



City of Florence
A City in Motion

REQUEST FOR QUALIFICATIONS

ARCHITECTURAL SERVICES

CITY HALL REMODEL & EXPANSION

(Including Office Space Finishing at Justice Center)

CITY OF FLORENCE, OREGON

QUALIFICATION PROPOSALS DUE NOVEMBER 22, 2016

SECTION 1
INTRODUCTION AND GENERAL INFORMATION

The City of Florence (City) is seeking an experienced and qualified Architectural firm, licensed in the State of Oregon, to perform architectural and related professional services for the remodel and expansion of the current City Hall facility located at 250 Highway 101, Florence, Oregon 97439. The existing Florence City Hall no longer meets the needs of the City in terms of office space, meeting space, and customer service abilities. The City desires this remodel to enhance productivity, accommodate additional staff, add additional conference space, create a new City Council Chamber, improve customer service delivery, and update the existing systems in the facility as needed (electrical, telecommunication, mechanical, plumbing, etc.).

The City serves a population base of 8,600 people, with a greater community of 12,000 to 15,000, and an active tourism population. The City is served by 60+ employees, 15 to 18 are located at City Hall. The current Florence City Hall was originally constructed in 1967, with portions having been modified over the years including changes designed in 1991.

In December of 2015, the team of HSR and Waterleaf Architects, working with City staff, developed a Space Needs Analysis to forecast space needs for the next 10 to 20 years. The remodel of City Hall will require staff to move during construction. A portion of the staff will move to a newly constructed Public Works Facility, while the remaining staff (10) will move to the Florence Justice Center located at 900 Greenwood Street. The Florence Justice Center has large room that is unfinished in the southwest corner that will accommodate these staff. This space will need to be designed, laid out and finished for offices prior to the beginning of construction and remodel of City Hall.

The City seeks to enter into a Personal Services Agreement with the chosen Architectural firm or consultant team that can provide the design and project oversight for the following:

- Remodel of existing building, which includes a partial daylight basement level (approximately 1,588 square feet), main floor (7,812 square feet), and an attic area (1,622 square feet).
- Building expansion to accommodate new Council Chambers, as well as a new large conference space (approximately 800 square feet).
- Design and remodel of unfinished space at the Florence Justice Center (approximately 2,770 square feet).

The City's selection process may include a two-step process. The first step will be an evaluation of the Request for Qualifications (RFQ) submitted in response to this solicitation.

In the second step, the City may proceed with negotiations with the primary consultant or invite the top three or more firms to make oral presentations to the selection team. Instructions will be provided regarding the desired content of the presentations. A firm's ability to follow directions will be considered as part of the evaluation of the RFQ and oral presentation. Notice of intent to award will be posted on the City's website.

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Statement of Qualifications (SOQ) Submittal

The deadline for submission of the complete SOQ in response to this RFQ is **Tuesday, November 22; 2:00 PM local time**. Postmarks and late proposals will not be considered. Facsimiles and electronic proposals are not accepted. If the proposal is forwarded by mail or messenger service, it is the responsibility of the proposer to get the proposal to the location below by the submission deadline.

The RFQ submittals should be directed to the following:

Megan Messmer
City Project Manager
City of Florence
250 Hwy 101
Florence, Oregon 97439

Provide 1 original and 4 copies of your RFQ submittal.

City's Role

The City's project manager for this project is Megan Messmer. The role of the project manager is to work closely with the architect to answer questions, make decisions, provide guidance, and assist in the coordination where needed. The project manager's tasks do not include doing research or design for the consultant team.

All available information that the City has will be available to the consultant(s) selected for this project. This information includes tax maps, aerial photos, current facility layout and systems plans, and the **City Hall Space Needs Report** completed in Spring of 2016. Information will be provided in digital form whenever possible.

Addition Information

All questions or clarification related to this RFQ must be submitted to Megan Messmer, via email to: megan.messmer@ci.florence.or.us. All requests must be submitted before the close of business November 10, 2016. All questions and City's response will be posted on the City's website: www.ci.florence.or.us. Individual and consultant firm names will be removed from the posted response. It is the consultant's responsibility to check the website for information; no individual responses will be made.

Cancellation – The City reserves the right to cancel this RFQ at any time. The City reserves the right to waive minor informalities or discrepancies contained in any Proposal.

Expenses – Consultants responding to this RFQ do so solely at their expense and the City is not responsible for any consultant expenses associated with responding to this RFQ. The consultant's billable time will start after the signing of the contract to perform the work.

Pre-Proposal Meeting – No pre-proposal meeting will be held.

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Evaluation Process -- After ranking all proposals, the City may proceed with negotiations with the primary consultant or proceed with interviews of the top ranked architect. The City will begin negotiating the final project scope, cost, and contract conditions with the primary consultant. If these negotiations are unsuccessful, the City will release the primary consultant and begin negotiations with the secondary consultant.

When negotiations are completed successfully, a contract will be signed and the consultant's billable work will be initiated.

