

# Barnes County Commission

## Request for Qualifications for Professional Architectural Services

Barnes County Commission is seeking statements of qualifications for professional architectural services for planning, design and construction administration for **a law enforcement center and/or jail for Barnes County**. The hired architectural firm will enter into a standard AIA agreement and will include full architectural design and construction administration services.

Any firm responding to this request must submit their written proposal in accordance with the enclosed specifications. Seven copies of the completed responses must be received no later than **4:00 P.M., CST, Friday, June 28, 2019.**

Proposals and questions to be sent to:

**Barnes County Auditor  
Beth Didier  
230 4<sup>th</sup> St. NW, Room 202  
Valley City, ND 58072  
701.845.8500, bdidier@barnescounty.us**

### SCOPE OF SERVICES

The scope of services required by the selected architectural firm shall be as follows:

1. Full architectural design and construction, with administrative services through occupancy of a joint law enforcement center and/or 40-bed jail, to be constructed within a portion of Lot 2, Block 2 of the Greenline Deere Second Addition.

### FIRM REQUIREMENTS:

Architectural firms choosing to submit a response shall comply with the following requirements.

1. Architects shall be licensed to practice in the state of North Dakota.
2. The responding firm shall have prior municipal planning and design experience.
3. Architect shall be responsible for Civil, Mechanical, Electrical and Other specialty consultants, but these consultants will be reviewed and selected by the Owner/Architect together.
4. The firm shall be capable of meeting the project schedule and have resources available to begin and complete each phase of work. The project must be completed by July 1, 2021.

### PROPOSAL REQUIREMENTS

Barnes County requests specifically the following information for use in the selection of a professional architectural firm:

#### Past Performance

1. Demonstrated experience and excellence in projects with comparable scale, complexity, and function.
2. Proven capability of providing services to include conceptual design, cost estimating, presentation, graphics and marketing support.

3. Proven experience of design methodology.

#### Ability of Professional Personnel

1. Qualifications of the Principals and Project team members proposed for the project, including their primary responsibility.
2. Indicate the names of employed persons who will be designated as the Project Manager and Principal Design Member. Indicate the person who will serve as the point of contact for all matters relating to management of contract and design services.
3. Current workload for the proposed project team.

#### Willingness to meet Time and Budget Requirements

1. Indicate your intent to complete the work within the project timeline
2. Present an outline of the basic work plan anticipated to accomplish the work

#### Related Experience

1. Recent Relevant Work Experience: include only relevant and recent projects that most closely align with this project.
2. Recent Work Experience in the last 3 years.

### **TERMS AND CONDITIONS**

Barnes County Commission reserves the right to reject any and all responses and is not responsible for any costs incurred by the respondent related to preparing, submitting, or presenting its response to the RFQ.

The selection committee further reserves the right to request clarification of information submitted and to request additional information for any response.

Barnes County Commission reserves the right to award the contract at its sole discretion to the firm determined to be the most qualified.

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