



February 20, 2026

Request for Proposals (RFP)

Construction Management Agent (CMa) Services for the

R.H. Stafford Library Improvements Project

Woodbury, MN



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1. Project Information

1.1 Project Overview

Washington County is seeking Construction Management Agent (CMA) services for the construction of a Library Improvements project for the R.H. Stafford Branch Library in Woodbury, MN.

Washington County (*hereinafter referred to as the County*) makes this Request for Proposals (*hereinafter referred to as RFP*) to obtain proposals for Construction Management Agent services (*hereinafter referred to as CMA*) that will be used to select a construction manager for the project. The project is generally described in the “Scope of Services” contained within this RFP.

1.2 Project Background

The existing Washington County R.H. Stafford Branch Library (*hereinafter referred to as R.H. STAFFORD LIBRARY*) located at 8595 Central Park Place in Woodbury was constructed in 2002 and is currently in need of facility improvements. The existing Library adjoins the City’s Central Park facility which has just reopened after undergoing an extensive renovation project throughout 2025. The Stafford Library was included as part of an overall pre-design feasibility study for the Central Park project back in 2020 but was not included in the full redesign and construction effort for 2025. Nevertheless, an entirely new roof replacement scope with a new solar panel array system was provided for Stafford Library as part of the Central Park project in coordination with the City of Woodbury. The existing R.H. Stafford Library has become outdated and needs significant improvements. As currently configured, the Library’s public spaces and staff only spaces lack flexibility to accommodate current and future programs.

1.3 Project Goals and Objectives

The CMA shall work with the County to facilitate the successful construction of the R.H. Stafford Library Improvements project on time and in budget. Consistent collaboration with the County’s awarded Consultant Design Team (*hereinafter referred to as Architect*) throughout the preconstruction phase of the project will be key in minimizing as many unforeseen conditions as possible throughout the construction phase. Consistent management of the project’s budget, change orders, general conditions, and schedule milestones will be objectives for the delivery of this project. A few of the key project specifics for this RFP include:

- The anticipated Project Construction Budget: \$16,500,000
- Schedule: The anticipated construction start for the R.H. Stafford Library Project is Spring of 2027. The actual date will need to be determined in coordination with the reopening date for the Park Grove Library in Cottage Grove which is scheduled to being construction in Spring of 2026.
 - The two County libraries will NOT be closed at the same time.
- The County’s RFP evaluation team has selected *MSR Design* as the recommended Architect for the project, pending County Board approval. *MSR Design* will begin their work in March 2026.
 - The design process will be broken into two Phases requiring CMA preconstruction services:
 - Phase 1: Pre-Design Feasibility Study (Three Concept Options to be defined, each requiring their own cost estimate analysis by the CMA)
 - Phase 2: Design (SD, DD, CD for selected Concept Option with design milestone cost estimates to be included by the CMA)
 - See *Appendix C: RFP for Architectural & Engineering Services* for reference only. This includes Addendum No.1 information that provides existing floor plan drawings for reference.

RFP for Architectural & Engineering Services

1.4 Project Schedule

The project work will commence after the award of contract for the selected Construction Manager. The CMA will propose an overall project design schedule based on the following:

Service Type	Anticipated Date
Request for Proposal (RFP) Solicitation Release	February 20, 2026 (Fri)
Notice of Intent to Propose Due	March 4 , 2026 (Wed)
Pre-Proposal Site Tour <i>(See RFP Section 4 for more info.)</i>	March 6, 2026 (Fri)
Written Questions Due	March 13, 2026 (Fri)
County Response to Questions Issued via RFP Addenda	March 20, 2026 (Fri)
Proposals Due	March 27, 2026 (Fri)
CMA Interviews <i>(If Necessary)</i>	April 8, 2026 (Wed)
CMA Selection / Notifications	April 15, 2026 (Wed)
Contracts	May 2026
Preconstruction	May 2026 – February 2027
Bidding & Contracts	March 2027 – May 2027 (TBD)
Construction	2027 – 2028

1.5 Project Oversight

Select members of the Washington County Building Services staff and Library staff will serve as the Project Management Team (hereinafter referred to as PMT) and be responsible for overseeing the design and construction process. The County's Building Services Project Manager team will be the consistent, main point of contact throughout the entirety of the project and will ensure clear communication between the Consultant team and the County's project partners as noted above.

The County's primary Project Manager will be:

Dan Lawrence, Senior Project Manager
Email: Dan.Lawrence@washingtoncountymn.gov
Phone: 651-430-6226

Washington County Government Center
Building Services Division, Public Works
14949 62nd Street North
Stillwater, MN 55082

The County's secondary Project Manager will be:

Greg Miller, Project Manager
Email: Greg.Miller@washingtoncountymn.gov
Phone: 651-430-6249

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Building Services Division, Public Works
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Stillwater, MN 55082

End of Section 1

2. Scope of Services

The intent of this section is to identify project CMA work scope requirements and deliverables to be incorporated into the overall contract for professional services. At a high level, this includes the following CMA work scope phases: 1) Preconstruction, 2) Bidding and Permitting, 3) Construction, and 4) Post-Construction.

2.1 CMA Work Scope Phases

1. **Preconstruction Services**
 - *Design Review*
 - *Cost Estimating*
 - *Critical Path Schedule Development*
 - *Front-End Specification Development*
2. **Bidding Services & Permitting Services**
 - *Project Bidding*
 - *Contracts for Construction*
 - *Project Permitting*
3. **Construction Services**
 - *Project Administration*
 - *Project Construction*
4. **Post-Construction Services**
 - *Project Turnover*
 - *Warranty Correction Period*

2.2 Preconstruction Services

What follows is an outline of the minimum expected work scopes to be incorporated into the contract of professional services and completed by the awarded Construction Management firm. ***The CMA shall define the full scope of preconstruction services as part of their proposal.*** Key tasks include, but are not limited to, the following:

2.2.A Design Review

Working in conjunction with the Architect and County, the CMA shall review milestone design phase deliverable documents as follows:

- Pre-Design Feasibility Study (Three [3] Concept Design Options)
- Schematic Design
- Design Development
- 75% Construction Documents
- 90% Construction Documents

The CMA's reviews shall inform the development of their cost estimate budget updates as well as any recommendations for the feasibility of proposed construction assemblies, procurement lead times relative to installation and construction schedule, and market factors driving construction costs that may influence the need for value engineering or alternate design options.

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2.2.A-1 Progress Plan Reviews and Evaluation

The CMa shall periodically review the project's design documentation furnished by the Architect to ascertain the requirements of the project and prepare for the bidding, permitting and construction phases of the work.

- The CMa shall consult with the County and the Architect regarding the development of the project's design progress and provide recommendations for any reviewed conditions that may adversely affect constructability, cost or schedule.
 - If needed, value engineering, life cycle cost analysis, and/or evaluations for alternative materials and systems will be performed in coordination with the Architect prior to the beginning of construction.
- The CMa shall review all design drawings and specifications for clarity and completeness and make appropriate recommendations as needed to ensure a high quality of bidding documentation with the least amount of work scope gaps as possible.
- The CMa shall attend a regular schedule of design progress meetings with the County and the Architect to confirm design scope changes that may impact cost estimate updates at the completion of each milestone design phase.

2.2.A-2 Final Review (90% Construction Documents)

The CMa shall participate in a final project design review meeting of the 90% Construction Document set of drawings and specifications with the County and the Architect. This will be an in-person page turn review of the project documents that will inform the final cost estimate checks to be completed by the CMa prior to the bidding period.

2.2.B Cost Estimating

Based on design phase milestone documents prepared and issued by the Architect, the CMa shall develop periodic construction cost estimate updates for the following:

- Pre-Design Feasibility Study (Three [3] Concept Design Options)
- Schematic Design
- Design Development
- Construction Documents (75% and 90% CD's)

If overall project cost estimates track well above the stated County budget, then the CMa shall coordinate with the County and the Architect to value engineer the project.

- As part of the VE process, the CMa shall provide suggestions for alternative materials, systems, and bidding strategies (add alternates / deduct alternates) and provide corresponding VE cost estimate evaluations and comparisons.
- The CMa shall review the feasibility of proposed construction details, material lead times (time requirements for procurement), installation/construction factors relative to costs, schedule and sequencing, and any additional conditions pertaining to construction costs. Value Engineering cost estimates prepared by the CMa shall identify the detailed project cost savings for the proposed alternatives.

2.2.C Critical Path Schedule Development

Throughout the preconstruction phase of the project, the CMa shall develop a critical path construction schedule that identifies all components of the work. Periodic updates to the CMa's

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schedule are anticipated as a greater level of project detail and specificity becomes available throughout the design phase process.

- This CMA's critical path construction schedule shall include, but not be limited to:
 - Identification of realistic durations, logical sequencing and phasing for all anticipated prime contractor work scopes.
 - Early identification of anticipated long lead items (products and/or equipment) to allow for enough procurement time relative to ordering and delivery dates.
 - Confirmation of the project completion date based on the Certificate of Occupancy schedule requirements identified by the County.
- Throughout the preconstruction phase, the CMA shall regularly coordinate with the Architect to confirm that their anticipated schedule for milestone design phase deliverables remains on track. The CMA's critical path schedule may need to adjust if the Architect's schedule is accelerated or delayed.

2.2.D Front-End Specification Development

Working in conjunction with the Architect and County, the CMA will be responsible for preparing several front-end specification sections for incorporation into the overall project manual for construction.

2.2.D-1 Division 00 – Procurement and Contracting Requirements

- The CMA shall coordinate with the Architect and County to prepare the following **minimum** content:
 - 00 1000 Invite for Bids
 - 00 2100 Instructions to Bidders
 - 00 4100 Bid Forms
 - 00 5100 List of Contract Forms
 - 00 5110 Potential Change Order Request Forms
 - 00 7200 General Conditions
 - 00 7343 Wage Determination
- The CMA shall advise if supplementary conditions or special conditions are required.

2.2.D-2 Division 01 – General Requirements

- The CMA shall coordinate with the Architect and County to prepare the following **minimum** content:
 - 01 1000 Project Summary
 - 01 1200 List of Work Scope Categories
 - 01 1210 General Requirements for All Work Scopes
 - 01 2900 Payment Procedures
 - 01 3100 Project Management & Coordination Procedures
 - 01 3210 Project Schedule Requirements
 - 01 3253 Project Safety Requirements & Site-Specific Safety Plan
 - 01 3300 Submittal Procedures
 - 01 4400 Quality Assurance Procedures
 - 01 5010 Temporary Facilities and Controls
 - 01 7700 Closeout Procedures

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- Relative to specification sections *01 1200 List of Work Scope Categories* and *01 1210 General Requirements for All Work Scopes*, the CMa shall be responsible to define the division of the project construction into individual work scope contracts. Due to the multiple prime contracts for construction, the CMa shall review and analyze the Construction Documents (drawings and specifications) to define the types of labor work scope categories required for the project.
- Due to the awarding of multiple prime contracts, the CMa will review the Construction Documents to make work scope definition recommendations that provide for:
 1. The work of the multiple prime contractors is coordinated.
 2. All requirements for the project have been assigned to the appropriate contract.
 3. The likelihood of work scope jurisdictional disputes has been minimized.
 4. Proper coordination has been provided for phased construction.
 5. Ensure the County is receiving high quality work at a reasonable price.
- The Architect and County shall participate in a coordination meeting with the CMa to confirm the bid package Work Scope determinations. The meeting will compare the Construction Document drawings versus specifications to identify any scope gaps in the bidding work scopes. This meeting is critical to assist with finding missing work scope items shown in the drawings but not in the corresponding specifications sections, or vice versa.

2.3 Bidding Services & Permitting Services

What follows is an outline of the minimum expected work scopes to be incorporated into the contract of professional services and completed by the awarded Construction Management firm. ***The CMa shall define the full scope of bidding services and permitting services as part of their proposal.*** Key tasks include, but are not limited to, the following:

2.3.A Project Bidding

Working in conjunction with the Architect and County, the CMa will be responsible for soliciting and qualifying competitive bids for the multiple prime contractor project work scopes.

2.3.A-1 Advertisement for Bid

- The CMa shall draft the Advertisement for Bid in coordination with the County. The document shall include, but not be limited to: project details, bid submission instructions, schedule for bidding, the CMa's contact information, insurance and bond requirements.
- The "Ad for Bid" document will be issued to the County by the CMa for the County's use in publishing to the County's website.
- Nevertheless, the CMa is responsible for actively soliciting vendors and generating interest in the project from the local pool of contractors to ensure competitive bids for all work scope categories. The CMa's solicitation of prospective bidders' interest in the project and the establishment of a bidding schedule will be in accordance with Washington County contract administration guidelines.

2.3.A-2 Issuance of Bidding Documents

- The CMa, in coordination with the Architect and County, shall issue bidding documents to interested bidders per the instructions set forth in the Advertisement for Bid.

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- The CMA shall be responsible for organizing and conducting a pre-bid meeting at the site(s) with prospective bidders. This meeting shall require mandatory attendance by bidders with a sign-in sheet distributed by the CMA to the County.
- The CMA shall assist the Architect with facilitating answers to bidder questions. Response information will be issued by the CMA via Addendum documentation prepared by the Architect.

2.3.A-3 Electronic Bid Opening and Bid Tabulation

- The CMA shall utilize an e-bidding platform (e.g., QuestCDN) and be responsible for managing all electronic bidding documentation.
- The CMA shall conduct a public electronic bid opening at the Washington County Government Center in Stillwater, MN. The e-bidding platform shall not allow any bids to come in after the stated deadline.
- The CMA shall review each bid for conformity with the requirements of the bid package and contract documents and make recommendations to the County on the award of contracts or rejection of bids.
- The CMA shall provide the County with bid tabulations, proposal forms, bid securities, proposed contracts, and executed letters of authorization no more than five (5) working days after bid opening.

2.3.B Contracts for Construction

The CMA shall assist the County in preparing the multitude of construction prime contracts and advise the County on the acceptability of subcontractors and material suppliers proposed by the prime contractors.

- The CMA shall collect executed contracts, purchase orders, affidavits of assurance, insurance certificates, and performance and payment bonds and distribute copies to the County and the Architect as needed.
- The CMA shall become familiar with and adhere to the County contract administration guidelines for the award of bid to any prime contractor for any work scope bid package.

2.3.C Project Permitting

The CMA shall coordinate with the County and Architect to prepare submissions and response documentation for plan reviews and permitting with the local Authorities Having Jurisdiction (AHJ).

- The CMA shall assist the County in obtaining building permits and any additional special permits for permanent improvements, except for permits required to be obtained directly by the various prime contractors.
- The CMA shall assist the County and Architect in connection with the County's responsibility for filing documents required for the approvals of government Authorities Having Jurisdiction (AHJ) over the project.
- AHJ reviews include, but are not limited to:
 - Commercial Building Permit (City of Woodbury).
 - Sign Permit (City of Woodbury).
 - Stormwater Permit (MPCA).
 - Watershed Permit (SWWD).

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- The CMA will verify that the County has paid applicable fees and assessments.
- The CMA will verify that the Architect has prepared application submissions and response documentation for the following two agencies:
 - Sewer Availability Charge, SAC determination (Metropolitan Council).
 - State Plumbing Review (MN Department of Labor and Industry).
- The CMA shall coordinate issuance of any design change of work documentation coming out of the AHJ reviews with the Architect and County as follows:
 - If before/during bidding, revisions to be issued via Addenda.
 - If after contract award, revisions to be issued via proposal request.
 - Note: All response information for change of work documentation will be collected and prepared by the Architect.

2.4 Construction Services

What follows is an outline of the minimum expected work scopes to be incorporated into the contract of professional services and completed by the awarded Construction Management firm. **The CMA shall define the full scope of construction services as part of their proposal.** Key tasks include, but are not limited to, the following:

2.4.A Project Administration

The CMA shall be responsible for managing and monitoring the work of the multiple prime contractors and shall recommend courses of action to the County when contract requirements are not being fulfilled.

2.4.A-1 Contracts

The CMA shall provide administration of the multiple prime contracts for construction in cooperation with the County.

2.4.A-2 Administrative Management

The CMA shall provide administrative, management, and related services to coordinate scheduled activities and responsibilities of the multiple prime contractors with each other and with those of the CMA, the County and the Architect to manage the project in accordance with the project budget, the project schedule and the contract documents.

- The CMA will coordinate with the County and maintain a fully equipped project office facility on-site to perform all required CMA duties, conduct meetings and conduct coordination of on-site temporary facilities.
- The CMA will be required to have a full-time superintendent on site during the entire construction duration. **No personnel substitutions will be allowed without written approval from the County (Owner).**
- The CMA will seek approval from the County of the work schedule of the full-time superintendent prior to the start of construction.

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2.4.A-3 Prevailing Wage

The CMA shall monitor and manage all subcontractors for compliance to prevailing wage requirements per Minnesota State and Federal Law and Washington County policy. The CMA shall provide prevailing wage reports to the County upon request.

- a) Ensure the Grantee certifies to the DLI that laborers and mechanics at the project site will be paid prevailing wages. The certification form should be signed as part of the grant contract.
- b) Ensure all contractors for a project specifically state the prevailing wage rates, prevailing hours of labor and hourly basic rates of pay.
- c) Ensure applicable prevailing wage determinations for the project along with the following language is incorporated into proposals and all contracts, including all contracts with subcontractors, and the wage determination is posted in a conspicuous location on the project site All work on a project must be performed under contracts that specifically include the prevailing wage obligations of the Minnesota Prevailing Wage Act.
 1. Pursuant to Minnesota Statutes 177.41 to 177.44 and corresponding Minnesota Rules 5200.1000 to 5200.1120, this contract is subject to the prevailing wages as established by the Minnesota Department of Labor and Industry. Specifically, all contractors and subcontractors must pay all laborers and mechanics the established prevailing wages for work performed under the contract. Failure to comply with the aforementioned may result in civil or criminal penalties.
- d) Complete and submit required certified payroll reports no more than 14 days after the end of each pay period. Provide the County with a copy of these records upon completion.

2.4.A-4 General Conditions

General conditions will be handled as a pass-through cost to the County (Owner) through the CMA only. General Conditions (i.e. Dumpsters, toilets, temp partitions, temp barricades, etc.) will not be completed by any of the multiple prime contractors.

2.4.A-5 Insurance Certificates

The CMA shall receive and monitor the expiration date of certificates of insurance from the multiple prime contractors and forward them to the County (Owner).

2.4.A-6 Budget

The CMA shall monitor the approved overall project budget and provide consistent updates to the County. The CMA shall regularly identify actual costs for activities in progress and identify estimates for uncompleted tasks as compared to the approved overall project budget.

a) Accounting Reports

- The CMA shall develop cash flow reports and forecasts for the construction project and advise the County as to variances between actual costs and budgeted or estimated costs. These budget tracking reports shall be updated regularly for review during OAC (Owner-Architect-Contractor) meetings.

b) Accounting Records

- The CMA shall maintain accounting records on authorized work performed under unit costs, additional work performed based on actual costs of labor and materials, and other work requiring accounting records.

