

Treasure Valley Transit

1136 W. Finch Drive

Nampa, ID 83651

REQUEST FOR QUALIFICATIONS

ARCHITECTURAL AND ENGINEERING SERVICES

Date Issued: 11-01-2017

Statement of Qualifications (SOQ) Due: 12-04-2017 @ 10:00 AM MST

RFQ Number: 110117-001

SOQs must be received on or before the date and time indicated above to:

Treasure Valley Transit

Att: Assistant Director

1136 W Finch Drive

Nampa ID 83651

Contact Information: debbie@treasurevalleytransit.com 208.463.9111 office

Project Description: Treasure Valley Transit (TVT) seeks to identify and select an architectural firm and their consulting engineering team qualified to provide services in all phases of a redesign and construction contract administration of a 2200 sq.ft. Multimodal Transit facility, to be located at 210 E Park Street, McCall, Idaho 83638.

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Respondents (Company) name: _____

PART I: INTRODUCTION

BACKGROUND

Treasure Valley Transit, Inc. is a private non-profit public transportation company operating in rural southwestern Idaho since 1992. TVT's primary emphasis is our customer, a high standard of service and community outreach.

TVT has created diversified funding sources utilizing a business approach through planning and implementation. Each service is branded to facilitate local ownership by the residents, elected officials and the business community. TVT's service areas include:

1) Mountain Home Community Transit:

Serves the City of Mountain Home with a connection to the Air Force Base

2) Snake River Transit Idaho:

Serves the Cities of Fruitland and Payette with a connection to the SRT Oregon Route

3) Mountain Community Transit:

The City Route serves the City of McCall, Idaho.

The Commuter Express Route connects the communities of McCall, Lake Fork, Donnelly and Cascade.

4) Purchase of Service Contract(s): This service began in December 2011 serving seniors and persons with disabilities within and connecting the 17 communities of Council, New Meadows, McCall, Cascade, New Plymouth, Payette, Cambridge, Weiser, Idaho City, Horseshoe Bend, Emmett, Homedale, Marsing, Grandview, Melba, Parma and Kuna.

5) Medicaid Transportation:

TVT provides non-emergency medical transportation through a contract with the Idaho Medicaid Brokerage program in Canyon, and Owyhee Counties.

Providing Accessible Transportation Service.

All TVT services are accessible, drivers are well trained and the vehicles are maintained to high standards. TVT's driver training program includes in-house trainers for Passenger Service and Safety, Defensive Driving, CPR and First Aid as well as safety meetings to address a variety of safety related issues.

PART II: PURPOSE OF THIS REQUEST FOR QUALIFICATIONS

The Request for Qualifications (RFQ) is the means for prospective proposers to submit their Statement of Qualifications (SOQ) to Treasure Valley Transit (TVT) for the services described in this document.

Through this Request for Qualifications, TVT seeks the services of qualified architectural and engineering consulting teams, led by architects licensed in the State of Idaho, with expertise in all phases of planning and the redesign of a commercial building to a Multimodal Transit Center and construction contract administration through the Completion of Construction.

The project will be funded by FTA funds with Idaho Transportation Department, Public Transportation Division as administrator. TVT will manage the project according to the terms and conditions of the grant award and Federal and State laws and Guidelines.

The Architect shall be responsible for Schematic Design, Design Development, Construction Documents, Bidding Assistance, and Construction Contract Administration. A relative complete construction cost estimate will be required following the Schematic Design Phase and must be updated at each additional phase.

The Architect will be required to meet monthly with the TVT Management Staff and the General Contractor

(TBD) for the purpose of review of the construction of the project performed to date. Such monthly meetings will show funds expended in the completion of the project and specific accomplishments related to the completion of the project. The Architect shall provide a written report identifying any findings noted.

