



Grant County
Central Services
P O Box 37
Ephrata WA 98823
(509) 754-2011 Ext-3276

February, 04, 2016

**GRANT COUNTY CENTRAL SERVICES
REQUEST FOR QUALIFICATIONS
NEW MULTI-USE WOOD FRAME STEEL BUILDING**

NOTICE

The Grant County Central Services Department (CSD) is requesting Qualification (RFQ) from qualified individuals and or firms for the design and bid preparation of a 5000 sf. wood frame steel building including all civil, electrical, and, mechanical engineering and permitting requirements.

The project is required to be ready for occupancy mid to late 2016.

SUBMISSION OF PROPOSAL

To receive consideration, responses must be submitted in accordance with the following instructions:

1. All response submittals shall be sealed and delivered to:

Grant County Central Services Department.
Attn: Tom Gaines
37 C street NW
Ephrata WA, 98823

2. Submit three (3) copies of the response by 2:00 p.m. on March 4th, 2016; and
3. The envelope must be clearly marked "MULTI-USE BUILDING"; and
4. Modifications to submissions may be submitted prior to the date and time specified for receipt of submissions; and
5. Mandatory attendance to a Pre-Submittal Conference at 2:00 p.m. Feb. 19, 2016
6. The County reserves the right to reject any and all responses, and has the right, at its sole discretion, to accept the submittal it considers most favorable to the County's interest and the right to waive minor irregularities in procedures.

Tom Gaines
Director of Central Services
tgaines@grantcountywa.gov

**GRANT COUNTY CENTRAL SERVICES
MULTI-USE BUILDING
INSTRUCTIONS TO SUBMITTERS**

Important dates / requirements	Date	Yes	RCW / Notes
RFQ Published	Feb 4 th 2016		Through MRSC roster
Pre Submittal Conference	Feb 19 th 2016		At 2:00 p.m. Grant County Maintenance Office
Submission Deadline	March 4 th 2016		By 2:00 p.m.
Notification	March 7 th 2016		Notification from L&I (on or about March 3 rd)

I. INTRODUCTION AND BACKGROUND

The Grant County Central Services Department is soliciting qualifications (RFQ) from qualified individuals and or firms for the services that will design and prepare for bid a new 5000 sf. wood frame steel building on County owned property in Ephrata WA.

II. SCOPE OF SERVICES

A. Services – Generally

The conceptual design is for a 5000 sf. wood frame steel building that measures 50 feet by 100 feet divided into thirds. A rough conceptual floor plan will be provided at the pre-submittal conference. One third will include a finished interior of offices, conference room, break room, technical library, restroom facility that includes lockers and a single shower.

The two remaining thirds are separated warehouse areas. All areas will require heating and cooling, the office area will require heating, cooling, and plumbing. (Rough in only)

Building location is in a recognized FEMA flood zone. Flood mitigation procedures will be required. This will be discussed further at the pre-submittal conference.

B. Project Goals

- Design a facility that minimizes total cost of ownership by designing for low initial cost, low energy consumption and, low long term maintenance cost;
- Create a facility that maximizes the opportunities of the existing site including circulation and utilities;
- Provide the County bid ready plan set that includes
 - Proposed budget for construction

- a site plan
- utility plan
- energy requirements for permitting and inspections in compliance with latest energy code.
- building exterior elevations: vertical cross sections detailing exterior wall components as well as thermal and weather seal envelope components;
- structural that includes recommending wood frame steel building and corresponding foundation design, roof structure, supporting walls, and columns;
- building interior: all floor plans; indicating room names, square footage, circulation (horizontal and vertical); Building services indicating all mechanical, electrical, IT and other service areas.
- plumbing: Fixtures – Show locations of all plumbing fixtures;
- mechanical: provide HVAC system plan, indicating any shafts, duct, mainlines, and specific air handling equipment. Provide HVAC building loads.
- fire Protection: (if required) show connections to utilities on the mechanical plans;
- fire Alarm (if required) show panel location;
- electrical: provide interior and exterior lighting plan, show main distribution room location and transformer location;
- telecommunications: show locations of closets and cable trays
- landscape Plan: not applicable

III. **PROPOSAL REQUIREMENTS**

Following the mandatory pre submittal meeting on February 19th starting at 2:00 p.m., each proposal should include the following;

A. Cover Letter

All proposals must include a cover letter to the attention of Tom Gaines, Director of Central Services, signed by a person legally authorized to bind the applicant to its proposal. The letter shall include a brief overview of your approach to the project.