2.4.A-7 Payment Processing

The CMA shall develop and implement procedures for the review and processing of applications by the multiple prime contractors for progress payments and final payments. The review and processing procedures will be approved by the County during the preconstruction phase and coordinated with the Architect.

a) Pay Application Review

- Based on the CMA's observations and evaluations of the construction progress for each of the multiple prime contractor's application for payment, the CMA will review and certify the amounts due to the respective contractors.

b) Pay Application Processing

- The CMA shall prepare a project application for payment based on the multiple prime contractors' certificates for payment. The CMA's certification for payment will constitute a representation to the County based on the CMA's and Architect's determinations at the site and on the data comprising the contractors' applications for payment, that, to the best of the CMA's knowledge, information and belief, the work has progressed to the point indicated and the quality of the work is in accordance with the contract documents.
- The foregoing representations are subject to an evaluation of the work of conformance with the contract documents upon substantial completion, to results of subsequent tests and inspections, to minor deviations from the contract documents correctable prior to completion and to specific qualifications expressed by the CMA.
- The issuance of a Certificate for Payment will further constitute a representation that the prime contractor is entitled to payment in the amount certified.

2.4.A-8 Change Orders

The CMA shall review requests for changes, assist in negotiating prime contractors' proposals, submit recommendations to the Architect and County, and, if they're accepted, prepare change orders and construction change directives which incorporate the Architect's modifications to the documents. The CMA will become familiar with and adhere to the Washington County contract guidelines for approval and processing of all supplemental agreements.

a) Supplemental Agreements

- All supplemental agreements and proposal requests will be tracked in the CMA's potential change order log, which will be the basis for the supplemental agreement report to the County.

b) Claim Review and Documentation

- The CMA shall assist the Consultant design team (Architect) and the County (Owner) in the review, evaluation, and documentation of claims.

2.4.B Project Construction

The CMA shall be responsible for coordinating scheduled activities of the multiple prime contractors per the project schedule and shall ensure continuous quality control throughout all phases of the construction progress resulting in project conformance to the established requirements of Washington County.

2.4.B-1 Site Supervision

The CMA shall be required to be on site each workday throughout the **entire** construction period. From the very first prime contractor's first day on the site to the last prime contractor to finish their work, the CMA's full-time site Superintendent and Project Manager shall be readily available through final project acceptance by the County. This includes, but is not limited to, successful equipment start-up and training for building systems, and the issuance of the certificate of occupancy from the local Authority Having Jurisdiction (AHJ).

2.4.B-2 Safety Programs

The CMA shall provide recommendations and information to the County team (Owner) regarding the allocation of responsibilities for safety programs among the multiple prime contractors.

The CMA shall assume supervisory responsibility for safety and the protection of people on site throughout the project's duration:

- The CMA shall review the safety programs developed by each of the prime contractors for purposes of coordinating the safety programs with those of the other prime contractors.
- The CMA will, at a minimum, conduct weekly meetings to discuss safety and to ensure that each prime contractor prepares and submits an adequate safety program and provides general safety signage and postings for the project.

2.4.B-3 Critical Path Construction Schedule

The CMA shall update the critical path construction schedule (initiated during the preconstruction phase) by incorporating the anticipated activities and durations of the multiple prime contractors on the project including, but not limited to:

- Activity sequences and durations, allocation of labor and materials.
- Processing and review of shop drawing, product data, and sample submittals.
- Anticipated delivery of products requiring long lead time and procurement.
- The project construction schedule will include the County's Occupancy deadline.

The CMA will update and reissue the project construction schedule on a regular basis as required to show progress and critical path activities. If an update indicates that the previously approved project construction schedule may not be met, the CMA will recommend corrective action to the County to ensure the project is completed on time.

a) Construction Sequence

- The CMA shall schedule and coordinate the sequence of construction in accordance with the contract documents and the latest approved project construction schedule.
- Consistent with the various bidding documents, and utilizing information from the multiple prime contractors, the CMA shall coordinate the sequence of construction and assignment of space in areas where the contractors are performing work.

b) Coordination of Materials

- The CMA shall expedite and coordinate the ordering and delivery of materials requiring long lead times.

c) Pre-Construction & Progress Meetings

- The CMA shall schedule and conduct pre-construction meetings as required for each prime contractor to discuss such matters as scope, procedures, safety, schedule, and coordination between trades on site.
- The CMA shall schedule and conduct regular construction progress meetings following a CMA generated meeting agenda. Construction progress meetings to include active prime contractors, the County, and the Architect.
- The CMA shall schedule and conduct regular Owner-Architect-Contractor (OAC) meetings following a CMA generated meeting agenda (*Note: Owner is the County*).
- The CMA shall prepare and promptly distribute meeting minutes to the County, Architect and prime contractors.

2.4.B-4 Quality Control (Prime Contractor Performance)

The CMA shall determine, in general, if the work of each prime contractor is being performed in accordance with the requirements of the contract documents:

- The CMA shall endeavor to guard the County against defects and deficiencies in the work.
- As appropriate, the CMA will have authority, upon written authorization from the County, to require additional inspection or testing of the work in accordance with the provisions of the contract documents, whether or not such work is fabricated, installed or completed.
- The CMA, in consultation with the Architect, may reject work which does not conform to the requirements of the contract documents.

2.4.B-5 Project Management

The CMA shall be responsible for effectively managing the project's resources, coordinating the various prime contractors and building trades, and mitigating potential risks. The flow and sequencing of requesting and receiving information from prime contractors, the Architect and the County shall be critical for maintaining the project schedule, ensuring quality results and staying on budget.

a) Online Project Management Software

- The CMA shall use a consistent online project management software system to organize, plan, and execute the project from beginning to end. This will be the primary system for transmission of project documents between the CMA, the multiple prime contractors, the Architect and the County.

b) Requests for Information (RFI)

- The CMA shall utilize their online project management software to transmit project questions to the Architect and the County. Questions may pertain to issues such as, but not limited to, active construction conditions, and requests for interpretations of the meaning and intent of the construction drawings and specifications. The RFI response information will be posted back to the CMA's project management software system to resolve the issue.

c) Submittals (*Shop Drawings, Product Data, Samples, etc.*)

- The CMA shall utilize their online project management software system to establish and implement the submittal review and approval process for project shop drawings, product data, and sample reviews. If needed due to critical path procurement items, the CMA shall coordinate with the Architect and the County to expedite the review and approval process.
- The CMA shall **review and stamp** all submittals (shop drawings, product data, samples, etc.) from the multiple prime contractors **prior** to uploading the documentation to their online project management software system for Architect review.
- The CMA shall coordinate submittals with information contained in related documents and transmit to the Architect those which have been reviewed by the CMA.
- The CMA's actions shall be taken with such reasonable promptness as to cause no delay in the work or in the activities of the County or multiple prime contractors.

d) Progress Reports

- The CMA shall record the progress of the project on a regular basis.
- The CMA will submit written progress reports to the County and Architect including information on each contractor and each contractor's work, as well as the entire project, showing percentages of completion.
- The CMA will keep a daily log containing a record of weather, each contractor's work on the site, number of workers, identification of equipment, work accomplished, problems encountered, and other similar relevant data as the County may require throughout the duration of the project.

e) Project Record Documentation

- The CMA shall maintain a comprehensive set of documents that track the project's progress and details from start through completion. This documentation shall be uploaded to their online project management software system and a hard copy set shall be collected and maintained at the project site.
 - Documentation to include: one record copy of all prime contractor contracts, Construction Documents (drawings, specifications, addenda), contract modification documents (i.e., proposal requests, change orders)
 - The project record documentation shall track deviations from base bid project conditions to record any work scope changes moving through construction.
- The CMA will make all such records available to the Architect upon completion of the project for their use in developing the final As-Built documents to be issued to the County in electronic format.

f) Material Deliveries and Storage

- The CMA shall arrange for the delivery, storage, protection and security of any County provided / purchased materials, FFE, systems, etc., that are a part of the project until such items are incorporated into the project.

2.4.B-6 Project Close-Out

The CMA shall be responsible for ensuring all aspects of the project are complete and documented. From substantial completion through project hand over to the County, the CMA shall finalize all project inspections, project documentation, and project accounting.

a) Start-Up and Testing

- The CMA shall observe the multiple prime contractors' final testing and start-up of all operational equipment for building systems, utilities, etc., in coordination with the Architect, and more importantly, the County's operations / maintenance technician personnel.
- The CMA shall coordinate/schedule all required AHJ inspection reviews and approvals.

b) Substantial Completion and Punch List

- The CMA shall evaluate the progress completion of the multiple prime contractors' work and make recommendations to the Architect and County when the project is ready for punch list inspection(s).
- When the facility is deemed sufficiently complete for County use, the CMA and Architect shall confirm County approval prior to issuance of the official Certificate of Substantial Completion for the project.
- The CMA shall then attend site walk-through Punch List meetings as required to identify items needing to be completed or corrected following substantial completion. The CMA will consolidate the Consultant design team's lists and prepare the official Punch List document for completion progress tracking and sign-off.

c) Final Inspections

- The CMA shall coordinate the final correction and completion of the prime contractor work scopes for final walk-through inspections with the Architect and County to confirm all punch list items have been addressed.
- The CMA shall coordinate/schedule any final AHJ inspection reviews and approvals.

d) Certificate of Occupancy

- The CMA shall assist the County in obtaining the Certificate of Occupancy from the local AHJ. This task includes accompanying the AHJ officials during inspection, preparing and submitting property documentation to the appropriate approving agencies, coordinating final testing, and other activities.

e) Warranty and Operation and Maintenance (O&M) Manuals

- The CMA shall collect and transmit bound hard copies and an electronic copy of all project work scope warranties, and similar submittals, required by the contract documents to the County.
- The CMA shall ensure the prime contractors compile material, such as manufacturer's operations and maintenance manuals, equipment data lists with make, model and serial number, warranties, guarantees, etc., in an organized manner, and prepare an appropriate index for the County's use.

f) Project Accounting

- The CMA shall prepare final accounting and close-out reports for each of the prime contracts with the County, including that of the CMA itself.

g) Project Record Drawings (As-Builts)

- The CMA shall collect and transmit prime contractor as-built drawings to the Architect for their use in updating a final drawing set that captures the actual construction of the project, including all site changes and revisions.

2.5 Post-Construction Services

What follows is an outline of the minimum expected work scopes to be incorporated into the contract of professional services and completed by the awarded Construction Management firm. **The CMA shall define the full scope of post-construction services as part of their proposal.** Key tasks include, but are not limited to, the following:

2.5.A Project Turnover

The CMA shall handover the completed project and its operational responsibilities to the County for the long-term care and occupancy of the facility. This shall be a transition of project responsibility and knowledge.

2.5.A-1 Transfer of Building Operations

The CMA shall manage the transfer of building operations to the County (Owner). Transfer of operations will not be made until all components of all building systems are complete and fully functional, including the building automation system.

2.5.A-2 Coordination of Training

The CMA shall coordinate the training of County personnel with the prime contractors and their suppliers for operation and maintenance of the major building systems (*e.g., building automation system, fire alarm system, security system, HVAC system*).

- The CMA shall ensure all components of each system, including the building automation system, is complete and fully functional prior to scheduling training for each system and turnover to the County.

2.5.B Warranty Correction Period

A 12-month warranty period (one-year call-back period) shall be required of the CMA to assist the County with the repair/correction of identified defects in prime contractor workmanship/materials/assemblies/equipment/systems not resulting from Owner occupancy. Furthermore, the CMA, along with the prime contractors and any subcontractors, shall be required to keep their insurance active so they can be on site and covered during the warranty correction period.

2.5.B-1 Warranty Walk-through

Relative to the date of substantial completion, the CMA shall attend an 11-month warranty inspection walk-through of the facility with the County (Owner) and Consultant design team (Architect) to look for any possible problems before the warranty period expires at one-year.

- Note: During the 11-months **preceding** this facility warranty walk-through, the CMA may need to assist with post-construction issues related to observed defects noted above.

2.5.B-2 Additional Warranties

After the 12-month correction period, certain prime contractor work scopes may have longer warranty periods that remain in effect and are liable for defects.

2.6 Potential Changes to Scope of Services

The CMA shall describe their process for adjusting professional fees should the scope of services, or the overall project budget, be increased or decreased during the design process. If changes are needed, the County requires the CMA to notify the County's Project Manager in writing as soon as reasonably possible **prior** to any changes being made. Furthermore, CMA fees are to be reviewed with the County's PM at the completion of each milestone project phase to ensure budget conformance.

- **Note:** Any additional costs incurred due to the inability of the CMA to meet the stated expectations of the County in this RFP will not be eligible for compensation. Only justifiable reasons, such as, but not limited to, County requests, inclusion of noted exclusions, or unforeseen conditions, are required for additional services requests to be considered.
- **Note:** If potential changes to CMA scope of services are acted upon without written notification and prior County approval, then the CMA will be proceeding at their own risk with no guarantee of additional compensation by the County.
- **Note:** As highlighted in RFP section 6, Proposal Evaluation, the CMA's Fee Proposal is only worth 10% of the weighted criteria for team selection. The lowest fee proposal does not guarantee the award of project.

2.6.A Exclusions

The CMA shall provide a full, consolidated listing of professional service exclusions as part of their proposal. As applicable, the CMA shall provide an associated unit cost or hourly not-to-exceed value for each exclusion scope. As the project phases progress, the County may choose to include specific exclusions from this list for incorporation into the awarded CMA's scope of services.

2.6.B Unforeseen Conditions

The CMA shall take every step necessary during the design phases to reduce the risk of unforeseen project conditions during the construction phase. Nevertheless, the County acknowledges that potential changes can unexpectedly arise based on categories such as, but not limited to, existing conditions, determinations by Authorities Having Jurisdiction, and County requests. Therefore, written documentation of unforeseen circumstances may be considered as justifiable reasons for potential additional services.

End of Section 2

3. Proposal Content

The following headings define the required content for the proposal and must be submitted in the sequential order identified below. A maximum of 25 pages is required, using 8.5 x 11 paper size, portrait orientation. If needed, larger exhibits, such as a Gantt chart schedule or a fee proposal worksheet, can be submitted as 11x17 landscape format and will count only as one page each.

- Note: No appendices of any kind will be allowed.
- Note: If Section Dividers are added, they will count against the total page requirement.

3.1 **Cover Letter | Executive Summary** *(Note: this doesn't count against the total page maximum)*

The cover letter shall include an executive summary statement of RFP understanding including a summary of the proposed professional services and identification of the Construction Manager's project team. The cover letter shall clearly state the proposing CMa's project team leader and main point of contact by including the name, email address, telephone number, and business address of the contact person(s) representing the team.

3.2 **Table of Contents** *(Note: this doesn't count against the total page maximum)*

The proposing CMa shall identify their proposal response materials by section and page number. The proposal must be submitted in the sequential order listed in this section.

3.3 **Firm Background & History**

The proposing CMa shall describe their firm's background, staff composition and guiding philosophy and methodology relative to delivering projects via a Construction Management Agent process. Emphasis should be placed on the firm's ability and capacity to successfully deliver projects similar to the County's proposed R.H. Stafford Library Improvements project.

3.3.1 **Annual Capacity**

The proposal shall include a statement of the CMa firm's annual capacity for project delivery via the following criteria:

- a) On average, identify the CM's annual volume of work (in construction dollars) over the past ten (10) years.
- b) On average, identify the CM's annual percentage of business mix between Public sector and Private sector over the past ten (10) years.
- c) On average, identify the CM's annual percentage of work completed via the Construction Manager Agent (CMa) delivery method over the past ten (10) years.
- d) The CMa shall identify their current workload and schedule capacity by listing the quantity of active projects they have and what percentage of completion they're at.

3.4 **Key Personnel**

Identify the key personnel from the proposing CMa firm who will be specifically assigned to this project. This listing shall name the individuals, define their work scope role(s) and responsibilities, illustrate their similar project type work experience, and confirm their schedule availability to perform the proposed work. In greater detail, provide resume information for the proposed PM and Superintendent per this Proposal Content Section 3.4.1 and 3.4.2 *(see next page)*.

- *No change in personnel specifically assigned to this project will be permitted by Washington County without the written approval from the County's Project Manager.*

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3.4.1 Project Manager (PM)

The proposing CMA team shall identify a lead Project Manager from their firm that will be the primary point of contact throughout the entirety of the project. The proposal shall provide detailed resume information including the following:

- Educational experience and any professional registration(s) or professional affiliation(s).
- Years of construction experience, including how many years as a project manager.
- Listing of prior project experience (*must include similar PM work on Library projects*).
- Quality control strategies to manage the multiple prime contractors and manage coordination with the County team and the Consultant design team (Architect).
- PM's availability and capacity to remain on the project from beginning to end. **No personnel substitutions will be allowed by Washington County.** Identify how many other projects the Project Manager will simultaneously be working on, if any.
- Must be available in a local office (Twin Cities region) during the entirety of the project.
- Provide three (3) references with contact information.

3.4.2 Job Superintendent

The proposing CMA team shall identify a lead Job Superintendent from their firm that will be the primary, consistent on-site contact throughout the entirety of the project. The proposal shall provide detailed resume information including the following:

- Educational experience and any professional registration(s) or professional affiliation(s).
- Years of construction experience, including how many years as a job superintendent.
- Listing of prior project experience (*must include similar Superintendent work on Library projects*).
- Quality control strategies to manage the multitude of awarded prime contractors.
- Job Superintendent's availability and capacity to remain on the project from beginning to end. **No personnel substitutions will be allowed by Washington County.** Identify how many other projects the Job Superintendent will simultaneously be working on, if any.
- Provide three (3) references with contact information.

3.5 Project Experience

The CMA firm shall include a comprehensive listing of past project experience within the last 10 years for the following three categories (if applicable):

1. Library projects. Identify year of completion.
2. Projects delivered **for** Washington County. Identify year of completion.
3. Projects delivered via Const. Mgmt. **Agent** (CMA) services. Identify year of completion.

Furthermore, the CMA's proposal shall include at least three (3) detailed project experience examples. These projects should be ones that are identified in the resumes for the proposed Project Manager and Job Superintendent. The detailed project experience information should include the following:

- Name, location and narrative description of the project.
- Photos of the completed project.
- Overall project budget.
- Year of completion.
- Owner name and contact person.
- Architect name and contact person.

3.6 Detailed Work Plan & Schedule

The proposing CMA firm shall follow the Scope of Services requirements identified in Section 2 of this RFP to define a detailed work plan and schedule to complete the project on time and in budget.

