

**REQUEST FOR QUALIFICATIONS (RFQ)**  
**CITY OF HAMILTON, MT**  
August 27, 2017

**DESIGN & CONSTRUCTION SERVICES**  
**FOR**  
**JUSTICE CENTER FACILITY/  
HAMILTON ARMORY REMODEL**

**I. PURPOSE OF RFQ**

The City of Hamilton, Montana is requesting Statements of Qualifications from architectural or engineering firms for design and construction administration services for the City of Hamilton Justice Center project. The selected firm will reference the Preliminary Architectural Report (PAR) prepared May 9, 2017, to design and prepare construction plans suitable for bidding the project so that construction/renovation can commence spring/summer of 2018.

The project will involve remodeling the existing decommissioned Hamilton National Guard Armory building to provide office and operating space for the City of Hamilton police department, City Court and attorney. As detailed in the PAR, operating space will including a courtroom and evidence storage area.

In addition to preparation of construction plans, the selected firm will coordinate the construction bid process with the City and provide inspection services during the construction process.

**II. PROJECT DESCRIPTION AND LOCATION**

The City recently purchased the decommissioned Hamilton National Guard Armory at 910 West Main Street in Hamilton, Montana. This building will be renovated/remodeled as the core of the City's Justice Center. The PAR prepared for the Justice Center details several alternatives for providing office and operating space for the police department, city court, and city attorney's office. The selected architect will prepare plans suitable for providing a basis for cost estimating and bidding all or part of the Justice Center project as allowed by the available budget. It is anticipated the construction project will be bid as one general contract.

Funds available for remodel of the existing building and construction of the Justice Center Facility are estimated between \$1.2 million and \$1.6 million.

Electronic copies of this RFQ and the PAR are available electronically on the City of Hamilton website [www.cityofhamilton.net](http://www.cityofhamilton.net).

**III. SELECTION PROCESS SCHEDULE**

RFQ release	August 27, 2017	(Sunday)
1 <sup>st</sup> published advertisement of RFQ	August 27, 2017	(Sunday)
2 <sup>nd</sup> published advertisement of RFQ	September 3, 2017	(Sunday)
RFQ submittal deadline	September 8, 2017	(Friday, 4:00 pm)
Selection Finalized	September 19, 2017	(Tuesday)

#### IV. SCOPE OF SERVICES

- A. Design Services. The selected firm will provide design services, including but not limited to the following:
- 1) Provide architectural services to convert existing building to a Justice Center facility, including preparation of construction plans suitable for bidding.
  - 2) Work with the City's Special Project Director during the design process to identify efficiencies and cost savings for the project, including possible phasing for renovation, remodel and construction depending on available funds.
  - 3) Meet with the City's Special Project Director, Mayor, City Council, and other City staff as required to review the proposed design and finalize construction plans.
- B. Construction Services. The selected firm will provide construction oversight, including but not limited to the following:
- 1) Coordinate the construction bid process with the City.
  - 2) Verify that the contractor has obtained all required permits and approvals.
  - 3) Provide inspection services during the construction process that cannot be provided by City staff.
  - 4) Conduct progress and coordination meetings with the Special Project Director and Mayor to review construction progress, scheduling, conflict resolution, etc.
  - 5) Work with the City's Special Project Director and selected general contractor to supervise, direct and manage the complete construction of the Project.

#### V. PROJECT DURATION

It is anticipated the project will be ready to be bid in sufficient time for construction/renovation to commence in spring/summer of 2018 and the project will be completed as promptly as possible, depending on the remodel option that is chosen.

#### VI. EVALUATION CRITERIA

The following criteria used to evaluate the RFQ responses:

- A. Qualifications of firm (35%)** - Qualifications of the firm and of the professional personnel to be assigned to the project, specifically as they relate to this Project.
- B. Capability of the firm to meet the time schedule and project budget requirements (10%)**- Availability of the firm and firm resources throughout length of the project.
- C. Physical Location of the Firm (5%)**
- D. The firm's present and projected workloads (10%)** - Available resources to complete project, including personnel and resources commonly used by your firm that may be applicable to the Project.

**E. Firm's related experience on similar projects (35%), including:**

- Renovation/remodel of existing structures
- Law enforcement and/or court facilities
- Public buildings
- Recent and current work for the City of Hamilton.

