



City of Kingman

310 NORTH FOURTH STREET • KINGMAN • ARIZONA • 86401 • 928.753.5561
WWW.CITYOFKINGMAN.GOV

CITY OF KINGMAN **NOTICE OF REQUEST FOR QUALIFICATIONS** **RECREATION CENTER DESIGN PROJECT** **PAR23-001**

Project Description: The City of Kingman is requesting Statements of Qualifications from consulting architectural firms for the design, from inception through post construction, of the following project: City of Kingman Recreation Center Design Project in the City of Kingman (Location to be selected)

Respondents to this Request for Qualifications shall be licensed to practice architecture within the State of Arizona. Statements submitted with license applications pending shall not be considered responsive. Interested firms are invited to submit their responses in conformance with the requirements and criteria outlined herein. One contract may be awarded and that one person or firm will be awarded the contract. There will be a single final list of at least three and not more than five persons or firms. Interviews will be held with at least three but not more than five persons or firms.

Responses to questions will be posted on The City of Kingman website at <http://www.cityofkingman.gov> no later than 05/10/2023 which is six (6) business days prior to the closing date of 05/17/2023.

A pre-submittal conference will be held on **Thursday April 20, 2023 at 9:00 AM Local Time and will be viewed via ZOOM meeting. You must be a registered** to receive an invitation to the meeting. At this meeting the City staff will discuss the scope of work, general contract issues and respond to questions from the attendees. This pre-submittal conference is not mandatory but is highly recommended for all interested firms. Contact Mike Meersman, mmeersman@cityofkingman.gov Director of Parks and Recreation, to register for the pre-submittal conference.

The City of Kingman will accept **sealed proposals** from qualified firms at the **office of the City Clerk at 310 North 4th Street, Kingman, AZ 86401**, until **12:00 PM** Arizona Time on **May 17, 2023**. Proposals will be opened at that time. Any proposal received after 12:00 P.M. on the above stated date will be returned unopened. Faxed and e-mailed bids will not be accepted.

The outside of the proposal envelope shall indicate the name and address of the Proposer shall be addressed to: City of Kingman, Attention: City Clerk at the above address and shall be marked:

“PAR23-001 RECREATION CENTER DESIGN PROJECT”

Firms interested in the above project should submit a Statements of Qualification (SOQ) clearly identifying this project on the cover of the SOQ **which includes a one-page cover letter plus a**



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maximum length of twelve pages to address the SOQ criteria (excluding resumes but including organization chart). Resumes for each key team member shall be limited to a maximum length of two pages and should be attached as an appendix to the SOQ. Please provide **an original plus nine (3) copies (total of four) of the SOQ by 12:00 noon on Wednesday, May 17, 2023.** In addition to the hard copies, submittals should include a thumb drive with PDF files of the SOQ.

Delays due to mail and/or delivery services will not be considered excusable to the time requirements contained within this RFP.

During the evaluation process, the City of Kingman reserves the right, where it may serve in the City's best interest, to request additional information or clarification from proposers. At the discretion of the City of Kingman, each proposer submitting a proposal may be requested to attend interviews as part of the evaluation process.

The City of Kingman reserves the right to retain all proposals submitted and to use any ideas in a proposal, regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the proposer of the conditions contained in this request for proposal.

The City reserves the right to reject any and all bids.

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