



REQUEST FOR PROPOSAL
ARCHITECTURAL & ENGINEERING DESIGN SERVICES

Prepared by:
Stillwater County
P.O. Box 970
Columbus, MT
59019

November 20, 2020

Request for Proposal (RFP) – Architectural & Engineering Design Services

Stillwater County is accepting written proposals from qualified firms to provide on-call architectural and engineering services. The A/E Team needs to demonstrate experience providing architectural and engineering services to local government pursuant to Titles 7 and 18, Montana Code Annotated.

Sealed RFP proposals shall be submitted no later than 3:00 PM on December 10, 2020.

ATTN: Joe Morse
Stillwater County
400 East 3rd Avenue North
PO BOX 970
Columbus MT, 59019

Proposals shall be clearly marked on the envelope as “PROPOSAL FOR STILLWATER COUNTY ON-CALL ARCHITECTURAL & ENGINEERING SERVICES”.

I. Purpose and Objective

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified design firms (herein referred to as “A/E”) interested in contracting with Stillwater County (herein referred to as “County”) as the on-call A/E firm to provide desired services as outlined in this RFP.

The County has identified the following objectives:

- To maximize efficiency in facilities utilization across the County;
- To address identified facility/space needs in the County in an efficient and cost- effective manner.
- To provide A/E services as identified in the County’s Capital Improvement Plan and Growth Policy.

II. Scope of Services:

The scope of design services to be provided by the A/E firm would include but not be limited to architectural, structural, mechanical, electrical, plumbing, site- civil engineering services, energy modeling/analysis, and technology and security integration and management

III. Current Stillwater County Assets

Pavilion 328 E. 5th Avenue N., Columbus MT 59019

Courthouse 400 E. 3rd Avenue N., Columbus MT 59019

Search & Rescue 32/34 Pike Avenue, Columbus MT 59019

Road & Bridge 865 Highway 10 West, Columbus MT 59019

Other Locations as identified by the County Commissioners

IV. Design / Construction Services

- **Vision and Pre-Design** Participate and follow directives conveyed in visioning work sessions in collaboration with the County Commissioners and other personnel pertinent to the project type.
- **Conceptual/Schematic Design Phase (SD)**
Refine programs, space needs and project scopes as required. This will involve meetings with County staff, community members and local governmental officials for program development and refinement.
- **Design Development Phase (DD)**
After approval and acceptance of the end product from the Schematic Design by the County, the A/E Team will work to create detailed plans for building elevations, material selections, mechanical, plumbing, electrical / control systems and final design. Several revisions of the plan may be needed as the project is developed during this planning stage. The A/E will then prepare a final design plan based on the input received from the County and any applicable governmental agencies responsible for project approvals.
- **Construction Documents**
After approval and acceptance of the end product from the Design Development by the County, the A/E Team will be responsible for preparation of the required architectural / engineering drawings and all supporting plan documents.

After final approval of the architectural drawings and plan documents by the County, the A/E Team will create detailed construction and specification documents.

- **Bidding & Contract Award**
The A/E Team will assist the County within the proper delivery method, ie., Design/Bid/Build or Alternative Delivery for the procurement of services and sub-contractors. Services will include assistance with the distribution of plans and specifications, assisting with sub-contractor pre-bid meetings, assisting with formulating responses to prospective bidders' questions, issuing addendums (if necessary), attendance at the bid opening, and providing the County with a recommendation for contract awards.
- **Construction Administration & Project Closeout**
The A/E Team shall be a representative of and shall advise and consult with the County during construction until the final payment to prime contractors is due and during the correction period described in the Contract Documents.
 - a. Plan Approvals - The A/E Team will assist the County with plan approvals from the local municipalities, Stillwater County, Montana Department of Transportation, Montana State Building Code Bureau for the building(s), Montana Department of Environmental Quality and other agencies as required.
 - b. Construction Related Services - The A/E will provide on the County's behalf, construction administration and inspection services. At a minimum, services to be provided consist of coordinating regular progress meetings, review of shop drawings, responding to requests for

information, assisting with material selection and finishes construction observation, processing certificates for payment to prime contractors, and coordinating preparation of final record drawings, as well as warranty follow-up and project closeout.

The A/E Team, in conjunction with the Construction Manager, shall provide updated budgetary cost estimates during each phase of the design process.

V. Design Guidelines

The County may consider pursuing LEED or other sustainability type initiatives. The County may engage the services of an independent commission agent/authority. The A/E Team shall integrate the County’s vision for efficient and flexible spaces that will grow with the County into the future. The A/E Team shall include options in the program and design to expand the County’s options for community access and use of facilities.