- Define work scope tasks to be accomplished per project phase per CMA team member role.
- Define the full scope of project deliverables per phase.
- Define a critical path timeline (Gantt Chart Schedule format) to meet the stated RFP goals. The schedule shall identify key milestone deliverable due dates and project completion date.

3.8 Construction Management Fee Proposal

Washington County requires an hourly not-to-exceed fee structure. Therefore, the proposing CMA firm shall prepare a detailed Construction Management fee proposal worksheet that includes the following:

- a) Definition of **hourly rates** for each identified personnel role. These rates shall be fixed for the project duration.
- b) **Total Hours**, with the following breakout:
 1. Breakout: Sub-total hours by project phase (four primary phases per RFP section 2.1)
 2. Breakout: Sub-total hours for each identified personnel role.
- c) **Total Fees**, with the following breakout:
 1. Breakout: Sub-total Fees by project phase (four primary phases per RFP section 2.1)
 2. Breakout: Sub-total Fees for each identified personnel role.
 3. Breakout: Sub-total Fee for Reimbursable expenses.
 - i. Identify a detailed listing of all items to be included as Reimbursables.
- d) Identify the CMA firm's overhead and profit rate (O&P) to be applied to any project changes.
- e) Identify a detailed listing of any CMA Scope of Services Exclusions. If applicable, the CMA shall identify an associated professional service cost for each exclusion noted (*unit cost or hourly not-to-exceed value*).
- f) Identify a detailed listing of all items to be included in Construction General Conditions (*e.g., waste removal, temporary site facilities, safety measures*).

NOTE: See *Appendix B: Fee Proposal Worksheet–Example* for a reference only fee proposal worksheet format. The numbers shown in this reference only spreadsheet are fictitious and only meant to serve as an example of the anticipated calculations. Each proposing CMA shall create their own fee proposal worksheet for submission.

3.9 Appendix A – County's Standard Terms and Conditions *(Note: this doesn't count against the total page maximum)*

Submit a signed copy of Appendix A as part of the proposal. The awarded CMA shall be required to comply with the terms and conditions contained therein.

End of Section 3

4. Proposal Questions

4.1 Notice of Intent to Propose

After the pre-proposal tour, if a firm is interested in submitting a proposal of professional Construction Management Agent services, then the CMA respondent must notify the Washington County Project Manager, Dan Lawrence, via email by **4:00 pm on Wednesday, March 4, 2026**.

The email should indicate the Construction Manager's intent to submit a proposal response and must identify the CMA's primary point of contact for future correspondence: *Name, phone number, email*.

4.2 Pre-Proposal Site Tour

A Pre-Proposal site tour will be held on **Friday, March 6, 2026 at 9:00am** at the existing R.H. Stafford Library located at 8595 Central Park Place, Woodbury, MN 55129. The tour will begin in front of the main library entrance located inside the Central Park facility. Attendance at the pre-proposal site tour is not mandatory. Therefore, any questions about RFP clarifications will not be answered during the tour and must be sent via email

4.3 RFP Questions

All questions regarding the content included in this RFP must be sent in writing via email to the following **two** individuals from the Washington County Building Services Division:

1. Dan Lawrence, Senior Project Manager, Email: dan.lawrence@washingtoncountymn.gov
2. Greg Miller, Project Manager, Email: greg.miller@washingtoncountymn.gov

Only written questions sent via email will receive a response. Questions are due via email **by 4:00 pm on Friday, March 13, 2026**. Washington County reserves the right to disregard any questions that come in late.

Any CMA respondent questions pertaining to clarifications of RFP content will be itemized with County response information and distributed to ALL potential RFP respondents via Addendum. This County provided Addendum document will be electronically posted to the Washington County website (<https://www.washingtoncountymn.gov>) under the *County Business* heading in the *Bids, Quotes, and Requests for Proposals* section by **4:00 PM on Friday, March 20, 2026**.

Interested Construction Managers should note the following:

- Proposing CMA firms should thoroughly read through the APPENDIX A: COUNTY'S STANDARD TERMS AND CONDITIONS document attached to this RFP. The awarded CMA shall be required to comply with the terms and conditions contained therein. **This document is non-negotiable.**
- No oral questions regarding the content of this RFP, either by phone or in-person conversation, will be entertained prior to or after the deadline for written questions.
- Proposers may be disqualified if any unsolicited contact related to this RFP is made with any Washington County personnel other than the two RFP Project Managers, Dan Lawrence and Greg Miller, during the proposal process.

End of Section 4

5. Proposal Submission

All proposals must be submitted electronically AND via mail/courier to:

Dan Lawrence, Senior Project Manager

Email: Dan.Lawrence@washingtoncountymn.gov

Phone: 651-430-6226

Washington County Government Center

Public Works, Building Services Division

14949 62nd Street North

Stillwater, MN 55082

Interested Construction Managers must submit the following:

A) Digital copy (PDF format) of the combined Construction Manager proposal sent via email to the County Project Manager's email address noted above.

- **Note:** If the proposal has a digital file size larger than 5 MB, then the CMA respondent shall provide a ShareFile transfer link via email for downloading the PDF.

B) Deliver **three (3)** hard copies of the combined Construction Manager proposal to the Project Manager's mailing address noted above in a sealed package clearly marked as follows:

"CMA Response to RFP for the Washington County R.H. Stafford Library Improvements"

The sealed package shall clearly identify the name and address of the proposing CMA firm.

C) CMA Proposal Submissions are due no later than **2:00 pm on Friday, March 27, 2026.**

Interested Construction Managers should note the following:

- Submission of an electronic copy of the proposal without the three (3) hard copies will not satisfy the submission requirement.
- Failure to submit a proposal on time shall constitute grounds for the rejection of the proposal. Proposals received after this specified time and date won't be considered and won't be returned.
- Upon submission, all proposals become the property of Washington County, which retains the right to use any concept or idea presented in any proposal submitted, whether or not that proposal is accepted.
- Washington County expressly reserves the right to amend or withdraw this RFP at any time and to reject any or all proposals.
- Washington County reserves the right to reject any and all proposals if such action is in the public interest. The County reserves the right to repost for new proposals.
- Washington County is not bound to accept the lowest cost proposal.
- Washington County reserves the right to include any clarifications/revisions to the RFP content in correlation with the question and response process.

Proposal Submission Checklist

The County is providing the following proposal submission checklist as a courtesy to RFP respondents. It remains the responding Construction Manager’s responsibility to thoroughly review this RFP and submit all required materials.

Number	Proposal Criteria Item	Yes
01	Cover <i>(Note: this does not count against the total page requirement)</i>	
02	Cover Sheet <i>(Note: this does not count against the total page requirement)</i>	
03	Table of Contents <i>(Note: this does not count against the total page requirement)</i>	
04	Construction Manager Firm Background information	
05	Key Personnel information	
06	Project Manager and Job Superintendent detailed resume information	
07	References (minimum of three for PM and three for Superintendent)	
08	Project Experience (minimum of three projects delivered via CMA)	
09	Detailed Work Plan	
10	Gantt Chart Schedule	
11	Fee Proposal worksheet with requested breakout of Hours and Fees	
12	Detailed listing of Reimbursables with associated costs	
13	Identification of O&P rate (percentage)	
14	Detailed listing of Exclusions with associated costs	
15	Detailed listing of Construction General Conditions	
16	Signed and dated copy of <i>Appendix A - County’s Standard Terms and Conditions</i> <i>(Note: this does not count against the total page requirement)</i>	
17	Combined Proposal: One (1) electronic copy sent via email (ShareFile transfer as needed) to the County’s Project Manager	
18	Combined Proposal: Three (3) bound hard copies mailed or delivered to the County’s Project Manager at the Government Center in Stillwater	

End of Section 5

6. Proposal Evaluation

Representatives of Washington County will evaluate all proposal responses received by the deadline. A 100-percent scale will be used to create the final evaluation recommendation.

The evaluation factors and weighting on which proposals will be judged are:

1) The quality of the Construction Management firm’s proposal. This pertains to the project specific thoroughness of the response and inclusion of all requested information identified in the RFP. Furthermore, the overall craft and care taken in the presentation of the digital and hard copy assemblies will be considered.	15%
2) The qualifications of the Construction Management firm overall with a demonstrated annual capacity for project delivery. The firm shall have available personnel capacity to perform the work without the need for staff substitutions. The CM firm shall identify their familiarity and experience with completing successful projects via the CMA delivery method.	20%
3) The detailed qualifications of the identified Project Manager and the identified Job Superintendent as defined in RFP section 3.4.1 and 3.4.2. This evaluation factor will include feedback from identified references.	20%
4) Similar Construction Management Agent project experience within the past ten (10) years for, a) Library projects, and/or b) Projects delivered for Washington County, and/or c) Projects within the City of Woodbury. The project experience should demonstrate the inclusion of the full scope of CMA services identified in RFP Section 2, Scope of Services.	20%
5) The proposed detailed work plan, project approach and corresponding schedule presented in Gantt Chart format. The proposal shall demonstrate a project specific understanding through the identification of work scope tasks, milestones and deliverables.	15%
6) Fee Proposal – Cost of Professional Services relative to corresponding breakout of hours per project phase.	10%

Interested Consultants should note the following:

- The County reserves the right to waive any minor irregularities in the proposal process.
- The County reserves the right to interview any, all, or none of the respondents at its discretion.
- The County shall not be liable for any expenses incurred by the Construction Manager including but not limited to expenses associated with the preparation of the proposal.
- This RFP and the content herein, becomes part of the Contract.
- It's anticipated that the evaluation will be completed with firm selection by **April 15, 2026**.

End of Section 6

Appendix A – County’s Standard Terms and Conditions

A contract will be prepared by Washington County upon selection of a firm. The following provisions must be included in any contract and are non-negotiable.

I. Cost And Payment

The Construction Management Firm will provide to the County clear documentation of work completed, dates of work, and location of work. Construction Management Firm invoice(s) will reflect charges in accordance with the Cost Proposal provided. Construction Management Firm invoice(s) will be paid within 30 days of receipt of the invoices providing proper documentation is presented. Payments made under this Contract shall be in the form of Automated Clearing House (ACH), check, or Virtual Credit Card (VCC). The County may withhold payment for failure to provide service to comply with any of the provisions of this agreement; no interest penalty shall accrue against the County.

Charges such as, but not limited to, mileage reimbursement, fuel, trip or parking charges, consumable incidental materials, etc. shall be included in the Construction Management Firm’s overhead and included on the Cost Proposal provided. These charges will not be reimbursed if labeled as “miscellaneous charges.”

II. Nondiscrimination

The Construction Management Firm agrees to comply with the nondiscrimination provision set forth in Minnesota Statute 181.59 and not discriminate on the basis of race, creed, color, or national origin. The Construction Management Firm’s failure to comply with this requirement may result in cancellation or termination of the Contract, and all money due or to become due under the Contract may be forfeited for a second or any subsequent violation of the terms or conditions of this Contract.

III. Compliance with Law

The Construction Management Firm shall comply with all applicable Federal law, State statutes, Federal and State regulations, and local ordinances now in effect or adopted during the performance of the services herein until completion of said services. Failure to meet the requirements of the above shall be a substantial breach of the Contract and will be cause for cancellation of this Contract.

IV. Possession of Firearms on County Premises

Unless specifically required by the terms of this Contract or the person it is subject to an exception provided by 18 USC§ 926B or 926C (LEOSA) no provider of services pursuant to this Contract or subcontractors shall carry or possess a firearm on County premises or while acting on behalf of Washington County pursuant to the terms of this Contract. Violation of this provision is grounds for immediate suspension or termination of this Contract.

V. Subcontracting and Assignment

The Construction Management Firm shall not enter into any subcontract for performance of any services contemplated under this Contract; nor novate or assign any interest in the Contract, without the prior written approval of the County. Any assignment or novation may be made subject to such conditions and provisions as the County may impose. If the Construction

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Management Firm subcontracts the obligations under this Contract, the Construction Management Firm shall be responsible for the performance of all obligations by the subcontractors.

VI. Subcontractor Prompt Payment

Pursuant to Minnesota Statute §471.425 subd. 4a., the Construction Management Firm shall pay any subcontractors within 10 days of the Construction Management Firm's receipt of payment from the County for undisputed services provided by the subcontractor. The Construction Management Firm shall pay interest of 1½ percent per month, or any part of a month, to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10. For an unpaid balance of less than \$100, the Construction Management Firm shall pay the actual penalty due to the subcontractor. The subcontractor shall have third party rights under this Contract to enforce this provision.

VII. Data Practices

All data collected, created, received, maintained, or disseminated for any purpose by the activities of the Construction Management Firm, because of this Contract shall be governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (Act), as amended and the Rules implementing the Act now in force or as amended. The Construction Management Firm is subject to the requirements of the Act and Rules and must comply with those requirements as if it is a governmental entity. The remedies contained in section 13.08 of the Act shall apply to the Construction Management Firm.

VIII. Audits, Reports, Records and Monitoring Procedures/Records Availability & Retention

Pursuant to Minn. Stat. section 16C.05 subd. 5, the Construction Management Firm will:

- A. Maintain all books, records, documents, and accounting procedures and practices that are related to and/or relevant to this Contract or transaction.
- B. Agree that the County, the State Auditor, or legislative authority, or any of their duly authorized representatives at any time during normal business hours, and as often as they may deem reasonably necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, records, documents, and accounting procedures and practices that are related to and/or relevant to this Contract or transaction. The Construction Management Firm agrees to maintain these records for a period of six (6) years from the date of the termination of this Contract.

IX. Indemnification

The Construction Management Firm agrees it will defend, indemnify, and hold harmless the County, its officers and employees against any and all liability, loss, costs, damages, and expenses which the County, its officers, or employees may hereafter sustain, incur, or be required to pay arising out of the negligent or willful acts or omissions of the Construction Management Firm in the performance of this Contract.

X. Insurance Requirements

The Construction Management Firm agrees that in order to protect itself, as well as the County, under the indemnity provisions set forth above, it will at all times during the term of this Contract, keep in force the following insurance protection in the limits specified:

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- A. Commercial General Liability with Contractual liability coverage in the amount of \$1,500,000 per occurrence with a \$3,000,000 aggregate. An excess or umbrella liability policy may be used in conjunction with primary coverage limits to meet the minimum limit requirements.
- B. Professional Liability coverage in the amount of \$2,000,000 per wrongful act or claim with a \$4,000,000 annual aggregate.
- C. Automobile coverage in the amount of \$1,500,000 on a combined single limit basis and include hired and non-owned. An excess or umbrella liability policy may be used in conjunction with primary coverage limits to meet the minimum limit requirements.
- D. Worker's Compensation in statutory amount (if applicable) of bodily injury by accident in the amount of \$500,000 each accident, bodily injury by disease in the amount of \$500,000 each employee, and bodily injury by disease in the amount of \$500,000 policy limit.

Washington County shall be listed as additional insured as it relates to Commercial General Liability and Automobile Liability.

Prior to the effective date of this Contract, the Construction Management Firm will furnish the County with a current and valid proof of insurance certificate indicating insurance coverage in the amounts required by this Contract. This certificate of insurance shall be on file with the County throughout the term of the Contract. As a condition subsequent to this Contract, the Construction Management Firm shall ensure that the certificate of insurance provided to the County will at all times be current. The parties agree that failure by the Construction Management Firm to maintain a current certificate of insurance with the County shall be a substantial breach of the Contract and payments on the Contract shall be withheld by the County until a certificate of insurance showing current insurance coverage in amounts required by the Contract is provided to the County.

Any policy obtained and maintained under this clause shall provide that it shall not be cancelled, materially changed, or not renewed without thirty days' notice thereof to the County.

XI. Independent Contractor

Nothing within the Contract is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties or as constituting the Construction Management Firm as the agent, representative, or employee of the County for any purpose or in any manner whatsoever. The Construction Management Firm is to be and shall remain an independent Contractor with respect to all services performed under this Contract.

The Construction Management Firm will secure, at its own expense, all personnel required in performing services under the Contract. Any and all personnel of the Construction Management Firm or other persons, while engaged in the performance of any work or services required by the Construction Management Firm under this Contract shall have no Contractual relationship with the County and shall not be considered employees of the County.

XII. Termination by County for Convenience

The County may terminate the Contract at any time and for any reason by providing the Construction Management Firm written notice of such termination. Upon such termination the

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Construction Management Firm shall be entitled to compensation for work activities in accordance with the Contract which were incurred prior to termination.

XIII. Termination by County for Cause

The County may immediately terminate the Contract if the County determines that the Construction Management Firm has failed to comply with any of the provisions of the Contract, for breach or default. Termination will be in writing setting forth the manner in which the Construction Management Firm is in default.

The County in its sole discretion may, allow the Construction Management Firm a reasonable period of time not to exceed ten (10) days, in which to cure the defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions. If the Construction Management Firm fails to remedy to the County's satisfaction the breach or default of any of the terms, covenants, or conditions of this Contract within ten (10) days after receipt by the Construction Management Firm of written notice from County setting forth the nature of said breach or default, County shall have the right to terminate the Contract without any further obligation to the Construction Management Firm. Any such termination for default shall not in any way operate to preclude County from also pursuing all available remedies against the Construction Management Firm and its sureties for said breach or default.

XIV. Construction Management Firm Debarment, Suspension and Responsibility Certification

Federal Regulation 45 CFR 92.35 prohibits the County from purchasing goods or services with federal money from vendors who have been suspended or debarred by the federal government. Similarly, Minnesota Statutes, Section 16C.03, subdivision 2, provides the Commissioner of Administration with the authority to debar and suspend vendors who seek to Contract with the County. Construction Management Firms may be suspended or debarred when it is determined through a duly authorized hearing process, that they have abused the public trust in a serious manner. By signing this Contract, the Construction Management Firm certifies that it and its principals* and employees:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state, or local governmental department or agency; and
- B. Have not within a three year-period preceding this Contract: 1) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state, or local government) transaction or Contract, 2) violated any federal or state antitrust statutes, or 3) committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and are not presently indicted or otherwise criminally or civilly charged by a governmental entity for:
 - a. commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state, or local government) transaction,
 - b. violating any federal or state antitrust statutes, or
 - c. committing embezzlement, theft, forgery, bribery, falsification or destruction of

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records, making false statements or receiving stolen property; and

- C. Are not aware of any information and possess no knowledge that any subcontractor(s), that will perform work pursuant to this Contract, are in violation of any of the certifications set forth above; and
- D. Shall immediately give written notice to the Contract manager should the Construction Management Firm come under investigation for allegations of fraud or a criminal offense in connection with obtaining or performing a public (federal, state, or local government) transaction, violating any federal or state antitrust statute, or committing embezzlement, theft, forgery, bribery, falsification of records, making false statements, or receiving stolen property.

*Principals, for the purpose of this certification, means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager, plant manager, head of subsidiary division or business segment, and similar positions).

