



Grand Forks Growth Fund, A Jobs Development Authority Staff Report

RFQ Review Committee – June 14, 2019
JDA – July 1, 2019

Agenda Item: Grand Forks Herald Building Update

Submitted By: Todd Feland, City Administrator

Staff Recommended Action: Informational Update

Committee Recommended Action:

JDA Action: Informational Update

BACKGROUND:

The Grand Forks Herald Building is an iconic building and important historic landmark. Maintaining the Building's relevance as a viable, positive, and vibrant presence in the downtown core is of vital and strategic importance. Similar to the JDA's Business Park "shovel ready" strategy, the Grand Forks Herald Building provides move in ready commercial space to meet non-industrial economic/community development opportunities and at time when current and long term JDA property holdings are beginning to revert to private holdings.

The Grand Forks Herald Building first floor concept is for a community collaboration spaces, board/meeting room(s), and City office space. The master planning process will also help inform subsequent steps for City Hall facility space management. The collaborative and strategic stakeholders are the City/JDA, UND, Grand Forks Public, Grand Forks Region EDC, and Grand Forks Public Schools.

The JDA acquired the Grand Forks Herald property on May 1, 2019. A Request for Qualifications (RFQ) to select an architectural consultant team to provide master planning and design services for the adaptive reuse and reconfiguration of the Herald building was issued on May 16. Four submissions were received by the June 7 deadline: local firms Michael J. Burns, ICON and JLG; VJAA from Minneapolis. Representatives from the following stakeholder entities were invited to sit on the committee to review submissions. Those who participated are named below:

- Grand Forks Public: Justin Berry
- *City of Grand Forks - Human Resources:* Tangee Bouvette
- *JDA/City Council:* Bret Weber
- *UND:* Fred Wittmann
- *GFREDC:* Keith Lund
- *Grand Forks Herald:* unable to attend
- *School District:* unable to attend

The review committee received copies of all submissions and subsequently met on June 14 to hear presentations from the four responding firms and evaluate them based on the criteria listed in the RFQ. The committee unanimously agreed that JLG was the most qualified firm. City and JLG staff have since met to refine the scope of work and schedule for Phase 1 master planning services.

FINDINGS & ANALYSIS:

- The review committee evaluated the four submissions received and found JLG Architects to be the most qualified firm to perform the requested master planning and design services.
- The proposed scope of work and schedule are attached. These are subject to adjustment based on stakeholder availability.
- Master Planning Services for Phase I will be provided over the July-September 2019 time frame. These services will consist of the following strategic program activities and will include all the project strategic stakeholders:
 - Programming Requirements
 - Establish project goals and objectives
 - Gather data
 - Analyze the information
 - Identify programmatic strategies/diagrams
 - Establish quantitative requirements – square footage based on desired program elements and preliminary cost information
 - Project kick-off meeting
 - Preliminary site evaluation
 - Preliminary floor plan diagrams
 - Preliminary site plan
 - Preliminary conceptual images
 - Identify preferred construction schedule strategy
 - Up to two design workshops
 - Deliverables
 - Program document
 - Preliminary concept documents, site plan, floor plan(s), image(s)
 - Preliminary statement of probable construction cost
 - Conceptual construction phasing strategy (if any)
- Based on the approval of the master plan concept, the action plan is to move forward with final design and construction in the fall and winter of 2019/2020 with a spring/summer of 2020 project completion.
- The Grand Forks Herald Building Phase I Master Planning Services will be funded from budgeted FY 2019 economic development funds and anticipate the investment to be approximately \$30,000. This funding level is within administrative funding authority.

SUPPORT MATERIALS:

- N/A