



REQUEST FOR QUALIFICATIONS
CITY OF KINGMAN
ELECTRIC VEHICLE MUSEUM
DESIGN CONCEPT REPORT
&
FINAL DESIGN
PW21-0013

INTRODUCTION

The City of Kingman (City) is seeking a qualified consulting firm or team to provide a Design Concept Report and Final Design for An Electric Vehicle Museum downtown Kingman, AZ. This Request for Qualifications is for the purpose of selecting one design team to provide architectural and landscape design services in connection with the project detailed below. All qualified firms are invited to submit their Statement of Qualifications (SOQ).

Each proposal must conform and be responsive to this Notice and all other documents comprising the pertinent Request for Qualification Documents. Copies of the Request for Proposal Documents are now available at:

Annie Meredith, City Clerk

310 N 4th St.

Kingman, AZ 86401

SECTION I–PROJECT DESCRIPTION

The subject property is located at 519 Beale Street, downtown Kingman, AZ. The property consists of a building approximately 19,000 square feet, and a parking lot, approximately 46,000 square feet.

This project will include interior, exterior and landscape design to promote this unique downtown feature. The goal of the resulting project includes building renovation to display electric vehicles and various other features to the public. The facility will also include some office spaces for City business. The programmed use for these offices will be determined during the design concept portion of the project.

SECTION II–SCOPE OF WORK

Consultation and demonstrated expertise are required on matters of design, building code compliance and interpretation, program development, review of existing conditions, advice on construction means and methods, recommendations on products and installers, best practices, cost efficiency, project management, resource conservation, etc.

The scope of work may include complete services: scoping/programming, budgeting, design, bidding, construction administration, closeout, and warranty support.

The consultant will be responsible for an overall assessment of the entire facility and shall include all needed repairs and maintenance into the final bid documents. Condition assessments and construction documents shall include but, is not limited to:

- lead paint and asbestos investigation;
- structural, roofing investigation;
- electrical, plumbing, and HVAC systems investigations;
- ADA accessibility and site safety components;
- and other associated building appurtenances.

The project will include preparation of detailed construction plans and specifications along with a schedule for each phase of construction.

The following is a summary of the major tasks. These will be reviewed with the selected consultant and defined to meet the needs of the project as part of the contract scoping.

SECTION III – SCOPE OF WORK

The following is a brief summary of the three key project tasks:

Task 1: Project Management

The Consultant shall establish a project management system to provide adequate scope, schedule and budget control, and be responsive to input from the City. Status and project meetings with City staff will be conducted on a regular basis. The purpose of these meetings shall be to report to the City on project status issues such as work in progress, work completed, and delivery schedule.

The meetings shall also be for discussion of various technical issues and strategies associated with all phases of the project. Meetings shall be held with the City and other agencies as needed to coordinate multi-jurisdictional components of this project. Meeting minutes documenting the decisions made and action items shall be prepared by the Consultant and submitted to the attending parties.

Task 1.1 – Project Meetings. Consultant shall arrange for a kick-off meeting through the City Project Manager. This meeting shall serve to clarify the lines of communication and other administrative details. Consultant shall then meet with the City and participating agencies on a regular basis to report project progress.

Task 1.2 – Project Schedule. Consultant shall provide a project schedule showing project meetings, project deliverables, and the major milestones required by the City. The schedule shall be updated on a monthly basis.

Task 1.3 – Project Status Reports. Consultant shall provide a monthly project progress report. The monthly project progress report shall be submitted to the City of Kingman Project Manager.

MONTHLY DELIVERABLES:

STATUS MEETINGS

SCHEDULE UPDATES / PROGRESS REPORTS

MEETING MINUTES

Task 2: Design Reports

The purpose of this task is to develop a Design Concept Report (DCR), including 15% Conceptual Plans.

The DCR shall identify the purpose of the project including a complete renovation solution to display museum quality electric vehicles and required office space for City personnel. The DCR will also present the methodology used to define the proposed solution, summarize alternatives if applicable, provide an overview of specific issues and recommended solution(s), describe the improvements to be made, present conceptual plans delineating the limits of improvements and type(s) of work to be done, and provide a preliminary project cost estimate.

The Consultant will be responsible for performing a topographic survey of the area including all existing features and utilities, and preparing mapping and base sheets to properly show the existing conditions and work necessary to meet the expectations of the City.

The DOWNTOWN INFRASTRUCTURE DESIGN PROJECT is underway. The scope of this project includes a review of the Historic Overlay District and consideration of adopting Form-Based Code elements in the downtown area along with a redesign of the streetscape and pedestrian traffic to enhance the attraction of the downtown area of Kingman. Communication and coordination with that consultant will be necessary.

DELIVERABLES:

DESIGN CONCEPT REPORT (DCR)
15% DESIGN PLANS, SPECIFICATIONS
COST ESTIMATE

Task 3 – Final Design and Construction Estimates

Based upon opportunities and resolutions identified in the Design Concept Report and stakeholder input, the consultant shall complete a final design of recommended improvements and detailed cost estimates for the Electric Vehicle Museum Project and associated office space within the building.