XV. Conflict of Interest

Contractor affirms that, to the best of its knowledge, this Contract does not present a conflict of interest with any party or entity, which may be affected by the terms of this Contract. The Contractor agrees that, should any conflict or potential conflict of interest become known, it will immediately notify the County of the conflict or potential conflict, and will advise the County whether it will or will not resign from the other engagement or representation. Unless waived by the County, a conflict or potential conflict may, in the County's discretion, be cause for cancellation or termination of this Contract.

XVI. Condition Subsequent

The parties acknowledge that this Contract contemplates continued funding from County Bond funding and County Transportation Sales Tax funding for the full term of this Contract. The parties agree; therefore, that funding is a condition subsequent of this Contract; and if said funding is not obtained or continued or is decreased by any amount, the County may reduce or terminate this Contract by giving the Construction Management Firm thirty (30) days' notice of termination.

If the Contract is terminated because of the occurrence of the aforementioned condition subsequent, the Construction Management Firm shall only be entitled to the actual cost of the service rendered up to the date of termination. In instances where funding is decreased, the parties may negotiate a decrease in the amount of services provided in this Contract. The parties agree that the County's decision not to terminate shall be sufficient consideration for any modification of the Contract.

XVII. Safety

The Construction Management Firm must comply with all state and federal Occupational Safety and Health regulations and laws.

This includes but is not limited to employee right to know concerning all materials classified by Occupational Safety and Health Administration (OSHA) as hazardous. All chemical dispensers/applicators will be clearly marked showing contents. All Material Safety Data Sheets (MSDS) relating to all chemicals shall be displayed where chemicals are stored. Any chemicals

RFP for Construction Management Agent (CMA) Services

used in County buildings or in the performance of County projects shall have an MSDS which will be given to the County before any work begins. Any spillage of chemicals shall be reported immediately to the County and appropriate reporting agencies (i.e., MPCA). Report any problems, breakage, fires, etc., immediately to the County.

The Construction Management Firm shall remove all supplies, chemicals, etc., from County premises that were used to perform services and dispose of them properly. There will be no disposing of supplies and chemicals on County property. There will be no loaning of County tools and/or equipment to Construction Management Firm representatives/employees from County staff.

Drinking of alcoholic beverages, using of controlled substances (drugs) or being under the influence of drugs or alcohol is expressly prohibited. Refrain from smoking of any substance in or about County buildings.

XVIII. Security & Privacy

The Construction Management Firm is responsible to close, secure, and lock all doors in County facilities when services are performed after normal County hours or when no County personnel are present. While Construction Management Firm representatives/employees are working in any County building, the Construction Management Firm personnel shall produce sufficient identification to obtain and wear a visitor badge, and be escorted by County personnel, or the Construction Management Firm personnel shall go through the County's secure access process to obtain and wear a contractor approved badge.

The Construction Management Firm agrees to take any precautions necessary to maintain security of County buildings and privacy of data found throughout County buildings or on County premises. All questions concerning security issues will be reported to the County immediately upon discovery.

XIX. Jurisdiction & Venue

This Contract, amendments, and supplements thereto, shall be governed by the laws of the State of Minnesota. All actions brought under this Contract shall be brought exclusively in Minnesota State Courts of competent jurisdiction with venue in Washington County.

XX. Modifications

Any material alteration, modification, variations, or additional tasks to this Contract shall be reduced to writing as an amendment and signed by the parties. Any alterations, modifications, variations, or additional tasks deemed not to be material by Contract of the County and the Construction Management Firm shall not require written approval.

XXI. Merger

It is understood and agreed that the entire Contract of the parties is contained herein and that this Contract supersedes all oral agreements and negotiations between the parties relating to this subject matter. All items referred to in this Contract are incorporated or attached and deemed to be part of this Contract. In the event of any conflict, contradiction, or ambiguity between the terms and conditions of this Contract and any other document(s) incorporated by reference to this Contract, the terms and conditions of this Contract shall prevail.

RFP for Construction Management Agent (CMa) Services

XXII. Counterparts

This Contract may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

Construction Management Firm Acknowledgment

Signature: _____ Date: _____

Name: _____ (Please print or type)

Appendix B: Fee Proposal Worksheet - EXAMPLE



Project: R.H. Stafford Library Improvements
 Proposal By: CMa-Team

Estimated Quantity of Hours By Project Phase

CMa Team Role	Unit	Unit Cost (\$)	Preconstruction	Bidding & Permitting	Construction	Post-Construction	Sub-Total Hours Per Role	Sub-Total Fee Per Role (\$)
Project Manager	HRS	\$150	100	150	1,000	50	1,300	\$195,000
Superintendent	HRS	\$160	50	25	1,500	50	1,625	\$260,000
<i>Other (CMa to expand role list for proposed team)</i>								
Sub-Total Hours by Phase			150	175	2,500	100	2,925	
Sub-Total Fee by Phase			\$23,000	\$26,500	\$390,000	\$15,500		\$455,000

Project Phase	Fee by Phase
Preconstruction	\$23,000
Bidding & Permitting	\$26,500
Construction	\$390,000
Post-Construction	\$15,500
Sub-Total: CM Fees	\$455,000
Sub-Total: Reimbursables	\$25,000
Total Fees	\$480,000

* Reimbursables	Cost (\$)
*1. Item	*\$
*2. Item	*\$
*Other...	*\$
Total Reimbursables	\$25,000

* CMa to define reimbursables list as needed with associated added unit costs or hourly not-to-exceed costs for each item.

Appendix C

For Reference Only



December 1, 2025

Request for Proposals (RFP)

Architectural & Engineering Services fo

R.H. Stafford Library Improvements Project

Woodbury, MN



This RFP contains the following sections:

SECTION #	PAGE #
1. PROJECT INFORMATION	2-5
2. SCOPE OF SERVICES	6-16
3. PROPOSAL CONTENT	17-19
4. PROPOSAL QUESTIONS	20
5. PROPOSAL SUBMISSION	21-22
6. PROPOSAL EVALUATION	23
APPENDIX A: COUNTY'S STANDARD TERMS AND CONDITIONS	24-29
APPENDIX B: FEE PROPOSAL WORKSHEET - EXAMPLE	30

1. Project Information

1.1 Project Overview

Washington County is seeking Architectural and Engineering services for the design and construction of a Library Improvements project for the R.H. Stafford Branch Library in Woodbury, MN.

Washington County (hereinafter referred to as the COUNTY) makes this Request for Proposals (hereinafter referred to as RFP) to obtain Proposals for Architectural and Engineering (A/E) services (hereinafter referred to as the CONSULTANT) that will be used to select a design team for the Project. The Project is generally described in the “Scope of Services” contained within this RFP.

1.2 Project Background

The existing Washington County R.H. Stafford Branch Library (hereinafter referred to as STAFFORD LIBRARY) located at 8595 Central Park Place in Woodbury was constructed in 2002 and is currently in need of facility improvements. The existing Library adjoins the City’s Central Park facility which has just reopened after undergoing an extensive renovation project throughout 2025. The Stafford Library was included as part of an overall pre-design feasibility study for the Central Park project back in 2020 but was not included in the full redesign and construction effort for 2025. Nevertheless, an entirely new roof replacement scope with a new solar panel array system was provided for Stafford Library as part of the Central Park project in coordination with the City of Woodbury.

The existing R.H. Stafford Library has become outdated and needs significant improvements. As currently configured, the Library’s public spaces and staff only spaces lack flexibility to accommodate current and future programs. Important existing facility considerations include, but are not limited to, the following:

- The only existing public entrance is through the newly renovated City Central Park facility.
- Existing Library operations are split between two floor levels.
- The lower level Library Administration office area has little to no access to daylight.
- The building’s structural and mechanical systems are sized to accommodate potential vertical expansion.
- The north side of the Library has green space for potential expansion, but this yard area is full of underground utilities and compromised by a new stormwater basin installed as part of the new Central Park renovation project.
- The Library has an attached loading dock that provides shared services with the City’s Central Park operations.
- The existing main level is approximately 30,000 square feet.
- The existing lower level Library area is approximately 9,000 square feet. This includes a dedicated storage room that is approximately 2,000 square feet.

1.3 County Library Vision

Washington County believes that a strong library is essential for a strong community. We envision a library where everyone belongs, where services are convenient and accessible, and where our communities have access to quality resources and the knowledge of incredible library workers.

Washington County Library’s 2024-2028 Strategic Plan (available via the Library website, WashCoLib.org) features the following four priorities that shape the library’s work and shall be incorporated into the R.H. Stafford Library Improvement project:

- Evaluate and improve library service delivery.
- Strengthen organizational culture and operational effectiveness.
- Enhance physical spaces and technology infrastructure.
- Expand the reach of the library.

Furthermore, Washington County is committed to embedding diversity, equity, and inclusion (DEI) into all aspects of our work. The County's overall vision is to create a vibrant workplace and community that practices engagement, representation, and service to all members inclusively and equitably with dignity and respect.

Additional project priorities include:

- *High-Traffic Design* – R.H. Stafford Library is the fifth busiest library in Minnesota and the third busiest library in the Twin Cities area. The building design, furnishings, and furniture must be appropriate for a high-traffic space and facilitate easy movement throughout the library.
- *Materials Management* – This library houses the largest collection of books and other materials within the library system. The project will need to evaluate storage, display, and merchandising of materials to make sure the collection is discoverable and accessible to all visitors.
- *Safe and Welcoming Spaces* – Due to the location and connection to Central Park, R.H. Stafford Library attracts community members of all ages and with differing needs and priorities for visiting the facility. The design must include quiet, collaborative, and active spaces that purposefully welcome different groups, including children, families, teens, remote workers, seniors, and more. Safety for staff and visitors must also be addressed through building design.
- *Community-Centered Design* – All spaces in R.H. Stafford Library must be fully accessible and welcoming to ensure our diverse community can visit the library and know that they belong here. Effective signage and wayfinding are essential for helping community members navigate the space.
- *Literacy-Rich Environments* – The children's area should be a literacy-rich space that invites children and families to engage in creative play and learning. In addition to independent learning, R.H. Stafford Library hosts storytimes and other early learning events nearly every day of the week, regularly bringing in 55 to 85 attendees.
- *Flexibility* – Library services continually change to meet new community needs. R.H. Stafford Library's design needs to be flexible, dynamic, and easily able to evolve as library services change. This also includes flexible IT systems that allow visitors to access, use, and explore technology in different formats.
- *Effective Work Areas* – Staff work areas need to prioritize well-being, ergonomics, efficient materials processing, and collaboration. They should also be flexible enough to provide space for future staff growth.

1.4 Project Goals and Objectives

The Consultant shall lead and guide a process that includes two primary phases of design followed by the construction administration phase. A detailed scope of services for the project is identified in Section 2 of this RFP, but a high-level overview of just the two design phases is as follows:

Phase 1: Pre-Design Feasibility Study

- Develop a new feasibility study to investigate three primary concept planning options as defined in this RFP section 2.3.B.

- The Consultant shall facilitate a robust and innovative community engagement effort to gain public input regarding desired functions and services for the library.
- This first phase of the project shall conclude with the identification of three different facility size and layout options for the building with corresponding cost estimates for County evaluation and selection.

Phase 2: Detailed Design Process

- Based on the selected option from the Feasibility Study, the Consultant shall develop a detailed design process through Construction Documents with milestone budget updates.
- The Consultant shall continue the facilitation of a robust and innovative community engagement effort throughout this process.

Furthermore, to build upon the County Library Vision, a few additional key project objectives for the Library include, but are not limited to, the following:

- Engagement with Project Partners including: City of Woodbury, SoWashCo Community Education, TrueLens Community Media, Stonecrest Senior Living, and the YMCA.
 - Note: the existing City Central Park facility will remain operational during construction.
 - Note: the existing SoWashCo Community Education lower level school will remain operational during construction.
- Exploration and Implementation of County Library Extended Access:
 - Consider options for an additional, separate public entrance for after-hours extended access (known as the open plus system in the County).
 - With the Library's primary public entrance existing inside the City's Central Park, confirmation of the City's new operational hours will be a driver of this element.
 - Code required access to public toilet rooms will be a primary driver of this element.
- Library public spaces shall be creatively flexible and adaptable on a daily basis to accommodate a multitude of programming needs. This will be particularly important if a lower square footage concept option is selected from the feasibility study.
- Schedule: The anticipated construction start for the R.H. Stafford Library Project is Spring of 2027. The actual date will need to be determined in coordination with the reopening date for the Park Grove Library in Cottage Grove which is scheduled to being construction in Spring of 2026.
 - The two County libraries will NOT be closed at the same time.
 - Library staffing logistics: R.H. Stafford Library staff will transfer over to Park Grove Library when it reopens and R.H. Stafford Library simultaneously closes.

Additionally, a few overall County project goals include, but are not limited to, the following:

- Deliver the project within the anticipated Project Construction Budget: **\$16,500,000**
- The County will be using a Construction Manager (CM) delivery method necessitating coordination with the Consultant team throughout all phases of the project. The awarded CM team will provide cost estimating services at each design phase milestone.
- Sustainability project goals: Minnesota B3 as a guide only. No formal submission is required.

1.6 Project Schedule

The project work will commence after the award of contract for the selected Consultant. The Consultant will propose an overall project design schedule based on the following:

Appendix C

For Reference Only

Service Type	Anticipated Date
Request for Proposal (RFP) Solicitation Release	December 1, 2025 (Monday)
Notice of Intent to Propose Due	December 10, 2025 (Wednesday)
Pre-Proposal Site Tour (Existing Stafford Library)	December 12, 2025 (Friday)
Written Questions Due	December 19, 2025 (Friday)
County Response to Questions Issued via Addenda	January 7, 2026 (Wednesday)
Proposals Due	January 16, 2026 (Friday)
Consultant Interviews (If Necessary)	January 26-27, 2026 (Monday-Tuesday)
Consultant Selection / Notifications	January 30, 2026 (Friday)
Consultant Contract	February 2026
Design (all phases, including County review periods)	March 2026 – February 2027 (12 mo.)
Construction Bidding & Contracts	March 2027 – May 2027
Construction	2027 (TBD, after Park Grove reopens)

1.7 Project Oversight

Select members of the Washington County Building Services staff and Library staff will serve as the Project Management Team (hereinafter referred to as PMT) and be responsible for overseeing the design and construction process. The County’s Building Services Project Manager team will be the consistent, main point of contact throughout the entirety of the project and will ensure clear communication between the Consultant team and the County’s project partners as noted above.

The County’s primary Project Manager will be:

Dan Lawrence, Senior Project Manager
 Email: Dan.Lawrence@washingtoncountymn.gov
 Phone: 651-430-6226

Washington County Government Center
 Building Services Division, Public Works
 14949 62nd Street North
 Stillwater, MN 55082

The County’s secondary Project Manager will be:

Greg Miller, Project Manager
 Email: Greg.Miller@washingtoncountymn.gov
 Phone: 651-430-6249

Washington County Government Center
 Building Services Division, Public Works
 14949 62nd Street North
 Stillwater, MN 55082

End of Section 1

2. Scope of Services

The intent of this section is to identify project Consultant work scope requirements and deliverables to be incorporated into the overall contract for professional services. At a high level, this includes design and/or documentation for the following:

Phase 1: Pre-Design Feasibility Study

- 1) Project data collection, 2) Space Needs Programming, 3) Community Engagement, 4) Concept Planning, 5) Cost Estimating Assistance

Phase 2: Design

- 1) Schematic Design, 2) Design Development, 3) Construction Documents, 4) Cost Estimating Assistance, 5) Community Engagement, 6) Construction Bidding Assistance

Phase 3: Construction

- 1) Permitting Assistance, 2) Construction Administration, 3) Project Close-out Assistance

Required Consultant Design Team

1. Architecture (*Consultant Team Lead*) – *Include Community Engagement services*
2. Interior Design
3. Furniture, Fixtures and Equipment (FFE) Design
4. Acoustical Engineering
5. Civil Engineering
6. Landscape Architecture
7. Structural Engineering
8. Mechanical Engineering
9. Fire Protection Engineering (*full design*)
10. Electrical Engineering
11. Low Voltage Engineering [*Complete infrastructure design (i.e., all pathways, cabling and jack terminations) for Audio Visual (AV) / Telecommunications / Security systems*]

Not-In-Contract (County Provided Services)

1. Testing and Special Inspections
2. Commissioning | Testing and Balancing
3. Cost Estimating (note: via County's awarded Construction Manager, CM)
4. Equipment ONLY: Audio Visual (AV) equipment (e.g., digital monitors/mounting brackets, media racks), Telecommunications equipment (e.g., phones, computers), Security equipment (e.g., cameras, card readers, burglar alarms)
5. Building Exterior Envelope Consultant (*only if needed per feasibility study findings*).
6. Geotechnical Evaluation (*only if needed per feasibility study findings*).
7. Signage (*e.g., Interior room and wayfinding, exterior building façade, monument*)

Note: The Consultant team shall still be required to coordinate with the County and their vendors on items including, but not limited to:

- *Definition of Division 01 special inspections schedule.*
- *Attendance at select vendor coordination meetings.*
- *Exterior building assembly details (only if needed per feasibility study findings).*
- *Definition of soil boring locations (only if needed per feasibility study findings).*

Consultant Scope of Services - Project Phases

What follows is an outline of the expected work scopes to be incorporated into the contract of professional services and completed by the awarded Consultant design team. As part of the project process, regularly scheduled meetings with County staff will be required.

PHASE 1: Pre-Design Feasibility Study

2.1.A Data Collection

The Consultant shall collect a variety of new and existing data / reports relevant to all aspects of the Stafford Library Improvements project.

2.1.A-1 Data Types

The Consultant shall gather project background information including, but not limited to:

- County Library 2024-2028 Strategic Plan.
- County Building Services Design Standards, and County Style Guide.
- Prior County Facility Assessments for R.H. Stafford Library.
- Field Verification of existing building layouts and dimensions.
- MN B3 Guidelines (this is the basis for the County's sustainable design goals).
- City and AHJ information (e.g., Zoning code, Building Code, 2040 Comprehensive Plan).
- Underground Utility Survey(s). Note: If not available from the County, these will need to be completed by the Consultant team as a new project deliverable.
- Site Planning Survey(s) of existing conditions. Note: If not available from the County, these will need to be completed by the Consultant team as a new project deliverable.
- Water Supply Flow Test Report. The Consultant team shall be responsible for procuring a water supply flow test to measure the available water supply coming to the site.

