



REQUEST FOR PROPOSALS (RFP) FOR ARCHITECTURAL SERVICES

RFP Title: SENIOR CENTER(S) PRELIMINARY ARCHITECTUAL REPORT (PAR)

RFP Response Due Date and Time:
10:45 a.m., Mountain Time/ August 14, 2014

Number of Pages
(including cover): 6

Re-Issue Date:
July 28, 2014

ISSUING AGENCY INFORMATION

Flathead County Commissioners Office
800 South Main Street, Room. 302, Kalispell, MT 59901

Single Point of Contact (SPOC): Debbie Pierson: (406) 758-2467, dpierson@flathead.mt.gov

Website: <http://flathead.mt.gov/commissioners/srctrpar.php>

INSTRUCTIONS TO FIRMS

Return Sealed Proposal to:

Debbie Pierson
Flathead County Commissioners Office
800 South Mail Street, Room 302
Kalispell, MT 59901

Mark Face of Envelope/Package with:

RFP Response-Senior Center(s)-PAR

Special Instructions:

FIRMS MUST COMPLETE THE FOLLOWING

Firm Name/Address:

(Name/Title)

(Signature)

Print name and title and sign in ink. By submitting a response to this RFP, offeror acknowledges it understands and will comply with the RFP specifications and requirements.

Type of Entity (e.g., corporation, LLC, etc.)

Phone Number:

E-mail Address:

FAX Number:

PLEASE RETURN THIS COVER SHEET WITH RFP RESPONSES

REQUEST FOR PROPOSALS (RFP) FOR ARCHITECTURAL SERVICES

The Flathead County Commissioners are requesting statement of qualifications from firms interested in providing architectural services to complete a Preliminary Architectural Report (PAR) to evaluate the county owned Senior Center sites in Bigfork, Columbia Falls, Whitefish and Kalispell. In addition to the PAR evaluation report, an environmental checklist will be completed for the site that is identified as having the greatest immediate need for improvements.

Flathead County has been awarded a Community Development Block Planning Grant (CDBPG) not to exceed \$30,000 from the Montana Department of Commerce to facilitate planning work related to this project. Additionally, up to \$10,000 will be included as necessary in the project budget and provided by Flathead County as match for the CDBG planning grant funds.

RFP Submittal Terms: The Single Point of Contact (SPOC) for this solicitation is:

Debbie Pierson, Flathead County Commissioners Office
800 South Main Street, Rm. 302, Kalispell, MT 59901
(406) 758-2467, dpierson@flathead.mt.gov

- Questions about this RFP must be submitted via e-mail or in writing to the SPOC by **5:00 pm, August 6, 2014**. No additional project questions will be addressed after this date. A response addendum listing all questions received and Flathead County's responses will be posted by 5:00 pm, **August 8, 2014** on the Flathead County webpage at: <http://flathead.mt.gov/commissioner/srctrpar.php>.
- **Proposals must be submitted to the SPOC no later than 10:45 am on August 14, 2014.**
- **Six (6) copies** of the RFP response proposal must be submitted as well as **one (1) electronic disk copy**.
- Please label outside of response package envelope as: ***RFP Response-Senior Centers PAR.***
- Proposals are scheduled for opening by the Board of Commissioners at **11:00 am, August 14, 2014** in the Commissioners Chambers.

TARGET SCHEDULE OF EVENTS

EVENT	DATE
Deadline for Receipt of Written Questions on RFP:	August 6, 2014
RFP Question Responses Posted on County Website:	August 8, 2014
RFP Proposals Due to Commissioners Office:	August 14, 2014
Intended Month for Contract Award:	September 2014
Draft PAR Document Due:	November 14, 2014
Finalized PAR & Environmental Checklist Documents Due:	December 31, 2014

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BACKGROUND INFORMATION

The Senior Center buildings in Bigfork, Columbia Falls, Whitefish and Kalispell are aging and limited funds are available to support building improvements. Accessibility and health and safety challenges exist at some centers. A number of facilities have space limitations, making it difficult to increase service to the growing number of seniors in our valley. Thoughtful evaluation of the centers is necessary to develop a successful course of action to ensure that funds are invested wisely to protect senior center programs. In order to thoroughly evaluate the existing conditions, a Preliminary Architectural Report (PAR) is needed. Site evaluations will be conducted and existing building conditions and challenges will be assessed. Reasonable solutions will be evaluated, and cost estimates will be completed to identify the preferred alternative for each site.

The senior citizen centers have a long history in Flathead County and have provided services that improve the quality of life for seniors for 40 years. Although program participants have worked hard to maintain the centers to the best of their abilities, aging structures are presenting daily challenges for program participants. The Kalispell Senior Center Building, for example, is over 100 years old and in desperate need of updating. The information and evaluation compiled in a PAR will provide valuable insight for program stakeholders to make informed long term decisions to support senior activities now and in the future.

SCOPE OF WORK FOR ARCHITECTURAL SERVICES

The basic services to be provided will include, but are not limited to the preparation of a Preliminary Architectural Report (PAR) evaluating the Senior Center sites in Bigfork, Columbia Falls, Whitefish and Kalispell and providing an environmental evaluation and completion of the Uniform Environmental Checklist for the preferred site alternative for the center with the greatest need as identified through the PAR process. ADA accessibility will be evaluated by CTA Architects Engineers, currently under contract with Flathead County, and will be provided to the firm that is selected to complete the Senior Center(s) PAR. ADA evaluation information will be provided electronically to the selected firm for reference and inclusion as necessary in the PAR.