SECTION 2
STATEMENT OF QUALIFICATIONS REQUIREMENTS

Please provide the following information about your firm or members of the team you wish to propose for the Personal Services Agreement. Your firm's or team should respond to all requirements of this RFQ to the maximum extent possible.

For consistency in proposals, please arrange content in the order listed in the table below. Please note the maximum number of pages allowed for each section.

PROPOSAL CONTENT	MAXIMUM NO. of PAGES
Introductory letter	1
Information about your company and firm qualifications	3
Project Team	3
Project Experience/References	4
Supporting information including key personnel resumes	No Limit

Introductory Letter

The introductory letter shall name the person or persons authorized to sign contracts and represent the consultant in any negotiations.

Information About Your Company

Please provide the following:

- Name, address, phone number, fax number and e-mail of the firm office which would be providing the service to the City of Florence as well as the location of the firm's home office if other than the above.
- Number of years in business
- Former names (if any).
- Corporate structure and names (if applicable).
- Insurance coverage. Provide a statement indicating that the firm has in effect or can obtain the insurance required by the City (do not provide insurance certificates with the proposal). Insurance coverage includes the following:
 1. Comprehensive general liability
 2. Professional liability – Errors and Omissions
 3. Automobile liability
 4. Workers' compensation

Project Team

This section should provide information regarding the Firm's project team who are likely to work on the project.

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Provide the names and resumes of the project team including the project manager and all key support professionals, include applicable registrations where appropriate. Include a description of the team's experience with comparable projects, what role each team member provided for these projects, and the role expected on this work. Indicate in which office each team member is located. Include the number of experienced staff available to perform the requested services including specific qualifications and experience.

If a multi-firm or team approach is proposed, clearly identify the responsibilities of each party and the assurances of performance offered. Please describe your history of working with members of the team.

The City of Florence will contract with just one primary firm.

Project Experience/References

This section should provide information regarding the Firms qualifications and experience in relation to this requirement.

- Discuss firm's qualifications to perform the work of the size and nature described in this RFQ.
- Provide specific Firm qualifications to perform the specific work described in this request including available resources, recent, current and projected workload.
- Discuss similar services and provide references concerning past performance including ability to meet schedules, cost control, and contract administration.
- Discuss the Firm's familiarity with the area.
- Discuss avoidance of conflict of interest.
- Describe any special capabilities of your firm, such as technical innovations, community outreach, financial assistance, cost effectiveness, permitting, etc.

Please provide a list of 5 clients of your company, preferably cities in the State of Oregon, who have used your services in the design and/or construction of municipal facilities or other related projects. Describe the service provided, the approximate total project cost and the cost of your service. List architect's estimate of construction versus final construction cost. Include the name, address and telephone number of the client's contact person who is familiar with both the project and your firm's role on the project.

Supporting Information

Examples of supporting materials that should be included with the proposal include:

- Graphs, charts, photos, resumes, plans, reports or similar documentation.
- Narrative explaining potential Florence challenges.
- Experience with local agency projects.
- Experience with each discipline.
- Project examples and materials that illustrate innovative solutions.

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- Any litigation to which the firm is a party.
- Any bankruptcy settlements or unpaid judgments against the firm or its principals.
- Any previous contracts that the firm defaulted on and/or was terminated and reasons for the default(s) and/or termination(s).

Conflict of Interest

Please list any current (or potential) clients or projects which may be (or cause) a conflict of interest in working for the City of Florence and describe the possible extent of the conflict.

**SECTION 3
SELECTION PROCESS**

A selection committee comprised of City staff shall evaluate the proposals based on the criteria and weight given to each as set forth in the table below. Submitted proposals will be judged on the completeness and quality of its content. If necessary, based on the evaluations, a select number of firms may be invited to respond to a detailed request for an oral presentation.

PROPOSAL CONTENT AND EVALUATION CRITERIA	MAXIMUM SCORE
Introductory letter	Pass/Fail
Information about your company and firm qualifications	20
Project Team	35
Project Experience/References	25
Supporting information including key personnel resumes	20
Total Possible Points	100

Additional Evaluation Criteria

The firms will be evaluated upon the following general criteria:

- Experience and expertise of project team members both individually and as a group.
- History of previous experience with similar projects.
- Results of reference checks.
- Consultant's record for completing a task on time, within budget, estimating construction costs, and designing to a budgeted capital cost.
- Any special capabilities the team may bring to the projects.
- The consultant's ability to follow directions.
- Conciseness and completeness.

False or misleading Statements

If, in the opinion of the City, any Statement of Qualification contains false or misleading statements or references which do not support a functions, attribute, capability or condition as contended by the firm, it shall be rejected.

Clarification of the RFQ

The City reserves the right to obtain clarification of any point in the firm's RFQ or to obtain additional information necessary to properly evaluate a particular RFQ. Failure of the firm to respond to such a request for additional information or clarification required may result in rejection of the firm's RFQ.