in properties being evaluated or considered by MMCD. The selected architectural firm must agree not to represent any other parties in transactions involving MMCD during the term of the contract without prior written consent.

7.4 Notice to Responders

- A. Failure to submit a proposal on time shall constitute grounds for the rejection of the proposal. Proposals received after this specified time and date will not be considered and will not be returned.
- B. MMCD expressly reserves the right to amend or withdraw this RFP at any time and to reject any or all proposals.
- C. MMCD is not bound to accept the lowest cost proposal.
- D. MMCD reserves the right to include any clarifications/revisions to the RFP content in the RFP addenda process.

Exhibit A: Professional Services Agreement

This Professional Services Agreement (this "Agreement") is made this ____ day of _____, _____ by and between the Metropolitan Mosquito Control District, a Minnesota special purpose government entity located at 2099 University Avenue W Saint Paul, MN 55104 (the "District"), and _____, a _____ organized under the laws of the State of _____ and located at _____ (the "Contractor").

- I. **SERVICES TO BE PROVIDED.** The Contractor will perform for the District the services as specified in its proposal which is incorporated into this Agreement as Exhibit A (the "Proposal"). All professional services provided by the Contractor under this Agreement shall be provided in a manner consistent with the level of care and skill ordinarily exercised by professional consultants currently providing similar services.
- II. **COST OF SERVICES.** For the tasks outlined in the Proposal, the District shall pay the Contractor a fee of \$ _____ (the "Professional Fee"). The Professional Fee includes all professional services and all expenses related to the Proposal. The District shall not be responsible for payment for any additional work performed by the Contractor that is not expressly listed on the Proposal or otherwise pre-approved by the District in writing. The Contractor shall submit itemized invoices for the services it provides to the District on a monthly basis. The itemized invoices shall clearly identify all work completed. Invoices submitted will be processed and paid in the same manner as other claims made to the District. The sum stipulated for services shall be considered an "Hourly-Not to Exceed" cost to the District, subject only to adjustments for changes in scope of services performed.
- III. **TERMINATION OF AGREEMENT.** Notwithstanding any other provision herein to the contrary, this Agreement may be terminated as follows: (1) the parties, by mutual written agreement, may terminate this Agreement at any time; (2) the Contractor may terminate this Agreement in the event of a breach of the Agreement by the District, upon providing 30 days' written notice to the District; (3) the District may terminate this Agreement at any time at its option, for any reason or no reason at all.
- IV. **INDEPENDENT CONTRACTOR.** All services provided pursuant to this Agreement shall be provided by the Contractor as an independent contractor and not as an employee of the District for any purpose. Any and all officers, employees, subcontractors, and agents of the Contractor, or any other person engaged by the Contractor in the performance of work or services pursuant to this Agreement, shall not be considered employees of the District. Any and all actions which arise as a consequence of any act or omission on the part of the Contractor, its officers, employees, subcontractors, or agents, or other persons engaged by the Contractor in the performance of work or services pursuant to this Agreement, shall not be the obligation or responsibility of the District. The Contractor, its officers, employees, subcontractors, or agents shall not be entitled to any of the rights, privileges, or benefits of the District's employees, except as otherwise stated herein.

