

**REQUEST FOR PROPOSALS (RFP)
FOR
ARCHITECTURAL CONSULTING SERVICES
CITY OF FARGO SOLID WASTE DIVISION**

The City of Fargo, North Dakota, is requesting proposals from qualified firms for providing architectural consulting services related to the design and construction of a landfill scale facility and a landfill equipment maintenance and storage facility. Experience in dealing with applicable codes, regulations, etc., relative to this type of facility is required.

1. Anticipated Calendar of Events

Advertise	12/23/19 & 12/30/19
Proposals due	1/24/20
Selection of firm	2/5/20
Commission Award	2/10/20

2. Consultant's Response

All proposals shall be signed by an authorized agent of the firm. Proposals shall be marked "Proposals for Architectural Consulting Services - City of Fargo Division of Solid Waste". Four copies shall be submitted by 11:00 AM, January 24, 2020, to the City of Fargo Auditor's Office, 225 4th Street North, Fargo, ND 58102.

The RFP documents may be viewed and ordered online at the QuestCDN website, <http://www.questcdn.com> (Quest Project #6625428) for a non-refundable payment of \$15. The RFP can also be viewed at the Division of Solid Waste, 2301 8th Avenue N, Fargo, ND 58102 or online at www.FargoND.gov/BidPostings.

For further information in advance of responding to this RFP, please email Terry Ludlum at TLudlum@Fargond.gov and Randy Hanson at RHanson@Wenck.com.

The City of Fargo intends to select a firm with whom to enter a contract by February 24, 2020.

3. Project Description

The City of Fargo is seeking sealed proposals from Architectural firms; hereafter called "Proposer(s)" to secure architectural design and construction administration services for the construction of a new landfill scale house and a new equipment storage/maintenance facility at the Fargo Landfill (see Figure 1). The new buildings will allow the City to start operation activities for the redevelopment of the "Old Landfill".

Proposers shall provide Architectural services for planning and design development, construction documentation, construction administration and inspections, for these architectural services, to complete a new scale house with a footprint of approximately 600 sq./ft. and a new equipment storage/maintenance building with an approximate size of 3,500 sq./ft. The approximate size and location of the facilities are preliminary expectations envisioned by the City at this time.

The proposed area of both building sites was previously used as landfill space. The waste has been removed and backfilled with controlled fill. Field density testing information is available if requested. All criteria will be evaluated and confirmed by the successful Project Architect along with all project stakeholders during the very early stages of project research and design. The City will select the Proposer most qualified to perform the services described in the Request for Proposals, and who meets all relevant selection criteria.

The City of Fargo has an engineering services agreement with Wenck Associates, they will be completing the design work on the scales, access roads, parking areas and utilities (sewer, water, storm sewer, gas and communication) for this project. The successful proposer will submit the required technical specifications and design drawings to Wenck who will complete the final bidding documents for the project.

As a result of this solicitation, the City may request a combination of architectural services related to pre-construction, construction, and closeout phases of the project. Proposals provided in response to this request shall address the Proposer's ability to provide the various services required for each project phase which would include, but not be limited to, the following:

4. Planning and Design Development Phase

- a. Work with the City and their representatives on space planning and design options and recommendations including basic information such as sizes, space requirements, workflows, activities and special uses.
- b. Facilitate meetings with City staff and their representative as needed to develop basic components and traffic planning of building program, including standard building systems, equipment and materials, technology considerations and code compliance. We anticipate review submissions and meetings at 30, 60 and 90%.
- c. Complete a geotechnical investigation as required to complete the design
- d. Provide a schematic cost estimate and conceptual project schedule.
- e. Prepare and submit program plan of spaces and adjacent site layout for City review and approval.
- f. The Design Development Phase shall include all subconsultants' fees in order for the proposer to complete the design including, but not limited to, Technology/IT consultants, Geotechnical Consultants, soils laboratory and others as needed.
- g. Facilitate meetings with City staff and their representatives to review space square footage and space utilization needs to develop Preliminary Design Documents.
- h. Conduct Design-Development meetings with City staff and their representatives and address points of clarification regarding the project.
- i. Prepare and submit Preliminary Project Design Documents, Preliminary Specifications, Preliminary Cost Estimate and Schedule to the City for review and approval.

