

REQUEST FOR QUALIFICATIONS

Town of Eagar, Arizona
Request for Qualifications for Architectural Services
Contract #2023-01
Architectural Design of Town Park Bathroom

The Town of Eagar is hereby requesting submittals from qualified architects duly registered in the State of Arizona by the by the Arizona Board of Technical Registration. The Town of Eagar has been awarded a Community Development Block Grant (CDBG) through the State of Arizona Department of Housing (ADOH) funded by the U.S. Department of Housing and Urban Development (HUD) for the purpose of remodel a town park bathroom to Americans with Disabilities Act (ADA) compliance.

The Town is seeking to contract with a competent architectural firm or individual that has experience with municipal and federally funded construction projects to include, but not be limited to, Community Development Block Grants.

Respondents should visit the site and take such other steps as may be reasonably necessary to ascertain the nature and location of the work and the general and local conditions which can affect the work or the cost thereof. Failure to do so will not relieve the Respondent from responsibility for estimating properly the difficulty or cost of successfully performing the work. The Town of Eagar will not assume responsibility for any understanding or representations concerning conditions made by any of its officers or agents prior to the execution of the Contract unless included in the Request for Qualification, the specifications, or related documents.

I. Project Description

The following is a description of the construction to be conducted:

Town Park:

- *Removal of all fixtures and interior wall barrier wall.*
- *Enlarge the restroom to provide the required maneuvering space and widen the doorway. Replace the water closet to gain the desired height and placement; replace the lavatory; dispensers and faucets with compliant fixtures.*
- *Install complaint doorknobs and signage.*
- *Install exterior keyless door locks and security lighting.*
- *Install exterior compliant drinking fountains.*

- *Resurface and paint interior and exterior where designated.*
- *Expand exterior access and covered entrances.*

II. Scope of Work

The Architect agrees to provide all of the materials and services required by this Contract, in a complete and acceptable form, as customarily provided according to professional standards for completion of the Contract which shall include:

- Provide all professional and basic services necessary to produce all preliminary and final design plans and specifications in accordance with all town, county, state and federal codes and requirements.
- Provide all engineering and/or surveying as required.
- *Assemble bid package including all ADOH requirements and bid specifications, submit the package for review by the TOWN and ADOH and make any necessary revisions to the bid package prior to publication of the notice to bid. Assist in preparation of the notice to bid.*
- *Produce and provide five (5) copies of the bid package and plans for distribution during the bidding process.*
- Respond to contractors' questions during the bid period.
- *Prepare construction contracts and documents for review and approval of the TOWN prior to execution.*
- Attend pre-bid and pre-construction conference in *Eagar* and provide assistance to the TOWN in completing the "Pre-Construction Conference Report" form LS-6.
- Interpret plans and specifications for contractor.
- Review and make recommendations to the TOWN concerning contractor progress payments.
- Review and process contractor change orders and submit to the TOWN for approval.
- Provide all necessary interim and final inspections of contractor's work.
- Be available for advice and consultation to the TOWN during the life of the contract and during construction.
- Attend final walk through with the TOWN.
- Prepare record drawings of construction and submit two (2) full sets to the TOWN.
- If required, attend meetings of the *Town Council*.

III. Request for Qualification Requirements

Submit one (1) original and (1) copy of the following:

1. Cover Letter: One (1) page introduction including the assurance that minimum insurance requirements will be met.

2. Executive Summary: A one (1) or two (2) page summary including:
 - a. qualifications of the individual or firm;
 - b. project manager and his/her experience;
 - c. Project timeline, specifically including when the team can start the project, project progress and a completion date. The timeline of the successful proposer will be incorporated into the negotiated contract.
3. Statement of Qualifications: Describe the competence and experience of the firm or individual including:
 - a. Experience in working with federally funded projects.
 - b. Contract/construction management experience to include federal contracts.
4. Previous Experience: One (1) or two (2) pages containing:
 - a. A list of past clients including local governments and similar projects. Information should include, at a minimum, the following in order to expedite reference checks during the scoring process:
 - Name of project and location;
 - Owner/client's name;
 - Owner/client's address;
 - Contact name;
 - Phone number;
 - Contract award date;
 - Contract completion date.
5. Response to the Scope of Work: Describe the tasks to be completed under each item listed in **II. Scope of Work**.
6. Certifications
 - a. The remaining certifications are required and must be submitted with your submittal.
 - b. All certifications must be original signatures by the appropriate officer of the firm or in the event of a sole proprietor or partnership, by the proprietor or general partner.

Pre-bid meeting will be on January 24, 2023, at 1:00 pm at the site Located at 199 N Butler Street, Eagar, AZ 85925

Sealed Requests for Qualifications will be received in the office of the Town Clerk, Eagar Town Hall, 22 West 2nd Street, Eagar, AZ 85925 until 3:30 p.m. on February 1, 2023, at which time all submittals received

will be opened and the names read aloud. Failure of the respondent to complete all the bid documents may result in rejection of the submittal. All submittals should be identified as "Sealed Request for Qualification- Architectural Design of Park Bathroom".

IV. Federal Fund Usage

Respondents are hereby notified that federal funds are being used to assist in the construction of this project and, accordingly, all construction contractors will be required to comply with all applicable federal laws, including but not limited to, the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented by Department of Labor regulations (29 CFR, Part 3). In addition, all wages paid for the construction phase of this activity must be in compliance with the Davis-Bacon wage rate determination for this project. The *Town* will monitor for compliance with these regulations and Acts. The architect and all sub-contractors shall comply with any state or local EEO requirements where and if applicable, to this project.

Correspondence, questions, and/or clarifications of the proposal procedure should be directed to: Britney Reynolds, Town of Eagar, 22 West 2nd Street, Eagar, AZ 85925; phone number: (928) 333-4128; e-mail: b.reynolds@eagaraz.gov.

V. Selection Process

1. Following RFQ opening at the time and location specified in the advertisement, the original copy of the submittal shall be retained by the Town Clerk.
2. The submittals will be transmitted to the Selection Committee following review by the Town Clerk.
3. The Selection Committee may invite two (2) or more respondents to attend an interview. Respondents will be contacted to schedule a time and location for the interview.
4. The Selection Committee will evaluate and rank firms accordingly.
5. Final rankings will be forwarded to the *Town* Council for consideration.
6. The firm selected will be asked to negotiate a final scope of work and price and to develop a contract. Should negotiations fail to result in the development of a contract; the next highest-ranking firm will be offered the opportunity to continue the process. This method may continue until an agreement is reached and a contract negotiated.
7. The cost incurred by respondents in preparing the RFQ or incurred in any manner in responding to the document, may not be charged to the Town of Eagar.
8. The Selection Committee will be appointed by the *Town* Council.
9. All respondents will be notified of the results within ten (10) days after the close of the RFQ period.

VI. Protest Procedure

Protests shall be submitted in writing to: Town Clerk, Eagar Town Hall, 22nd West 2nd Street, Eagar, AZ 85925; phone number: (928) 333-4128; within seventy-two (72) hours of notification award. Protests must contain at a minimum, the name, address, and telephone number of the protester; the signature of the protester or its representative and evidence of authority to sign; a detailed statement of the legal and factual grounds of the protest including copies of relevant data; and the form of relief requested. Within three (3) business days of receipt, and after consultation with legal counsel, ADOH or others, the Town will respond to the protest. The Town of Eagar reserves the right to reject any or all RFQs; to waive irregularities of information in any RFQ; to re-advertise the RFQ; and/or to take any steps determined prudent in order to resolve the protest.



