

REQUEST FOR QUALIFICATIONS  
FOR  
ARCHITECTURAL SERVICES, OFFICE DESIGN AND TENANT IMPROVEMENT

**Introduction:**

The Boise City/Ada County Housing Authority (BCACHA) is soliciting Statements of Qualifications (SOQs) from qualified firms to provide architectural and engineering services to include office design and tenant improvement services.

After sixteen years in its current facility, BCACHA is seeking to purchase a new office more suitable to its current and future needs. BCACHA desires to retain a firm, or a team of firms, to provide architectural and engineering services, including construction drawings and design services for a tenant improvement, in a property owned by BCACHA that incorporates approximately 16,000 square feet.

**Objective:**

BCACHA proposes to retain a highly qualified, capable firm(s) to act as the Architect throughout planning and completion of the project. BCACHA will give prime consideration to the Architect with significant, current experience in the development, design, renovation and construction of similar buildings and projects. BCACHA reserves the right to negotiate with one or more parties and is not obligated to enter into any contract with any respondent on any terms or conditions.

**Scope of Work:**

The selected architect will be required to perform the basic architectural and engineering services to be specified more fully in a contract agreement to be negotiated after selection. The contract agreement will provide for payment for phases of work completed with options to proceed through all phases or to discontinue work as circumstances may dictate. Upon the initial selection of an Architect based on qualifications, with which negotiations will proceed, a Scope of Work will be developed.

BCACHA anticipates a contract which will include schematic design, production of computer generated renderings, and cost estimates for each phase of the project. However, BCACHA reserves the right to include additional project elements in the initial or subsequent professional services agreements as BCACHA may deem appropriate. The selected Architect will be required to retain and be responsible for all basic engineering disciplines such as mechanical, electrical, plumbing, fire protection, landscape architecture, civil engineering and structural engineering as appropriate for the Scope of Work negotiated. The Architect is also required to identify and select the appropriate sub-consultants; however, BCACHA reserves the rights to approve proposed sub-consultants that will be associated with the project.

The work will include, at a minimum, the following components:

1. Analysis of the existing facility and completion of a basic budget figure for converting the facility to office space for BCACHA.

2. Work closely with BCACHA to assess program and space requirements, existing conditions, access issues, etc.
3. Development of a design plan, including schematic designs and renderings, with options for flexible configurations of proposed office space.
4. The design of a project plan that allows for the phased implementation of the conversion to BCACHA office space.
5. Furniture selection and space planning services.

**Selection Process:**

From a review of the statements of qualification received, the BCACHA intends to evaluate the proposals and possibly invite one or more firms to be interviewed before making a final selection of a firm for the project. BCACHA will notify selected firms of the date and times of any interview. BCACHA reserves the right to make a selection basely solely on statements of qualifications received.

The selected respondent whose selection was based on qualifications will then negotiate with BCACHA on fee and contract conditions. If a reasonable fee cannot be achieved with the respondent of choice, negotiations will proceed with other qualified respondents until a mutually agreed contract can be negotiated.

**Evaluation Criteria:**

The criteria used to evaluate the RFQ responses will include, but not be limited to, the following (items listed below are not listed in order of importance):

- A. Qualifications of Firm  
Qualifications of firm, specifically as they relate to this Project.
- B. Firms Experience on Similar Projects  
Related project experience of the firm(s) and the individuals who would be assigned to the Project. Relevant experience of sub-consultants and assigned staff as a “project team”. Firm’s demonstrated ability and management commitment to successfully complete a project within budget and schedule.
- C. Available Resources to Complete Project  
This criterion would include the analytical, design tools, personnel, resources or methodologies commonly used by the firm that may be applicable to the project categories.
- D. Responsiveness to the RFQ  
This would include any documents submitted such as concept plans, space planning and design concepts and other related items.
- E. Professional References  
Provide names and contact information for professional references.

**Additional Instructions, Notifications and Information:**

- A. **All Information True** – By submitting a response, Respondents represent and warrant that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, may be excluded.
- B. **Cost of Responses** – BCACHA will not be responsible for the costs incurred by anyone in the submittal of responses.
- C. **Contract Negotiations** – This RFQ is not a contract or commitment of any kind. If this RFQ results in a contract offer by BCACHA the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.
- D. **No Obligation** – BCACHA reserves the right to evaluate the responses submitted; waive any irregularities therein; select candidates for the submittal of more detailed or alternate proposals; accept any submittal or portion of submittal; reject any or all Respondents submitting responses, should it be deemed in BCACHA’s best interest; or cancel the entire process.
- E. **Professional Liability Insurance** – The Respondent shall have the appropriate liability insurance certificate by an insurer authorized to transact insurance in the State of Idaho.

**Submittal Instructions:**

Sealed submittals will be received until 4:00 pm on December 13, 2017 at Boise City/Ada County Housing Authority, 1276 River Street, Suite 300, Boise, Idaho, 83702. Submittal shall be clearly marked on the outside “**RFQ for Architectural Services**”. Please provide one hard copy and one electronic copy.

**Content of Submittal:**

**Firm Information**

- a. Firm name, address, and telephone number.
- b. Structure of firm, i.e., sole proprietorship, partnership, corporation, and size of the firm.
- c. Years firm has been in business.
- d. Name of principals in firm.
- e. Primary contact.
- f. Organizational description.
- g. Description of firm’s philosophy.

**General Company History/Qualifications**

- a. A brief history of the Architect and the services routinely provided.
- b. An organization chart that explains team member responsibilities.
- c. Name of Project Team Leader in charge of projects.
- d. The resumes of all persons to be assigned to the project with their prospective roles identified.

- e. Documentation that the firms on the Architect's team (architects and engineers) are registered in the State of Idaho.

### **Experience and References**

- a. Discussion of Architect's experience in working with similar type projects.
- b. List of comparable projects, whether ongoing or completed, including references. For each, please provide:
  - a. Project name and location.
  - b. Year completed.
  - c. Short description of project.
  - d. Name, address, and phone number of owner and contact person tasked with daily responsibilities of project.
  - e. Cost of construction
  - f. Name, address, and phone number of general contractor.
  - g. Whether or not the project was completed on time.

### **Management and Organizational Approach**

Please describe your management and organization approach to the project. The following should be addressed with this description:

- a. Describe your firm's understanding of the project.
- b. Describe how the firm will organize to perform the services.
- c. Description of Architect's approach to code analysis and jurisdictional approvals.