

REQUEST FOR QUALIFICATIONS

Cassia County ("Owner") is seeking responses from Idaho licensed design professional firms to provide their qualifications to perform design services in accordance with Idaho Code Section 67-2320. The project the Owner is contemplating is to build a new multi-story office building to serve governmental functions on a bare lot located at 15th Street and Overland Avenue, Burley, Idaho.

The Request for Statements of Qualifications and Experience Packet may be picked up at the Office of the Cassia County Commissioners, Cassia Courthouse Room No. 210, 1459 Overland Avenue, Burley, Idaho 83318 or viewed at www.cassiacounty.org.

This Request for Qualifications is not a contract or a commitment of any kind by Owner and does not commit the County to award a contract.

Formal sealed responses to this RFQ will be accepted in the Office of the Cassia County Commissioners until 4:30 p.m., prevailing local time, July 8, 2022. Proposals received after that deadline will not be considered. All submissions will be opened by the Cassia County Board of Commissioners on July 11, 2022, at 10:00 a.m., or as soon thereafter as the matter may be accomplished, in the Cassia County Commission Chambers, Cassia County Courthouse, Room No. 206, 1459 Overland Avenue, Burley, Idaho.

Dated this 13th day of June, 2022.

Board of Commissioners
For Cassia County, Idaho

By: /s/ Leonard M. Beck
Leonard M. Beck, Chair

Attest:
Joseph W. Larsen, Clerk

By: /s/ Cally Velasquez
Deputy Clerk

Publish: Saturday, June 18, 2022
 Saturday, June 25, 2022

**REQUEST FOR STATEMENTS OF QUALIFICATIONS AND EXPERIENCE
FOR
DESIGN PROFESSIONAL SERVICES**

**CASSIA COUNTY OFFICE BUILDING
Corner of 15TH and Overland, Burley, Idaho 83318**

INTRODUCTION

The Request for Statements of Qualifications and Experience (hereinafter "RFQ") will be for design professional services as defined herein. Owner reserves the right to inquire into the prospective Respondent's ability to provide professional services, as defined below, and to amend the Schedule of Projects and contract scope of work, at the sole discretion of Owner, to include any or all of the below listed services, or others not listed. Monies expended in responding to this RFQ will not be reimbursed by Owner.

SCOPE OF WORK

Owner is soliciting Statements of Qualifications and Experience for design professional services to design a new multi-story office building to serve governmental related functions.

The selection process will be in compliance with Idaho Code Section 67-2320 Professional Service Contracts with Design Professionals Construction Managers and Professional Land Surveyors.

REQUIRED SERVICES

A. GENERAL SERVICES

Owner is requesting submittals for complete design services, including observation during construction.

The design professional shall be currently licensed to practice in the State of Idaho.

A relatively complete construction cost estimate will be required following the Design Development Phase and must be updated at each additional phase.

The design professional will be responsible for Schematic Design, Design Development, Construction Documents, Bidding Assistance, and Construction Observation.

The design professional will be required to meet at least monthly with the Board of County Commissioners (hereinafter "Board") for the purpose of providing at least a verbal report regarding the previous month's progress. Such meetings will show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

The design professional shall produce the following major written products for review by the Board:

1. A preliminary report after schematic services has been completed.
2. A Design Development Report and update to the Board prior to beginning Construction Documents, along with recommended project budget.
3. A final report at the conclusion of the Construction Document Phase to the Board for any additional input and final acceptance.

B. SPECIFIC SERVICES include the typical project management services normally required for design and construction, including civil, architectural/ engineering, structural, mechanical, and electrical engineering; planning, and materials testing.

