

**CITY OF VALLEY CITY, NORTH DAKOTA
REQUEST FOR QUALIFICATIONS (RFQ)**

**Professional Architectural/Engineering Design Services
Public Works Service Center**

December 1, 2023

BACKGROUND

The existing Valley City Public Works Service Center has reached its end of life. In 2021, the City purchased Lots 2, 3, 4, 5, 6, and 7 of East Riverside Park Addition to the City of Valley City, located on East Main Street, for the purpose of constructing a new service center for the Public Works department. The facility will hold vehicles and equipment for the City Water/Sewer Department, Street Department, and Electric Department, along with 20-22 FTEs. The population of Valley City is 6,575.

SERVICES REQUESTED

The City is requesting architectural and engineering design services to include the following: schematic design and cost estimates, and participation in selection committee for Construction Manager at Risk; with the option to continue with design development, construction documents and architectural/engineering oversight during construction.

QUALIFICATIONS SUBMISSION

Architectural/engineering design services are being procured pursuant to section 1-01-16 of the Valley City Municipal Code and in compliance with chapter 48-01.2 of the North Dakota Century Code.

EVALUATION CRITERIA:

1. Past performance on similar projects as described above.
2. Experience and ability of professional personnel assigned to this project.
3. Willingness and ability to meet the time and funding requirements.
4. Location of the applicant's place of business and ability to perform the work.
5. Effect of current and projected workload on capacity to meet project requirements.
6. Related project experiences.
7. Past performance on Valley City projects.

STATEMENT OF QUALIFICATIONS (SOQ) TO INCLUDE:

- Name and address of the firm and its legal status.
- Company background - brief statement of company history and relevant experience relating to this proposal. Please highlight the

firm's three most recent projects similar to this project, including location, square footage, type of building and cost.

- Identify whether the firm uses the standard AIA form of agreement between owner and architect. If no, please enclose the type of agreement used. If yes, discuss any proposed changes in the agreement.
- Identify whether the firm proposes to enter into a joint venture with another firm, and whether your firm uses subconsultants for any portion of the design work.
- Qualifications of all personnel that will be involved with the project, their responsibility in the project, and related experience.
- Identify the lead person(s) responsible for this project and their specific qualifications, years of experience with your firm, total years of experience, and their availability for the duration of the entire project.
- Describe the firm's general approach to design of municipal facilities.
- Estimated time required for each phase: schematic design, design development, construction documents. Please also describe current and anticipated workload.
- Explain the firm's approach to each of the following, as applicable: i) establishing cost estimates and controlling costs, ii) assuring energy efficiency, iii) assuring climate control, iv) quality control to ensure firm is meeting applicable standard of care, v) innovative or unique methods utilized by firm in design, vi) the firm's fee structure, vii) additional services which are not normally included in basic services.
- Five city, county, and/or public works facility references to include contact name, date of work performed, email and phone numbers.

FORMAT:

- Each SOQ shall be printed on letter-size (8-1/2" x 11") paper and assembled with soft bindings.
- Each SOQ shall be a maximum of 20 pages (each page side will be counted), exclusive of the cover, cover letter, table of contents, divider sheets and an appendix which may include resumes, references, and up to three additional examples of previous projects which may or may not be related to this project.
- Additional attachments, other than the items requested, shall not be included with the SOQ.

Interested firms must submit six printed copies and one electronic copy by **10:00 AM, Friday, January 5, 2024**, to

City of Valley City – Architect RFQ
Attn: City Administrator
254 2nd Avenue NE
Valley City, ND 58072
Phone number 701-845-1700
gcrawford@valleycity.us

Each SOQ will be evaluated by a selection committee composed of six individuals representing the various stakeholders for the project. The committee will conduct interviews with no more than three firms that respond to the RFQ within the prescribed limitations listed above and whose submittals most clearly meet the RFQ requirements. Firms not selected for interviews will be notified in writing. Late submissions will be deemed unresponsive.

This is a request for qualifications, not for bids; therefore, the City Administrator will enter into contract negotiations with the firm deemed to be most qualified. If terms cannot be agreed upon, the City reserves the right to terminate negotiations, and then negotiate with the additional firm(s) in order of deemed qualifications, if necessary, until a satisfactory contract has been negotiated. SOQs shall be presented to the City Commission with a recommendation from the City Administrator as to the most qualified firm. The City Commission shall have final approval of the contract. After a firm has been awarded a contract, written records from the selection process become open records, unless otherwise deemed exempt or confidential pursuant to state law.

The City reserves the right, in its discretion, to waive any deficiencies in any SOQ, to accept or reject any and/or all submittals, and to not award a contract for the project.

The City reserves the right to request clarification on the information submitted and to request additional information of one or more firms.

The City is not responsible for costs associated with submission of the SOQ or interview preparation.

Firms shall not contact any member of the City Commission or Mayor regarding this RFQ.

SCHEDULE:

Issue RFQ: Friday, December 1, 2023

Deadline for inquiries: 12:00 PM, Friday, December 22, 2023 (*All inquiries should be submitted to City Attorney Carl Martineck at cmartineck@valleycity.us. Responses will be posted at www.valleycity.us under "Bids, RFQs & RFPs".*)

Deadline to respond to inquiries: 12:00 PM, Wednesday, December 27, 2023.

Proposals due: 10:00 AM, Friday, January 5, 2024

Firms notified for interviews: Wednesday, January 10, 2024

Interviews: Wednesday, January 17, times TBD, in the City Commission Chambers, 254 2nd Ave NE, Valley City, ND. (*Firms will have access to the Chambers for set up 15 minutes prior to the scheduled time. Presentations are limited to no more than 45*

minutes. Firms are not required to utilize the entire time, as long as there are 15 minutes or more left for Q&A. Total time for presentation and Q&A will not exceed 60 minutes. The project lead should be present.)

The selected firm is expected to be available to participate in the CMAR selection committee shortly after contracting with the City. The first meeting will take place in early February, with the goal of creating an RFQ and thereafter selecting a Construction Manager by the end of March, if possible.

The construction timeline is dependent on the City's ability to appropriate necessary funds. A 2025 start date is desired.

CONTACT:

Gwen Crawford, City Administrator
gscrawford@valleycity.us
701-845-8120