



REQUEST FOR QUALIFICATIONS (RFQ) FOR ARCHITECTURAL SERVICES

RFQ Title: SENIOR CENTER BUILDING UPGRADES AND ADA IMPROVEMENT PROJECT

RFQ Response Due Date and Time:
8:30 a.m., Mountain Time/ April 27, 2016

Number of Pages
(including cover): 7

Issue Date:
April 4, 2016

ISSUING AGENCY INFORMATION

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

Single Point of Contact (SPOC): Whitney Aschenwald: (406) 758-2467, waschenwald@flathead.mt.gov

Website: <https://flathead.mt.gov/commissioners/>

INSTRUCTIONS TO FIRMS

Return Sealed Statements to:
Whitney Aschenwald
Flathead County Commissioners Office
800 South Main Street, Room 302
Kalispell, MT 59901

Mark Face of Envelope/Package with:

RFQ Response-Senior Center Project

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 RFQ, offeror acknowledges it understands and will comply with the RFQ specifications and requirements.

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

Phone Number:

E-mail Address:

FAX Number:

FIRMS MUST RETURN THIS COVER SHEET WITH RFQ RESPONSES

REQUEST FOR QUALIFICATIONS (RFQ) FOR ARCHITECTURAL SERVICES

The Flathead County Board of Commissioners is requesting Statement of Qualifications from firms interested in providing architectural services to Flathead County pursuant to the requirements of Section 18-8-201 *et seq.*, M.C.A. Services needed include renovation design, construction plans, bid specifications and construction management for the Flathead County Senior Center building upgrade and ADA improvement project. The project includes the Whitefish Senior Center located at 121 E Second St., Whitefish, MT, the Columbia Falls Senior Center located at 205 Nucleus Ave., Columbia Falls, MT, the Bigfork Senior Center located at 639 Commerce St., Bigfork, MT, and the Adams Building where the Kalispell Senior Center office will be held, located at 1108 South Main St., Kalispell, MT. Renovations will be comprised of general building upgrades and ADA improvements, including bathroom remodels at all centers and installation of an elevator in the Adams Building. Construction will ideally begin in late summer 2016.

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

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

- Questions about this RFQ must be submitted via e-mail or in writing to the SPOC by **April 18, 2016**. 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 **April 21, 2016** on the Flathead County webpage at: <https://flathead.mt.gov/commissioner/>.
- **Statements must be submitted to the SPOC no later than 8:30 am on April 27, 2016.**
- **Six (6) copies** of the RFQ response statement must be submitted as well as **one (1) electronic disk copy**.
- Please label outside of response package envelope as: ***RFQ Response-Senior Center Project***
- Statements are scheduled for opening by the Board of Commissioners at 9:00 am, April 27, 2016 in the Commissioners Chambers.

TARGET SCHEDULE OF EVENTS

<u>EVENT</u>	<u>DATE</u>
Deadline for Receipt of Written Questions on RFQ	April 18, 2016
RFQ Question Responses Posted on County Website	April 21, 2016
RFQ Statements Due to Commissioners Office	April 27, 2016
Intended Date for Contract Award	May 4, 2016
Finalized Design/Construction Documents	May - June 2016
Construction Bid Process	July 2016
Construction Commencement	August 2016
Project Completion	Spring 2017

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BACKGROUND INFORMATION

In 2014, Flathead County had an ADA evaluation completed for all buildings and parks owned or operated by the County. It was identified that the area Senior Center facilities had some of the most significant deficiencies. In 2015, Flathead County completed a Preliminary Architecture Report (PAR) to further evaluate the Senior Centers. The PAR identified the ADA improvements required at each center along with a few other general building upgrades required to keep the centers safe and accessible to our senior community. In the fall of 2015, Flathead County was awarded a MT Department of Commerce Community Development Block Public Facilities Grant to financially support a construction project to address the ADA deficiencies. The project includes the Whitefish, Columbia Falls and Bigfork Senior Centers as well as the Adams Building in Kalispell. The Adams Building is where the Kalispell Senior Center office will be located in the near future.

SCOPE OF WORK FOR ARCHITECTURAL SERVICES

The basic services to be provided will include architectural and engineering services and construction oversight for the Flathead County Senior Center building upgrade and ADA improvement project.

- Design building improvements to ensure the four Senior Center buildings are in full compliance with ADA standards;
- Work with stakeholders to determine most appropriate final design;
- Work with Flathead County and the MT Department of Commerce Community Development Block Program to ensure all project funding requirements are satisfied including the environmental review;
- Prepare the construction bid package in conformance with applicable requirements and supervise the construction bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the pre-bid conference, bid opening, evaluation of bids, and subsequent recommendation of lowest responsive bidder;
- Conduct a pre-construction conference and issue the notice to proceed;
- Provide construction engineering including regular on-site supervision of construction work, facilitating and recording construction meetings, construction administration and preparing inspection reports;

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- Assure project compliance with all federal and state labor standards as applicable, including reviewing payroll reports to assure compliance with prevailing wage requirements; assuring that required equal opportunity, labor standards, and wage determinations have been posted; and conducting regular on-site interviews with a representative sample of construction personnel (working for any contractors and/or subcontractors) to assure compliance with federal Davis-Bacon and or state prevailing wage labor standards.
- Provide quality control to ensure the contractor and subcontractors are providing materials, labor and products consistent with what is identified in the design and specifications;
- Provide quality control to ensure compliance with technical specifications and conformance with codes and standards;
- Review and approve all contractor requests for payment and submit approved requests to Flathead County for payment processing;
- Provide one complete set of as-built, reproducible plan drawings to the County upon project completion; and
- Conduct final inspection and testing.

STATEMENT OF QUALIFICATIONS CONTENT & EVALUATION CRITERIA

Statement Submittal:

Firms are solely responsible for all costs incurred in the preparation and submittal of the RFQ. Respondents should submit six full copies of their RFQ response statements and one electronic disk copy to the single point of contact for this solicitation by **8:30 am, April 27, 2016. No late, faxed, or email statement submittals will be accepted.** Statements 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 RFQ must be submitted via e-mail or in writing to the single point of contact on or before April 18, 2016. A Response Addendum listing all questions received and Flathead County's responses will be posted by April 21, 2016 on the Flathead County webpage at: <https://flathead.mt.gov/commissioner/>. 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 RFQ, including copyrighted material is public information. Statements will be made available for

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public viewing and copying shortly after the statement 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 RFQ 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 RFQ, one will be provided on a disk for a charge of \$1.00 per disk copy.

Statement Content:

Statements 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 RFQ. 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 design and construction management of any similar renovation projects, location of project, and total construction cost;
- 5) A description of the firms 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 firms 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 statement 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%

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- 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 – 10%
- 6) Related experience on similar projects – 20%
- 7) Recent or current work related to Flathead County – 10%

ARCHITECTURAL FIRM SELECTION PROCESS

Upon receipt of responses, selection committee members will evaluate all responsive statements and assign scores based on the stated evaluation criteria provided. Highest ranking firms may 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 statement. If interviews are conducted, finalists are encouraged to bring renderings/photos of 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 construction management, 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 work 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 RFQ, issuance of the RFQ in no way constitutes a commitment by the County to award and execute a

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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 RFQ;
- Reject any or all statements received in response to this RFQ;
- Determine at any time whether a statement is unresponsive in any manner;
- 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.