The Architect will be required to maintain the following levels of insurance for the duration of the agreement with the selected Architectural Firm:

General Liability:	\$1,000,000
Automobile Liability	\$1,000,000
Workers Compensation	\$1,000,000
Professional Liability	\$1,000,000
Errors & Omissions	\$1,000,000

PART III: SCOPE OF SERVICES

TVT is requesting submittals for complete design services including construction contract administration during construction.

A total project budget of \$400,000 has been established to include fees, contingencies and tests.

Architectural and Engineering Design Services for a remodel on a 2200 sq ft building: provide architectural, structural, civil, mechanical, electrical, plumbing, security, acoustical, interior design, lighting, audio visual, data/telecommunications, graphics design, and related services which may be required in connection with planning and design of a remodel on this project. Special services that may be requested are geotechnical engineering; life safety/code consulting; audio visual; physical and electronic security design. (See Existing Site Plan attached)

Planning and Building Code Analysis: conduct and/or participate in all building and planning code analysis and reviews, including progressive and final analysis prior to design approvals and during construction.

Contracting and Sourcing: participate in construction contract bid analysis of general and special construction and/or construction contract.

Cost analysis and schedule planning: provide all aspects of project cost estimating and coordinate construction schedule planning, construction estimating, life cycle costing, value engineering, constructability reviews, critical path, and special scheduling with the selected General Contractor.

Design services for furniture, fixtures, and equipment: provide all services required to properly plan, design, and specify and coordinate furniture, fixtures, special finishes and equipment, including but not necessarily limited to: interior design, including millwork design and furniture specification, and finished materials details;

A/V, telecommunications, security, low-voltage systems design: provide all services required to properly plan, design and coordinate new A/V, telecommunications, security and related low voltage systems associated with facility equipment.

Site planning and landscape architecture: provide all services required to properly plan, design, specify and coordinate exterior site design, including grading, parking lots, roads, driveways, hardscape, landscape, irrigation and coordination of underground utilities and/or building structures with landscape and hardscape elements.

Construction contract administration: provide construction phase services, including (but not necessarily limited to) field observations, RFI and submittal reviews and processing, review of testing and inspection reports required by the bid documents, coordination of finishes, furnishings and equipment, evaluation of pricing and schedule impacts for consideration/negotiation of changes, and project contract completion, including punch list, warranty review, preparation of record drawings and closeout.

Proposal Content

- 1. Basic Qualifications:** Provide basic data relative to firms' size, history, personnel, special expertise and general credits. Individual resumes, awards, associations etc., may be included. TVT reserves the right to investigate and confirm the proposer's financial responsibility. This may include financial statements, bank references and interviews with past consultants, employees, and creditors. Unfavorable responses to these investigations are ground for rejection of proposal.
- 2. Specific Qualifications:** List the team expected to accomplish this work including anticipated consultants. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications. Provide a list of at least five (5) projects, with brief descriptions that show ability to complete projects of this scope.
- 3. Approach to Project:** Include a statement of your approach to this specific project including design philosophy, understanding of program, alternative concepts and methods for consideration. Limit to two (2) pages.
- 4. Past Performance:** Submit reference letters from prior clients or client representatives. Letters from projects listed in item B are preferable.
- 5. Examples of Work:** Renderings, photographs, preliminary drawings, working drawings and specifications may be submitted as examples of your work.
- 6. Format:** To assist evaluation it is desirable to format your submittal as outlined in Part IV.

PART IV: RESPONDING TO THE REQUEST FOR QUALIFICATIONS

Statements of Qualifications (SOQ) should provide straightforward, concise information that satisfies the requirements noted in this RFQ. Expensive binding, elaborate displays, and the like are discouraged. Emphasis should be placed on brevity, conformity to the instructions & selection criteria of this RFQ, and completeness of clarity of content. Organizing submittals using tab dividers in the order indicated below help ensure that each submittal achieves the proper emphasis, and will facilitate review and evaluation.

