RICHLAND COUNTY

REQUEST FOR QUALIFICATIONS

ARCHITECTURAL SERVICES

03/01/2020

REQUESTED BY

RICHLAND COUNTY COMMISSION

03/01/2020
I. INTRODUCTION

The purpose of this Request for Qualifications (RFQ), is to procure the professional services of a qualified architect/architectural firm to provide professional services with the following objectives:

1. Establish the estimated costs of constructing an addition to connect the current Courthouse & Law Enforcement Center. The addition will provide a secure, single point of entry for both buildings.

2. Work with the Building Committee throughout the process to ensure all needs are addressed.

3. Firm shall compile a final report and assist Building Committee members in presenting the final recommendation to the Richland County Commission.

II. BACKGROUND

Richland County has determined there is a need to connect the Courthouse and the Law Enforcement Center and provide a secure, single point of entry for security purposes. The two buildings occupy the same block (Wahpeton Original Townsite, All of Block 31) but are not connected. The addition will encompass an entryway, a secure point of entry, and a meeting room. A preliminary draft of the proposed structure is attached, along with several pictures of the current structures.

The Courthouse was constructed from 1912-1914 and had an elevator addition added in 1997. The Law Enforcement Center was constructed in approximately 1975.

Richland County is the recipient of a “Court Facilities Grant” from the State of North Dakota that will cover a portion of the costs for this project. The preliminary draft of the proposed structure was submitted with the grant application. The Richland County Jail is in the Law Enforcement Center and inmates are frequently brought from the jail and taken to the Courtroom in the Richland County Courthouse. The addition will allow this transfer to occur without leaving the building and behind a secure entrance. This addition will also allow the two buildings to have a secure point of entry, for the benefit of staff and visitors.

The Richland County Board of Commissioners has chosen to use the CMAR delivery method for this project.

III. SCOPE OF SERVICES

The selected architectural firm will be required to procure engineering and other ancillary services within their scope (see Part IV). The initial services will be comprised of the development of a detailed project programming, preliminary planning and construction cost estimates.

IV. CONSULTANTS

Firms submitting qualifications are asked not to include structural, mechanical, electrical, and plumbing engineering services. The selected architectural firm along with the Richland County Project Selection Committee will collaborate in the selection of a Construction Manager at Risk for these disciplines.
V. ACCEPT/REJECT PROPOSAL
Richland County reserves the right to reject any or all proposals, wholly or in part; to waive technicalities, irregularities, and omissions; to make the award in a manner deemed to be in the best interest of the County; and to correct any award erroneously made as a result of a clerical error on the part of the County.

VI. NO COUNTY OBLIGATION
This RFP in no manner obligates the County to the eventual purchase of any products or services described, implied, or which may be proposed, until confirmed by written agreement, and may be terminated by the County without penalty or obligation at any time prior to the signing of an agreement.

VII. AUTHORIZED SIGNATURE
The proposal offer shall be signed by an officer who is authorized to make such commitments for the bidder.

VIII. EXPENSES
Expenses for developing and presenting proposals shall be the entire responsibility of the bidder and shall not be chargeable to the County. All supporting documentation and manuals submitted with this proposal will become the property of the County unless requested by the Bidder, in writing, at the time of the submission, and agreed to, in writing, by the County.

IX. CONFIDENTIALITY
The bidder is hereby warned that any part of its proposal or any other material marked as confidential, proprietary, or trade secret, can only be protected to the extent permitted by the laws of North Dakota.

X. SUBMITTAL REQUIREMENTS AND SELECTION CRITERIA
The Richland County Board of Commissioners requests the following materials for use in the selection of a professional design firm:

1. Past Performance
   - Demonstrated experience and excellence in projects with comparable scale, complexity, and functions.
   - Proven capabilities for providing conceptual design of municipal and county facilities. Firms are asked to submit appropriate graphic material supporting analysis, thoroughness, and clarity (may be same project).
   - List of recent projects showing estimated and actual construction cost comparison.

2. Qualifications of Professional Personnel
   Qualifications of the principals and project team members proposed for the project, including a clear definition of their primary responsibility. The section shall also include:
   - An organizational chart for all members in the designated design team. List any in-house or out-of-house special consultants. Identify their function within the design team.
   - Indicate the names of employed persons that will be designated as the project manager
and principal design member. Indicate the person that will serve as point of contact for all matters relating to management of contract and design services.

3. Willingness to Meet Time and Budget Requirements

- Indicate your intent to complete the work within the negotiated fee and include general references where this has been accomplished.

4. Related Experience on Similar Projects

- Recent relevant work including a list of up to five projects completed within the past five years, or currently under construction that most closely resemble this project. Include the project name, client, year of completion, value in place, and reference contact.

5. Pending Litigation

- Each Firm shall disclose all litigation against their firm or settled in the past five years.

6. References

- Please list reference contact information for each of the “Similar Projects” listed in item (4) above.

XI. PROCEDURES FOR SUBMISSIONS

A. Architects wishing to be considered shall submit seven (7) copies and a digital copy on a thumb drive of their qualification materials, no later than 5:00 p.m. CT, Friday, March 27, 2020, at the office of:

Leslie Hage
Richland County Auditor/Administrator
418 2nd Avenue North
Wahpeton ND 58075-4400
Telephone: (701)642-7700
Email: lhage@co.richland.nd.us
B. Sequence of Events:

The following sequence of events is contemplated in the qualification and selection procedure established for retaining an architect:

2. Statement of Qualifications due – March 27, 2020, 5:00 p.m. CT
3. Review Responses and prepare shortlist – April 6, 2020
4. Interview Selected Candidates – April 14, 2020
5. Board of Commissioner selection approval – April 21, 2020
6. Selection Notification – April 22, 2020