

FiftyNorth and City of
Northfield

Request for Qualifications

Northfield Community Resource
Center (NCRC) Space Needs Study
and Expansion

Lynne Pederson
Fifty North Executive Director

1651 Jefferson Parkway
Northfield, Minnesota 55057

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INTRODUCTION

Northfield Senior Center (FiftyNorth) who provide recreation activities for older adults and the City are requesting qualifications from qualified professionals to engage with stakeholders for space planning, space programming, and needs at the NCRC. The NCRC building where FiftyNorth operates has other community groups that occupy the building. One of the main users is the Northfield School District. In 2018, the School District passed a referendum to build a new Greenvale Elementary School. The School District will be moving their Community Education from the NCRC building to the old Greenvale Elementary School.

The NCRC will have tenant space available tentatively planned for August 2020 when Community Education is relocated. This provides an opportunity for the existing NCRC tenants to review their space needs at the building and to look for other users for the building.

SCOPE OF SERVICES

FiftyNorth along with the City want a consultant to help plan the NCRC building space and assist FiftyNorth with their space planning and programming.

Proposers are required to be qualified architectural and engineering design teams with proven successful experience in concept planning and design services to relate to:

Complete evaluation of existing space use;

- Research, creative concept development and planning for re-imagining existing use of the existing space and under-utilized/undeveloped spaces within a building.
- The development of building fit plans which serve to maximize the highest and best use of space.

Needs

- Conduct a process to assure that public, community, users, and stakeholder input is considered.

Program Development

- Review and Confirm Phase 1 identified programming and future program needs for the community as they pertain to the FiftyNorth and users of this facility.
- Evaluate current space capacity and determine future space requirements to meet the program needs.
- Provide a summary of the needs assessment findings and programming gaps.

Preliminary Building Plans and Cost Projections

- Provide cost projections for any building modification and expansion.
- Provide new building floor plans and expansion plans
- The development of comprehensive written reports on, existing space and under-

utilized/undeveloped spaces within a building, and making recommendations for both creative and necessary modifications to achieve the highest and best use.

Inquiries about the request for qualification should be addressed to:

Lynne Pederson
Fifty North Executive Director
507-664-3700
lynne.pederson@fiftynorth.org

To be considered, qualified firms must submit an electronic copy and three (3) hard copies of their qualifications to Lynne Pederson, Fifty North Executive Director at NCRC FiftyNorth 1651 Jefferson Parkway Northfield, Minnesota by 2:00 p.m. on December 20, 2019.

Firms submitting their qualifications will be requested to make oral presentations as part of the evaluation process. Following a review of the qualifications, a recommended firm will be identified. FiftyNorth and the City will negotiate the final scope and pricing for the contract. The Contract will be funded by and with FiftyNorth.

Tentative Project Schedule:

- November 22, 2019 Issue Request for Qualification
- December 20, 2019 Consultant submittal deadline
- January 2020 Consultant interview and selection
- February 2020 – July 2020 Space Planning and Programming, Expansion Option, recommendations complete

PROJECT INTENT

The intent of this project is to take a comprehensive look at the NCRC building, engage with existing users, evaluate current and future program needs, program and plan space, evaluate space capacity and determine future space requirement and explore way to expand the building based on user needs and community needs.