Each prospective proposer's Statement of Qualifications (SOQ) should clearly and accurately demonstrate specialized knowledge and experience required for consideration for the project. In one sealed envelope (clearly marked "RFQ- (firm name), and Project Name submit the following: three (3) copies in paper form of the SOQ, which consists of a Cover Letter and SOQ information prepared in a clipped 8.5" x 11" (booklet format using divider tabs that correspond, in number and title, to the Standard Form sections outlined below:

Tab 1. Cover Letter. Provide a cover letter that references this RFQ and includes Prospective proposer's ability to begin services in the Programming Phase upon contract execution. Additionally, confirm that all elements of the RFQ have been read and understood and that the Prospective proposer has reviewed all terms stated and takes no exception to the terms and conditions of the RFQ.

The exact legal name, address, telephone and fax numbers of the organization proposing to do business with Treasure Valley Transit, Inc.

Tab 2. Firm Identification. Identify your organization's point of contact, proposed team comprised of the Architect, Civil, Structural, Mechanical, Plumbing, Electrical, Acoustics, Interior Design and any other key consultants with an organizational team chart for the project.

Tab 3. Resumes of Key Personnel. Provide resumes for the key personnel that will constitute the actual team you propose to provide services necessary to complete the project. Include your organization's principal-in-charge for this project, project manager, project architect, and project designer or alternate team roles. For your sub-consultants include principal-in-charge for this project and project engineer (one page per person maximum)

Tab 4. Example Projects. Provide examples of your organization's projects (no more than 5 projects) which best illustrate the firm, and individual qualifications for the scope and size of this specific project. Provide one attached page following the text page for each project with supporting photographs and/or graphics. Project examples cited should be either commercial office remodels or institutional buildings of similar complexity completed in the last ten (10) years which demonstrate the ability and experience to successfully complete the project. Provide Owner's information as a reference contact for verification of firm, team and individual roles and responsibilities for project(s) you have listed. (Two pages per project maximum).

Tab 5. Proposed Approach to Project. Provide a description of: a) your organization's approach to the design of this Multimodal Transit Facility; b) your response to the selection criteria listed in Part VI of this RFQ; c) your proposed A/E fee basis for the services you would be providing as outlined in this RFQ.

PART V: SUBMISSION OF REQUEST FOR QUALIFICATIONS

Submit your SOQ to the address specified on, or before the date and time listed on page 1 of this RFQ. All materials to be submitted may be sent by US mail, express mail, courier service of the prospective proposer's choice, or hand delivered to Treasure Valley Transit. Note: E-mail submissions will not be accepted. Proposals received after the deadline will be rejected without review. With the exception of SOQ's hand delivered, TVT will provide no receipts nor make any notification of its receipt or failure to receive any SOQ.

If an SOQ is hand delivered, it must be submitted only to the Office Staff or Assistant Director, Debbie Maxwell, 1136 W. Finch Drive, Nampa ID 83651. Prospective proposers are advised to obtain a handwritten receipt when making a hand delivery.

PART VI: SELECTION PROCESS

An evaluation team consisting of a TVT Board Member, TVT Management Staff, and a McCall City Staff, will evaluate the SOQ's.

The evaluation team will initially determine if the SOQ submitted conforms to the requirements of this RFQ. Prospective consultants that submitted SOQ's failing to meet RFQ requirements will, as soon as practicable, be notified in writing by email.

The evaluation team will evaluate and grade the remaining Statements of Qualifications each to be weighted as indicated. In the process of grading the SOQ's submitted, TVT may contact previous clients and owners listed in the Statement of Qualifications to verify the experience and performance of the prospective consultant, their key personnel, and their key sub consultants, as appropriate.

40% **Design Experience** Specific experience of the proposed team and its key individuals in the development of high quality Commercial office remodels or other institutional buildings of similar size and complexity and cost, during the past ten years, as evidenced by awards from third party organizations for completed projects; teams with long-term experience together; documents and proven successful design solutions, etc.

