

Request for Qualifications

For

Milligan Building Rehabilitation Architectural Services

**Issued by:
One Health**

Issued: 04/08/2022

Request for Qualifications

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Section 1: General Information

Request for Qualifications (RFQ) – Milligan Building Rehabilitation Project

THE ABOVE DESCRIPTION MUST APPEAR ON ALL PROPOSALS AND RELATED CORRESPONDENCE.

THIS IS NOT AN ORDER

RFQ INITIATIVE: Milligan Building Architectural Services		All consultants must respond in detail to each element of this RFQ to be considered for contract award. The proposal should be emailed to contact person at the email address below.
*PRE-PROPOSAL MEETING/Conference Call: 04/21/2022 *Attendance/Participation Optional but Recommended SUBMITTAL DEADLINE: 04/29/2022		SEND ALL CORRESPONDENCE TO THE CONTACT BELOW: Jaclyn Kinkaid, MPH 10 4 th Street West Hardin, MT 59304 (406) 679-0176 jaclyn.kinkaid@onehc.org

Section 2: Introductions and Objectives

Introduction

This RFQ is issued by One Health for the purpose of securing professional architectural services for the purpose of preparing plans and bid specifications for rehabilitation of the Milligan Building in Miles City, Montana. The selected firm will work with One Health to develop detailed plans and specifications, prepare bid documents and to manage and monitor the overall bidding and construction process, working with selected contractor(s) and One Health staff to final completion of the project.

The project has been funded, in part, by the US Department of Agriculture, Rural Development. As such, the selected firm will be required to adhere to applicable federal requirements. The fee for basic Architect/Engineer Services will be a lump sum or an agreed maximum, and no part of the fees for other services will be based on a cost-plus-a-percentage-of-cost or a cost using a multiplier.

A full set of applicable documents associated with this project can be accessed on the One Health website at onehc.org. The documents include a full description of the project, its conceptual

drawings, the project purpose, completed environmental documents and proposed equipment and furnishings. All documents related to the project are available for inspection.

RFQ Submission

Upon the submission of the RFQ response, the consultant acknowledges that all information is accurate and complete. RFQ responses may be submitted electronically to jaclyn.kinkaid@onechc.org.

RFQ Process Timeline

Dates

Issue RFQ	04/13/2022
Advertise:	Published 04/13/22 & 04/20/2022
Pre-proposal meeting at 1:00 PM	04/21/2022
Proposals due by 5:00 PM:	04/29/2022
Evaluate and choose:	05/06/2022
Proposed start date:	06/01/2022

*Timeline is subject to change based on funding availability

Section 3: Scope of Work:

The Authorized Scope of Work for this project will consist of programming, conceptual design, schematic design and providing all construction documents to One Health.

Successful firm will be expected to assist One Health with the following areas:

- design
- selection of the General Contractor
- cost estimates
- renderings and 3D modeling as needed
- presentations to the Public and One Health Board
- preparation of Construction Documents
- permitting/bidding
- contract administration

Performance Measurement: One Health will assess the Contractor's performance and progress towards expected results. Assessments and program monitoring will be based on:

- 1.) Weekly progress review meetings/conference calls between One Health and any designated representatives and Contractor's team.
- 2.) Progress leading to successful project completion according to the proposed schedule.

The progress review meetings will serve as checkpoints for identifying benchmarks or milestones reached as defined in the proposal and approved Scope of Work.

Personnel – The Contractor will assemble a team with the required knowledge and experience to deliver the scope of work and meet the project objectives. The structure of the team and an organizational chart shall be included in the proposal with the name, position and resumes of proposed personnel. The contractor shall identify who will be considered key personnel.

Performance Monitoring – The contractor's performance shall be evaluated based on the completion of specific tasks outlined in the Scope of Work, adherence to the work plan, and reports submitted to a designated One Health representative.

Deliverables, Budget and Completion

A. Budget

The overall project budget is included in the materials listed on the One Health website for this project, along with approved line items. The fee for basic Architect/Engineer Services will be a lump sum or an agreed maximum, and no part of the fees for other services will be based on a cost-plus-a-percentage-of-cost or a cost using a multiplier.

