

Request for Qualifications

Architectural Services

McKenzie County Alexander Shop

Alexander, North Dakota

February 26, 2020

**Request for Qualifications
Architectural Services
McKenzie County Alexander Shop**

The McKenzie County Commission requests statements of qualifications for architectural services for conceptual design of the new Alexander shop project. Successful consultants may be considered for continuation of the work including design development, contract documents, and contract administration.

To receive the Request for Qualifications (RFQ) submittal instructions, please contact the Auditor/Treasurer, Erica Johnsrud by either of the following methods:

Mail:

Erica Johnsrud, McKenzie County Auditor/Treasurer

201 5th St NW, Ste 543, Watford City, ND 58854

Telephone: (701)444-3616 Ext.3

Email: ejohnsrud@co.mckenzie.nd.us

Questions regarding the content of the Request for Qualifications submittal instructions can be directed to Auditor/Treasurer Erica Johnsrud (701)444-3616 Ext. 3 or Facility Administrator Keith Buck (701)570-3373.

Seven (7) hard copies of the completed response and a digital copy on a thumb drive must be received no later than 10:00 a.m. CT, Friday, March 20, 2020, at the office of the McKenzie County Auditor/Treasurer, 201 5th Street NW, Suite 543, Watford City, ND 58854.

I. INTRODUCTION

With the growing size of McKenzie County's road departments and the insufficient space at their current facility, the McKenzie County Board of Commissioners has determined there is a need for the construction of a new county shop in Alexander. The shop is proposed to be located directly east of Hwy 85 on 29th Street on approximately 39 acres in size. The new shop is to house the Alexander Road and Bridge department and equipment. The project will need to include shop space for equipment, office space for staff, and storage areas for materials and inventory for the department. The Board has chosen to use the CMAR delivery method for this project.

II. SCOPE OF SERVICES

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

III. CONSULTANTS

Firms submitting qualifications are asked not to include structural, mechanical, electrical, and plumbing engineering services. The selected architectural firm along with the McKenzie County Project Selection Committee will collaborate in the selection of a Construction Manager at Risk for these disciplines.

IV. SUBMITTAL REQUIREMENTS AND SELECTION CRITERIA

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

V. 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 10:00 a.m. CT, Friday, March 20, 2020, at the office of:

Erica Johnsrud
McKenzie County Auditor/Treasurer
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Watford City, ND 58854
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Email: ejohnsrud@co.mckenzie.nd.us

- B. Sequence of Events:

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

1. Advertise for Statement of Qualifications– February 26, 2020, March 4 and 11, 2020
2. Statement of Qualifications due – March 20, 2020, 10:00 a.m. CT
3. Review Responses and prepare shortlist – April 3, 2020
4. Interview Selected Candidates – April 6, 2020
5. Board of Commissioner selection approval – April 7, 2020
6. Selection Notification – April 8, 2020