5. Construction Document Phase

- a. Prepare complete Construction Documents and Specifications.
- b. Submit Construction Documents for review to City staff and their representative
- c. Correct/modify plans to reflect issues noted by review.

6. Bid Phase

- a. Preparation of technical specifications and design drawings suitable for public bidding and assist with a pre-bid conference.
- b. Respond in writing to questions from bidders and prepare addenda as necessary.
- c. Assist with evaluation of bids based upon bidders' qualifications, compliance with bid requirements and price and make a recommendation of award.

7. Construction Administration Phase

- a. Assist with a Pre-Construction meeting and regular construction progress meetings.
- b. Assist in reviewing Requests for Payment, Change Orders, etc. including maintaining a log of all such documents.

- c. Provide direction for questions and concerns from the contractors in resolution of problems.
- d. Monitor construction progress, cost, and general conformance with the contract documents throughout the construction process.
- e. Conduct Substantial Completion Inspection, coordinate and prepare punch list, substantiate that items noted are completed, and issue Substantial Completion Certificate.

8. Proposal Formulation

- a. Qualifications of the Firm: The Proposer will describe its experience with projects similar in size, scope, and complexity and share its experiences bringing innovative and creative input to past projects.
- b. Knowledge of Local Area: The Proposer should demonstrate its knowledge of local conditions, local codes and ordinances, and local suppliers as an indication of its ability to create a prospective maximum project cost.
- c. Proposed Pricing: Proposed cost of services and/or method for determining same (all proposals not quoting firm, fixed prices should give a "not to exceed" figure). Proposed pricing should be based on the following:
 - i. Design services and final working architectural drawings for two buildings. One will be a landfill scale house estimated to be approximately 650 square feet. The second building will be used for equipment storage and maintenance. The building is estimated to be approximately 3,500 square feet.
 - ii. Architectural drawings must include, but are not limited to, engineering, mechanical, electrical, exterior and interior design. The architectural design must incorporate landscaping.
 - iii. Upon the completion of the construction, it is the responsibility of the architect to provide a complete set of as built drawings.
 - iv. The fee proposal form shall be included in the proposer's submittal.
- d. Related Experience: List the projects which best illustrate the experience of the firm and staff which will be assigned to this project. List no more than ten (10) projects which were completed in the last five (5) years, Provide the following information for each project listed:
 - i. Name and location of the project
 - ii. The nature of the firm's responsibility on the project including project delivery method
 - iii. Provide the name, address, phone number, and e-mail address of an Owner's representative who can be contacted to provide a reference.
 - iv. Size of project (dollar value and square footage of project)
 - v. Construction cost
 - vi. Present status of the project; date project was completed or is anticipated to be completed
 - vii. Key professionals involved in listed project who would be assigned to this Contract
- e. Architectural Services Staff: The Proposer should name the actual Project Manager and other key staff who will be assigned to this Contract.
 - i. Name and Title
 - ii. Current project assignments
 - iii. Years with firm or in the industry
 - iv. Experience: Type and size of project and job assignment
 - v. Education and Registrations
 - vi. Other experience and qualifications that are relevant to this Contract
 - vii. Present office location

- f. Project Management Services: Describe the capabilities of your firm to provide the technical services required for the project. The Proposer should indicate knowledge and experience in the evaluation of building systems and construction techniques to create an optimum value in the design and budget requirements. The firm should demonstrate its plan for performing this project describing the services to be provided.
- g. Partnerships or Subcontractors: Any partner firm arrangement must be clearly stated in the proposal and clearly state the architect of record. The proposal should be submitted in the name of the architect of record.

PROPOSAL EVALUATION

Selection of a firm will be on the basis of proposal reviews and responses provided by the references. The evaluation will consider, among other things:

Evaluation Criteria	Points
Completeness and Organization of the Proposal	0-20
Qualification of the assigned personnel	0-30
Prior Pertinent Staff Experience	0-20
Available Resources of the Firm	0-10
Cost of Service	0-20

The city reserves the right to make the selection on the basis of the written proposals.

