



**WASHOE COUNTY
COMMUNITY SERVICES DEPARTMENT
Date: July 19, 2023**

**REQUEST FOR QUALIFICATIONS
for Professional Design Services to include Architecture and
Engineering Services.**

Demandstar Number RFQ-02-0-2023/BS

Washoe County Community Services Department (CSD) is soliciting interested and qualified firms in the disciplines of Architectural Design and Engineering Services, in order to develop independent lists of Pre-qualified Professional Service Firms from which Washoe County may contract with for specific capital projects. Qualified firms must submit individual submissions for each of the disciplines identified. Projects for consideration may include new construction, existing facility or tenant improvements, capital improvements, and infrastructure improvements. The projects will primarily be funded through federal grants, state grants, and or Washoe County general funds as identified by the Washoe County Board of Commissioners and in support of the local community.

REQUEST FOR QUALIFICATIONS

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- Exhibit A - Washoe County Indemnification & Insurance Specifications
- Exhibit B - Washoe County Professional Services Sample Agreement
- Exhibit C – Washoe County BCC Professional Services Sample Agreement
- Exhibit D – Certification Regarding Debarment and Suspension
- Exhibit E – Equal Employment Opportunity Certification
- Exhibit F – Lobbying Assurances Certification
- Exhibit G – Contract Provisions under Federal Awards

SECTION 1 – INSTRUCTIONS

Washoe County Community Services Department (CSD) is requesting qualified firms to respond to a Request for Qualifications (RFQ) for architectural and engineering services. A formal interview process will be at the discretion of Washoe County. This is a qualifications-based selection process, and no design or fee proposals are to be provided with the RFQ submittal. The process is intended to evaluate and score the submissions, as outlined below, and make a selection from the initial submission. A formal interview process, if needed, will be held at the discretion of Washoe County.

SUBMITTAL DEADLINE

Statement of Qualifications (SOQ) from prospective firms will be accepted until August 17, 2023, at 2:00 PM. Submittals received after the deadline will not be considered.

1.0 SUBMISSIONS OF SOQs

1.1.1 In response to this RFQs, proposers shall submit clearly labeled and indexed portfolios/binders with appropriate section and sub-section identifiers/numbers accordingly. All submittals shall be limited to twenty-five (25) pages, except for licenses and certificates, which shall be added as appendices. Font shall be no smaller than 12 pt. Firms that do not adhere to these requirements may be deemed non-responsive and rejected on that basis. For firms representing multiple disciplines, a separate SOQ package submission is required for each individual discipline. Firms shall provide a resource schedule for all projects under contract through December 2023.

Please provide the following:

1.1.2 One (1) original bound proposal marked “MASTER”; and

1.1.3 One (1) identical electronic proposal in portable document format (PDF), on a flash drive.

- 1.2.1 Neither the CSD, nor any official or employee thereof shall be responsible for the pre/post- opening of, or failure to open a SOQs not properly addressed, identified, or mislabeled.
- 1.2.2 Proposals submitted by telephone, telegraphic notice, email, or facsimile will NOT be accepted.
- 1.2.3 SOQs and any signed/acknowledged Addenda shall be submitted in a sealed envelope or box and labeled using the following format:

Firm Name: _____

Discipline Submitted: _____

SOQs TITLE: Request for Qualifications for Professional Design Services
in Architecture and Engineering Services

Due/Opening Date & Time: August 17, 2023, at 2:00 pm (Pacific)

Deliver SOQs to: Washoe County Community Services Department
Capital Projects
Attn: Brett Steinhardt
1001 E Ninth St. Bldg A – 2nd Floor
Reno, NV 89512

- 1.3 In order for a SOQ to be considered, it is mandatory that the SOQ documents be received, and time stamped by the Community Services Reception, 1001 E Ninth St., Reno NV, Building A, Second Floor, , prior to 2:00 pm (local time) on the due date outlined on Page 1 of this RFQ document.
- 1.4 Information should be prepared to provide a straightforward, concise delineation of capacities to satisfy requirements of the RFQ. Expensive bindings, color displays, promotional materials, etc., are not necessary or desired. Emphasis should be placed on conformance to RFQ instructions, responsiveness to RFQ requirements, completeness, and clarity of content.