2.1.A-2 Library Tours

The Consultant team lead shall attend five (5) tours with the County PMT at existing Library facilities located around the Twin Cities metro area. The goal of the tours will be to observe exemplary precedents to provide ideas and generate likes/dislikes with the County team. Tour locations TBD, but considerations will be given to projects completed by the awarded Consultant. Based on scheduling coordination needs, the Consultant shall estimate two business days for tours. The following four locations have been noted as places of interest for Library staff:

- 1) Hennepin County: Ridgedale Library
- 2) Hennepin County: Southdale Library (*currently under construction - renovation*)
- 3) Dakota County: Westcott Library
- 4) Dakota County: Burnhaven Library

2.1.B Space Needs Programming

The Consultant shall document all new space needs programming based on current information gathered from staff questionnaires and interviews with select County staff divisions and project partners as follows:

Include interview meetings with the following County staff groups:

- 1) Library
- 2) Community Services (Family Resource Center staff)
- 3) Building Services Division

- 4) Information Technology (IT)

Include interview meetings with the following Project Partners:

- 1) City of Woodbury
- 2) SoWashCo Community Education
- 3) TrueLens Community Media
- 4) Stonecrest Senior Living
- 5) YMCA

Meetings: *Consultant to define the full scope and quantity.* The required meeting minimum for coordination with the County is as follows:

- Project kick-off meeting with the County's PMT.
- Multiple space needs interview meetings with each of the noted County staff groups and Project Partners.

Deliverables: *Consultant to define the full scope.* The required minimum is as follows:

- Space Needs Program for R.H. Stafford Library.

2.1.C Community Engagement

The Consultant shall lead and guide a robust and innovative Community Engagement process to receive input from the public to be incorporated into the final building program.

- Conduct community meetings and /or open houses
- Develop and disseminate surveys
- Provide community updates
- Incorporate visioning into initial designs

Meetings: *Consultant to define the full scope and quantity.* The required meeting minimum for coordination with the County is as follows:

- Community Meeting One: Presentation highlighting project scope, timeline, and site renovation/expansion options.
- Community Meeting Two: Presentation focused on a visioning discussion.

Deliverable(s): *Consultant to define the full scope.* The required minimum is as follows:

- Summary of findings from community surveys and community meetings.

2.1.D Concept Design Planning

The Consultant design team shall develop and study multiple concept design iterations for the R.H. Stafford Library Improvements project based on the following County defined options:

Concept Option 1:

Library Administration, including Tech Services, remains at Stafford Library:

- No building addition(s) are anticipated.
- Nevertheless, the north side of the building presents an opportunity for a new on grade, outdoor reading patio and Storytime area dedicated for R.H. Stafford Library use only. Key site limitations at the north side of the building include but aren't limited to the following:
 - The City's 2025 Central Park renovation project required a new stormwater basin to be added to the north side of the existing Library, thus limiting building expansion opportunities.
 - The north side of the building has a large quantity of existing underground utilities routing to the building from the street, thus limiting building expansion opportunities.

Concept Option 2A:

Library Administration and Tech Services both move out of R.H. Stafford Library:

- No building addition(s) – see North side notes from Option 1 (all applicable).
- Interior “expansion” for Library public space and staff space on both the main level and lower level due to the offsite relocation of Administration and Tech Services.
- If deemed a feasible solution, the design of a new space at a different existing County building location for Library Administration and Tech Services will be incorporated into the Consultant’s contract.

Concept Option 2B:

Same as Concept Option 2A except ONLY Library Administration moves out of R.H. Stafford Library. The Tech Services staff group will remain at R.H. Stafford Library.

Concept Option 3:

Library Administration and Tech Services remain at R.H. Stafford Library:

- Design a vertical building expansion with a second floor addition.
- This additional building square footage and resultant occupancy increase will require additional parking per building occupancy and City code requirements.
 - The Consultant will need to verify how much new parking is required and if a new parking ramp structure will be needed. The existing parking lots around the facility are currently at maximum capacity with no adjacent on grade expansion areas.
- This concept option will also require demolition of the 2025 Library reroofing project included as part of the City’s overall Central Park renovation project.

Meetings: *Consultant to define the full scope and quantity.* The required meeting minimum for coordination with the County is as follows:

- Regular schedule of Consultant PM and County PM check-in meetings (every other week)
- Regular schedule of design progress review meetings with the County’s PMT (monthly)
- Final Presentation to County PMT
- Cost estimate review meeting.

Deliverable(s): *Consultant to define the full scope.* The required minimum is as follows:

- Pre-Design Feasibility Study Package: Concept planning drawings and design scope narratives for each of the County defined options.

2.1.E Cost Estimating and County Review Period

The Consultant will distribute the concept design deliverables to the County’s awarded Construction Manager (CM) for their use in providing cost estimates for all concept design options for incorporation into the final Feasibility Study Package. The Consultant shall include a **4-week** pause in the design schedule for this budget analysis and County review period which will include a presentation to the County Board.

Meetings: *Consultant to define the full scope and quantity.* The required meeting minimum for coordination with the County is as follows:

- The Consultant shall attend cost estimate review meetings with the Construction Manager.
- The Consultant shall attend a County Board meeting to present the key findings and proposed recommendation for concept design option selection from the Feasibility Study Package.

PHASE 2: Design

2.2.A Schematic Design

Based on County acceptance, in writing, of the previous Phase 1 Feasibility Study, the Consultant shall prepare Schematic Design documents consisting of drawings and other documents indicating the scale and relationships of Project components in conformance with the approved space needs programming.

2.2.A-1 Design (SD)

The Consultant shall identify the full scope of services required for completing the Schematic Design phase. These tasks shall clearly be defined in the proposal's detailed work plan. Key Schematic Design work scope responsibilities include, but are not limited to:

- Initial iterations of internal building layouts. Include exterior expansion design only if needed per the selected concept option from the feasibility study.
- Include initial iterations of exterior building forms via 3D massing models and elevations only if needed per the selected concept option from the feasibility study.
- Include initial iterations of roadway/parking/yard layouts only if needed per the selected concept option from the feasibility study.
- Initial stormwater management planning per SWWD & City requirements only if needed per the selected concept option from the feasibility study.
- Consultant to define soil boring locations for inclusion in the Geotechnical evaluation only if needed per the selected concept option from the feasibility study.

Meetings: *Consultant to define the full scope and quantity.* The required meeting minimum for coordination with the County is as follows:

- Regular schedule of Consultant PM and County PM check-in meetings (every other week).
- Regular schedule of design progress review meetings with the County's PMT (monthly).
- Final SD presentation to County PMT.
- Cost estimate review meeting.

Deliverable(s): *Consultant to define the full scope.* The required minimum is as follows:

- Schematic Design package: drawing set with additional design scope narratives as needed per design team discipline.

2.2.A-2 Community Engagement

The Consultant shall lead and guide a robust and innovative Community Engagement process to receive input from the public to be incorporated into the developing building design.

- Conduct community meetings and /or open houses
- Develop and disseminate surveys
- Provide community updates
- Incorporate visioning into the design

Meetings: *Consultant to define the full scope and quantity.* The required meeting minimum for coordination with the County is as follows:

- Community Meeting Three: Presentation focused on a visioning summary and initial design for the selected option from the Feasibility Study

Deliverable(s): *Consultant to define the full scope.* The required minimum is as follows:

- Summary of findings from community surveys and community meetings.

2.2.A-3 Cost Estimating and County Review Period (SD)

The Consultant shall distribute the Schematic Design deliverables to the County's awarded Construction Manager (CM) for their use in providing updated cost estimates. The Consultant shall include a **3-week** pause in the design schedule for budget analysis and County review period.

Meetings: *Consultant to define the full scope and quantity.* The required meeting minimum for coordination with the County is as follows:

- The Consultant shall attend cost estimate review meetings with the Construction Manager.

2.2.B Design Development

Based on County acceptance, in writing, of the previous Schematic Design phase, the Consultant shall prepare Design Development documents consisting of drawings, outline specifications and other documents sufficient to describe the size and character of the project's building(s) and site, relative to architectural, structural, mechanical and electrical systems.

2.2.B-1 Design (DD)

The Consultant shall define the full scope of services required for completing the Design Development phase. These tasks shall clearly be defined in the proposal's detailed work plan. Key Design Development work scope responsibilities include, but are not limited to:

- Intermediate iterations of internal building layouts. Include exterior expansion design only if needed per the selected concept option from the feasibility study.
- Include intermediate iterations of exterior building forms via 3D massing models and elevations only if needed per the selected concept option from the feasibility study.
- Include intermediate iterations of roadway/parking/yard layouts only if needed per the selected concept option from the feasibility study.
- Include intermediate stormwater management planning per SWWD & City requirements only if needed per the selected concept option from the feasibility study.
- Include selection of an energy performance path for energy code compliance including definition of exterior wall and roof assemblies only if needed per the selected concept option from the feasibility study.
 - If needed, conduct initial coordination with the County's awarded Building Envelope Consultant
- Initial coordination with Authorities Having Jurisdiction
 - City of Woodbury Building Official: Attend a project introduction meeting to identify any early issues and define the permitting review process/schedule.
 - City of Woodbury Planning and Zoning Review: The Consultant shall assist the County with preparing application materials for the Planning Commission site plan review meeting, and the Consultant team lead shall attend the meeting.

Meetings: *Consultant to define the full scope and quantity.* The required meeting minimum for coordination with the County is as follows:

- Regular schedule of Consultant PM and County PM check-in meetings (every other week).
- Regular schedule of design progress review meetings with the County's PMT (monthly).
- Final DD presentation to County PMT.
- City of Woodbury / AHJ meeting(s).

- Planning Commission meeting. (Consultant team lead only).

Deliverables: *Consultant to define the full scope.* The required minimum is as follows:

- Design Development package: drawing set with outline specifications from each design team discipline.
- Planning Commission application materials as coordinated with the County's Project Manager.

2.2.B-2 Community Engagement

The Consultant shall lead and guide a robust and innovative Community Engagement process to receive input from the public to be incorporated into the final building design.

- Conduct community meetings and /or open houses
- Develop and disseminate surveys
- Provide community updates
- Incorporate visioning into the design

Meetings: *Consultant to define the full scope and quantity.* The required meeting minimum for coordination with the County is as follows:

- Community Meeting Four: Presentation focused on the expanded design progress along with an update on project timeline.

Deliverable(s): *Consultant to define the full scope.* The required minimum is as follows:

- Summary of findings from community surveys and community meetings.

2.2.B-3 Cost Estimating and County Review Period (DD)

The Consultant will distribute the Design Development deliverables to the County's awarded Construction Manager (CM) for their use in providing updated cost estimates. The Consultant shall include a **3-week** pause in the design schedule for budget analysis and County review period.

Meetings: *Consultant to define the full scope and quantity.* The required meeting minimum for County coordination is as follows:

- The Consultant shall attend cost estimate review meetings with the Construction Manager.

2.2.C Construction Documents

Based on County acceptance, in writing, of the previous Design Development phase, the Consultant shall prepare Construction Documents consisting of a full set of signed Drawings and detailed Specifications from each design discipline which describe precisely how the design shall be built: materials, building systems, components and assembly details, to name a few.

2.2.C-1 Design (CD)

The Consultant shall define the full scope of services required for completing the Construction Documents phase. These tasks shall clearly be defined in the proposal's detailed work plan. Key Construction Documents work scope responsibilities include, but are not limited to:

- Completion of final project drawings and specifications.
- Include completion of energy modeling only if needed per the selected concept option from the Feasibility Study. Facilitate coordination of exterior building assemblies with the County's awarded Building Envelope Consultant to confirm assembly details relative to the selected energy performance path for energy code compliance.
- Completion of door hardware reviews with County PMT representatives relative to the definition of hardware sets and secure door access control locations throughout the facility.

- Final coordination with the multitude of AHJ agencies, including City Council review.
- The full Consultant team shall participate in a 90% page turn review meeting with the County PMT and awarded Construction Manager (CM).
- The full Consultant team shall participate in a coordination meeting with the awarded Construction Manager (CM) to confirm bidding Work Scope definitions for the multiple prime contractors as part of the Division 01, General Requirements specifications. The meeting will compare the Construction Document drawings versus specifications to identify any scope gaps in the bidding work scopes. This meeting is critical to assist with finding missing work scope items shown in the drawings but not in the corresponding specifications sections, or vice versa.

Meetings: *Consultant to define the full scope and quantity.* The required meeting minimum for coordination with the County is as follows:

- Regular schedule of Consultant PM and County PM check-in meetings (every other week).
- Regular schedule of design progress review meetings with the County's PMT (monthly).
- 90% page turn review meeting with the County PMT.
- CM bidding Work Scope definition review meeting.
- City of Woodbury City Council plan review meeting (Consultant team lead only).

Deliverables: *Consultant to define the full scope.* The required minimum is as follows:

- 100% Construction Documents package: Drawings and Specifications.
- City Council plan review application materials as coordinated with the County's Project Manager.

2.2.C-2 Community Engagement

The Consultant shall lead and guide a robust and innovative Community Engagement process to receive input from the public to be incorporated into the final building design.

- Conduct community meetings and /or open houses
- Develop and disseminate surveys
- Provide community updates
- Incorporate visioning into the design

Meetings: *Consultant to define the full scope and quantity.* The required meeting minimum for coordination with the County is as follows:

- Community Meeting Five: Presentation focused on project wrap-up and next steps.

Deliverable(s): *Consultant to define the full scope.* The required minimum is as follows:

- Summary of findings from community surveys and community meetings.

2.2.C-3 Cost Estimating and County Review Period (CD)

The Construction Document phase will not require a full cost estimating update. Instead, the County's awarded Construction Manager (CMA) will conduct selective work scope budget checks at 75% CD completion and 90% CD completion to confirm the budget remains on track ahead of the bidding phase. As such, the Consultant shall issue progress check set documentation from all design team disciplines at 75% completion and for the noted 90% page turn review meeting.

Meetings: *Consultant to define the full scope and quantity.* The required meeting minimum for coordination with the County is as follows:

- The Consultant shall attend cost estimate review meetings with the Construction Manager.

2.2.D Bidding Assistance

The Consultant shall define the full scope of services required for assisting the County and the awarded Construction Manager (CM) with the solicitation of competitive bidding for the project in accordance with the State of Minnesota laws.

This includes participation in a pre-bid meeting by the full Consultant team and answering questions from potential bidders via narrative format and/or revisions to the drawings and specifications. The bidding question/answer process may require change of work documentation with revisions to drawings and/or specifications issued via Addenda.

Meetings: *Consultant to define the full scope and quantity.* The required meeting minimum for coordination with the County is as follows:

- Pre-bid meeting (Full team)
- Bid Opening meeting (Consultant team lead only)

Deliverable(s): *Consultant to define the full scope.* The required minimum is as follows:

- Addenda to the Construction Document set (narratives, drawings and/or specifications)

PHASE 3: Construction

2.3.A Permitting Assistance

The Consultant shall define the full scope of services required for assisting the County and the awarded Construction Manager (CM) with the permitting of the project in accordance with the State of Minnesota laws. The Consultant shall coordinate with the County and the awarded Construction Manager (CM) to prepare submissions and response documentation for required plan reviews and permitting. The Consultant team shall submit application materials for the following two agencies:

- Sewer Availability Charge, SAC determination (Metropolitan Council).
- State Plumbing Review (MN Department of Labor and Industry).

The Consultant shall assist with preparing response information to AHJ plan review comments and issue change of work documentation as required. AHJ reviews include, but are not limited to:

- Commercial Building Permit (City of Woodbury).
- Stormwater Permit (MPCA). *Note: only if needed per the selected concept option from the Feasibility Study.*
- Watershed Permit (SWWD). *Note: only if needed per the selected concept option from the Feasibility Study.*

Meetings: The Consultant shall attend coordination meetings with the County and awarded Construction Manager (CM) to confirm submission requirements and response responsibilities.

Deliverable(s): *Consultant to define the full scope.* The required minimum is as follows:

- AHJ application and submission documentation as needed.
- AHJ plan review response documentation, narrative and/or drawing content
- Change of work documentation as needed: If before bidding, revisions to be issued via Addenda, if after contract award, revisions to be issued via proposal request.

2.3.B Construction Administration (CA)

The County will be using a Construction Manager (CM) delivery method. The County's awarded Construction Manager (CM) will facilitate the construction process and work with the County to keep the multitude of prime contractors on schedule and in budget. All Consultant design team disciplines are expected to actively participate in the construction administration phase of the project. The Consultant shall define the full scope of services required for completing the Construction Administration phase. These tasks shall clearly be defined in the proposal's detailed work plan. Key CA work scope responsibilities include, but are not limited to:

2.3.B-1 Regular On-Site Meetings & Observation

The Consultant will visit the site regularly throughout the entirety of the Construction Phase to observe progress and verify work conformity with the Construction Documents. This includes attendance at a regular schedule of Owner-Architect-Contractor (OAC) construction progress meetings. The Consultant shall determine which design team disciplines should attend these meetings based on the in-progress construction activities. Not all the design disciplines need to attend all of the construction meetings. Therefore, the Consultant shall estimate construction meetings per discipline on a weekly basis for the estimated construction duration of 12 months.

2.3.B-2 Typical Consultant Construction Administration (CA) Tasks & Deliverables

- The Consultant team shall be well versed in construction software platforms, e.g., Procore.
- Submittals: Review and provide approvals in coordination with the County.
- Requests For Information (RFI): Review and provide response in coordination with the County.
- As needed, issue supplemental instructions (ASI) to clarify design documents relative to work scope questions not resulting in changes to project costs or schedule.
- As needed, issue documents for changes in the work, i.e., Proposal Requests (PR), to address potential modifications to work scopes that impact cost and/or schedule.
- Review potential Change Orders and coordinate approval direction with the County.
- The Consultant shall review monthly Pay Applications issued by the CM. Coordination with and approval from the County's Project Manager is required prior to signature.

2.3.C Project Close-Out

The Consultant shall define the full scope of services required for completing the Project close-out phase. These tasks shall clearly be defined in the proposal's detailed work plan. Key project close-out work scope responsibilities include, but are not limited to:

2.3.C-1 Substantial Completion and Punch List

When the facility is deemed sufficiently complete for County use, the Consultant shall confirm County approval prior to issuing the official Certificate of Substantial Completion for the project. Based on the scale of this Public Works project, the Consultant shall then attend multiple site walk through Punch List meetings as required to identify items needing to be completed or corrected following substantial completion. The awarded CM will consolidate the Consultant's lists and prepare the official Punch List document for completion progress tracking and sign-off.

2.3.C-2 Record Drawings (As-Builts)

The Consultant shall compile and submit to the County an electronic set of Record Drawings in PDF format (.pdf) and AutoCAD format (.dwg) at the completion of the project. The awarded Construction Manager (CM) will collect and provide prime contractor as-builts to the Consultant team for use in updating final drawings that capture the actual construction of the project, including all site changes and revisions.

2.3.C-3 Post Construction and Warranty Walk-through

Relative to the date of substantial completion, the Consultant team shall attend an 11-month warranty inspection walk-through of the facility with the County and awarded Construction Manager (CM) to look for any possible problems before warranties expire at one-year. During the 11 months preceding this facility warranty walk-through, the Consultant may need to advise on post-construction issues relative to potential defects in materials, workmanship, or systems, not related to County end user operations.

