

Mason County Facilities Request for Qualifications Professional Services for Architectural and Engineering

NOTICE

Mason County Facilities Department is requesting Qualifications (RFQ) from qualified individuals and or firms for as-needed Architectural and Engineering services to include design and construction management of various county building projects and all civil engineering and permitting requirements.

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:
Mason County Building #1 – Attention: Kelly Frazier, Facilities Manager
411 N. 5th Street
Shelton, WA 98584;
2. Submit six (6) copies of the response by 4:00 p.m. Friday, May 27, 2022; and
3. The envelope must be clearly marked RFQ for Architectural & Engineering Services
4. Modifications to submissions may be submitted prior to the date and time specified for Receipt of submissions
5. Mason 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 Mason County's interest and the right to waive minor irregularities in procedures.

MASON COUNTY FACILITIES INSTRUCTIONS TO SUBMITTERS

I. INTRODUCTION AND BACKGROUND

Mason County is soliciting qualifications (RFQ) from qualified individuals and firms for as-needed Architectural and Engineering services to include design and construction management and all civil engineering and permitting requirements for County owned property located throughout Mason County.

II. SCOPE OF SERVICES

A. Services – Generally

The conceptual design and construction management including civil engineering and permitting requirements, on an as-needed basis, for remodeling projects that occur on a consistent basis for county owned property.

B. Project Goals

Typical project goals include but are not limited to:

- Design to minimize total cost of ownership by designing for low energy consumption and low, long term maintenance cost;
- Maximize the opportunities of the existing sites including traffic flow, circulation and utilities;
- Promote collaborative spatial utilization between different work groups; e.g. criminal justice offices, general government offices, public space;
- Ability to provide the County a bid-ready plan set that includes, at a minimum:
 - Site plan;
 - Utility plan;
 - Building exterior;
 - Structural review that includes roof structure, supporting walls and columns;
 - Building interior: all floor plans, square footage, circulation (horizontal and vertical); ADA Accessibility Requirements; building services indicating all mechanical, electrical, IT and other service areas;
 - Plumbing: Show locations of all plumbing fixtures;
 - Mechanical: provide HVAC system plan, indicating any shafts, duct mainlines and specific air handling equipment needed;
 - Fire Protection: show connections to utilities on the mechanical plans; Fire Alarm: show panel locations, sprinkler systems;
 - Electrical: provide interior and exterior lighting plan; show main distribution room locations, interior wall outlets and, fiber lines;
 - Telecommunications: show locations of closets and cable trays

III. PROPOSAL REQUIREMENTS

Each proposal should include the following:

A. Cover Letter

All proposals must include a cover letter to the attention of Kelly Frazier, Facilities Manager, signed by a person legally authorized to bind the applicant to its proposal.

B. Experience

Specialized experience and technical competence of proposer and their team. Identify recent experience and expertise:

1. Design and construction management of a governmental building project for administrative, civic or public safety types of uses;
2. 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 WA 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 County. 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.

IV. EVALUATION PROCESS

RFQs are to address, and will be evaluated upon, the following criteria:

1. Experience, Qualifications, & Past Performance

Proposal Elements:

In a narrative, identify the team (to include working titles, degrees, certificates and licenses), describe the roles and responsibility of each team member, and why each team member is critical to the success of the overall contract. Describe the team's experience and capacity for providing the services being requested in this RFQ.

- Provide an organizational chart demonstrating the relationships and hierarchy of the team described above. Identify individuals by name, position, discipline and firm. Identify key back up personnel.
- Resumes of the key individuals are to be included as an appendix and are not included in the total page count. Resumes are to be limited to one single-sided, letter-size page. Resumes exceeding this limit will not be reviewed.
- Include a list of, at a minimum, three recent contracts/projects in the last five years, to include a point of contact, contact information (phone and email), and brief description, for services relevant to the items listed in the Scope of Services as performed by the key team members. Only projects completed by key members of the project team will be considered.

The County will evaluate:

- The team's capacity and ability to provide the County with the required services detailed in the Scope of Services. Proposers shall be able to demonstrate a

thorough understanding of the County's needs and the services to be provided in order to fully staff, manage and complete the work.

- The experience, technical competence, and qualifications of the team, including each member's specific role and responsibility proposed for this project and their past experience and expertise in the areas for which they are proposed.

2. Project Approach Narrative

Proposal Elements:

Clearly describe the team's general approach and methodology for accomplishing the various services outlined in the Scope of Services section, generally providing civil/structural design and engineering support services. Approach should include information on:

- Project Management: Describe how the team will manage and coordinate the necessary disciplines required to accomplish the services requested.
- Communication Plan: Project communication for each task between the team, the County's project manager and various stakeholders.
- QC/QA: Quality Control and Quality Assurance program for the requested services.

Describe the team's experience responding to and overall management of on call/task order services and describe the firm's approach for responding to the County's request for services.

- Provide approach for scheduling and sequencing of individual task orders and for providing simultaneous services on multiple task orders and facilitating efficient progress on each task order.
- Approach for managing multiple task budgets and approach for ensuring cumulative task budgets do not exceed the overall contract amount.

The County will evaluate:

The project team's approach for providing professional civil and structural engineering services and for providing efficient management of an on-call contract with multiple task orders.

3. Accuracy and Completeness of the RFQ

RFQs will be evaluated on the following criteria:

- Formatting and layout.
- Spelling and grammatical accuracy.
- Legibility of figures and chart information.
- Coherent and logical flow of written responses

FINAL EVALUATION PHASE (if applicable)

4. References

Reference checks will be requested from the project list provided under 1. Experience, Qualifications, & Past Performance. Reference checks may be performed on the apparent selected vendor, if based directly on the RFQs received or on shortlisted firms if interviews are being requested. The County will evaluate the reference checks to assess the proposed team's overall performance and success of previous, similar work. Reference checks will also be utilized to validate information contained in the RFQ.

5. Interviews (as requested by the County)

If an award is not made based on the written evaluations alone, interviews will be conducted with the top-ranked proposers. Failure to participate in the interview process will result in the Proposer's disqualification from further consideration.

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 of County Commissioners, 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 Facilities Manager. 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 County Administrator, 411 North 5th Street, Shelton, WA 98584 within five (5) working days of the 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 County 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.