

# **LINCOLN COUNTY**

**REQUEST FOR PROPOSALS**

**ARCHITECTURAL SERVICES**

**RETURN COMPLETED QUALIFICATIONS TO:**

**LINCOLN COUNTY CLERK**

**111 W. B St. C**

**Shoshone, ID 83352**

**TO BE CONSIDERED, QUALIFICATIONS MUST BE RECEIVED IN THE LINCOLN  
COUNTY CLERK'S OFFICE BY 3:00 PM (MST) ON MARCH 31, 2020**

## REQUEST FOR PROPOSALS- ARCHITECTURAL SERVICES

Lincoln County is seeking proposals for the design of a new courthouse in Shoshone, Idaho. The scope of services shall include design, engineering and construction observation/inspection for the project.

The services to be provided will include:

1. Planning, designing, and engineering of construction projects. Project design to include all civil, structural, mechanical, electrical, plumbing, landscape, and related systems.
2. Surveying.
3. Preparing of drawings and specifications.
4. Preparing bidding documents in conformance with applicable state requirements and applicable building codes. Supervising the bid advertising, conducting pre-bid meeting, issuing of addendum, assisting in bid opening, and advising on bids.
5. Advising on issuing of Notice to Proceed. Conducting the pre-construction conference and progress meetings.
6. Consulting with Lincoln County regarding construction progress and quality.
7. On-site observation of construction work (Bi-Weekly), submittal review, and preparing inspection reports.
8. Reviewing and approving all contractor requests for payment and submitting approved requests.
9. Conducting inspections to verify the contractor has met the requirements of the Contract Documents.
10. Review "as built" drawings prepared by Contractor.
11. Review operation and maintenance manual.
12. Review project for Substantial Completion.
13. Assisting on conducting a warranty walk-thru.
14. Participation in public meetings.

The Project (the "Project") shall consist of the construction of a new county building between 15,000 and 20,000 square feet, constructed to comply with all local, state and federal regulations, at a site yet to be determined in Shoshone, Idaho 83352.

The Project shall be constructed to house the following county offices:

1. Sheriff's department, secure inmate holding area, secure evidence area, and administrative areas;
2. Prosecuting attorney's office and administrative area;
3. Clerk's office and administrative area, including secure storage for historical records;
4. Court clerk's office and administrative area;

5. Judges' chambers for at least two (2) judges;
6. Two (2) courtrooms, one to be used as the Commissioners' meeting room;
7. Jury room;
8. Law library;
9. Commissioners' Chamber;
10. Assessor's Office and administrative area;
11. Treasurer's office and administrative area;
12. Recorder's office and administrative area;
13. Titles and Registrations;
14. Parks and Recreation;
15. Probation Department and administrative area;
16. Planning and zoning office;
17. Indigency office;
18. Driver's licensing and administrative area;
19. Public defender's office and administrative area;
20. Victim/witness area;
21. Break room;
22. Adequate restrooms and utility spaces.

The Project shall also provide for necessary site utilities, landscaping, parking area, and storm water drainage system per the requirements of the City code.

Respondents will be evaluated according to these criteria:

<b>Written Requirements for Responses to Requests for Submission</b>	<b>Possible Point Range for Each Section Proposal</b>
<b>Cover Letter</b> (Limit to one page)	
<b>Complete the "ARCHITECT INFORMATION"</b> below, as part of the Written Requirements for Responses to Request for Proposal.	10-15 points
<b>Company Profile:</b> Describe your firm's history, size, legal structure, resources, philosophy of service, typical volume of work, financial stability, and basic construction management techniques and methods. Describe how your particular expertise, experience and/or techniques can be an advantage to the County in completing the projects.	10-15 points
<b>Capability to Perform Project:</b> Firm's commitment to provide necessary resources to perform and complete the project, including responsiveness with regards to site visits (Bi-Weekly) and on-site	25-50 points

project details).	
<b>Relevant Project Experience:</b> (i.e., description of other projects executed by the firm that demonstrate relevant experience. List of all clients for whom you have performed similar work, which should include name, address, and phone number of a person who can be contacted regarding the firm's performance on the project).	10-40 points
<b>Qualifications of Project Team:</b> (i.e., resume for the key people assigned to the project including sub-consultants. Key personnel roles and responsibilities on this project. Identify project manager who will be responsible for the day-to-day management of project tasks and will be primary point of contact).	10-20 points
<b>Project Approach:</b> Describe your approach to the required services to be performed. Provide an organizational chart clearly illustrating proposed staffing.	10-30 points
<b>Schedule:</b> (i.e., the tasks that must be accomplished to complete the project. How the firm proposes to execute the tasks. Unique aspects of the project and alternative approaches the owner might wish to consider).	10-30 point
<b>Total Written Proposal Points Possible =</b>	<b>200 points</b>
<b>Interview:</b> Firms may be asked to make presentations covering their relevant experience, their understanding of the project's requirements and their own approach to designing and supervising the job.	25-50 points
<b>Additional Information:</b> County reserves the right to request additional information to be used in the consideration of the selection process. All requests shall be by addendum to this RFP and the supplemental responses shall be in writing to be considered during the selection process hearing and considered by all commissioners.	10-25 points
<b>Total Proposal Points Possible=</b>	<b>275 points</b>

Award will be made to the most qualified offeror who is deemed most advantageous to Lincoln County, all evaluation criteria considered. Lincoln County may choose to interview only the top-ranking firms as based on proposal review and scores. Unsuccessful offeror will be notified as soon as possible.