- V. **INDEMNIFICATION.** The Contractor, and any and all officers, employees, subcontractors, and agents of the Contractor, or any other person engaged by the Contractor in the performance of work or services pursuant to this Agreement, shall indemnify, defend, and hold harmless the District and its officials, employees, contractors, and agents from any loss, claim, liability, and expense (including reasonable attorneys' fees and expenses of litigation) arising from, or based in the whole, or in any part, on any negligent act or omission by the Contractor, its officers, employees, subcontractors, and agents, or any other person engaged by the Contractor in the performance of work or services pursuant to this Agreement. In no event shall the District be liable to the Contractor for consequential, incidental, indirect, special, or punitive damages. Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation on liability to which the District is entitled under Minnesota Statutes, Chapter 466 or otherwise.
- VI. **INSURANCE.** The Contractor agrees that before any of the services can be performed hereunder, the Contractor shall procure at a minimum: worker's compensation Insurance as required by Minnesota state law; professional liability in an amount not less than \$1,000,000.00 per occurrence and \$2,000,000 in the aggregate; and commercial general liability in an amount of not less than \$1,500,000.00 per occurrence for bodily injury or death arising out of each occurrence, and \$1,500,000.00 per occurrence for property damage. To meet the commercial general liability requirements, the Contractor may use a combination of excess and umbrella coverage. The Contractor shall provide the District with a current certificate of insurance listing the District as an additional insured with respect to the commercial general liability and umbrella or excess liability. Such certificate of liability insurance shall contain a statement that such policies shall not be canceled or amended unless 30 days' written notice is provided to the District, 10 days' written notice in the case of non-payment. The District, its agents, officials, and employees must be named as additional insured on the certificate of insurance. **[The coverages required may need to be revised on a case-by-case basis depending on the nature of the services and professional liability insurance may need to be added].**
- VII. **CONFLICT OF INTEREST.** The Contractor shall use best efforts to meet all professional obligations to avoid conflicts of interest and appearances of impropriety.
- VIII. **THIRD PARTY RIGHTS.** The Parties to this Agreement do not intend to confer on any third party any rights under this Agreement.
- IX. **NOTICES.** Any notices permitted or required by this Agreement shall be deemed given when personally delivered or upon deposit in the United States mail, first class and postage fully prepaid, and addressed to the addresses above, or at such other address as either party may provide to the other by notice given in accordance with this provision.
- X. **MISCELLANEOUS PROVISIONS.**
- A. **Entire Agreement.** This Agreement shall constitute the entire agreement between the District and the Contractor, and supersedes any other written or oral agreements between

the District and the Contractor. This Agreement can only be modified in writing signed by the District and the Contractor.

- B. Data Practices Act Compliance.** Data provided, produced or obtained under this Agreement shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. The Contractor will immediately report to the District any requests from third parties for information relating to this Agreement. The Contractor agrees to promptly respond to inquiries from the District concerning data requests.
- C. Audit.** The Contractor must allow the District, or its duly authorized agents, and the state auditor or legislative auditor reasonable access to the Contractor's books, records, documents, and accounting procedures and practices that are pertinent to all Services provided under this Agreement for a minimum of six years from the termination of this Agreement.
- D. Choice of Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of Minnesota. Any disputes, controversies, or claims arising under this Agreement shall be heard in the state or federal courts of Minnesota and the parties waive any objections to jurisdiction.
- E. No Assignment.** This Agreement may not be assigned by either party without the written consent of the other party.
- F. No Discrimination.** The Contractor agrees not to discriminate in providing products and services under this Agreement on the basis of race, color, sex, creed, national origin, disability, age, sexual orientation, status with regard to public assistance, or religion.
- G. Agreement Not Exclusive.** The District retains the right to hire other additional contractors in the District's sole discretion.
- H. Severability.** The provisions of this Agreement are severable. If any portion of this Agreement is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision will not affect the remaining provisions of the Agreement.
- I. Waiver.** Any waiver by either party of a breach of any provision of this Agreement will not affect, in any respect, the validity of the remainder of this Agreement.
- J. Compliance with Laws.** The Contractor shall exercise due professional care to comply with applicable federal, state, and local laws, statutes, rules, ordinances, and regulations in effect as of the date the Contractor agrees to provide the applicable services detailed in Exhibit A.

K. Headings. The headings contained in this Agreement have been inserted for convenience of reference only and shall in no way define, limit, or affect the scope and intent of this Agreement.

[remainder of page left intentionally blank]

IN WITNESS WHEREOF, the parties hereto have executed or caused to be executed by their duly authorized officials, this Agreement as of the date first written above.

**METROPOLITAN MOSQUITO
CONTROL DISTRICT**

By: _____

Rena Moran
Chair of Commission

By: _____

Maria Mancilla-Diaz
Business Administrator

CONTRACTOR

By: _____

By: _____

Exhibit B: Proposal Checklist

| Number | Submission Requirements / Proposal Criteria Item | Yes |
|--------|--|-----|
| 1 | Cover Letter | |
| 1 | Table of Contents | |
| 2 | Firm Overview and Organizational Structure | |
| 3 | Relevant Project Experience Sheets (<i>maximum 5 projects</i>) | |
| 4 | Key Personnel and Resume Information | |
| 5 | Project Approach and Methodology | |
| 6 | Design Vision Statement | |
| 7 | References (minimum of 3) | |
| 8 | Fee Proposal | |
| 9 | Differentiae | |
| 10 | Proof of Licensure and Insurance | |
| 11 | Optional Supporting Materials | |