DELIVERABLES:

FINAL DETAILED CONSTRUCTION PLANS
FINAL DETAILED CONSTRUCTION SPECIFICATIONS
DETAILED COST ESTIMATE

SECTION III–PRE-SUBMITTAL ZOOM CONFERENCE

The City will conduct a non-mandatory Pre-Bid Conference via virtual means (“Zoom” link or similar) on **Wednesday, August 25, 2021** beginning at 9:00 a.m. local time. Interested parties shall contact Phone: (928) 565-1424 or by e-mail at abullock@cityofkingman.gov to request a meeting link. All registered package holders will be notified of this meeting.

At this meeting the City staff will discuss the scope of work; the general and known conditions of the building; address any contract issues; and respond to questions from the attendees. This pre-submittal conference is not mandatory but is highly recommended for all interested firms.

SECTION IV–STATEMENT OF QUALIFICATIONS SELECTION CRITERIA

The CONSULTANT will be selected through a qualifications-based selection process. Firms interested in providing CONSULTANT services must submit a Statement of Qualifications (SOQ) that addresses the following issues:

A. General Information. (5 points)

1. Provide a general description of the firm and/or team that is proposing to provide CONSULTANT services. Explain the legal organization of the proposed firm or team. Provide an organization chart showing key personnel.
2. Provide the following information:
 - a. List any Arizona professional and/or contractor licenses held by the firm/team and the key personnel who will be assigned to this project. Provide the license number and explain if held by an individual or the firm.
 - b. Identify any contract or subcontract held by the firm or officers of the firm, which has been terminated within the last ten (10) years. Identify any claims (public or private, including third party claims) arising from a contract which resulted in litigation or arbitration within the last ten (10) years. Briefly describe the circumstances and the outcomes.

B. Experience and qualifications of the firm/team. (20 points)

1. Provide a list of similar projects on which the project team has experience. For each reference project, please provide the following information:
 - Description of project
 - Role of the firm
 - Project's original contracted construction cost and final construction cost
 - Construction dates
 - Project owner
 - Reference information (two contacts, including roles on the projects and telephone numbers per project).

C. Experience of key personnel to be assigned to this project. (40 points)

1. (10 points) For each key person identified, list at least two projects in which they have played a primary role. If a project selected for a key person is the same as one selected for the firm, provide just the project name and the role of the key person. For other projects, provide:
 - Description of project
 - Role of the person
 - Project's original contracted construction cost and final construction cost
 - Construction dates
 - Project owner
 - Reference information (two contacts, including roles on the projects and telephone numbers per project).

2. (25 points) Highlight each key person's experience in the following areas: collaborative design experience on similar projects, conceptual costing experience/knowledge, constructability experience, experience working with stakeholders in designing a museum or other public venue, renovations and building conversion coordination.
3. (5 points) List any proposed subconsultants, including key staff names and the experience and qualifications of these individuals.

D. Understanding of the project and approach to performing the required services. (30 points)

1. (5 points) Discuss the major issues your team has identified on this project and how you intend to address those issues.
2. (5 points) Discuss the particular expertise your team offers and how you propose to use this expertise to benefit and add value to the project.
3. (5 points) Describe systems used for planning, scheduling, estimating and managing conceptual planning and design; and briefly describe the firm's experience on quality control and dispute resolution.
4. (5 points) Describe your understanding of the CONSULTANT role for the project and its responsibilities. Describe your approach to performing the conceptual planning and design services.
5. (10 points) Describe the firm's past experience working with similar projects and stakeholders in an open-to-the-public historic display venue.

E. Overall evaluation of the firm/team and its perceived ability to provide the required services. (5 points)

This is to be determined by the selection panel members. No submittal response is required.

SECTION V—SUBMITTAL REQUIREMENTS

Firms interested in the above project should submit a 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 Six (6) copies (total of seven) of the SOQ by 3:00 P.M. on September 13, 2021. 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
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.

SECTION IV–SELECTION PROCESS AND SCHEDULE

A Selection Committee will evaluate each SOQ according to the criteria above and ranking will be based solely on qualifications of the firm/team. The selection panel will produce a rank-ordered list of at least the top three, but no more than five, firms. Interviews will not be conducted as part of the selection process. The City intends to enter into negotiations with the top ranked firm and execute a contract upon completion of negotiation of fees and contract terms for City Council approval. If the City is unsuccessful in negotiating a contract with the best-qualified team, the City may then negotiate with the second or third most qualified team until a contract is executed, or may decide to terminate the selection process.

The following tentative schedule has been prepared for this project:

Pre-submittal Meeting	<u>August 25, 2021 @ 9:00 A.M.</u>
SOQ submittal date	<u>September 13, 2021 @ 3:00 P.M.</u>
Firms notified of selection	<u>at the end of September 2021</u>

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, which will be furnished to all registered Request for Qualifications holders.

Firms who pick up a copy of the Request for Qualifications packet or are sent a copy through the City of Kingman’s Public Works Department will be included on the Request for Qualifications Holders List. Firms receiving a copy of this packet through any other means (including the City of Kingman website) must register as a Request for Qualifications holder at the Public Works Department or call (928) 692-3117 to register by phone.

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.

Questions. Questions pertaining to the consultant selection process or contract issues should be directed to the City of Kingman’s Public Works Department at:

Andy Bullock - Project Manager
abullock@cityofkingman.gov