



Architect / Design Firm for Office Space Request For Qualifications

Purpose

The [Bush Foundation](#) (the “Foundation”) is issuing a request for qualifications (RFQ) for an architect for a potential office space design project.

About The Bush Foundation

The Bush Foundation works to inspire and support creative problem solving — within and across sectors — to make the region better for everyone. To do this, we invest in great ideas and the people who power them in Minnesota, North Dakota, South Dakota and the 23 Native Nations that share the same geography.

Project Background

The Foundation’s current office lease in the US Bank Center in downtown St. Paul will expire in September 2025. We have 36 staff members and currently occupy 16,000 square feet of office space across two floors. The Foundation would like to think broadly about its future office needs, given its existing hybrid work environment and the changed real estate market.

The Foundation’s current hybrid work environment means staff are required to be in the office one or two days a week with some staff using the space on additional days. We expect to continue working in a hybrid environment in the future office space.

As a [mission-driven organization](#), the Foundation considers how all of its decisions will impact the communities it serves. Along with considering community impact, we expect that the office space will enable staff to be successful, healthy and collaborative. Decisions will be informed by today’s dynamic approaches to hybrid and remote workplaces.

Project

The Foundation’s office lease expires in September 2025. NEOO Partners is acting as the Foundation’s broker/buyer’s representative in an [RFP process](#) for an office location. At this time, the Foundation is willing to consider moving into an existing building or being part of the construction of a new building. Depending on the proposals we receive, we may or may not need a test fit plan. We also may need an architect to assist with the office space design in an existing or newly constructed building.

To prepare for the possible scenarios, we are creating a short list of design firms for future consideration.

How to Submit Your Qualifications

Submissions are due by 12:00 p.m. CT on Friday, May 17, 2024. Please include the following:

- Brief overview of your firm, including your values or approach to work
- Description of relevant office design experience
- Fee structure for test fit design and/or full office design project
- A primary point of contact within your firm (name, phone, email)

Send your information and our [Vendor Demographic Form](#) via email to klinder@bushfoundation.org. In the subject line of the email, please include: Architect RFQ: [insert organization’s name]. Submissions should be no more than three pages.

All those who submit qualifications will be notified by June 14, 2024, if they will be included in a pool for future consideration. If we need services in the future, we may request additional information from those in the pool or request a meeting with key staff. If you have any questions, please contact [Kent Linder](#).