B. Timeline

Inclusion of a timeline outlining the process and duration of design through completion of construction documents is required. This project is time sensitive and will be considered in the selection of a firm.

C. Completion Date

The completion date(s) and schedule will be negotiated with the selected firm prior to approval of the A/E Agreement and in conformance with all EDA requirements

Section 4: RFQ Evaluation and Selection Processes

Initial Evaluation

Proposals received will undergo an initial review to determine:

- Compliance with instructions stated in the RFQ
- Compliance with submittal date

Phase II Evaluation

The evaluation of consultant's proposals may include, but is not limited to, the following criteria:

- Consultant's experience with developing similar building projects (historic tax credits, new market credits and health care facility design.)
- Capacity to undertake the project
- Perceived ability to meet the issuing entities' requirements
- Availability (timetable) for providing goods and/or services
- Breadth of services available
- Reporting capability (i.e. monthly or weekly written or oral reports)
- Compliance with the issuing Entities' terms and conditions
- Timeline

Evaluation Criteria

One Health is requesting that firms responding to this RFQ provide a description of the firm's qualifications and to provide samples of previous work done on similar projects, identify staff that will be dedicated to the project, and provide an overall vision and proposed schedule for completion of various segments of the overall project deliverables.

The Proposals being requested will be scored on the following criteria:

Qualifications and ability to perform requested services (100 points total):	
A. Experience with similar projects	40 points
B. Firm/personnel qualifications	30 points
C. References from other communities or entities	20 points
D. Timeline	10 points

Section 5: Information for Consultants

Disclaimer

This RFQ does not form or constitute a contractual document. The Entity issuing this RFQ shall not be liable for any loss, expense, damage, or claim arising out of the advice given or not given or statements made or omitted to be made in connection with this RFQ. The Entity also will not be responsible for any expenses which may be incurred in the preparation of this RFQ.

Instructions to Proposers

EXAMINATION OF DOCUMENTS

Before submitting the proposals, the proposer shall:

- (a) Carefully review the terms of this request as well as the attachments;
- (b) Fully inform yourself of the existing conditions and limitations;
- (c) Include with the proposal sufficient information to cover all items required in the specifications.

PROPOSAL MODIFICATIONS

In addition to any other information and documentation requested in this RFQ, any forms provided herein shall be included in the submitted proposal. Modifications, additions or changes to the terms and conditions of this request for proposals may be cause for rejection of the proposal. Proposals submitted without required forms may be rejected. No oral, telephone, email, fax or telegraphic proposals or modifications will be considered.

CERTIFICATION OF ALTERATION OR ERASURE

A proposal shall be rejected should it contain any material alteration or erasure, unless, before the proposal is submitted each such alteration or erasure has been initialed in INK by the authorized agent signing the proposal.

SIGNATURE

All proposals shall be typewritten or prepared in ink and must be signed in longhand by the proposer or proposer's agent or designee, with his/her usual signature. A proposal submitted by a partnership must be signed with the partnership name to be followed by the signature and designation of the partner signing. Proposals by corporations must be signed with the legal name of the corporation, followed by the name and signature of an authorized agent or officer of the

corporation. Proposals submitted by a proprietorship must be signed by the owner and the name of each person signing shall be typed or printed legibly below the signature. **Electronic signatures will be accepted.**

WITHDRAWAL OF PROPOSALS

Proposers may withdraw their proposal either personally or by written request at any time prior to the due date set for receiving proposals. No proposal may be withdrawn or modified after the due date and time, unless and until the award of the contract is delayed for a period exceeding ninety (90) days.

CERTIFICATION

The proposer certifies that the proposal has been arrived at independently and has been submitted without any collusion designed to limit competition. The proposer further certifies that the materials, products, services and/or goods offered herein meet all requirements of the stated specifications and are equal in quality, value and performance with highest quality, nationally advertised brand and/or trade names.

INSURANCE REQUIREMENTS

The proposer certifies that it/they can comply with minimum insurance requirements of workers' compensation and employer's liability coverage as required by Montana law, including:

1. Commercial general liability, including contractual and personal injury coverages in the amount of \$1,000,000 per occurrence.
2. Professional liability in the amount of \$1,000,000 per claim.