ALL PHASES: Potential Additional Services

2.4.A Potential Changes to Scope of Services

The Consultant shall describe their process for adjusting professional fees (additional services) should the scope of services, or the overall project budget, be increased or decreased during the design process. If changes are needed, the County requires the Consultant to notify the County’s Project Manager in writing as soon as reasonably possible **prior** to any changes being made. Furthermore, Consultant fees are to be reviewed with the County’s PM at the completion of each milestone project phase to ensure budget conformance.

- **Note:** Any additional costs incurred due to the inability of the Consultant to meet the stated expectations of the County in this RFP will not be eligible for compensation. Only justifiable reasons, such as, but not limited to, County requests, inclusion of noted exclusions, or unforeseen conditions, are required for additional services requests to be considered.
- **Note:** If potential changes to Consultant scope of services are acted upon without written notification and prior County approval, then the Consultant will be proceeding at their own risk with no guarantee of additional services compensation by the County.
- **Note:** As highlighted in RFP section 6, Proposal Evaluation, the Consultant’s Fee Proposal is only worth 10% of the weighted criteria for team selection. The lowest fee proposal does not guarantee the award of project. Consultants should not attempt to low bid the project with the intention of recovering costs through excessive, unwarranted additional services.

2.4.B Exclusions

The Consultant shall provide a full, consolidated listing of professional service exclusions for all design team disciplines as part of their proposal. As applicable, the Consultant shall provide an associated design team unit cost or hourly not to exceed value for each exclusion or alternate scope. As the project phases progress, the County may choose to include specific exclusions or alternates from this list for incorporation into the awarded Consultant’s scope of services.

2.4.C Unforeseen Conditions

The Consultant shall take every step necessary during the design phases to reduce the risk of unforeseen project conditions during the construction phase. Nevertheless, the County acknowledges that potential changes can unexpectedly arise based on categories such as, but not limited to, existing conditions, determinations by Authorities Having Jurisdiction, and Owner (County) requests. Therefore, written documentation of unforeseen circumstances may be considered as justifiable reasons for potential additional services.

End of Section 2

DATE: JANUARY 7, 2026

RE: ADDENDUM NO. 1

PROJECT: ARCHITECTURAL & ENGINEERING SERVICES FOR R.H. STAFFORD LIBRARY IMPROVEMENTS

OWNER: WASHINGTON COUNTY PUBLIC WORKS DEPARTMENT

PROPOSALS DUE: 2PM CST, JANUARY 16, 2026

To RFP Responders:

The following modifications are hereby made part of the RFP documents. The responder shall indicate the Addendum number in their proposal submittal acknowledging receipt of the Addendum.

Part 1: Clarifications to Questions Regarding RFP Content

Washington County received a total of forty-four (44) written questions by the RFP stated deadline of December 19, 2025. Each question has been copied verbatim into this Addendum No.1 document and arranged in the order in which they were received. Please note that several questions pertain to similar topics resulting in duplicate County responses.

1. Will Washington County be issuing the list of firms who provide an Intent to Propose response?

County's Answer is italicized and in blue text:

- *No.*

2. In the RFP Scope of Services:

➤ Under "**Required Consultant Design Team**", it's stated:

#11, Low Voltage Engineering {Complete infrastructure design (i.e., all pathways, cabling and jack terminations) for Audio Visual (AV) / Telecommunications / Security systems}

➤ Then, under **Not-In-Contract (County Provided Services)**:

#4, Equipment ONLY: Audio Visual (AV) equipment (e.g., digital monitors/mounting brackets, media racks), Telecommunications equipment (e.g., phones, computers), Security equipment (e.g., cameras, card readers, burglar alarms)

Do these statements mean that the Low Voltage Engineering Consultant is required to provide the **Data/Voice/Wireless cabling design** and the **AV, telecommunications, and Security systems design** but that all of the designed electronic equipment will be provided by Washington County?

County's Answer is italicized and in blue text:

- *Yes.*

3. Question: On page 6 of the RFP you have identified Furniture, Fixtures and Equipment (FFE) Design as part of the required consultant team. I've heard in the past that sometimes the County takes on a part of what we would think of full FFE services. Below is what we consider to be full FFE services. Do you think this should be altered for this project?

- a. Furniture plan development and coordination.
- b. Furniture selection.
- c. Cost estimate.
- d. Showroom visits to test and identify key pieces/ arrange for demo samples.
- e. Furniture specifications including all finish selections.
- f. Compilation of bidding document including bid form, Division 12 spec.
- g. Issue and receive bidding documents.
- h. Respond to bidder questions and approve alternates.
- i. Evaluate and recommend bid(s).
- j. Site visits during installation.
- k. Punchlist at completion.

County's Answer is italicized and in blue text:

- *Yes, the FFE scope of services identified above for Consultant team responsibility is correct with one exception. Omit line-item "g. Issue and receive bidding documents."*
 - *The County will be responsible for soliciting competitive bids for all FFE scopes.*
- *Washington County is requesting the Consultant team to lead and guide the FFE design process as outlined above. A few key additional FFE considerations are as follows:*
 - *Washington County's design standards for FFE includes a preferred line of systems furniture (e.g., office workstation systems, public computer workstation systems). This information will be coordinated with the awarded Consultant as part of the data collection phase.*
 - *The awarded Consultant team shall be required to collaborate and coordinate selections for systems furniture finishes, locations, configurations, and infrastructure such as power and data connections.*
 - *Washington County does not have a design standard for Ancillary FFE systems (e.g., soft seating, meeting room tables and seating, and book collection shelving). The awarded Consultant shall be responsible for identifying the specifications and layouts for these systems.*

4. How many staff are in Tech Services?

County's Answer is italicized and in blue text:

- *The County has five (5) full time staff and two (2) part time staff in Technical Services in 2025. The awarded Consultant will be required to evaluate all space needs projections as stated in the RFP.*

5. Is the library open to combining Tech Services with the staff room?

County's Answer is italicized and in blue text:

- *No. The work functions of these two teams do not overlap.*

6. Are floor plans available?

County's Answer is italicized and in blue text:

- *Yes, See attached for new RFP "Appendix C: Part 1: Existing Drawings."*

7. Will the County be publishing the list of all teams that intend to propose on this RFP?

County's Answer is italicized and in blue text:

- *No.*

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8. It is our understanding that the County will be providing a clarification on what concept to base our design team fees on. In addition to this clarification, will the County be providing specifics for structural/ exterior improvements to base the fee on as well within the preferred concept?
- a. From the proposal tour, there are a lot of ideas on the table, which is exciting; but the scopes that seem to vary the most in each option are structural improvements (i.e. facade improvements, building additions, or footprint changes) and civil impacts based on building requirements. Knowing these scopes will be further defined during Concept Design, any additional specificity now would be helpful in communicating to our consultants how they should base their fee.

County's Answer is italicized and in blue text:

- *See attached for new RFP "Appendix C: Part 2: Basis of Design Scope Opportunities (SD-CA)" for a description of the scopes to be included in the fee proposal. Please note that the content included in "Appendix C" may not be the final direction for the project based on the findings from the Feasibility Study. Nevertheless, the intent of "Appendix C" is to provide a project scope basis that Consultants can base their fee on resulting in a fair and "apples to apples" evaluation by the County.*
9. If it is assumed that Additional Services may be required following decisions made in Concept Design, how would you like the proposing teams to address handling Additional Services in our proposal? Are you looking for a revised fee structure, proposed percentage of construction cost, or something else? Or should we not address it in the proposal?

County's Answer is italicized and in blue text:

- *As RFP section 2.4.A describes, the County is looking to have Consultants provide a description of their process for adjusting fees should the scope of services change. If Concept Option 2A/2B or Concept Option 3 is selected, then staff relocation scopes and/or building addition scopes shall merit additional services for the awarded Consultant team. The proposing Consultants shall provide a description of their process for adjusting fees should these project scopes be added. If the Consultant proposes a percentage of construction costs method, then the Consultant shall identify the percentage value as part of their proposal (e.g., 5%, 6%, 7%, other). For this proposal, there are far too many project variables for Consultant teams to provide fair and "apples to apples" costs for evaluation by the County.*
10. Will Low Voltage require full engineering (including cabling, control diagrams, etc.), or is the design team to coordinate with other County vendors during the design process to determine the full extent of the infrastructure design?

County's Answer is italicized and in blue text:

- *Yes, full low voltage engineering infrastructure design is required as stated in the RFP.*
 - *Yes, coordination with County staff and County vendors during the design process is required as stated in the RFP to assist with the determination of locations and equipment types.*
11. The City of Woodbury installed geothermal wells for the Central Park Project Renovation. Will the City require any geothermal infrastructure from the County for this project since it's a shared building, or does the County know if there is any additional capacity in the current wells that can be used for this project?

County's Answer is italicized and in blue text:

- *No. There isn't additional capacity in the new geothermal wells installed for the City's Central Park project that can be used for the R.H. Stafford Library project.*

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- *No. The City will not require additional geothermal infrastructure from the County for this project.*
 - *Nevertheless, the County may choose to explore a new geothermal system as part of the Phase 1 Feasibility Study for R.H. Stafford Library*
12. Are existing documents available indicating how the building was built with the capacity for adding a level about the main level?
- County's Answer is italicized and in blue text:
- *Yes, existing structural documents are available but will only be provided to the awarded Consultant.*
13. Is this project following SB2030, B3, or other sustainability goals?
- County's Answer is italicized and in blue text:
- *As stated in the last line of RFP section 1.4, Project Goals and Objectives, the project's sustainability goal is to use Minnesota B3 as a guide only. No formal submission will be required. The awarded Consultant shall assist the County with recommendations from the B3 Guidelines for project inclusion.*
14. Will the 2020 study be made available to prospective respondents during the RFP period?
- County's Answer is italicized and in blue text:
- *No. Previous studies for R.H. Stafford Library will only be provided to the awarded Consultant as part of the data collection phase.*
15. Will the after-hours entrance be a new primary entrance as well, or just will the current main entrance remain for that purpose?
- County's Answer is italicized and in blue text:
- *This question will be addressed by the awarded Consultant as part of the Phase 1 Feasibility Study. The County Library Leadership team has not fully vetted out what extended access means for R.H. Stafford Library. Therefore, this question is too premature to be answered as part of the RFP.*
16. A parking structure was mentioned as a possibility, as was an addition. Does the project budget cited in the RFP reflect those two features?
- County's Answer is italicized and in blue text:
- *No. The County's project budget would need to be increased if a parking structure and building addition were to be included in the overall project scope. If added, these project scope inclusions shall merit additional services for the awarded Consultant team. The proposing Consultants shall provide a description of their process for adjusting fees should these project scopes be added. If the Consultant proposes a percentage of construction costs method, then the Consultant shall identify the percentage value as part of their proposal (e.g., 5%, 6%, 7%, other).*
17. Underground utilities + site survey: Does the County already have an underground utility survey and a site planning/topo survey for Stafford Library (and can you share date/format)?
- County's Answer is italicized and in blue text:
- *The County only has current Site Utility Plans and Site Grading and Drainage Plans from the recently completed Central Park project for the City of Woodbury. These drawings are dated November 1, 2023, and are available in PDF format. These drawings will be distributed to the awarded Consultant during the data collection phase of the project.*

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- *Depending on the selected concept option from the feasibility study, these surveys may not be needed.*

18. If not, could you please clarify why consultants would procure them (not typical practice), and does the County have a preferred surveyor/contracting path?

County's Answer is italicized and in blue text:

- *For the sake of this proposal, the Consultant team shall provide the underground utility surveying scopes as an exclusion with an associated cost for potential project inclusion.*
- *For the sake of this proposal, the Consultant team shall provide the site planning surveying scopes as an exclusion with an associated cost for potential project inclusion.*

19. Water supply flow test: Is there a recent water flow test report available for the site? If not, can you clarify why the consultant must procure it (vs. City/Fire/CM), and who is the preferred coordinating agency/contact for scheduling and reporting?

County's Answer is italicized and in blue text:

- *The County will coordinate with the City of Woodbury to confirm if a recent water flow test report is available for the site. If so, this report will be provided to the awarded Consultant during the data collection phase of the project.*
- *If not available from the City, the County requests that the Consultant team works with the City of Woodbury Public Works Department to procure this information. As the Consultant team is responsible for full fire protection engineering, the Consultant shall be responsible for full design and determination of existing system conditions.*
- *For the sake of this proposal, however, the Consultant team shall provide the water supply flow test scope as an exclusion with an associated cost for potential project inclusion.*

20. Budget clarity: The RFP states a \$16,500,000 construction budget—is that hard construction only? Please confirm separate target budgets (if established) for FFE procurement and overall soft costs (A/E, CM, testing/inspections, commissioning/TAB, permits, etc.) and overall project cost.

County's Answer is italicized and in blue text:

- *Yes, the \$16,500,000 is the project hard construction budget only.*
- *Yes, the County has an overall soft cost budget, but it will only be disclosed to the awarded Consultant.*

21. Option 3 parking structure: If Option 3 triggers additional parking, should a parking ramp be treated as (a) included within the \$16.5M, or (b) separate scope/budget? If a ramp becomes necessary, does the County want it carried as a defined additional service/alternate (fee + construction cost impacts)?

County's Answer is italicized and in blue text:

- *No. The County's project budget would need to be increased if a parking structure were to be included in the overall project scope coming out of the Phase 1 Feasibility Study. If added, this project scope inclusion shall merit additional services for the awarded Consultant team. The proposing Consultants shall provide a description of their process for adjusting fees should this project scope be added. If the Consultant proposes a percentage of construction costs method, then the Consultant shall identify the percentage value as part of their proposal (e.g., 5%, 6%, 7%, other). There are far too many project variables for Consultants to provide a fair and "apples to apples" alternate cost for evaluation.*

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22. Option 3 viability vs. new roof/solar: Given the 2025 roof replacement + solar array, is Option 3 still considered a realistic/viable option? Are there warranty/ownership/contractual constraints that would limit demolition/modification—and should feasibility include those as explicit risk/cost items?

County's Answer is italicized and in blue text:

- *Yes, Concept Design Option 3 remains a viable option for the project.*
- *Nevertheless, yes, the Feasibility Study should include the noted explicit risks and cost items.*

23. Vertical expansion assumptions: Does the County have any prior structural documentation supporting that the building is sized for vertical expansion? For feasibility, should the team assume impacts such as additional stairs, elevator modifications/addition, and other fire/life-safety upgrades?

County's Answer is italicized and in blue text:

- *Yes, existing structural documents are available but will only be provided to the awarded Consultant team. The awarded Consultant will receive a greater scope of documentation from the County as part of the data collection phase to assist with the feasibility determination of Concept Option 3.*
- *Yes, the feasibility study scope for Concept Option 3 will require the Consultant to consider vertical circulation impacts and fire/life-safety system impacts.*

24. Please clarify what option we should assume for SD_CA phases to provide proposal for full services?

County's Answer is italicized and in blue text:

- *See attached for new RFP “Appendix C: Part 2: Basis of Design Scope Opportunities (SD-CA)” for a description of the scopes to be included in the fee proposal. Please note that the content included in “Appendix C” may not be the final direction for the project based on the findings from the Feasibility Study. Nevertheless, the intent of “Appendix C” is to provide a project scope basis that Consultants can base their fee on resulting in a fair and “apples to apples” evaluation by the County.*

25. Cost review + incorporation timing: During the required pause periods (feasibility/SD/DD), should consultant design effort essentially stop, or may limited work proceed in parallel? Please, confirm that CM estimate feedback/VE/comments are expected to be incorporated within the same phase before advancing to the next phase.

County's Answer is italicized and in blue text:

- *The Consultant can choose to continue working in a limited capacity at their own risk. Any work completed by the Consultant team during this time needing revision due to County reviews and CM cost estimate reviews will not be an approved additional service.*
- *Yes, the CM cost estimate periods will run concurrently with the County review periods. These review periods will provide review comments, cost estimate feedback and any suggestions for VE.*

26. Community engagement during CDs: The RFP includes a Community Meeting Five during Construction Documents—please confirm its intent is primarily informational (“wrap-up/next steps”) rather than design-direction late in CDs, and whether the County is open to scheduling it late DD / early CD to reduce rework risk and cost.

County's Answer is italicized and in blue text:

- *Yes. The fifth community engagement meeting is intended to provide “wrap-up/next steps” information as noted in the question above. The County does not see this a “design-direction” meeting. The County*

Appendix C For Reference Only

is certainly open to an alternate schedule of meetings based on the awarded Consultant's recommendations and expertise with the community engagement process.

27. Confirm expectation: design team provides full low-voltage infrastructure design (pathways/cabling/terminations), while equipment purchase is County-provided.

County's Answer is italicized and in blue text:

- *Yes, Consultant team to provide full low voltage electrical engineering infrastructure design as stated in the RFP.*
- *Yes, coordination with County staff and County vendors during the design process is required as stated in the RFP to assist with the determination of locations and equipment types.*

28. Please provide the decision-making structure: PMT composition, Library leadership involvement, partner involvement, and who provides final approvals at each milestone.

County's Answer is italicized and in blue text:

- *Washington County's PMT is comprised of members of the Public Works Department / Building Services Division and the County Library.*
- *The PMT shall make the final approvals at each milestone with the final milestone approved by the County Board.*

29. Does the County anticipate swing space needs for staff/materials storage during construction? If yes, will that be County-provided or part of consultant scope?

County's Answer is italicized and in blue text:

- *Any swing space needs or material/equipment moving needs will be County provided and not part of the Consultant's scope.*

30. For Option 2A/2B: does the County have candidate receiving buildings already identified for Admin and/or Tech Services?

County's Answer is italicized and in blue text:

- *The County has building relocation options available, but nothing definitive at this time.*

31. Confirm milestones for CM estimates: feasibility options, SD, DD, and selective CD checks at 75% and 90%.

County's Answer is italicized and in blue text:

- *Yes.*

32. Fee worksheet: Section 3.8 references eight phases, but Appendix B example appears to show more columns (data/programming, concept, SD, DD, CD, bidding, permitting, CA, close-out). How does the County want phases rolled up?

County's Answer is italicized and in blue text:

- *RFP Section 3.8 had some typos. Omit the word "eight" and replace with the word "nine." Omit the word "phase" and replace with the word "category." Omit the word "phases" and replace with the word "categories."*
- *Essentially, there are nine (9) categories of professional services spread across three (3) project phases.*

33. Beyond the five required community meetings, does the County expect pop-up engagement inside Central Park or at community partners (YMCA, senior living, etc.)?