Contract Term - 2021 thru December 31, 2026

VI. RFP Projected Timeline

RFP issued	November 24th, 2020
Last date to submit questions regarding RFP	December 3rd, 2020
Proposals due to County	December 10th, 2020
Interviews	December 18th, 2020
Recommendation Commission to begin contract negotiation	December 22nd, 2020
Contracts/negotiations finalized	January 22nd, 2021
Approval of A/E Contract	February 2nd, 2021

VII. A/E Profile

Respondents to this RFP shall include the following minimum information in their proposal:

- a. General qualifications: describe the general qualifications of the A/E Team.
- b. Special qualifications: describe any special or unique qualifications of the A/E Team.
- c. Staff qualifications: submit resumes showing relevant experience of key personnel to be assigned to this contract. Specify the role of each key staff member in the contract.
- d. Previous experience: provide a list of clients, including name, address, contact person and telephone number for whom similar or related design services for governmental facilities such as a courthouse, a library, office buildings, dispatch facilities, and law and justice facilities that have been completed within the last ten (10) years. Include a short description of the project(s), the name of the project manager(s), and other staff members that were assigned and their role(s) in the project.
- e. General Historical Experience
A/E Team should demonstrate their ability to provide guidance on preserving, rehabilitating, and restoring historic buildings, including combining efficiencies of old and new architecture.

Knowledge related to preserving historical records and archive spaces is desired.

VIII. Proposal Response

Respondents to this RFP shall include the following minimum information in their proposal:

- a. Describe how the A/E Team will organize and perform the work described in the Scope of Services section.
- b. Describe sustainable or “green” design experience as well.
- c. Provide an example of monthly status reports, e.g. project timeline, deliverables, costs incurred to date, and costs to project timeline.

IX. Proposal Evaluation / Selection Process / Agreement Award

The responses will be reviewed by an evaluation panel consisting of individuals selected by the County. Responding A/E(s) will bear all costs of this RFP and interviews, if any.

Proposals will be reviewed using the following criteria /elements:

- Conciseness, responsiveness and completeness of the proposal to the information requested, objectives, and deliverables as outline in the RFP
- Prior experience, Qualifications, References, Past Performance of A/E
- Experience with Sustainable or “Green” Design

At the County’s discretion, to further assist in evaluation, some, one, or all of the responding A/E(s) and/or individuals may be requested to participate in an interview process. The interview will be used as another opportunity to clarify any issues within a given Proposal and explore the approaches that may be used to satisfy all requirements for the County.

The County may investigate the qualification of any individual or A/E Team under consideration, require confirmation of information furnished and require additional evidence of qualifications to perform the services described in this RFP. The County also reserves certain rights, including, but not limited to, the following:

- a. Reject any or all of the proposals
- b. Issue subsequent Requests for Proposals
- c. Cancel the entire Request for Proposal
- d. Remedy technical errors in the Request for Proposal process
- e. Appoint evaluation committees to review qualifications and proposals
- f. Seek the assistance of outside technical experts in evaluation
- g. Approve or disapprove the use of particular subcontractors
- h. Establish a short list of A/E(s) eligible for discussions after review of RFP
- i. Negotiate with any, all, or none of the A/E(s)
- j. Solicit best and final offers from all, some, or one of the A/E(s)
- k. Award a contract to one or more A/E(s)
- l. Waive informalities and irregularities in RFP

m. Award without discussion

Selection will be based upon a determination as to which proposal is in the best interest of Stillwater County. Any decision made by the County, including the selection of A/E Team, shall be final and is NOT subject to appeal.

This RFP shall not, in any manner, be construed to be an obligation on the County to enter into a contract or result in any claim for reimbursement of cost for any efforts expended in responding to the RFP or in anticipation of any contract.

Award of Agreement. Upon the completion of the selection process, the County shall notify all A/E(s) of the selection and the successful A/E shall enter into a professional services contract with the County.

X. Submittal Requirements

Any questions concerning this RFP must be submitted via e-mail on or before December 3rd, 2020:

Mark Crago, Chairman
Stillwater County Commission
mcrago@stillwatercountymt.gov

Responses to RFP shall be received by the County no later than 3:00 PM on December 10th, 2020. Six (6) copies of your proposal are requested along with an electronic copy.

Joe Morse, Director of Finance
Stillwater County Courthouse
400 E. 3rd Ave. N.
PO Box 970
Columbus, MT 59019

Proposal shall be marked “Proposal for Stillwater County On-Call Architectural & Engineering Services” and shall clearly identify the A/E Team submitting the proposal.

Proposals received after the date and time specified will be returned unopened. All proposals will become property of Stillwater County.