

# Request For Proposals

For:

ON-CALL ARCHITECTURAL  
DESIGN SERVICES  
2018-2019



KLICKITAT COUNTY PUBLIC WORKS DEPARTMENT

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## **SECTION 1**

### **GENERAL INFORMATION**

#### **1.0 Project Background**

Klickitat County Public Works Department is requesting proposals from Architectural & Engineering (A&E) firms interested in providing professional services for five (5) projects at various County owned facilities. Required services shall include preliminary design, preparation of construction documents, and feasibility analysis. Public Works intends to engage with an A&E firm that have electrical, mechanical, and cost estimating capabilities in one firm, as needed, or is a lead firm with sub-consultants.

The professional capabilities of consultants, directly involved with Architectural and Engineering services must include Professional Registration, where appropriate, and a demonstrable expertise in the specialized areas necessary to accomplish the services required. For these services, the consultant is expected to furnish all necessary field equipment and/or other supporting equipment and consumables.

#### **1.1 Scope of RFP**

The Scope of Work to be performed by the consultant may include, but not be limited to, the following:

- A. Upgrade Exhibit Building Phase II.
- B. Courthouse fire alarm system upgrade.
- C. Server Room AC/Up-grade.
- D. Architectural design work for Superior Court room.
- E. General Architectural services: ongoing.

#### **1.2 Consultant's Responsibilities**

The selected Consultant will be required to assume responsibility for all services outlined in the proposal whether or not the Consultant or his representative produces them. The Consultant's person-in-charge of the project must have the experience necessary to complete the tasks outlined above.

The Klickitat County Public Works Dept. in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all firms that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business

enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

### **1.3 Payment Schedule**

Payment for any agreement entered into as a result of this RFP will be made monthly upon receipt of the Consultant's billing statement. The billing statement must include a summary of progress made through the date of billing.

## **SECTION 2 PROPOSAL INSTRUCTIONS**

### **2.0 General Information**

- A. The Consultant must submit a definite and specific proposal for the end results that are set forth in the RFP. The proposal shall include a scope of work that describes the deliverables including an approximate schedule for each of the individual items described in Section 1.1 of this RFP. The proposal must describe the qualifications of the Consultant, the intended performance of the Consultant on the activities prescribed, and the resources required to perform the activities. The selected Consultant must have demonstrated experience in the following:
- Working with the Public and Public Agencies.
  - Providing the best, most cost-effective solutions for improvement of Architectural facilities.
  - Knowledge of current fire codes as it relates to Government buildings.
  - Familiarity and up to date with current ADA standards.
- B. All parts of the proposal shall be in a sealed envelope plainly marked "ON-CALL ARCHITECTURAL DESIGN SERVICES", and show the name and address of the Consultant.

### **2.1 Closing Date for Submittal of Proposals**

Four copies of the proposal must be received no later than 2:00 p.m. on January 30, 2018 at which time proposals will be opened and evaluated by the County.

Sealed proposals will be received by:

Ken Templeton  
Klickitat County Public Works Department  
228 West Main, MS-CH 19  
Goldendale, WA 98620  
Email: [kenneth@klickitatcounty.org](mailto:kenneth@klickitatcounty.org)  
Phone: (509) 773-2479  
Fax: (509) 773-5713

## **2.2 Proposal Acceptance**

The successful Consultant shall be expected to enter into an Agreement specifying payment on an hourly rate basis, not to exceed a fixed amount.

## **2.3 Right of Award or Rejection**

Proposals shall specifically stipulate that all terms and conditions contained in the RFP are included in the proposal and accepted by the Consultant. It is understood that all proposals will become a part of the public file on this matter without obligation to the County. The County may reject any proposal not in compliance with prescribed solicitation procedures, requirements, and other applicable laws. The County may reject, for good cause, any or all proposals upon the County's finding that it is in the public interest to do so.

## **2.4 Incurring Costs**

The County is not liable for any costs incurred by prospective Consultants in the preparation or presentation of proposals.

## **2.5 Inquiries**

Questions that arise during preparation of the proposal will be handled by Ken Templeton at the Klickitat County Public Works Department and will be accepted by either email or fax. See section 2.1 for contact information. The proposal shall list a responsible person, with phone number, if contact is necessary during the proposal review process.

## **2.6 Technical Proposal Format**

Four copies of the proposal shall be submitted to the County. Proposals must not exceed 10 pages. One page is defined as one side of a single 8-1/2" x 11" page, with 12-point minimum font size for the substantive text. Proposals must include, at a minimum, the following items:

- A. The name of the person(s) authorized to represent the Consultant in any negotiations and to sign any Agreement that may result.

- B. A statement that the proposal recognizes and includes all terms and conditions of the RFP.
- C. Signature of an authorized representative empowered to bind the Consultant.

### **SECTION 3 PROPOSAL EVALUATION**

#### **3.0 General Information**

- A. The County will select the Consultant whose proposal is deemed most advantageous to the public. The County may enter into discussions with the top ranked proposers to get a best and final offer, and in those discussions, the County may not disclose information derived from proposals submitted by competing proposers.
- B. Proposals received will be evaluated by a panel of employees from the Klickitat County Public Works Department.
- C. The County may cancel this procurement or reject any and all proposals in accordance with procurement laws.

#### **3.1 Technical Proposal Evaluation**

Evaluation of the proposal will be based, in part, on the following criteria:

- A. Description of the Consultant's firm, including organization, and type and scope of services provided. **10 Points**
- B. The names of the key professional persons who will perform the work, current assignment and location, and a current resume including a description of qualifications, skills, and responsibilities in the project. **20 Points**
- C. Proximity to Klickitat County. Consultants located within 1 hour travel time (60 miles) of Klickitat County are preferred but not necessary. **10 Points**
- D. Specialized experience and technical competence in public facilities or similar building types. **20 Points**
- E. Information addressing project understanding, the Consultant's proposed methodology, and a work plan for completing the work to be performed as described in Subsection 1.1 (Scope of RFP), what will be accomplished, and what resources will be required to each task on schedule. **20 Points**

- F. Experience and ability working with public agencies. **10 Points**
- G. A statement of experience with similar types of work, including specific examples of similar projects successfully completed, with client references including current contact information. Projects should be similar both in type and size. **20 Points**
- H. General appearance of the proposal and conformity to the above proposal instructions. **10 Points**

By submitting a proposal, the respondent to this RFP authorizes past clients to supply information requested by Klickitat County within the scope of this Request for Qualifications.

### **3.2 Selection**

A final selection will be made by the evaluating panel following review and ranking of the proposals. Said selection is not binding until agreement execution.

### **3.3 Pre-Agreement Clarification**

The apparent selected Consultant will be required to review its proposal with the County. The County reserves the right to require any clarifications or alterations it deems necessary in the Consultant's work plan, assignment of resources, or the project cost to clarify the Consultant's approach to the scope of work and the County's needs and expectations. This review and any changes will be made prior to agreement execution and will become part of the final agreement.

### **3.4 Agreement Execution**

The County intends to enter into a Local Agency Standard Consultant Agreement with the successful consultant for any or all of the tasks described in the proposal. The Local Agency Standard Consultant Agreement can be found in Chapter 31 of the *Local Agency Guidelines Manual* printed by the Washington State Department of Transportation or can be found in the digital form at <http://fmapps.wsdot.wa.gov/forms/FMPro>.

Within seven (7) days of agreement on the negotiated cost, the Consultant will be required to execute an agreement and meet all terms, including insurance requirements, and "hold harmless" provisions contained therein.

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