County's Answer is italicized and in blue text:

- *The RFP requires the Consultant team to lead and guide a robust and innovative community engagement process. Therefore, the County is certainly open to a variety of options based on the awarded Consultant's recommendations and expertise with the community engagement process.*

34. Will the County provide communications support (website posting, email lists, social media), or is the consultant expected to produce and manage all outreach channels?

County's Answer is italicized and in blue text:

- *Yes, the County will provide all digital communications support for community outreach. Nevertheless, the Consultant shall assist the County with the outreach content creation.*

35. Are translation/interpretation services expected, and if so, does the County have preferred providers or will the consultant procure?

County's Answer is italicized and in blue text:

- *The County is assuming this question pertains to Community Engagement. The Consultant does not need to include translation/interpretation services as a base service. Instead, the Consultant shall define this service as an exclusion with an associated cost for potential contract inclusion.*

36. For north-side outdoor patio/storytime concept (Option 1), is the stormwater basin location adjustable, or should it be treated as fixed?

County's Answer is italicized and in blue text:

- *The new north side stormwater basin shall be considered fixed as it was recently added as part of the new Central Park project for the City of Woodbury.*

37. What existing digital files are available (PDF + CAD/Revit) for the 2002 library (architectural, structural, MEP, fire protection, low voltage)?

County's Answer is italicized and in blue text:

- *The County has existing PDF drawing sets. The County also has some existing CAD background plans available, but more limited in mechanical, fire protection and electrical scopes. As noted in the RFP (2.1.A-1 Data Types), the awarded Consultant team shall account for field verification of existing building conditions. It remains the responsibility of the Consultant as part of this contract to create an accurate existing conditions digital background of the building and all related systems based on the County provided information and field verification process.*

38. Are there any known hazardous materials (asbestos/lead) reports or prior environmental surveys for the building?

County's Answer is italicized and in blue text:

- *No. The building was designed in 2001 and constructed in 2002. The County will share any available facility maintenance assessments with the awarded Consultant during the data collection phase.*

39. Are there prior facility assessments for Stafford Library that the County will provide (referenced in the RFP)?

County's Answer is italicized and in blue text:

- *No. Previous studies for R.H. Stafford Library will only be provided to the awarded Consultant as part of the data collection phase.*

Appendix C For Reference Only

40. Has there been a parking study done since the recent Central Park improvements and addition?

County's Answer is italicized and in blue text:

- *The last official parking study that the County has record of is the “Central Park Traffic and Parking Study” issued on July 30, 2021. This document will be provided to the awarded Consultant as part of the data collection phase of the project.*
- *As stated in RFP section 2.1D Concept Design Planning, Concept Option 3, the awarded Consultant will need to verify parking capacity relative to any additions to R.H. Stafford Library.*

41. Is it possible to get a copy of the main floor plans of the facility?

County's Answer is italicized and in blue text:

- *Yes, See attached for new RFP “Appendix C: Part 1: Existing Drawings.”*

42. What was the basis used for determining the size of the PV array provided on the library roof – SB2030, etc.? Is the new array earmarked for the library, Central Park, or both for SB2030 compliance? What is the configuration of the array – is a roof plan available showing its location?

County's Answer is italicized and in blue text:

- *The solar array included as part of the City's 2023 Central Park project was earmarked for both the R.H. Stafford Library and Central Park.*
- *The solar array configuration will be coordinated with the City of Woodbury and provided to the awarded Consultant during the data collection phase.*

43. What type of roof was installed on the library?

County's Answer is italicized and in blue text:

- *The 2023 Central Park project for the City of Woodbury included a new fully adhered EPDM roofing assembly over new cover board over existing insulation.*

44. If the library was included in the pre-design feasibility study for Central Park, can it be made available to proposers?

County's Answer is italicized and in blue text:

- *No. Previous studies for R.H. Stafford Library will only be provided to the awarded Consultant as part of the data collection phase.*

Part 2: Clarifications for Basis of Design Scope Opportunities (SD-CA)

See attached for new RFP Appendix C.

End of Addendum No.1 (January 7, 2026)

Part 1: Existing Drawings

In response to several of the written questions from interested consultants during the RFP process, Washington County is providing only five (5) existing drawing sheets from the original 2001 R.H. Stafford Library project. The following architectural sheets are **for reference only**:

- Sheet A1.1A: Library Lower Level Floor Plan
- Sheet A1.2A: Library Upper Level Floor Plan
 - *Note: this is what the County refers to as the “Main Level” floor plan.*
- Sheet A1.3A: Library Clerestory Plan
- Sheet A1.4A: Library Roof Plan
- Sheet A5.2: Wall Sections
 - *Note: this drawing sheet denotes existing exterior wall assembly conditions that can be field verified by the awarded consultant as needed.*

The awarded consultant will be provided with full background drawing sets by the County during the data collection period of the project.

Part 2: Basis of Design Scope Opportunities (SD – CA)

Based on the County’s comments during the pre-proposal site tour on Friday, December 12, 2025, and based on several of the written questions from interested consultants during the RFP process, Washington County is providing a description of design scope opportunities that shall be considered as the basis for fee proposals relative to Schematic Design services through Construction Administration Services. Please note the following:

- These basis of design scope opportunities are suggestions only from the Washington County team. The goal of these suggestions is to provide interested consultants with an “apples to apples” project scope to base their fee proposals on.
- The suggestions below align most closely with Concept Design Option 2A / 2B. Per recent coordination between Washington County and the City of Woodbury, it shall be assumed for the sake of this proposal that Concept Option 2A / 2B will not require the addition of a new parking ramp.
 - Therefore, do not include a fee proposal that includes a new parking ramp
 - Furthermore, do not include a fee proposal that includes relocation space design for any of the County Library staff groups that may move off site.
- The suggestions below have also been diagrammatically represented on the four (4) existing plan sheets included as part of Appendix C. These should be considered as reference only diagrams.

Basis of Design Scope Opportunities:

1. High renovation scope (full gut and remodel) of the library interior on both the lower level and main level. The resultant scope of services shall include all consultant design team disciplines to meet the County’s goals and objectives stated in the RFP.
2. The separate, lower level library storage room shall be considered a low renovation scope area.
3. Full redesign and replacement of the interior “storefront” entry assembly facing the City’s Central Park. This shall include new opportunities for County Library specific branding and signage.

Appendix C

For Reference Only

4. Provide a new floor opening through the existing main level structure to allow for new vertical circulation down to the lower level.
 - Note: Actual location and size of new floor opening TBD by the Consultant team.
 - Note: A new public stair connecting public areas of the library shall be the basis of design scope.
 - Note: If an elevator is needed per the findings from the selected concept design, then the resultant design scope will be considered an additional service for the Consultant.
 - The Consultant shall include an exclusion line item with an associated cost value to add elevator design and/or elevator consultant services.
5. Replace all existing exterior windows and glazing assemblies. This includes the clerestory translucent panel assemblies at the perimeter of the existing high roof area located in the center of the building.
6. Provide new exterior window openings for new windows in existing exterior wall assemblies along the west, north and east building elevations. See mark-ups on Sheet A1.2A for general locations.
 - Note: the new window scope identified in Appendix C is for reference only. The Consultant team is responsible for defining the project scopes based on factors such as, but not limited to, AHJ energy code reviews / requirements and existing structural system capacity.
7. North façade renovation with slight expansion between existing building grid 3 and grid 7 along grid J. Replace all existing window assemblies and consider a new exterior elevation design that represents the “beacon of knowledge” concept per the Library’s goals.
8. In addition to a full façade renovation, the roof in this area shall be raised between existing building grid 4 and grid 7 along grid J and grid H. The roofing redesign in this area shall consider the design of overhang extensions to reinforce dynamic, signature façades with increased height.
9. The west façade along grid 7, between grid J and grid G shall be revised to match the intent of the new north façade design and provide a cohesive building corner design. The building’s exit stair assembly shall remain, but the exterior brick finish material can be reconsidered. The wall can also expand in height as needed to tie into the new raised roof area.
10. The north side green space outside of the renovated north façade shall become an outdoor space dedicated for R.H. Stafford Library use with robust landscape design and perimeter decorative fencing.

In summary, the content included in “Appendix C” shall not be considered as the final design direction for the project. These are County suggestions only for establishing a consistent basis of design for “apples to apples” evaluation of competitive Consultant proposals. The final project design direction shall be based on the findings from the Phase 1 Feasibility Study and the continuous design efforts of the awarded Consultant team.

As a reminder to all interested parties, the awarded Consultant team will have the opportunity to coordinate and negotiate the awarded contract value with Washington County if needed once a concept design selection has been made at the end of the Phase 1 Feasibility Study.

End of Appendix C (January 7, 2026)

I hereby certify that this document was prepared by me or under my direct supervision and that I am a duly licensed Architect under the laws of the State of Minnesota.
Arthur B. Weeks
Signature
Arthur B. Weeks
Typed or Printed Name
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Registration Date

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fax: 612.871.9088
www.thorbeck.com

T = TEMP. GL.
W = WIREGL.
HO = HOLD OPEN

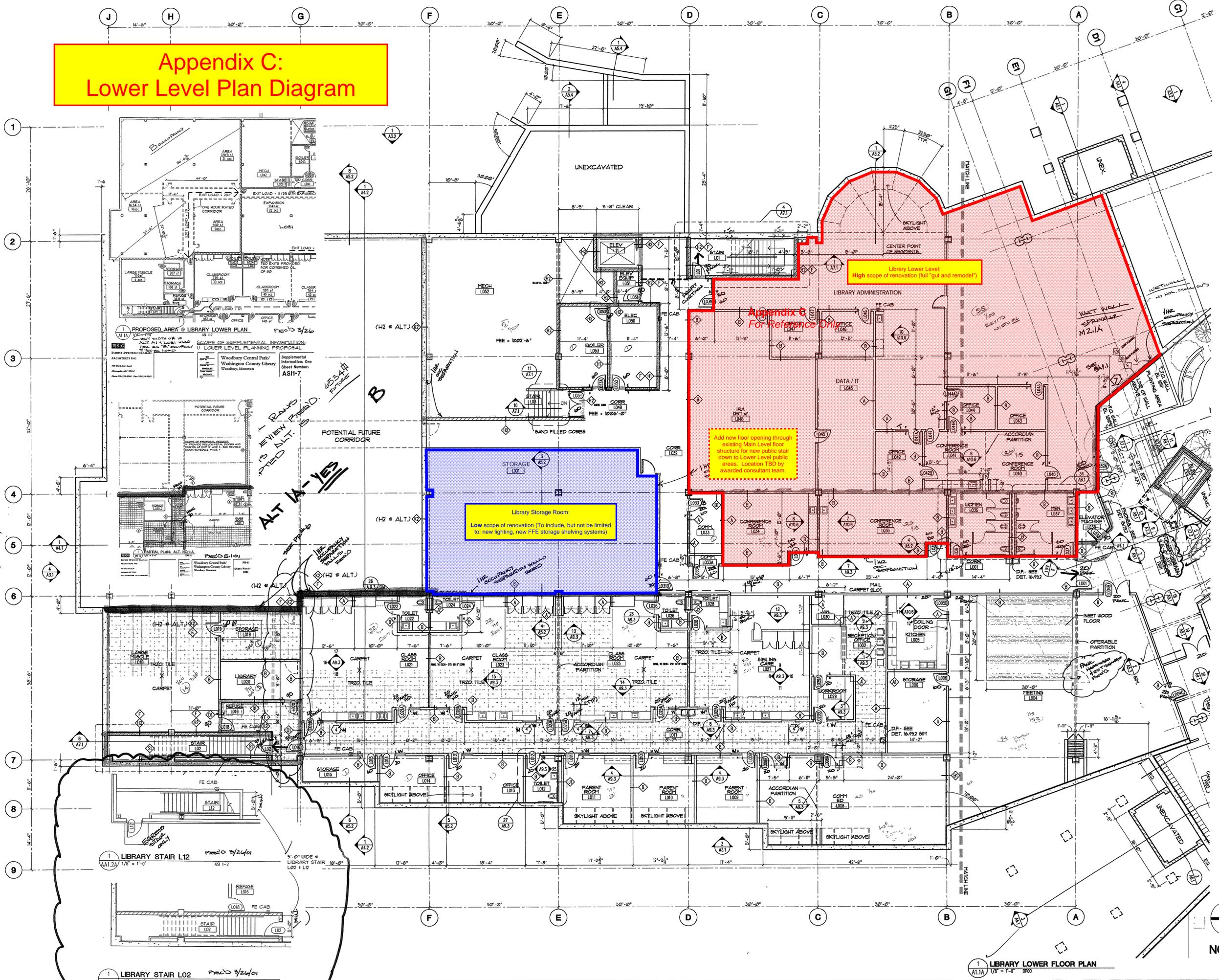
January 8, 2001

Project Information
98026.02
Project Number
Drawn By Checked By

Sheet Information
Library
Lower Level
Floor Plan

A1.1A

**Appendix C:
Lower Level Plan Diagram**

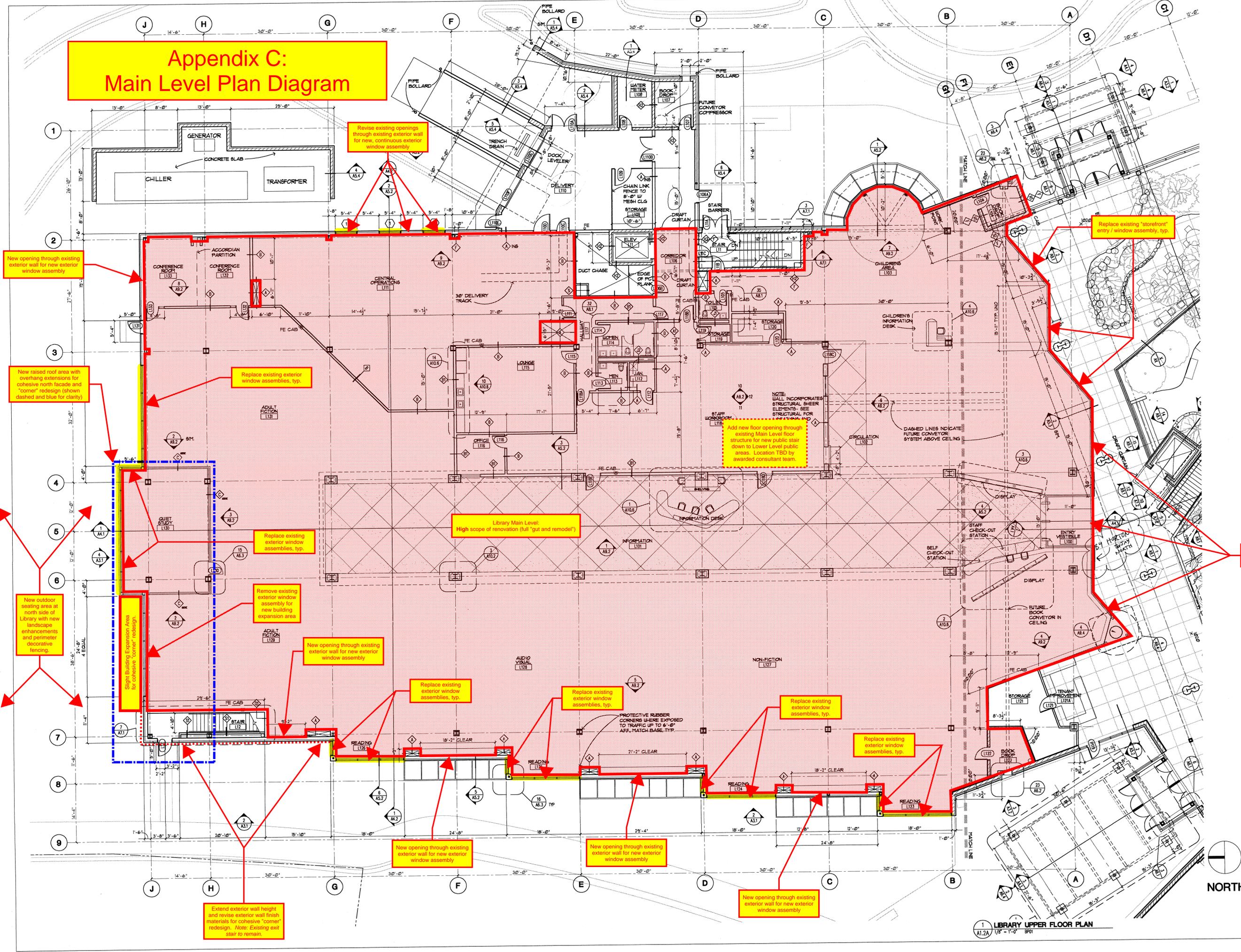


1 LIBRARY STAIR L02
A1.1A 1/8" = 1'-0" ASI 1-1

1 LIBRARY LOWER FLOOR PLAN
A1.1A 1/8" = 1'-0" 5/00

1-24-01

Appendix C: Main Level Plan Diagram



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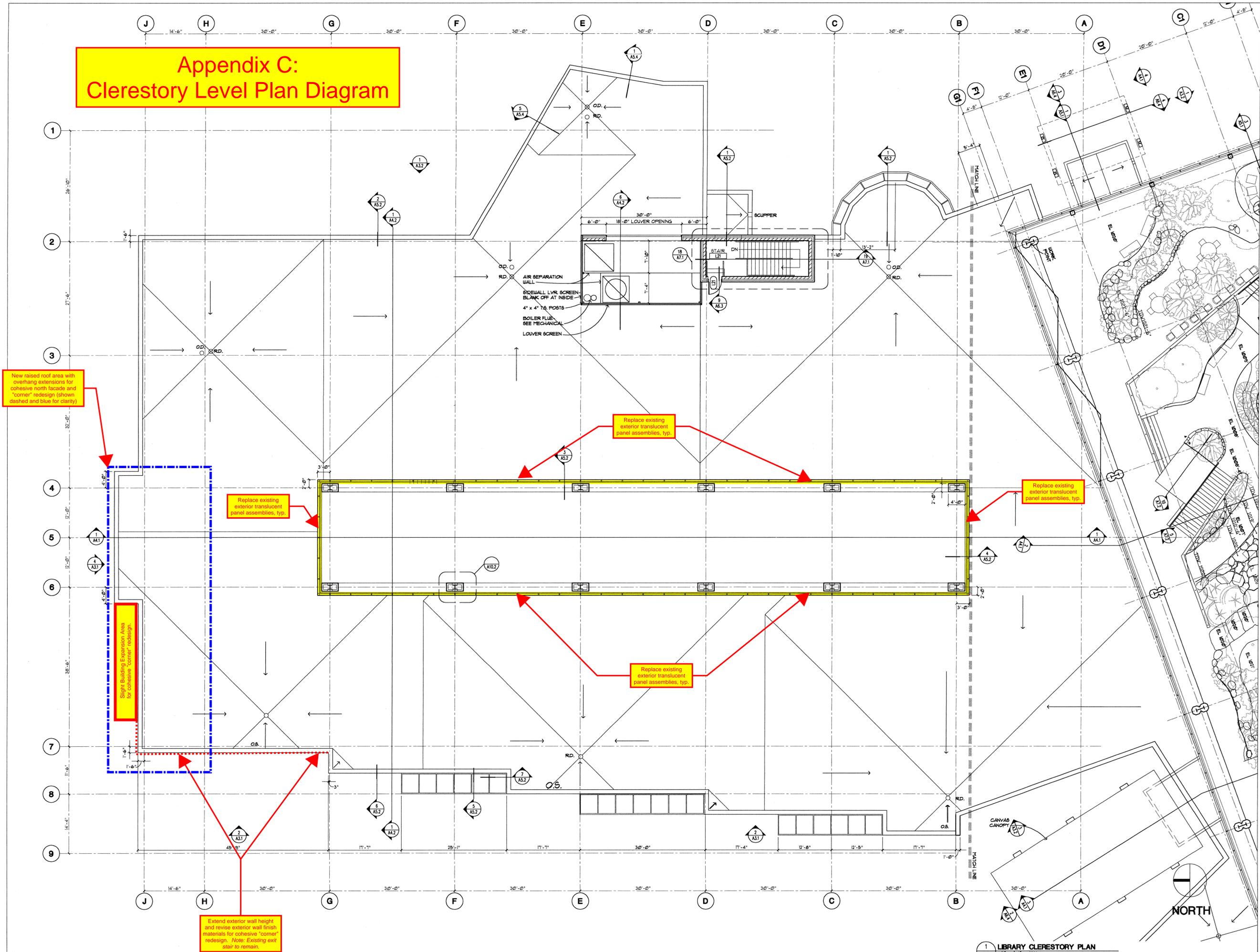
Project Information
98076.05
Project Number
Drawn By _____
Checked By _____

