

REQUEST FOR QUALIFICATIONS

For

Architectural Design and Engineering Services

Elks Lodge

Tourism Development Community Development Block Grant Project

City of Sidney, Nebraska

1115 13th Ave

Sidney, NE 69162

(308) 254-8455

Due Date:

October 12th, 2020

3:00 PM MST

Submit Proposals to:

Melissa Norgard

City of Sidney Economic Development

1115 13th Ave

Sidney, NE 69162

Work under this contract will be funded in its entirety with federal grant funds
From the State of Nebraska Community Development Block Grant program
Administered by Panhandle Area Development District
And matching funds from City of Sidney

Introduction

The City of Sidney Economic Development is seeking responses to a Request for Qualifications (RFQ) for Architectural Design and Engineering Services for the design and engineering plans for the Elks Lodge renovation and revitalization funded under the Community Development Block Grant Tourism Development program. The total CDBG grant amount is \$400,000 with \$125,000 matching cash and in-kind labor funds. The funds will be utilized to restore and revitalize the building to its historic character, including removal of a drop ceiling, repair and/or replacement of the HVAC, plumbing and electrical systems to improve energy efficiency upgrades, bringing the building up to ADA compliance standards

General Scope of Work

The selected firm will provide the following architecture and engineering services for an on behalf of the City of Sidney:

- HVAC, electrical and plumbing improvements, and specifications to include a prioritized list based on need
- Architectural plans to bring the building up to ADA compliance standards
- Engineering and architectural plans to restore the upper level windows
- Interior layout and design to include bathrooms

Proposal Requirements

The proposer, and all firms, subsidiaries, and individuals providing professional services shall be licensed to practice in each of their respective areas of professional expertise in the State of Nebraska and shall comply with all the State of Nebraska Professional Design and Engineering licensure requirements.

The submittal must include the following:

- The firms name, address, and phone number
- The name of the contact person at the firm and their email address
- A list of the firm's key personnel who will be assigned to the project and areas of expertise
- All tasks required to complete the scope of work
- Timeline to include completion dates for each task
- Insurance certificate(s) showing insurance for a minimum of \$1,000,000:
 - Worker's Compensation
 - Professional service liability/errors or omissions
 - Comprehensive general liability

Any proposal that materially fails to satisfy the above stated proposal requirements will not be further evaluated.

Evaluation Criteria

Please indicate in writing the following information about a firm's ability and desire to perform this work. Firms will be rates based upon the weight assigned to each item as noted in parentheses at the end of each statement below (100 total points).

- Introduction (no points): Provide a cover letter generally describing you and/or your firm's character and culture. Include a description of any branch offices, year established, and a list of disciplines performed by staff.
- Experience (40 points): Demonstrate your prior experience in similar projects in the last five years. Responses must list projects performed in the last three years, most comparable to the request services and include any projects that were in part of fully funded by Community Development Block Grant funds. For each project, include information about timeline/completion date of similar projects.
- History (20 points): Provide a history of your and/or your firms' architectural and engineering design experience on restoration and revitalization of historic properties, including energy efficiency upgrades, or similar facilities and projects in communities. Specify how many years of experience you and/or your firm has of design experience for community facilities in rural communities.
- Available Resources and Team (30 points): the amount and type of resources and number of experienced staff (including sub-contractors), available to perform the services required for this project including without limitation: recent, current and project workloads related to staff and resources for the duration of the project. Provide background and experience for each key team member indicating their experience relating to this project, and whether an outside consultant or an employee of your firm.
- References (10 points): Provide three references demonstrating your and/or your firms ability to contribute to the success of the project completion. Include name, title, phone number, email address, length, and type of professional relationship to reference.

Evaluation Procedure

- Proposals submitted on time will be forwarded to the selection committee who will independently score each proposal per the scored criteria listed above.
- The outcome of the independent evaluation may result in: notice of the proposer selection for tentative negotiation and possible award; or further steps to gain more information for evaluation.
- While price is important, it will not necessarily govern selection of the consultant. The cost and statement of work will be negotiated with the consultant, within the overall intent described in this RFQ.
- If negotiations are not successful, the City may terminate negotiations with the top ranked consultant and may begin negotiations with the next highest ranked consultant.

Selection Process

The selection committee selected by the City of Sidney will review, score the RFQ's. Contract negotiations with the highest ranked Proposer will be directed toward obtaining a written agreement on:

- The Consultant's tasks and a performance schedule;
- A contract consistent with the Proposer's RFQ;
- A contract which is fair and reasonable to the City, taking into account the estimated value, scope, complexity, and nature of the Consultant services.

The City of Sidney reserves the right to:

- Amend, modify, or withdraw this RFQ.
- Require supplemental statements or information from the Proposer(s) or selected highest ranking Proposer.
- Extend deadline for responses to this RFQ.
- Accept or reject any and all of the proposals to this RFQ.
- Waive or correct any irregularities in the proposals after prior notice to the Proposer.
- Negotiate with alternate Proposers if initial contract negotiations are unsuccessful.

This RFQ does not obligate the City of Sidney to award a contract, to pay costs incurred in preparing any proposal, or to procure the services described herein. All proposals are submitted at the sole cost and expense of the Proposer(s). The City of Sidney shall incur no liability or obligation to a Proposer except pursuant to a written contract for services, duly executed by the Proposer, and an authorized signatory for the City of Sidney.

Submission Requirements

Two originals and one electronic copy of the RFQ response and cover letter in PDF format in a sealed envelope. Proposals shall be clearly marked on the outside of the envelope and submitted to:

City of Sidney
Attn: Melissa Norgard
CDBG Elks Lodge Project
1115 13th Ave
Sidney, NE 69162

Submission deadline: 3:00 PM MST, Monday, October 12th, 2020

All inquires relating to the RFQ process including administration, deadline, award and/or other questions must be received no later than five days prior to the deadline and be directed to:

City of Sidney Economic Development
Melissa Norgard
1115 13th Ave
Sidney, NE 69162
development@cityofsidney.org
(308) 254-8455

Compensation

Community Development Block Grant Funds and the City of Sidney matching funds designated for architectural design and engineering for this project will be used to pay for these services. A fixed sum to be negotiated after award not to exceed 15% of the total CDBG grant award. Payment arrangements shall be determined by mutual agreement between the City of Sidney and the Grant Administrator.

Timeline for the Evaluation Process

RFQ Released	September 9 th , 2020
Responses Received	October 12 th , 2020
Selection Committee Review	October 13 th , 2020
City Award	October 27 th , 2020
Contract Signed	At the earliest convenience of both parties after award