

REQUEST FOR QUALIFICATIONS
For the
City of Missoula, Community Center Design Project

I. INTRODUCTION: This solicitation is being offered in accordance with state statutes governing procurement of professional services. Accordingly, the City of Missoula 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 Missoula is requesting Statements of Qualifications from consulting architectural firms for the design, from inception through post construction, of the following project:

City of Missoula Community Center Design Project
In the City of Missoula (at McCormick Park)

B. Respondents to this Request for Qualifications shall be licensed to practice architecture within the State of Montana. 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. Background information on the project can be found here:
<https://www.missoulacommunitycenter.org/file-share>.

II. SCOPE OF WORK

A. The City of Missoula Community Center Design Project consists of the following components:

1. Design an approximate 60,000 square foot indoor community center, attached or immediately adjacent to Currents Aquatics Center, in McCormick Park, with spaces that are multi-use, multi-functional, and supporting sports, dance, small performance, child care, aging adults, meetings, and shows or festivals. Space must provide for community center and support staff, concession area, reception area, and storage. Design must meet goals of equity, inclusion, accessibility, flexibility, sustainability, affordability, climate resiliency. 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 and bid documents or for construction and construction management, but 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 the Aquatics features; 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.

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B. The Architect's basic services shall include normal architectural, 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

Electronic responses are due Tuesday, December 8, 2020, 12:00 p.m. local Missoula time. Statements of Qualification shall be submitted as a single file in PDF format and under 20MB in size, via the SOQ Submittal Form at www.missoulaparks.org. Late proposals will not be accepted.

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.

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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 \$1.5million.

3. **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.

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4. **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 representative current projects, at least three (3) to include project name/location, brief description, anticipated completion date, construction budget, client name and contact, client address, and contact telephone number.
- 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 information regarding the last three (3) projects with in the past five (5) years, of similar size and dollar amount that your firm has completed on time, and on budget. List the number of change orders and the reasons for the change orders. Show the project names, locations, contact names and numbers and email addresses.
- 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 Missoula for content, completeness, qualifications, experience, and references. After those firms deemed the most qualified are selected, further evaluation and interviews of the selected firms may be conducted as part of the final selection process. However, the City of Missoula 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.
 2. Professional reputation of the firm, its sub-consultants and expertise of key personnel, particularly related to similar facilities.
 3. Satisfaction of prior and current clients, response of references.
 4. Proven experience related to project/construction administration responsibilities.

For additional information: Donna Gaukler, Director, Missoula Parks and Recreation, 600 Cregg Lane, Missoula MT, 59801 Phone: (406) 552-6265 or email at gauklerd@ci.missoula.mt.us