20% **Project Management** Specific experience of the proposed project manager in managing individual commercial office remodels or other institutional buildings of similar size and complexity. Prospective consultant's record and systems for providing and maintaining high quality consulting services and

design/contract documents to its clients, and in construction contract administration, and for budgetary and scheduling management, as evidence by projects which have been completed on or below budget; been completed on or ahead of schedule; specialized documentation of successes in management of scope, cost and time parameters for completed projects, etc.

10% **Geographic Breadth of Service Delivery Area** Ability of the firm to provide service in the geographical location of the project, given the firms' proposed resources, offices, and teams.

20% **Technical and Project Execution Capabilities and Expertise** Demonstrated experience and expertise of the proposed team to deliver high quality construction documents, and specific aspects of office and commercial buildings, including, but not necessarily limited to building Mechanical/ Electrical/ Plumbing (MEP) and structural engineering design, interior design, site design as evidenced by documentation of completed projects which accomplished specific technical goals or otherwise unique and particular mechanical, electrical, structural and other systems, etc.

10% **Specialized Expertise** Specialized expertise in Multimodal Transit Facilities; and any other particular technical specialty associated with a given building project, as evidenced by specific examples of that expertise.

An evaluation team will review all the SOQs that are received by the appropriate deadline to determine the extent to which they comply with the RFQ requirements.

SOQs that contain false or misleading statements may be rejected if in TVT's opinion the information was intended to mislead the evaluation team regarding a requirement of the RFQ.

During the evaluation process, TVT may require a prospective proposer's representative to answer questions with regard to the prospective proposers' proposal. Failure of the proposer to demonstrate that the claims made in its proposal are in fact true may be sufficient cause for deeming a proposal non-responsive

Based upon this initial evaluation, TVT will establish a short list (if required) of qualified firms, who will be invited for in-person interviews.

Following the interviews, the evaluation team will, taking the results of the interview, and using the assigned weights, determine the highest ranking firm, who will be selected for the project.

Following selection, TVT will contact the firm and proceed with the negotiation of the contract fee and execution of the contract, however, no work may commence, and no consultant's contracts may be executed prior to execution of the prime architectural contract.

In the event an agreement cannot be reached with the selected Architectural Firm after a reasonable amount of time, TVT may choose to award to the next highest ranked prospective proposer.

The RFQ is in no way an agreement, obligation, or contract and in no way is TVT responsible for the cost of preparing the SOQ.

PART VII: CONFIDENTIAL OR PROPRIETARY INFORMATION

Material contained in each respondent's Statement of Qualification will be made available to the evaluation team, regardless of any notations or markings. If a Firm is unsure if the information contained in its SOQ is confidential and/or proprietary, then it should not include such information in its SOQ. A firm that indiscriminately identifies all or most of its SOQ as exempt from disclosure however may be deemed non-responsive.

PART VIII: COMPLIANCE WITH LAWS AND REGULATIONS:

The firm agrees to comply with all applicable laws, regulations, and codes of the State of Idaho, the United States Government, and local governments.

Nondiscrimination requirements: The firm assures that no person in the United States will, on the basis of race, color, national origin, creed, sex, or age be excluded from participating in denied the benefits of, or otherwise be subject to discrimination in regards to this project. The firm must agree to comply with all requirements of US DOT Civil Rights Act implementing regulations (49CFR 21), and the Title VI Program Guidelines for Federal Transit Administration Recipients (FTA Circular 4702.1) and other applicable nondiscrimination directives.

Nondiscrimination on the basis of Disability: The firm assures that no person with a disability shall be, be reason of that disability, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in regards to this project. The firm must agree the renovated facility will be fully ADA accessible.

Equal Employment Opportunities (EEO): The firm will treat employees or job applicants fairly, without regard to race, color, creed, national origin, sex, age, or disability. The firm assures that it will promptly notify TVT immediately of any complaints of discrimination received during the time of service for this project.