- 1.5 Any irregularities or lack of clarity in the RFQ should be brought to the attention of WCCSD's Capital Projects Division, Senior Project Manager Brett Steinhardt for clarification.
- 1.6 All addenda and supplemental information will be posted on Demandstar prior to due date. An addenda acknowledgement letter will be provided via Demandstar prior to RFI response deadline. The proposer must acknowledge receipt of Addenda by signing and returning with the original SOQ documents. It is the Proposer's responsibility to insure receipt of any addenda. Failure to submit a signed Addendum may result in rejection of a SOQ.
- 1.7 An authorized representative of Proposer's firm must sign this SOQ document. An unsigned proposal may be disqualified/rejected.
- 1.8 All costs incurred in the preparation and submission of responses to the RFQ's shall be the responsibility of the Proposer.
- 1.9 Proposer assumes any and all risks involved with method of dispatch chosen. WCCSD assumes no responsibility for Proposer's failure to deliver SOQ in accordance with the specified receiving point and time stated herein.
- 1.10 All proposals and accompanying documentation become the property of CSD and will not be returned.

2.0 LATE PROPOSALS

Late proposals will NOT be accepted. A proposal may be received any time prior to August 17, 2023. A proposal arriving after 2:00 pm (Pacific) of the Due Date noted on Page 1 of this RFQ document will be returned to its sender unopened.

3.0 WITHDRAWAL OF PROPOSAL

A proposal may be withdrawn by written notification delivered via email provided such notice is received prior to the date and time set for the SOQ opening. A request for withdrawal of a proposal received after the scheduled opening will not be considered.

4.0 PROPRIETARY INFORMATION

- 4.1 CSD is a public entity as defined by state law and, as such, it is subject to the Nevada Public Records Law (Nevada Revised Statute (NRS) Chapter 239). Under said law, all CSD records are public (unless otherwise declared by law to be “Confidential”), subject to inspection and may be copied by any person.

5.0 VERBAL PRESENTATION/ORAL INTERVIEWS

- 5.1 CSD reserves the right to require any or all proposers to give a presentation or demonstration illustrating their abilities relative to this effort and/or attend an interview session to gauge their suitability to provide services for this project. If so requested, Proposer(s) shall make their personnel available within ten (10) calendar days of request.
- 5.2 No cost allowance shall be permitted for this requirement.
- 5.3 CSD reserves the right to make its own acceptance of qualified firms from the written SOQs without presentations and/or formal interviews.
- 5.4 The notice of acceptance of qualification and placement on Washoe County’s pre-qualified list is not a promise or guarantee of project assignments by CSD. CSD reserves the right to contract with firms for identified projects in the manner that is deemed to be in the best interest of the CSD. The County will review the firms on pre-qualified list by ranking and select the best suited firm for the scope of work.

SECTION 2 – RFQ SCHEDULE

<u>Task</u>	<u>Date</u>
Issue RFQ	July 19, 2023
Firms Submit Questions	August 1, 2023
Washoe County Respond to Questions	August 4, 2023
Submittals Due	August 17, 2023
Submittal review and scoring	August 18 – 24, 2023
Interviews (If required)	
Notice of Acceptance of Qualification	August 25, 2023

Potential work will likely extend thru 2026, depending on Federal or State Grant requirements.

List will be reviewed annually and updated as needed.

SECTION 3 – SCOPE OF SERVICES

Projects construction cost will vary in scope and size, ranging from \$25,000 to \$20,000,000 dollars. The primary project delivery methods will consist of Design Bid Build or CMAR. Design Bid Build projects will be competitively bid and an RFQ process will be used for CMAR delivery methods. Each delivery method will require the design and CM team to achieve the satisfactory completion of a construction project from conception to occupancy.

Please provide the following for your respective discipline:

Any firms with no government agency experience shall submit their most relevant project experience for the last 3 years for consideration.

Architectural Design/Interior Design/Landscape Architecture Firm shall demonstrate proof of professional registration.

(Demonstrated experience in the last 3 years on government agency projects)

- Architect shall demonstrate their ability to manage the following: (pre-design, design, construction documents, post construction, scheduling, permitting and construction administration)
- Architect shall demonstrate their ability to manage scope, schedule, budget, and quality for similar size and scope projects.
- Architect to provide resume, licenses and certifications for signatory principal and resumes and related work history for all internal staff proposed to work on prospective projects.
- Provide quality assurance quality control plan for firms own work as well as sub consultant's work.
- As requested, the Architect shall be responsible for assembling a full team of consultants with the input of Washoe County utilizing the Pre-qualified list to perform full scope of services where required.
- Washoe County may also request other consultants outside the pre-qualified list disciplines such as Land use Planner, Traffic Engineer, and other specialty consultants as scope of work dictates. These consultants will be directly under contract with the Architect.

