



## **REQUEST FOR QUALIFICATIONS (RFQ)**

**For the**

**City of Kingman, Recreation Center Design Project**

**PAR23-0001**

March 29,2023

### **I. INTRODUCTION:**

This solicitation is being offered in accordance with ARS 34-603, state statutes governing procurement of professional services. Accordingly, the City of Kingman reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.

- A. 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)
- B. 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.
- C. Interested firms are invited to submit their responses in conformance with the requirements and criteria outlined herein.
- D. 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.

## II. SCOPE OF WORK

A. The City of Kingman Recreation Center Design Project consists of the following components:

1. Provide detailed design and construction cost estimates to the City for an approximate 70,000 square feet indoor Recreation center, participate in location selection, with spaces that are multi-use, multi-functional, and supporting sports, 3 full size gymnasiums with Multipurpose flooring in gyms, full size Basketball courts, Volleyball courts, Spectator bleachers and viewing areas, Fitness areas for weights and cardio Dance / aerobics room, 1/8 mile Mezzanine walking / running track, small performance area, child care, aging adults, meetings, and shows or festivals, flexible size multipurpose rooms Conference / party rooms for groups. Space must provide for community center and support staff, concession area, reception area, Climbing wall Child care area with outdoor play area, and storage. Design must meet goals of equity, inclusion, accessibility, flexibility, sustainability, affordability, climate resiliency. Address parking area, paving, and ADA standards for the surrounding property. Space may act as an emergency shelter or support facility during local disasters.
2. At this time funds are not available for development of construction or bid documents or for construction and construction management. Should additional funds become available, the awarded contract for services may include additional work for development of construction and bid documents as well as construction administration.
3. Additional considerations and services desired include development of program and facility design to function successfully with phased Aquatics features; the site selection, the provision of parking options, materials to aid in a capital campaign; plans for phasing; accurate projection of cost for construction and related architectural services, and a break-even analysis, based on facility design, business proforma. The City may wish to consider an alternate delivery such as construction manager at risk as funding becomes available. Plan review meetings will be set at 30%, 60% and 90% plan completeness.

## Request for Qualifications

City of Kingman Recreation Center Design Project

The Architect's basic services shall include normal architectural, site civil, structural, mechanical and electrical engineering services, plus additional disciplines necessary as noted in II A 3 above, that are necessary during schematic design and design development. Should funding become available, the service shall include ability to create construction documents and provide construction administration.

### III. SUBMITTAL REQUIREMENTS

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](mailto:mmeersman@cityofkingman.gov) Director of Parks and Recreation, to register for the pre-submittal conference.

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 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.**

Delivered or hand-carried submittals must be delivered to the City Clerk at the address given below. On the submittal package, please display: firm name, project number, and/or project title.

Interested teams are invited to respond in writing to:

Annie Meredith, City Clerk  
310 N. 4th Street (mailing)  
Kingman, Arizona 86401

Please be advised that failure to comply with the following criteria will be grounds for disqualification and will be strictly enforced:

- Receipt of submittal by the specified cut-off date and time
- The number of originals and/or copies of the submittal specified
- Adherence to maximum page requirement

Adherence to the maximum page criterion is critical; each page side (maximum 8 ½ by 11-inches) with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards the maximum number of pages.

The Statement of Qualifications shall respond to each item outlined below within the specific format described. Please limit response to information requested. Supplemental brochure information will not be considered.

### **Statement of Qualifications**

City of Kingman Recreation Center Design Project

**1. Letter of Interest:**

- Maximum of two (2) pages. Must include firm name, address, telephone number, email address and fax number. Letter must be signed by person authorized to bind firm by contract.

**2. Firm Organization: **20 pts.****

- Type of ownership- individual, partnership, or corporation.
- Number of years in business.
- Location of respondent's place of business
- Listing of primary disciplines and services provided.
- Present size of firm and breakdown by employee category.
- Statement of ability to provide report on Company/Firm's: financial condition/stability.
- Financial references.
- Insurance coverage in force (general liability, professional liability, automotive liability, worker's compensation) and limits of same. The minimum requirement is \$1.5 million for general liability and professional liability.

**2. Project Team: **20 pts****

- Identify key personnel proposed for this project, including Principal-in-Charge, Project Architect, Project Engineer (where applicable), and Project Manager for construction administration phase.
- Include resumes for key personnel and their experience on comparable projects.
- Identify sub-consultants to be utilized and their experience on comparable projects.
- Include resumes for sub-consultant key personnel and their experience on comparable projects to the City of Kingman Recreation Center Design Project

**3. Experience: **60 pts****

- Provide a listing of at least three (3) completed community center (or similar) projects of similar size in the last five (5) calendar years, to include project name/location, timelines used, a brief description, completion date, construction cost, client name and contact, client address, and contact telephone number and email address.

- Provide a listing of similar facilities your firm has worked on with the greatest longevity of operation. Include project name/location, brief description, completion date, construction cost, client name and contact name, client address, and contact telephone number and email address.
- Provide photographic representation of most relevant and representative projects listed.
- Provide a description of your design philosophy/methodology with similar sized projects.
- Provide a description of computer aided design capabilities, if any, with similar sized projects.
- Provide a description of electronic communications capabilities, if any, with similar sized projects.
- Provide a description of your quality control/assurance procedures with similar sized projects.
- Provide a description of your project cost control methods, i.e., estimating, change order history, sustainability of existing similar projects, with similar sized projects.
- Provide a description of your construction administration procedures with similar sized projects.
- Describe your experience serving on a team and/or working in/with a Construction Manager At Risk delivery model.

#### **IV. SELECTION PROCEDURE**

A. All Statements of Qualifications received by the specified deadline will be reviewed by the City of Kingman for content, completeness, qualifications, experience, and references. After those firms deemed the most qualified are selected, further evaluation and interviews of the selected firms will be conducted as part of the final selection process. However, the City of Kingman reserves the right to complete the selection process without proceeding to an interview phase, and may choose to select based upon information supplied in the Statement of Qualifications.

B. The following criteria will be addressed in the evaluation of responses to this Request for Qualifications:

1. Responsiveness to the RFQ, breadth and depth of response. **20 pts**

2. Professional reputation of the firm, its sub-consultants and expertise of key personnel, particularly related to similar facilities. **40 pts**
3. Satisfaction of prior and current clients, response of references. **20 pts**
4. Proven experience with project/construction administration responsibilities. **20 pts**

The following tentative schedule has been prepared for this project:

Posted	March 29, 2023
Pre-submittal Meeting	April 20, 2023
SOQ submittal date	May 17, 2023
Owner Review Qualifications Statements	May 17 - 21, 2023
Owner Conducts Pre-Interviews	May 26, 2023
Owner Conducts Interviews w/ short list	June 2, 2023
Owner Ranks and Selects Most Qualified	June 7 – June 11, 2023
Owner and Architect Negotiate the Agreement	June 14 - June 18, 2023
Firms notified of selection	June 20, 2023
City Council for Approval	July 18, 2023

**Instructions.** The City of Kingman shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications will be in the form of an addendum on the City Website.

Any person or firm desiring to submit a protest in connection with the procurement shall follow the procedures stated in Arizona Revised Statutes 34-603 J.

**City Rights.** The City of Kingman reserves the right to reject any or all SOQs, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQs received.

Additional questions: should be emailed to Mike Meersman, [mmeersman@cityofkingman.gov](mailto:mmeersman@cityofkingman.gov) Director of Parks and Recreation, and will be answered via the City's website by addenda only.