It is anticipated that the services to be conducted will be in four distinct and sequential phases:

1. **Preliminary Phase.** This phase involves those activities required for defining the scope of the project and establishing preliminary requirements including, without limitation, as follows:
 - a. Conferring with the Board on project requirements, programming, finances, schedules, early phases of the project, and other pertinent matters; meeting with the Board and staff and, preparing a detailed project specific scope of work narrative for professional services.
 - b. Planning and procuring engineering studies required for preliminary design considerations.
 - c. Develop design schematics, sketches, environmental and aesthetic considerations, project recommendations, and preliminary layouts.
2. **Design Phase.** This phase involves all activities required to undertake and accomplish a full and complete project design including, without limitation, as follows:
 - a. Conducting and attending meetings and design conferences with the Board, staff, and other Board-appointed individuals to obtain information and to coordinate or resolve design matters.
 - b. Evaluation of engineering data; engineering and environmental studies prepared to support the design.
 - c. Preparing necessary architectural/engineering reports and recommendations.
 - d. Preparing detailed design and construction plans, technical specifications, and contract documents.
 - e. Preparing cost estimates.

- f. Printing and providing copies of plans, specifications, and contract documents for review.
3. **Bidding or Negotiation Phase**. This phase involves providing sets of plans and specifications and all bid documents; acting for Owner in advertising and securing bids, conduct pre-bid conferences, analyzing bid results, furnishing recommendations on the award of contracts, and preparing contract documents; submittal of bid results and related information.
4. **Construction Phase**. This phase involves all services rendered after the award of a construction contract including, without limitation, as follows:
 - a. Providing consultation and advice to Owner during all phases of construction.
 - b. Representing Owner at preconstruction conferences.
 - c. Preparation of construction management plans and reviewing of contractor construction schedule.
 - d. On-site construction inspection and management involving the services of a resident inspector or manager, full-time or periodically during the construction or installation phase of the project as required by Owner, and providing appropriate progress reports to the Board and Staff.
 - e. Reviewing and commenting on shop drawings submitted by contractors for compliance with design concepts.
 - f. Preparing and negotiating change orders and supplemental agreements as required for review and approval of the Board.
 - g. Observing or reviewing performance tests required by specifications.
 - h. Reviewing Contractor progress and final payment requests.
 - i. Making final inspection and submitting a final construction report for the completed project to the Board.
 - j. Preparing record drawings of the project. Revising the pre-construction drawings to reflect the as-built conditions.
 - k. Assisting Owner with project close out documents.

CONTRACT LIMITATIONS

All firms are advised that some of the services may not be required and that Owner reserves the right to initiate additional procurement action for any of the services included in the initial procurement.

SELECTION PROCESS

- A. A Selection Committee will be assembled to review the submittals, interview selected shortlist candidates, and select the successful firm. Members of the selection committee may consist of, but are not limited to, the Board of County Commissioners and their representatives.
- B. The selection of a design professional shall be based on a comparative analysis of the professional qualifications necessary for satisfactory performance of the services required.
- C. The selection may be made based solely on the proposal information submitted and any necessary investigation of the information provided. The selection committee may also, at its sole discretion, conduct interviews from a shortlist of select candidates.
- D. All Statements of Qualifications and Experience submitted shall become the property of Owner and may thereafter be used by Owner, without compensation to the Respondents, for any lawful purpose.
- E. The contents of any proposal shall not be disclosed so as to be available to competing Respondents during the negotiations process.

QUALIFICATION STATEMENT CONTENT AND EVALUATION CRITERIA AND WEIGHING SELECTION

Respondents must include the following information in the sequence set forth. Respondents are invited to include innovative methods and/or procedures, which they can provide to ensure successful completion of the project. Unique qualities, capabilities and cost efficiencies may be identified. For each of the specific areas listed below, the responses should include a description of their qualifications to serve as the design professional for this project.

