



**REQUEST FOR QUALIFICATIONS FOR
ARCHITECTURAL SERVICES**

**FOR THE DESIGN OF AN ADDITION TO BUILDING C AT THE
WARD COUNTY HIGHWAY DEPARTMENT
MINOT, NORTH DAKOTA**

MAY 6, 2022

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Responses to this Request for Qualifications (RFQ) for Architectural Services are to be addressed to:

Ward County Highway Department
PO Box 5005
Minot, ND 58702
Attention: Travis Schmit (Travis.Schmit@co.ward.nd.us)

All proposal responses should be in PDF format and **submitted electronically** to Travis.Schmit@co.ward.nd.us, **by 4:30 p.m., Tuesday, May 31st, 2022**. The email subject line must contain **“RFQ for Architectural Services.”**

The Ward County Highway Department reserves the right to refuse and reject any or all qualifications and to waive any or all formalities or technicalities, or to accept the firm that the Ward County Highway Department, in its sole discretion, determines to be most qualified.

Qualifications submitted past the deadline date and time will not be accepted.

1. PURPOSE OF THE RFQ

The Ward County Highway Department intends to add an addition onto Building C. It’s being proposed that this would be a pre-engineered building with 27,000 square foot total. Design considerations to be taken into account are the following:

- Building construction to consist of posts and beams with metal roof and metal exterior walls to match existing on-site buildings.
- A 6-inch reinforced building slab.
- Adequate floor drains to accommodate water and snow from equipment.
- Building to be fully insulated to meet current codes.
- A total of 16 overhead doors that are 16 ft by 16 ft, insulated doors with openers (eight on each side) and 20-foot width of bay stalls.
- Radiant floor heat beneath the concrete slab with a few unit heaters for makeup air heat.
- Gas radiant tub heaters suspended from ceiling for secondary heat source if boiler is out of commission.

Results of a preliminary planning process has been conducted. Some of the products are attached. These documents describe various planning areas, site constraints and considerations.

The Ward County Highway Department invites the submittal of RFQ proposals from qualified firms interested in providing architectural services in connection with this project.

2. OWNER INFORMATION

The project owner is the Ward County Highway Department. The project site currently is in the City of Minot, North Dakota.

3. OBJECTIVE

The Ward County Highway Department will retain a highly qualified, capable architect to act as its prime design consultant. The Ward County Highway Department will consider a firm with significant experience in the development, design, and construction of property used for local government highway department facilities.

4. SCOPE OF WORK

The selected architect will be required to perform the basic architectural and engineering services, to be specified more fully in a contract agreement to be negotiated after selection. The scope of work will include reasonable and customary development of construction documents, construction administration, and project closeout activities as generally described in the AIA documents.

The Ward County Highway Department reserves the right to include additional project elements in the initial or subsequent professional services agreements, as the Ward County Highway Department may, in its sole discretion, deem appropriate. Proposers can expect that the use of standard AIA contract documents to secure the professional services. The architect will be required to retain and be responsible for all basic engineering disciplines such as mechanical, electrical, plumbing, fire protection, civil engineering, and structural engineering as customary for the scope of work negotiated. The architect is required to identify and select the appropriate sub-consultants. The Ward County Highway Department reserves the right to approve proposed sub-consultants; however, its approval will not be unreasonably withheld.

5. SELECTION PROCESS

Upon receipt and review of proposals, the Ward County Highway Department anticipates that it will select a "short list" of highly qualified respondents. Those firms will likely be interviewed prior to a final selection. However, the Ward County Highway Department maintains the right to make a selection based solely on statements of qualifications received.

Should interviews be desired, the Ward County Highway Department will notify selected firms of the date and time.

The selection will be qualification based. The selected respondent will then negotiate with the Ward County Highway Department on fee and contract provisions. If an agreement cannot be achieved with the respondent of choice for the specific project, negotiations may proceed with the second most-qualified respondent if a mutually agreed contract can be negotiated.

6. EVALUATION CRITERIA

The criteria employed to evaluate RFQ responses will include, but not be limited to, the following items:

6.1 The Firm:

- i) Resources: Staffing, financial strength, production capacity, staffing allocated to this project, and back-up capabilities.
- ii) Deliverables: A history of producing reliable, accurate, constructible, and common-sense construction documents within an agreed upon budget and timeframe.
- iii) Budgeting: A proven methodology with reliable results.
- iv) Operations: Few controversies (number of active arbitrations or litigations in the past 10 years).
- v) Other: familiarity with North Dakota State and City of Minot requirements, other salient features related to this project, including familiarity with City of Minot County zoning, design standard.

