



REQUEST FOR BOARD ACTION
New Business

MEETING DATE: January 19, 2023
PREPARED BY: Chuck Stifter, Parks and Recreation Director
AGENDA ITEM: Authorize Request for Proposal for Architectural and Engineering Services -
Community Center Project

PREVIOUS ACTIONS:
Following the completion of the master planning process, Council approved Resolution No. 22-132 calling for election on sales and use tax for city Community Center project.

RECOMMENDED PARK BOARD ACTION:
Motion to approve the Request for Proposal for Architectural and Engineering Services and authorize the solicitation of proposals for architectural and engineering services for the Maple Grove Community Center Renovation and Expansion Project, subject to final review by the City Attorney and the Parks and Recreation Director.

COMMENTS:
Staff has prepared a Request for Proposals for architectural and engineering services to complete the design and construction of the Community Center Renovation and Expansion project. The process includes solicitation of a select group of architectural firms, panel review of submittals, and candidate interviews.

PROJECT TIMELINE

Request for Proposal Issued via Emailed	January 20, 2023
Questions regarding RFP due prior to.....	February 1, 2023
Submittal Deadline.....	February 8, 2023
Selected Candidate Interviews with Council and Park Board.....	February 16, 2023
AE Contract Approved	March 2023

Following a positive review by the Board, staff will proceed with the solicitation and selection process.

ATTACHMENTS:
Attachment A – RFP for Architectural and Engineering Services