Sheet Information
Library
Upper Level
Floor Plan

LIBRARY UPPER FLOOR PLAN
A1.2A 1/8" = 1'-0" 8/01



**Appendix C:
Clerestory Level Plan Diagram**



Woodbury Central Park/
Washington County Library
Woodbury, Minnesota

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January 8, 2001
Project Information

98076.dps
Project Number
Drawn By Checked By

Sheet Information
Library
Clerestory
Plan

1 LIBRARY CLERESTORY PLAN
A1.3A 1/8" = 1'-0" 8/02

A1.3A

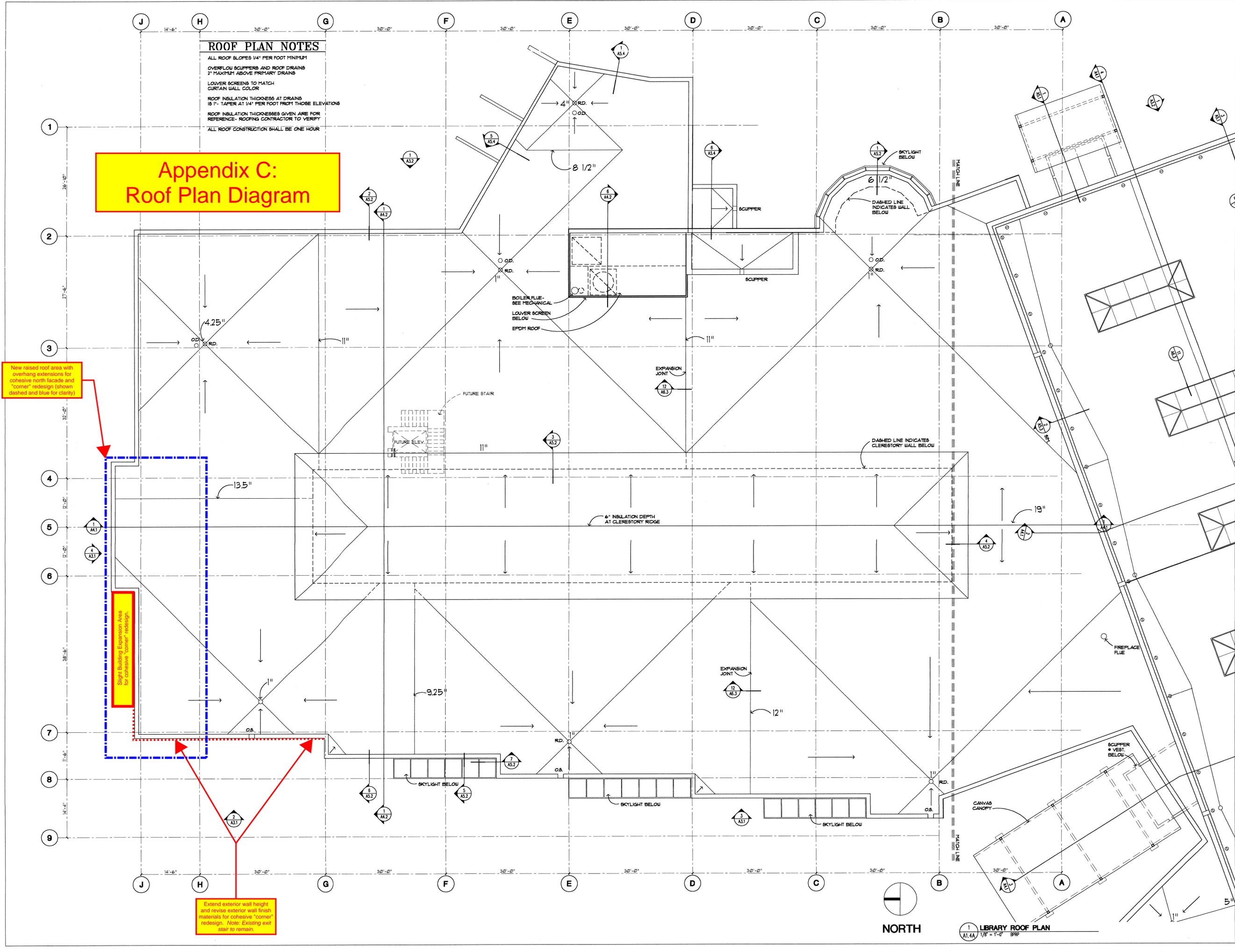
ROOF PLAN NOTES
ALL ROOF SLOPES 1/4" PER FOOT MINIMUM
OVERFLOW SCUPPERS AND ROOF DRAINS
2" MAXIMUM ABOVE PRIMARY DRAINS
LOUVER SCREENS TO MATCH
CURTAIN WALL COLOR
ROOF INSULATION THICKNESS AT DRAINS
18 1/2" TAPER AT 1/4" PER FOOT FROM THOSE ELEVATIONS
ROOF INSULATION THICKNESSES GIVEN ARE FOR
REFERENCE- ROOFING CONTRACTOR TO VERIFY
ALL ROOF CONSTRUCTION SHALL BE ONE HOUR

**Appendix C:
Roof Plan Diagram**

New raised roof area with
overhang extensions for
cohesive north facade and
"corner" redesign (shown
dashed and blue for clarity)

Slight Building Expansion Area
for cohesive "corner" redesign.

Extend exterior wall height
and revise exterior wall finish
materials for cohesive "corner"
redesign. Note: Existing exit
stair to remain.



LIBRARY ROOF PLAN
1/8" = 1'-0" BRP

KEYNOTES

- (A) ROOF SYSTEM**
- BUILT UP ROOF SYSTEM
 - RIGID INSULATION (SLOPE TO DRAINS)
 - PRECAST CONC. PLANK - SEE STRUCT.
 - CEILING - SEE ROOM FINISH SCHED.
- (B) METAL ROOF SYSTEM #1**
- CORRUGATED METAL ROOF
 - ICE AND WATER SHIELD
 - RIGID INSULATION W/ SCRIM
 - 1 1/2" METAL DECKING - 1 HR. SPRAY FIREPROOFING
 - STRUCTL. STL. FRAMING 2 HR. SPRAY FIREPROOFING
 - 5/8" GYP. BD. CEILING - VAPOR BARRIER
 - 1 HR. ROOF ASSEMBLY - UL NO. F111

- (C) TYPICAL LOW ROOF SYSTEM**
- BUILT UP ROOF SYSTEM
 - RIGID INSULATION (SLOPE TO DRAINS)
 - ROOF BOARD
 - 1 1/2" METAL DECKING - 1 HR. F.P.
 - STRUCTURAL STEEL FRAMING - 2HR. F.P.
 - STL. BAR JOIST - 1HR. SPRAY F.P.
 - CEILING - SEE ROOM FINISH SCHED.
- (D) TYPICAL PARK ROOF SYSTEM**
- BUILT UP ROOF SYSTEM
 - RIGID INSULATION (SLOPE TO DRAINS)
 - ROOF BOARD
 - 3" METAL DECKING
 - STRUCTURAL STEEL FRAMING
 - STL. BAR JOIST
 - CEILING - SEE ROOM FINISH SCHED.

- (2A) SLAB ON GRADE**
- CONC. SLAB ON GRADE - SEE STRUCT. FOR THICKNESS
 - 6 MIL VAPOR BARRIER
 - COMPACTED GRANULAR FILL
 - SEE STRUCT. FOR REINFORCING & CONTROL JOINT SPACING
- (2D) FLOOR/CEILING**
- 2" STRUCTURAL TOPPING
 - PRECAST CONCRETE PLANK - SEE STRUCT.
 - CEILING - SEE ROOM FINISH SCHED.
- NOTE:**
SEE ROOF PLAN FOR TAPERED INSULATION THICKNESSES.
ALL NON-TAPERED ROOF INSULATION TO BE 5" MINIMUM

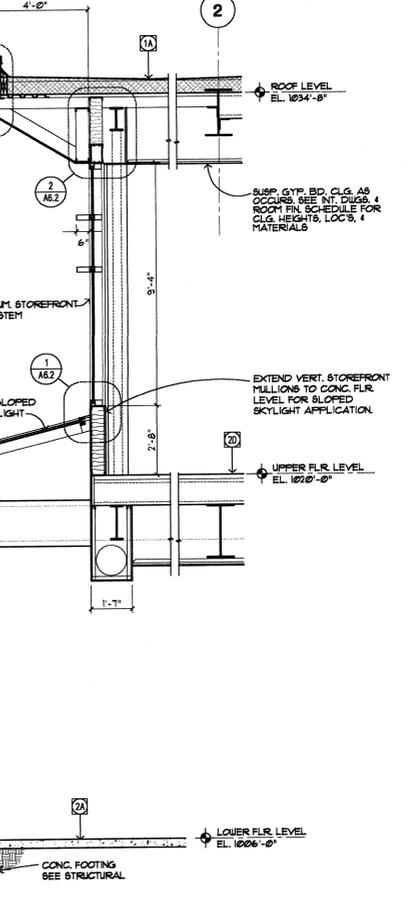
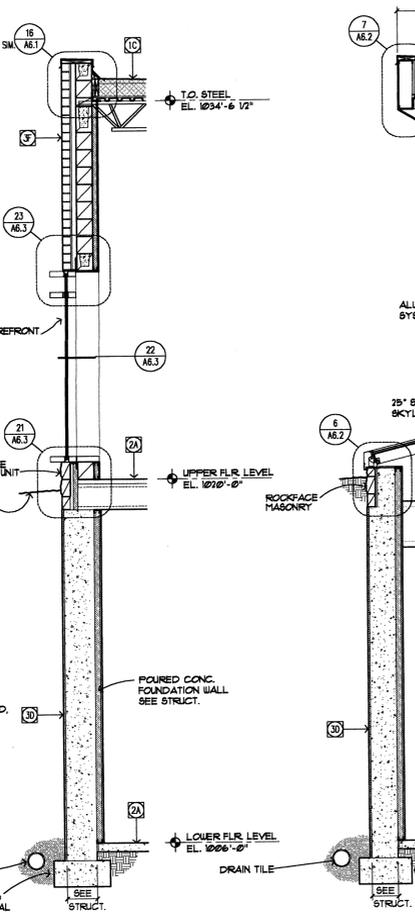
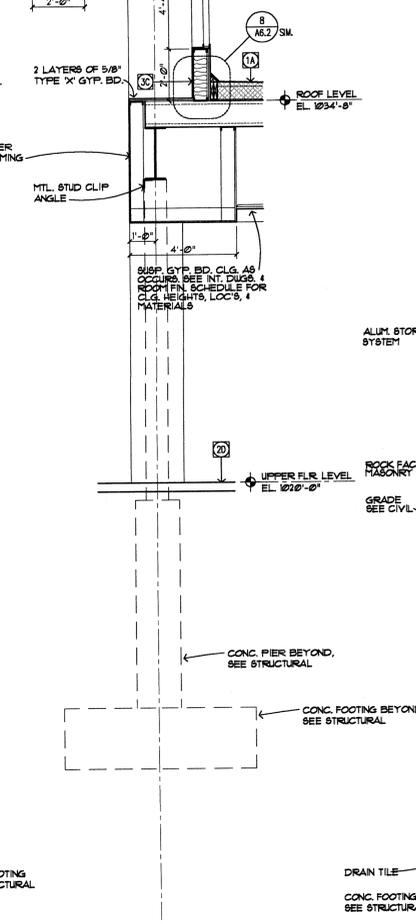
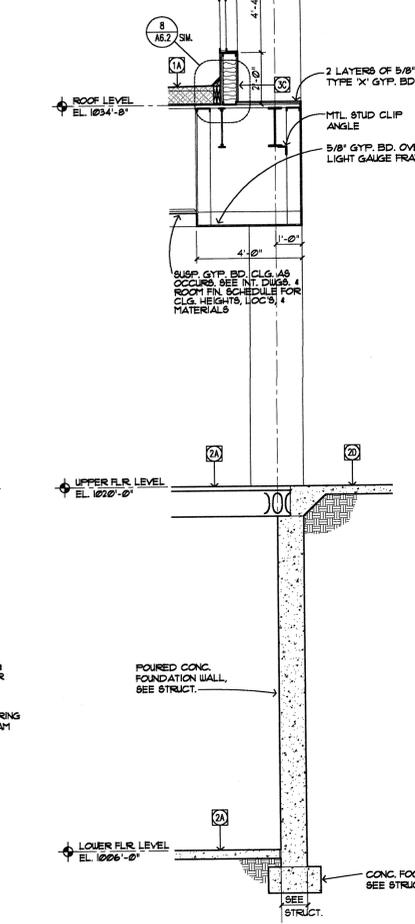
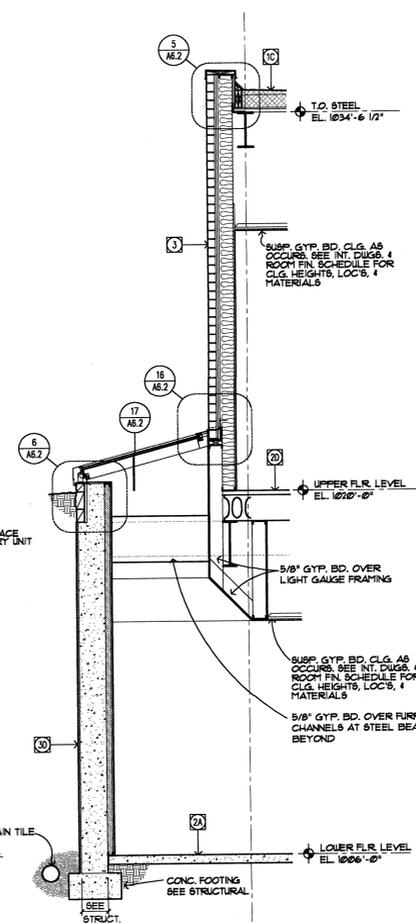
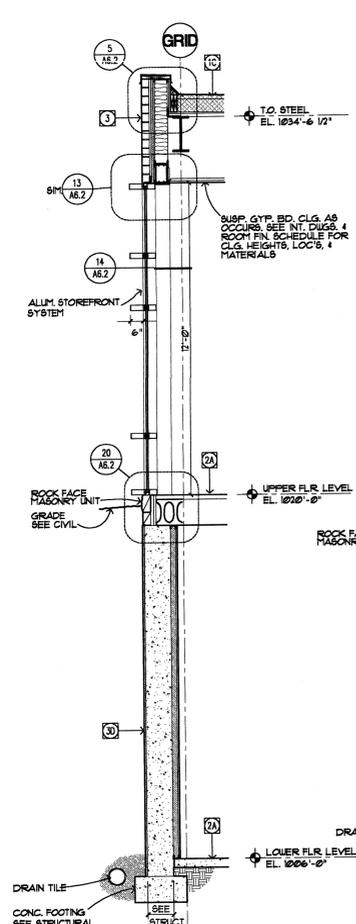
- (3) EXTERIOR BRICK VENEER WALL**
- 4" BRICK VENEER
 - AIR SPACE
 - BUILDING PAPER
 - 1" RIGID INSULATION
 - EXTERIOR SHEATHING
 - 6" METAL STUDS
 - R21 BATT INSULATION
 - VAPOR RETARDER
 - 5/8" GYPSUM BOARD
- (3A) EXTERIOR BRICK VENEER WALL**
- 4" BRICK VENEER
 - AIR SPACE
 - 3 1/2" RIGID INSULATION
 - 12" CMU
 - SELF FURRING METAL LATH
 - CEMENT PLASTER

- (3B) EXTERIOR BRICK/CMU WALL**
- 4" BRICK VENEER
 - AIR SPACE
 - 3 1/2" RIGID INSULATION
 - 8" CMU
 - 3 5/8" FURRING
 - 5/8" GYPSUM BOARD
- (3C) TYP. WALL SYSTEM**
- PREFIN. MTL. CLADDING
 - B.LDG. PAPER
 - 5/8" GYP. BD. THGS.
 - 6" METAL STUDS
 - BATT INSUL. R19
 - 6 MIL FOLY VAPOR BARRIER
 - 5/8" GYPSUM BOARD

- (3D) FOUNDATION WALL**
- 1" RIGID INSULATION
 - POURED CONCRETE FDN WALL - SEE STRUCTURAL
 - WATER PROOFING
 - 2 1/2" RIGID INSULATION
 - 2 1/2" 2" FURRING
 - 5/8" GYPSUM BOARD
- (3E) FOUNDATION WALL**
- 14" CMU FDN WALL - SEE STRUCTURAL
 - WATER PROOFING
 - 3" RIGID INSULATION

- (3F) EXTERIOR BRICK/CMU WALL**
- 4" BRICK VENEER
 - AIR SPACE
 - 2" RIGID INSULATION
 - 8" CMU
 - RIGID INSULATION
 - 4" 2" FURRING
 - 5/8" GYPSUM BOARD

**Appendix C:
For Reference Only - Existing
Exterior Wall Sections**



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Project Information
98016-05
Project Number
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Checked By _____

Sheet Information

Wall Sections