

**REQUEST FOR PROPOSAL
ARCHITECTURAL SERVICES
Lincoln County Shell Building in Airlie Industrial Park**

A. OPPORTUNITY STATEMENT

Lincoln County has endured unemployment in excess of 9% for the past several years yet realized great success in locating new industries across the County by partnering with the Lincoln County Economic Development Association. The County hereby desires to construct a sufficient building to attract new industry and draw attention to Airlie Business and Industrial Park. Lincoln County's strong history of being proactive in business development, combined with assistance from the Lincoln Economic Development Association, will make the project successful for all of Lincoln County.

Lincoln County does not have architectural staff necessary to design, conduct bidding/negotiations and administer construction activities for the proposed construction project. Therefore the County is soliciting proposals from qualified architectural firms to provide complete architectural services.

B. SCOPE OF WORK

Lincoln County is soliciting proposals for architectural services necessary to design and build a 60,000 square foot industrial shell building. The scope of work will include:

1. Design:

- a. Submit design development drawings to Lincoln County for review and comment.
- b. Incorporate the County's comments and prepare construction/bidding documents.
- c. Expandable to 120,000 square feet
- d. Sitework: Include in design
- e. Walls: Painted tilt-up or pre-cast concrete wall panels with dedicated area for office space
- f. Floor: Dirt/Gravel floor (to be finished per end user specs)
- g. Roof: Minimum 45 mil, white mechanically fastened TPO membrane system with minimum 2.1"/R15 insulation and 10-year warranty.
- h. Ceiling: Minimum 30' Clearance under deepest joist girder (low side).
- i. Columns: Minimum 50' x 50' column spacing
- j. Ventilation: Wall louvers and ridge vents, forced air to be added later per end user specs.
- k. Plumbing: To the Building, upfit by others
- l. Electrical: To the Building, upfit by others
- m. Lighting: To be added per end user specs.
- n. Loading: (4) 9'x10' dock doors; (2) 12' x 14' knock out panels available.
- o. Truck Court: 200' of truck court; 130' deep w/55' concrete apron & 75' heavy duty asphalt paving.
- p. Parking: 50 paved parking spaces

2. Bidding and Negotiation:

- a. Prepare advertisement for bids.
- b. Review bids and negotiate contract.
- c. Prepare construction contract.

3. Construction Administration:

- a. Provide pre-construction conference.
- b. Conduct once per month construction observations.
- c. Review and recommend approval of contractor applications for payment.
- d. Review and approve shop drawings.
- e. Conduct substantial completion and final inspection.

C. PROJECT SCHEDULE

The project is expected to commence upon approval of the Architect by Lincoln County Board of Commissioners.

D. FEE PROPOSAL

The Architect will be selected based on qualifications. The Consultant is requested to provide an hourly fee schedule for each project team member. The hourly rates should include fringe benefits, indirect costs, and profit. The Consultant's charge for reimbursable expenses should also be indicated. Upon selection of the most qualified Architect, Lincoln County will negotiate a reasonable fee with the successful Architect. If negotiations are not successful, the next most qualified architect will be notified for fee negotiations..

E. PROPOSAL CONTENT (Max 25 Pages)

The Consultant's proposal must contain four parts. Must submit an original, two copies and a PDF file:

1. **Technical.** Describing the approach to be taken in addressing the proposed scope of work. This description is to include delineation of specific tasks to be undertaken in each project activity. Include a project schedule showing start and completion dates for all major tasks.
2. **Management and Staffing.** Describing the management plan to be used, staffing configurations, and the like. A brief resume of the individuals involved in the project will be required.
3. **Prior Related Experience.** A brief description of similar architectural project experience including contact person and phone numbers for each referenced job.

F. FACTORS FOR AWARD/EVALUATION CRITERIA

The following factors will be used in evaluating Consultant's proposals and awarding of contract:

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| 1. | Technical Approach/Understanding of Program | (10 points) |
| 2. | Experience of Proposed Personnel | (15 points) |
| 3. | Location of the Firm relative to the Project | (20 points) |
| 4. | Familiarity with Locality | (10 points) |
| 5. | Related Building Type Experience | (25 points) |

A selection committee will review proposals and a recommendation will be forwarded to the Lincoln County Board of Commissioners for consideration. After considering factors outlined in Section F, the architect will be selected, subject to negotiation of fair and reasonable compensation. Architects will be notified by mail of the County's selection.