B. Experience

Specialized experience and technical competence of the proposer and their team in similar project scope. Identify recent experience and expertise with a similar types of projects including;

1. Design and construction management of wood frame steel building projects for administrative, civic, or public safety types of uses;

2. Design build experience with a project of similar size, use, and complexity (this option may be exercised at the owners discretion);
3. Experience with various city, county, police, fire permitting agencies;

A list of memberships in professional organizations, special training, licenses and experience shall be included in the submittal. The contractor must be licensed in Washington State.

C. Project Team

Describe the proposed project team. Who will be the key contacts and leaders of the team and discuss who will interact with the District. Please provide resumes of all key personnel who will conduct any work on this Project.

Please provide the proposed staffing or total number of persons you plan to have available to assist with regard to this proposal.

D. References

A professional profile of the contractor including a list of at least three references from public entities the Contractor has provided similar services to. Include the scope of work, budget, timeline, and change order report.

E. Project Schedule

A project timeline shall be provided to the County 10 days after award. Building specifications to be provided to the owner and the bid ready plans completed by March 16th, 2016.

IV. EVALUATION PROCESS

A. Project Approach ~ 40%

Evaluations will be performed to determine proposer understanding of the work to be performed, understanding and commitment to the timeline, overall approach to the project, potential for completing the work as specified in the Scope of Services. Award will be made to the proposer whose conformance to the RFQ is considered most advantageous to the District, considering the Evaluation Criteria in this section.

B. Personnel Proposals, Project Organization and Experience ~ 10%

Proposals will be evaluated considering the proposer's technical and analytical experience, proposals, and the availability of personnel who are proposed to work on the project that include their resumes'.

C. Relevant Past and Present Performance Criteria ~ 35%

Assessment of the proposer's past and present performance will be evaluated relative to the capability to meet the requirements contained herein. Additionally, quality of service, customer satisfaction, cost control and timeliness will be evaluated.

D. Capacity to Perform Work ~ 15%

The applicant's capacity to perform work in the prescribed time frame considering the applicant's team current and planned workload. Describe the applicant's ability to provide the technical disciplines and services required to cover the work required by the project.

V. GENERAL INFORMATION

A. Selection Process

Additional information, interviews and or presentations may be required at the option of the County. In no event shall the County or its Board, Officers or employees be liable for any costs incurred for the preparation of and participation in the submission of responses to this request or subsequent interviews of persons or companies.

B. Compliance with Rules

Proposers responding to this RFQ must follow its procedures and requirements. Failure to comply with any portion of this RFQ may result with the rejection of your Proposal.

C. Proposal Withdrawal

Any proposal may be withdrawn at any time before the "Proposal Due" date and time by providing a written request for the withdrawal to the Central Services Director. A duly authorized representative of the submitting entity shall make the request. Withdrawal of a Proposal will not preclude the proposer from filing a new proposal as long as it's prior to the close date.

D. Appeals

Proposers who wish to appeal a disqualification of their proposal or the award of contract may submit the appeal in writing to the Central Services Directors Office within five (5)

working days of the postmarked Notice of Award or disqualification. Disagreement with the process, e.g., scoring by evaluators, or otherwise, is not subject to appeal.

E. Ownership of Documents

Any material submitted by a proposer shall become the property of the County. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

F. Public Record

All Proposers and information submitted by proposers are not open for public inspection until after the notice of intent to award a contract is issued. Except for exempt materials, all Proposers and information submitted by proposers will be available for viewing after the evaluation process is complete and the notice of intent to award is sent to all participating parties.

G. Confidentiality of Information

All information and data furnished to the proposer by the District and all other documents to which the proposer's employees have access during the preparation and submittal shall be treated as confidential to the County. Any oral or written disclosure to unauthorized individuals is prohibited.