6.2 Experience with similar projects in the past 10 years.

6.3 Proposed project team:

- i) Managing Principal (years of experience and other relevant background as principal).
- ii) Project Lead/Manager (years of experience and other relevant background in that role).
- iii) Project experience working as a team with proposed sub consultants (number of projects together and/or other pertinent information, within the past 10 years).
- iv) Demonstrated experience in providing added value and creative solutions to projects.

7. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS, AND INFORMATION

A. All Information True – By submitting a response, respondents represent and warrant that all

information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading or materially incorrect information will be excluded from further consideration.

- B. Interviews** – After the initial evaluation of the statements of qualifications, Respondents will be notified of their status in the selection process. Respondents who are “short listed” should anticipate subsequent interviews, which will most likely focus not only on the respondent’s approach, but on an appraisal of the persons who would be directly involved in this project. “Short listed” respondents may be asked to make a presentation to the selection committee.
- C. No Gratuities** – Respondents will not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of Ward County Highway Department. Any perceived attempt by a Respondent to influence the selection process by any means other than disclosure of qualifications and credentials through the proper channels will be grounds for exclusion from the selection process. Accordingly, contacts with any official, employee, or agent of the Ward County Highway Department, outside of the established process, should not be initiated.
- D. Inquires** – Please refrain from contacting Ward County Highway Department to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so.
- E. Cost of Responses** – Ward County Highway Department will not be responsible for the costs incurred by anyone in the submittal of responses.
- F. Contract Negotiations** – This RFQ is not a contract or a commitment of any kind. If this RFQ results in a contract offer by the Ward County Highway Department, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.
- G. No Obligation** – The Ward County Highway Department reserves the right to evaluate the responses submitted; waive any irregularities therein; select candidates for the submittal of more detailed or alternate proposals; accept any submittal or portion of submittal; reject any or all Respondents submitting responses, should it be deemed in the Ward County Highway Department’s best interest; or cancel the entire process.
- H. Professional Liability Insurance** – The Respondent shall have the appropriate liability insurance written by an insurer authorized to transact insurance in the State of North Dakota.

8. CONTENT OF SUBMITTAL

To enable effective evaluation, it is important that Respondents follow the required format below in preparing their RFQ responses. Each response shall be submitted as outlined here. Please include a first page, containing the name of the project followed by the four sections outlined below.

8.1 Section 1: General Information.

- Firm name, addresses, and contact information. Primary contact for this project.
- Structure of firm; i.e., sole proprietorship, partnership, corporation, total number of employees.
- Number of permanent office locations. Years the firm has been in business.
- Hourly billing rates for various functions (e.g., Principal, Project Manager, CAD, etc.).
- List any actions taken by any regulatory agency against or involving the firm or its agents or employees, with respect to any work performed within the past 10 years.
- List any Design, Bid, Build (“D/B/B”) projects requiring a rebid within the past 3 years.
- List any litigation or arbitration against or involving the firm or its sub consultants or employees with respect to any work performed on projects within the past 10 years.
- All insurance coverage the firm has, applicable to the work.

8.2 Section 2: Project Qualifications.

Briefly describe experience in working with North Dakota State and local government projects delivered using a D/B/B model. Provide a project organizational chart that clearly identifies:

- The Managing Principal of this project.
- The Project Team Leader in charge of this project.
- Team members and responsibilities.
- The resumes of all persons to be assigned to this project identifying their relevant recent experience, prospective roles, professional registration, and other pertinent data related to this project (such as LEED certifications). Page 9 of 10

8.3 Section 3: Previous Success. List of all projects currently under contract.

Provide a list of at least three and no more than seven comparable projects completed (i.e., Certificate of Occupancy issued) by the proposing firm within the past 10 years. For each, please provide the 14 items of information as follows:

1. Project name.
2. Delivery method (Design/Bid/Build, GCCM, or Design-Build).
3. Principle function of building.
4. Building gross sq. ft.
5. Occupancy class.
6. Construction type.
7. Date the design work began.
8. Date of owner occupancy.
9. Architect’s original estimate of construction costs upon which the design fee was based.
10. Initial construction contract amount.
11. Final construction contract amount.

12. Public works contract or other.
13. Building description summary:
 - a) Uses and purpose.
 - b) Structure.
 - c) Exterior.
 - d) HVAC.
 - e) Environmental or “green” options.
 - f) Comments/project narrative.
14. Owner contact telephone and e-mail.

*THE USE OF A SPREADSHEET TO CONVEY THIS INFORMATION IS ENCOURAGED
BUT NOT REQUIRED.*