Written Requirements	Points Possible
1. Cover Letter. One page maximum	5
2. Company Profile. Describe your firm's history, size, resources, philosophy of service, average annual volume of work, current volume of work, available personnel, unique construction management techniques and methods. Describe what sets you apart from other Design Professional Service firms. Three page maximum.	10
3. Project Approach. Describe your approach to providing design services. What leadership tools would you use to help facilitate teamwork and insure communication among all involved parties? Identify all personnel who will be actively involved in the project by name, title, role, qualifications and experience (resumes may be requested at a later date). Three page maximum.	20

4. Budget Control. Submit a detailed description of the steps that your firm will take to assist the construction manager/general contractor in providing budget updates and value engineering options during the design process. Two page maximum.	15
5. Scheduling. Describe in detail your involvement in the scheduling process. One page maximum.	10
6. Home Office Support. Provide a list of home office personnel that will be actively involved in the project, what their level of experience is and what their role and responsibilities will be. Two page maximum.	10
7. Past Performance. Name three recent projects of similar scope and size that demonstrate your firm's ability to successfully complete this project. Include a current letter of reference from the owner of each project. Six page maximum.	20
8. Local Presence. Describe your firm's local presence in Cassia County or in the state of Idaho including home office location, participation in local events, sponsorships, etc. Two page maximum.	10

General Submission Procedures and Guidelines

1. Respondents shall submit one (1) original, signed hardcopy and five (5) electronic copies on separate USB Flash Drives of their response to the above-described Qualification Statement and Experience for design professional consulting services at the Cassia County Commissioners' Office.
2. Submittals must contain the name, address, daytime phone number, and email of the primary contact for the Respondent.
3. All submittals must be received at the address and by the date and time specified herein. Owner reserves the right, but not the duty, to extend the Request for Statements of Qualifications and Experience submittal date if needed.
4. Any response received after the specified date and time will be returned unopened. All response envelopes must be clearly marked, "Statement of Qualifications – Cassia County Office Building Project-Design Professional Services 2022."
5. Upon Owner's request, the Respondent may be required to provide additional information to supplement their response.
6. Owner reserves the right to conduct investigations as required to determine any Respondent's record of performance and their ability to satisfactorily perform the work of this project.
7. Owner reserves the right to reject any and all responses and to accept any response that is deemed to be in the best interest of Owner.
8. Owner reserves the right to negotiate the scope of services, contract terms and compensation for design professional services to be provided, as well as the right to reject any and all responses deemed unqualified, unsatisfactory, or inappropriate.

9. Owner reserves the right to waive any informalities or irregularities.
10. Final award is contingent upon the successful negotiation of an Agreement. Owner may also negotiate separately with any source in any manner necessary to serve the best interests of Owner.
11. The contents of the submittal may be used in a legal contract or agreement. Candidates should be aware that methods and procedures proposed could become contractual obligations. The successful firm will be required to sign an agreement including Owner's standard terms, including a requirement to carry and maintain a minimum of One Million Dollars (\$1,000,000,00) professional liability insurance coverage, as well as posting other bonds as required by law.
12. Awards will be made on the basis of submittals resulting from this request and subsequent interviews, subject to Owner's reservation of the right to reject any and all submittals received as the result of this request.

TIME SCHEDULE

Responses must be sealed in an opaque package and must clearly be marked: "**Statement of Qualifications – Cassia County Office Building Project-Design Professional Services 2022.**" Statements of Qualifications must be received at the Cassia County Commissioners' Office no later than **4:30 p.m. (prevailing local time) on Friday, July 8, 2022.** The address is as follows:

Mailing and Physical Address:

Cassia County Commissioners' Office
Cassia Courthouse Room #210
1459 Overland Avenue
Burley, ID 83318

Written objections to specifications or procedure for selection must be filed with the County Commissioners' Office at the above address, or by email to countycommissioners@cassiacounty.org and must be received by said office no later than **3:00 p.m. prevailing local time in Burley, Idaho on or before Wednesday, June 29, 2022.**

Submittals will be opened by the Board on Monday, July 11, 2022 at the Board's regular public meeting at 10:00 a.m., prevailing local time at the Commission Chambers, Courthouse Room #206, 1459 Overland Avenue, Burley, Idaho. Owner will endeavor to make a selection of the top ranked qualified firm by Monday, July 25, 2022.

For questions regarding this Request for Statements of Qualification and Experience, please contact the Cassia County Commissioner Bob Kunau, via email at countycommissioners@cassiacounty.org. All requests and any responses thereto will be in writing.