Written responses to the RFP will be accepted at the Lincoln County Clerk of the District Court Office, c/o Brenda Farnworth, 111 W. B St., C. Shoshone, Idaho, 83352. Lincoln County Courthouse and are due by 3:00 p.m. March 31, 2020.

Submittals shall include one (1) original and five (5) copies of the proposal and one (1) USB flash drive. The original must be marked "original" and be dated and signed by a duly authorized partner or corporate officer. Proposals must be sealed in an opaque package and clearly marked: REQUEST FOR PROPOSAL ARCHITECTURAL SERVICES

Responses shall include a copy of each submitter's current Architect License and Certificate of Authority from the Idaho Secretary of State demonstrating that the submitter entity has current licenses and certificates necessary to perform the proposed services, is lawfully in existence and is in good standing in the state of Idaho.

All questions regarding this RFP must be directed to:

Brenda Farnworth, Lincoln County Clerk of the District Court 111 W. B St., C.  
Shoshone, Idaho, 83352, 208-886-7641, bfarnworth@lincolncountyid.us.

All questions must be submitted in writing in email format.

Response to significant questions will be answered by Addendum to this RFP.

Submitting firms are requested to NOT contact individual commissioners or county employees.

Those interested in submitting a response to the RFP are responsible to make sure they have any and all addenda to the RFP issued by the County and that they consider any addenda in their response. In the event that is necessary to revise any part of the RFP, timely addenda will be posted on the web page and sent via e-mail to those firms that have submitted a written request to the Director to be sent a copy of any addenda.

Proposals received after the deadline will not be considered.

## PROPOSAL GUIDELINES

**GENERAL TERMS** -- This RFP does not commit Lincoln County to enter into an agreement, to pay any costs incurred in the preparation of a proposal or in subsequent negotiations, or to procure or contract for any Project.

**REVISIONS TO RFP** -- In the event that it is necessary to revise any part of the RFP, timely addenda will be issued via facsimile or email to those firms that have requested a hard copy of the RFP.

## SELECTION TIMELINE AND PROCEDURES

**The estimated RFP schedule is as follows:**  
**RFP proposals due: MARCH 31, 2020 at 3:00 p.m.**  
**Interviews: APRIL 6, 2020, time to be scheduled**  
**Evaluation and Selection: APRIL 6, 2020 at 4:00 p.m.**

The County may modify this schedule.

The County will evaluate all responses.

Proposals will be ranked on qualifications and interviews conducted at the sole discretion of the County

All persons or entities who submit responses to this Request for Proposals will be notified when the County has chosen to hire an architect for the project, or has determined to submit a new Request for Proposal.

#### ARCHITECT INFORMATION

1. Contact information for your firm's main office as follows:

Firm Name:

Mailing Address: (City, State, Zip)

Physical Address: (City, State, Zip)

Telephone:

E-mail Address:

2. Name, title, address, telephone, and fax number of the firm's officer responsible to the County for all work to be provided under this RFQ:

Name/Title:

Mailing Address: (City, State, Zip)

Physical Address: (City, State, Zip)

Telephone:

E-mail Address:

3. Please check the appropriate box to identify the legal status of the entity making this proposal.

Corporation Partnership Limited Liability Other (explain)

4. Please provide the following license information:

Idaho Architect License #:

Contact information of the office where your project team will be located and from which the work for this assignment will be conducted, if different than "1." above

RESERVATION OF RIGHTS BY Lincoln County -- The issuance of this RFP does not constitute an assurance by Lincoln County that any contract will actually be entered into by Lincoln County.

Lincoln County reserves the rights to:

- a. Waive any informalities or irregularities and reject any or all responses received as a result of this RFP;
- b. Negotiate the scope of services, contract terms and compensation for services to be provided;
- c. Conduct investigations required to determine the respondent's performance record and ability to perform the work specified as part of the RFP;

By responding to this request, each respondent agrees that any finding by Lincoln County, any fact in dispute as to this proposal or the responses thereto shall be final and conclusive except as provided herein.

PROPRIETARY MATERIAL - Lincoln County assumes no liability for disclosure or proprietary material submitted by respondents. Proposal submittals may be considered public documents under applicable state law except to extend portions of the submittals are otherwise protected under applicable law.