DISPOSITION OF PROPOSALS

All materials submitted in response to this RFQ become the property of the issuing Entity. One copy of each proposal submitted shall be retained for the official file of the entity and will become public record after award of the Contract.

QUESTIONS

Questions regarding the Request for Qualifications contents may be sent to the contact person(s) listed in Section 1 via email no later than two business days prior to due date for proposals. The issuing Entity will make every effort to provide a written response within two business days. Whenever responses to inquiries would constitute a modification or addition to the original RFQ, the reply will be made in the form of an addendum to the Request for Qualifications, a copy of which will be forwarded to all Consultants who have attended the required Pre-Proposal meeting identified earlier in this RFQ.

Consultants may submit their questions via email, and provide, at a minimum, the following:

- Supplier's name, requester, and appropriate contact information
- The question, clearly stated
- Specific reference to the applicable Request for Qualification section(s)

ATTACHMENT A

STANDARD TERMS AND CONDITIONS

In case of default by the successful proposer or failure to deliver the goods or services within the time specified, the issuing Entity, after written notice, may procure them from other sources and hold contractor responsible for excess costs occasioned thereby.

The specifications attached to the instructions to proposers establish a standard of quality desired by the issuing Entity. Any proposer may submit quotations on any article-which substantially complies with these specifications as to quality, workmanship, and service. The issuing Entity reserves the right to make its selections of materials or services purchased, based on its best judgment as to which articles substantially comply with the requirements of the specifications.

No alteration in any of the terms, conditions, delivery, quality, or specifications will be effective without prior written consent of the issuing Entity.

No exception to delivery or service dates shall be allowed unless prior written approval is first obtained from the issuing Entity.

The contractor warrants all articles supplied under this contract to conform to specifications herein. The contractor will deliver a warranty stating that all articles supplied under the contract are fit and sufficient for the purpose manufactured, merchantable, and free from defects.

The contractor agrees not to be discriminate against any client, employee, or applicant for employment or for services, because of race, creed, color, national origin, sex or age with regard to, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or recruitment advertising; layoffs and termination; rates of pay or other forms of compensation; selection for training; rendition of services. It is further understood that any contractor who is in violation of this shall be barred forthwith from receiving awards of any contracts for the issuing Entity unless a satisfactory showing is made that discriminatory practices have terminated and that a reoccurrence of such acts are unlikely.

The issuing Entity reserves the right to cancel and terminate this contract forthwith upon giving 10 days' written notice to the contractor. (This provision does not apply to the purchase of materials and equipment. A purchase order for materials and equipment is a binding contract.)

Should either party employ an attorney or attorneys or utilize the services of in-house attorneys to enforce any of the provisions hereof or to protect its interest in any manner arising under this contract, the non-prevailing party in any action pursued in a court of competent jurisdiction agrees to pay to the prevailing party all reasonable costs, damages, expenses, and attorneys' fees, including fees for in-house attorneys, expended, or incurred in connection therewith.

Where applicable, possible, or required, the proposer is required to submit descriptive literature, sample material, design sketches and detailed shop drawings. Failure to submit required items may result in rejection of the proposal or termination of contract.

The successful proposer may not make any advertising or sale use of the fact that contract items are being used by purchaser and other approved agencies, under penalty of contract termination. News releases pertaining to the award resulting from the RFQs shall not be made without prior written approval of the issuing Entity.

This Agreement shall be construed and enforced in accordance with the laws of the State of Montana. Venue for any suit between the parties arising out of this Agreement shall be the State of Montana Sixteenth Judicial District Court, Custer County.

The contractor may not assign or subcontract the agreement, or the right to receive reasonable performance of any act called for by the contract, shall be deemed waived by a waiver by the issuing Entity of a breach thereof as to any particular transaction or occurrence.

Regardless of FOB point, contractor agrees to bear all risks of loss, injury, or destruction of goods and materials ordered herein and such loss, injury, or destruction shall not release contractor from any obligation hereunder.