The PAR must:

- Be prepared by a professional architect licensed to practice in the State of Montana;
- Adequately describe existing building conditions and problems, present and analyze reasonable alternatives and propose a specific course of action for solving the identified problems;
- Provide sufficient information to adequately assess the need for feasibility and general estimated cost of the proposed project;

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- Address all other issues identified in the PAR outline and follow the format provided by the Montana Department of Commerce. (See Attachment #1)

The Uniform Environment Checklist must:

- Conform to the outline provided by the Montana Department of Commerce. (See Attachment #2)
- Be completed for the center identified as having the greatest need, with assistance and approval from the Flathead County Planning Director and Environmental Certifying Officer.

STATEMENT OF QUALIFICATIONS CONTENT & EVALUATION CRITERIA

Proposal Submittal:

Firms are solely responsible for all costs incurred in the preparation and submittal of the RFP. Respondents should submit six full copies of their RFP response proposals and one electronic disk copy to the single point of contact for this solicitation by **10:45 am, August 14, 2014. No late, faxed, or email proposal submittals will be accepted.** Proposals should not exceed a total of 20 one-sided pages, excluding a one-page cover letter and personnel resumes. Minimum font size for all text is 12 point. Questions about the RFP must be submitted via e-mail or in writing to the single point of contact on or before **5:00 pm, August 6, 2014.** A Response Addendum listing all questions received and Flathead County's responses will be posted by **5:00 pm, August 8, 2014** on the Flathead County webpage at: <http://flathead.mt.gov/commissioner/srctrpar.php>. It is the responsibility of each firm to check the website if they are interested in the questions received and the responses provided by Flathead County.

Subject to exceptions provided by Montana Law, all information received in response to this RFP, including copyrighted material is public information. Proposals will be made available for public viewing and copying shortly after the proposal due date and time. The exceptions to this requirement are (1) bona fide trade secrets meeting the requirements of the Uniform Trade Secrets Act, title 30, chapter 14, part 4, MCA, that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the County; (3) other constitutional protections. The County will provide a hard copy of the RFP responses for interested parties to review during regular business hours at the County Commissioners Office, 800 South Main Street, Room 302, Kalispell, MT. If interested parties would like a copy of the RFP, one will be provided on a disk for a charge of \$1.00 per disk copy.

Proposal Content:

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Proposals should demonstrate that the firm has the professional capability and availability to satisfactorily and timely complete all the tasks as described in the Scope of Work section of this RFP. Responses should include:

- 1) The firm's legal name, address, telephone number and principal contact e-mail address;
- 2) The principal(s) of the firm and their experience and qualifications;
- 3) The experience, qualifications and assigned roles of any and all staff to be assigned to the project;
- 4) A description of the firm's prior experience, including similar work related to Preliminary Architectural Reports;
- 5) A description of the firm's current work activities and how these will be coordinated with the project, as well as the firm's anticipated availability during the term of the project;
- 6) The proposed work plan and schedule for activities to be performed; and
- 7) A minimum of three references that are knowledgeable regarding the firm's recent performance on projects, including the company name, location where services were provided, contact person(s), contact telephone number, contact e-mail address, and a complete description of services provided, including dates of service. These references may be contacted to verify a firm's ability to perform the contract. The County reserves the right to use any information or additional references deemed necessary to establish the ability of the firm to perform the contract. (Negative references may be grounds for proposal disqualification).

Evaluation Criteria:

Respondents will be evaluated and scored according to the following factors:

- 1) Overall quality of the Statement of Qualifications – 15%
- 2) The qualifications and experience of the professional personnel to be assigned to the project, including reference checks – 20%
- 3) The consultant's capability to meet time and project budget requirements and the availability of personnel to respond and provide services in a timely manner – 15 %
- 4) Consultant Location – 10%
- 5) Present or projected workload that would affect completion of the project – 15%
- 6) Related experience on similar projects – 20%
- 7) Recent or current work related to Flathead County – 5%

ARCHITECTURAL FIRM SELECTION PROCESS

Upon receipt of responses, selection committee members will evaluate all responsive proposals and assign scores based on the stated evaluation criteria provided. Highest ranking firms may

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be asked to attend an interview or Flathead County may opt to open direct negotiations with the firm that presents the most qualified, highest scoring proposal. If interviews are conducted, finalists are encouraged to bring related examples of work and any other pertinent past project information. Contract negotiations will commence with the highest-ranked architectural firm. The contract will be awarded upon reaching an appropriate price for this work. If an appropriate agreement cannot be reached with the highest-ranked firm, the second-ranked firm will be approached, and so on. Unsuccessful firms will be notified as soon as possible.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, the County reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.

The project involves planning and site evaluation and no future work is implied or guaranteed. Flathead County reserves the right to increase the scope of work with the selected firm as long as the increase is within the firm's ability. Payment and contract terms will be negotiated with the selected firm. Firms interested in contracting with Flathead County are minimally required to provide independent contractors insurance showing at least \$1,000,000 worth of business liability insurance, \$1,000,000 worth of auto coverage, and proof of workers compensation coverage (or an independent contractor's exemption certificate).

In no event shall any official, officer, employee or agent of Flathead County be in any way personally liable or responsible for any covenant or agreement herein contained whether expressed or implied, not for any statement, representation or warranty made therein or in any connection with the agreement.

While Flathead County has every intention to award a contract resulting from this RFP, issuance of the RFP in no way constitutes a commitment by the County to award and execute a contract. Upon a determination such actions would be in its best interest, the County, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP;
- Reject any or all proposals received in response to this RFP;
- Not award a contract, if it is in the County's best interest not to proceed with contract execution; or
- If awarded, terminate any contract if the County determines adequate funds are not available.

Flathead County is an Equal Opportunity Employer.