**F. Responsiveness to the RFQ (5%) - Understanding of the project, timelines, budget, user groups, teamwork, public purchasing processes, and attention to detail.**

Following review and evaluation of all responses, the City shall negotiate a contract with the most qualified firm for services at a price that the City determines to be fair and reasonable. In making its determination, the City shall take into account the estimated value of the services to be rendered, as well as the scope, complexity, and professional nature of the services. If the City is unable to negotiate a satisfactory contract with the firm selected at a price the City determines to be fair and reasonable, negotiations with that firm will be formally terminated and the City shall select another qualified firm and continue to negotiate a fair and reasonable contract until an agreement is reached or the process is terminated.

The City may, at its sole discretion, interview any or all of the applicants before selection. Unsuccessful applicants will be notified as soon as possible

**VII. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS, AND INFORMATION**

- A. All Information True** - Respondent represents and warrants to City of Hamilton that all information provided in the response shall be true, correct and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, in any of the documents presented to the City of Hamilton shall be excluded from consideration.
- B. Cost of Responses** - City of Hamilton will not be responsible for costs incurred in preparing a response.
- C. No Obligation** - The City reserves the right to (1) evaluate the responses submitted; (2) waive any formality or technicality therein; (3) accept any submittal or portion of submittal; (4) reject any or all responses, should it be deemed in the City's best interest; or (5) cancel the entire process.

**VIII. SUBMITTAL INSTRUCTIONS**

Responses to the RFQ must conform to the terms, conditions, and instructions set forth in this RFQ. Each copy of the response shall be bound using a semi-permanent binding method to ensure that pages are not lost. Elaborate covers, binding, dividers, etc. are not required. All submittals must be labeled on the outside with the Respondent's name and the name of the Project. Late submittals will not be considered.

Firms interested in submitting qualifications for this project shall submit five (5) printed hard copies and one (1) electronic PDF copy of their response by mail or hand delivery to:

Attn: City Clerk  
City of Hamilton  
223 S. 2<sup>nd</sup> Street  
Hamilton, Montana 59840

Responses must be received in the Clerk's office **no later than 4:00 p.m., Friday, September 8, 2017.** The PDF copy may be delivered electronically to [cityclerk@cityofhamilton.net](mailto:cityclerk@cityofhamilton.net); however, the printed copies must be physically

received in the Clerk's office by the deadline for the response to be considered timely. Receipt of the electronic copy alone will be considered a late response. Late responses will not be accepted and any response received after the due date and time will be returned unopened.

If you have any questions regarding the Justice Center project, please contact Dennis Stranger, the City Special Projects Director at (406) 363-2101 extension 243.

## **IX. CONTENT OF SUBMITTAL**

Each response shall be submitted as outlined in this section. Include an outside cover and/or first page, containing the name of the Project ("**Request for Qualifications (RFQ) for Design & Construction Services for Hamilton Justice Center Facility**"); the name, email, physical and mailing addresses, and phone number of the respondent; and the submittal date.

A table of contents should be next, followed by each of the following:

1. The firm's legal name, address, and telephone number;
2. A statement of the firm's qualifications and experience related to the project.
3. A résumé for each professional staff person who may be assigned to this project, along with relevant information about each individual's responsibilities and qualifications including:
  - a. expected responsibilities on this project,
  - b. an explanation of each person's role and responsibilities on the project,
  - c. knowledge of and experience with design and construction of law enforcement and public facilities.
4. General Company History and Qualifications
  - a. A brief history of the firm and the services routinely provided for similar projects.
  - b. An organization chart that identifies team member and their respective responsibilities. This should include any affiliated firms to be used on the project.
  - c. Project Approach. Describe your firm's approach to this project and how it will seek to work with the City and project team over the course of the entire project. Discuss how the firm will work with the design team, contractors, property neighbors, citizens.
  - d. Project Availability. Confirm your firm's availability to meet the project schedule, including a description of the firm's current work activities and how these would be coordinated with the project.
5. Experience and References
  - a. Discuss the firm's experience in working with government agencies generally and the City of Hamilton specifically, as well as specific experience on projects listed in the evaluation criteria.
  - b. Provide a list of all comparable projects, whether ongoing or completed, including references. For each, provide:
    - i. Project name and location
    - ii. Capacity of firm on project
    - iii. Year completed
    - iv. Short description of project
    - v. Names, addresses, and phone numbers of owner and contact person familiar with the design and construction of the project
    - vi. Names, addresses and telephone numbers of architect and engineer
    - vii. Design and construction cost and whether or not it was within the project budget
    - viii. Construction time and whether or not it was completed on time
6. A proposed work plan and schedule for activities to be performed.
7. Any proposed subcontractors and their profiles.