Engineering: *Engineering Firm shall demonstrate proof of professional registration.*

(Demonstrated experience in the last 3 years on government agency projects)

- **Engineering disciplines include** Structural, Mechanical (HVAC & Plumbing), Electrical (Power, lighting, fire alarm, low voltage, security/access control and network infrastructure), Civil (Civil site design including drainage, utilities, easement coordination, parking, and fencing), Planning Consultant as required, (SUP/CUP and other planning requirements), Construction Engineering Services, Quality Control Testing and Inspection, Specialty Engineering disciplines (i.e., software/programming design).
- As requested, the Engineer may be responsible to act as Design Lead and for assembling a full team of consultants with the input of Washoe County utilizing the Pre-qualified list to perform full scope of services where required.
- Engineering firms shall demonstrate their ability to manage the following: (pre-design, design, construction documents, post construction, scheduling, permitting and construction administration).
- Engineering firms shall demonstrate their ability to manage scope, schedule, budget, and quality for similar size and scope projects.
- Firms to provide resume, licenses and certifications for signatory principal and resumes and related work history for all internal staff proposed to work on prospective projects.
- Provide quality assurance quality control plan for firms own work
- Provide detailed examples of demonstrated experience in the last 3 years on government agency projects.
- The Construction Engineering Services Management Professional shall represent the owner's interest and may provide oversight for part of or over the entire project directly for the owner. His/her mandate is to work with all parties to deliver the project on time, at or under budget, and to the owner's expected standard of quality, scope, and function.
- The Construction Engineering Services shall provide (but not limited to) from Pre-Design through Closeout of the project is as follows:
 - Project Engineering Management
 - Cost Management
 - Time Management

- Quality Management
- Document Management
- Certified Payroll
- Apprenticeship Compliance
- Based on the scope of work for the project or projects, the Owner will direct the scope of work for the CM as needed to satisfy the needs of the project.

SECTION 4 – EVALUATION FACTORS

Based on the Projects submitted per section 3 above. The scoring panel will randomly select 1 project to score based on the following scoring criteria. The reference will be contacted for each project as part of the scoring to evaluate the following criteria.

1. Conformance with Budget (25 points per project): Firm's demonstrated conformance with the Owner's budget identified for the project.
2. Conformance with Schedule (25 points per project): Firm's demonstrated conformance with the Owner's schedule identified for the project.
3. Conformance with Quality (25 points per project): Firm's demonstrated conformance with the Owner's quality identified for the project.
4. Overall performance on the project (25 points per project): Overall reference grade for selected project based on discussion with reference provided.

There will be a total score possible of 100 points.

SECTION 5 – SELECTION PROCESS

The Review Committee will make selections based on the Evaluation Factors identified above. The Review Committee will be comprised of County staff and may include other regional municipal partners. Based upon evaluation of proposals, a firm may be invited to interview either in person or by phone. Interviewees will be advised of the format and schedule in advance. Failure to appear to interview will be considered non-responsive, and firm will be eliminated from any further consideration. All submitted firms will be scored, ranked, and placed on the pre-qualified list for the submitted discipline. The County will review the firms on pre-qualified list by ranking and select the best suited firm for the scope of work. The County will issue Notice of Intent to Award to the selected firm and enter negotiations to develop a Scope of work, schedule, and deliverables. If an acceptable Agreement cannot be reached with the highest ranked firm, the County may proceed to negotiate with the next highest ranked firm, and so on, until an acceptable Agreement is negotiated, or the County, in its sole discretion, elects to terminate the solicitation. Upon completion of negotiations a recommendation of award will be made to the Washoe County Board of Commission for approval.

SECTION 6 – ADDITIONAL INFORMATION

There are no design documents or specific projects as part of this RFQ package for review. All questions and correspondence shall be directed to the project manager:

Brett Steinhardt
Senior Project Manager, Capital Projects Division
Washoe County Community Services Department
1001 E. 9th Street, Building A – 2nd Floor
Reno, NV 89512
775-762-1320
bsteinhardt@washoecounty.gov

Submittal and Contracting Provisions

Washoe County reserves the right to reject any and all Statements of Qualification, modify the scope of work or services to be provided; withhold award of contract for any reason it may determine; waive or decline to waive any technicalities or irregularities in any written or verbal submittals; and require additional written, verbal, or both submittals if necessary.

Washoe County retains the right to use any information, data or ideas submitted in response to this Request for Qualifications. A submittal to Washoe County constitutes the waiver of any claim to compensation for the use of information, data, or ideas contained in such submittal.

Washoe County has established specific indemnification and insurance requirements for agreements/contracts with consultants, engineers, and architects to ensure that adequate insurance coverage is maintained. Indemnification and hold harmless clauses are intended to assure that consultants, engineers, and architects accept and are able to pay for the loss or liability related to their activities.

If a contract is equal to \$25,000 or more, the vendor must be registered in the Federal System of Award Management (SAM.gov) to acknowledge the vendor is in good standing with the Federal Government.