

STAFF REPORT**Agenda Item: 8.a**

Council Meeting: July 24, 2025	Prepared By: Jay Tobin, City Administrator
Topic: Contract Award for Space Needs Analysis	Action Required: Authorization

Summary

On June 23rd, 2025, City Council authorized staff to publish an RFP (Request For Proposals) for "Space Needs Analysis" to achieve the goals of: space needs assessment; asset inventory and valuation; establishment of a clear vision for a civic campus; and the initial development of a civic campus plan in support of the strategic objective of developing a "municipal facilities and land blueprint" as identified under the core strategy to "provide high quality, innovative services" within City Council's 2025 Core Strategies-Objectives-Goals-Measurables as approved on March 27th, 2025.

Twelve consultants submitted proposals by the July 11th, 2025 deadline. Our staff panel consisting of: City Administrator, Assistant City Administrator, Director of Public Safety, Director of Public Works/Engineer, and Community Development Director) reviewed, discussed, and evaluated submissions on July 14th, 2025 using the criteria established in the published RFP.

Evaluation Criteria:

1. Past record of experience and performance of similar projects, including references (20%)
2. Qualifications of staff assigned to the project, including commitment to this project (10%)
3. Project Understanding and Work Plan, including schedule (30%)
4. Fee (40%)

Consultants that submitted proposals and their fees listed alphabetically:

BKV Group -	\$25,960
Brunton -	\$39,500
Collaborative Design Group -	\$56,000
HCM Architects -	\$55,100
ICS -	\$24,500
ISG Inc -	\$38,600
JLG Architects -	\$38,500
Kodet Architectural Group -	\$61,250
Leo A. Daly -	\$39,000
Momentum Design Group -	\$41,000
Meyer Group Architecture -	\$48,565
Wold Architects & Engineers -	\$24,400

Four consultants were selected for deeper and broader face-to-face in interviews conducted on July

16th, 2025 consisting of: BKV, JLG, ISG, and Leo A. Daly.

Staff recommendation will be published in an update prior to the Council Meeting in order to allow for some necessary follow-up/clarification following the interviews (i.e. references, questions, etc) to ensure staff has the best information to base their recommendation.

UPDATED/ADDED on 7/23/25

BKV is identified as the preferred consultant to complete Corcoran's Space/Needs Analysis for city facilities for several reasons spelled out according to the evaluation criteria identified in the RFP.

1. Past record of experience and performance of similar projects, including references (20%)

BKV is a nationally recognized firm that came to the table with subconsultants Oertel Architects, and Kraus Anderson. Their collective breadth of experience in completing similar assessments and analysis for other cities is unmatched (200 listed). The submission outlined details of similar projects with Roseville, South St Paul, Golden Valley, Red Wing, Buffalo, Fridley, Brooklyn Center, Rosemount, and Orono. City Administrator Tobin also spoke with the Chanhassen City Administrator to discuss BKV's work on Chanhassen's Civic Campus construction, as well as their Community Center planning.

2. Qualifications of staff assigned to the project, including commitment to this project (10%):

The five personnel on this project attended the interview to include: Paul Michell (BKV - Partner-in-Charge); Michael Healy (BKV - Project Manager/Public Safety Planner); Kelly Naylor (BKV - City Hall Planner/Interior Designer); Andrew Cooper (Oertel Architects – Maintenance Planner); Mauri Solomon (Kraus Anderson – Facility Assessment Manager).

3. Project Understanding and Work Plan, including schedule (30%):

Clear understanding of the project with a work plan that offered the most engagement opportunities (8 total) – they call "work shops". Each work shop has clear focus to ensure the right stakeholders are participating and the necessary data is provided. BKV offers deliverables in their process that were not offered by other consultants that will assist the City as helpful tools that when maintained/updated will provide important data impacting future projects and decisions.

4. Fee (40%):

BKV's fee of \$25,960 was the lowest of the 4 consultants interviewed and second lowest of the 12 proposals submitted.

Staff recommends that City Council authorize entering into agreement with BKV to complete the Space Needs Analysis per the specifics laid out in the RFP.

Financial/Budget

The "Space Needs Assessment" is the begins the process to identify city facility requirements to include: assessment of needs and assets, engagement of stakeholders and development of plans, and refinement to adoption of final plans that meet City Facilities requirements. Expenses for the entire process were projected in the \$300,000 in the 2025A Bond spend plan.

Options

1. Authorize staff to move forward with engagement of BKV to conduct the space needs assessment for city facilities.

2. Provide staff other direction.

Recommendation

Authorize staff to move forward with engagement of BKV to conduct the space needs assessment for city facilities.

Council Action

Authorize staff to move forward with engagement of recommended contractor to conduct the space needs assessment for city facilities.

Attachments

1. [RFP_for_Space_Needs_Analysis.pdf](#)
2. [BKV_Proposal_for_Corcoran_FacilitiesSNA_2025-07-11.pdf](#)