

REQUEST FOR QUALIFICATIONS
CITY OF NORTH LITTLE ROCK, ARKANSAS

MARY BETH BOWMAN
DEPARTMENT OF COMMERCE
120 MAIN STREET - P.O. BOX 5757 (72119)
NORTH LITTLE ROCK, ARKANSAS 72114
501-975-8881

RFQ NO. 18-3531 DATE ISSUED: Sunday, April 29, 2018

DATE & TIME OF RFQ OPENING: Friday, May 18, 2018 at 2:00 Central Time

RFQ NOTICE

THE CITY OF NORTH LITTLE ROCK IS REQUESTING STATEMENTS OF QUALIFICATIONS FROM QUALIFIED INDIVIDUALS/FIRMS FOR ARCHITECTURAL SERVICES FOR THE DESIGN OF A NEW JUSTICE BUILDING.

Any questions regarding this RFQ should be directed in writing to:

Mary Beth Bowman Director
Department of Commerce
120 Main Street - North Little Rock, AR 72114

or

Email Mary Beth Bowman at: mbowman@nlr.ar.gov

Upon signing this request, the company/firm certifies that they have read and agree to the requirements set forth in this Request for Qualifications, including conditions set forth, pertinent information requests, Scope of Work and Addendums.

NAME OF FIRM: _____ PHONE NO.: _____

ARKANSAS TAX PERMIT NO.: _____

BUSINESS ADDRESS: _____

SIGNATURE OF AUTHORIZED PERSON: _____

TITLE: _____ DATE: _____

UNSIGNED REQUEST FOR QUALIFICATIONS WILL BE REJECTED

NORTH LITTLE ROCK, ARKANSAS



REQUEST FOR QUALIFICATIONS

**Architectural Services
for
Design of New Justice Building**

April 29, 2018

1. REQUEST FOR QUALIFICATIONS (RFQ) INSTRUCTIONS AND GENERAL SCOPE OF SERVICES

1.1 Public Notice

The City of North Little Rock, Arkansas (the “City”) is soliciting Requests for Qualifications (RFQ) from professional architectural firms/teams (Firms) to provide architectural design services (Services) for a new Police Station combined with a New Municipal Court which will be call the Justice Building.

The City is seeking firms whose combination of experience and expertise will provide environmentally conscious, economic and social stewardship through sustainable building practices for City facilities and buildings. Thorough consideration shall be given to high-efficiency, low energy-consuming mechanical systems, passive energy reduction techniques, such as use of natural ventilation and abundant interior daylight systems wherever practical. The City of North Little Rock anticipates awarding a single contract for the services required.

Information related to this solicitation, including any addenda, will be posted to the City’s website at <http://www.nlr.gov>. For questions related to the Scope of Services part of this solicitation, contact:

Wm. Jay Kovach
North Little Rock Police Department Support Services Division Captain
200 West Pershing Blvd.
North Little Rock, AR 72114
Phone: 01-771-7115
E-mail: jay.kovach@nlrpolice.org

1.2 Project Overview

The City is planning to construct a new Justice Building. The exact timetable for construction has not yet been determined, although it is anticipated to begin in 2019. The Police portion of the building will house the entire police operations. This will include a property room for evidence storage, records retention area, holding/queuing facility for prisoners attending court, physical training area, interrogation rooms, crime lab, communications center, emergency operations center for disaster control, training classroom and briefing rooms, men’s and women’s locker rooms, kitchen, offices for administrative use, conference and meeting rooms to accommodate various size groups, a public community room, sally port area, undercover vehicle storage, sufficient on site secure parking, and other areas as necessary. The City is looking for a design that will meet the space needs for both current and long-term projected (20/30 years) operations.

The Courts section of the building will house the entire courts operations which will include court room(s), court administrative offices, conferencing rooms and

processing areas. The City would like the conference room, kitchen and some of the other rooms used by the Police Department made accessible to employees of the Courts.

In early 2018, the City contracted with a firm to work with City officials and employees to provide guidance for long-range facility planning and Needs Assessment Document. This information will be provided to the Architectural Firm once the Firm is selected.

Funding for this project is estimated to be \$20 million.

Upon selection of the most qualified applicant, the City will provide a Draft Agreement, which, upon execution, will be included in the “Contract Documents”.

2. RFQ SUBMISSION REQUIREMENTS AND DUE DATE

Required Information

- Type of Firm (e.g., sole proprietorship, partnership, corporation, LLC). If joint venture, give details, including relationship of the parties.
- Names of principals involved in the project.
- Résumés of key team members.
- Total number of staff.
- Number of registered architects.
- Description of the firm’s primary areas of design expertise.
- Portfolio of the firm’s experience with relevant government building and safety complex work (particularly police and courts buildings), including a list of projects of comparable size and complexity that the firm has designed in the last seven (7) years.
- Describe team member’s proposed role and relevant experience with projects of similar nature and size and any experience in and familiarity with development in North Little Rock.
- Description of your understanding and approach to the Project.

- Description of how the firm will manage the Project and résumés of the key individuals proposed to coordinate and lead this Project both during design and construction, including previous assignment information and positions held.
- List of all claims, disputes, arbitrations or litigation with which the firm has been involved in the past ten (10) years, with the status or outcome of the same, and including all pending claims or potential claims of which the firm is aware.
- Description of your experience in design of sustainable buildings.
- Ability to integrate various elements in the design of a project: functionality, ease of maintenance, sustainability, and durability.
- Ability to plan and execute work effectively, meet deadlines, and interface professionally with the City of North Little Rock officials.
- Provide information on the types and amounts of insurance carried by the respondent, including general liability, workers compensation, and professional liability coverage.
- List of current workload, including names of projects, construction dollar values, design start and anticipated completed dates, principals and project architects in charge.
- Additional information or comments for the Owner's consideration.
- Proposals must be received by 2:00 p.m., local time, on Friday, May 18, 2018. Submit/Deliver to the following address:
 Mary Beth Bowman
 Director of Commerce
 120 Main Street
 North Little Rock, AR 72114

Proposals received after that time and date will not be considered. Proposals will be opened publicly and will be reviewed by staff at a later date.

- Any cost incurred by respondents in preparing or submitting a proposal, participating in an onsite interview shall be the respondents' sole responsibility.
- All responses, inquiries or correspondence relating to this RFQ will become the property of the City.

- The City reserves the right to reject any or all proposals received or to request additional information as may be needed to determine qualifications. It is the intention of the City to negotiate a contract for services at fair and reasonable prices with what it determines to be the best qualified Architectural Firm.
- Proposals shall be enclosed in a sealed envelope or package and addressed to the City of North Little. The name and address of the firm, and the RFQ Title, shall be noted on the outside of the package. All items required for a responsive RFQ shall be included. It is the sole responsibility of the firm to ensure that the RFQ package is received no later than the established due date and time at the proper location. RFQs received after the due date and time will not be considered. RFQs submitted by facsimile or other electronic means will not be accepted. **Do not submit any price or fee information at this time. Firms providing such information as part of their response to this RFQ will be disqualified.**

3. **SUBMISSION FORMAT AND REQUIREMENTS**

Proposals should be formatted to 8.5" X 11" pages and contents bound in 3-ring loose-leaf binders. Minimum 10-point font. Submissions shall be sealed and clearly marked: **Architectural Services for Design of New Police/Courts Building**

Proposals should include but not be limited to the following information:

- **TAB 1 – COVER LETTER**

Provide a cover letter indicating your firm's understanding of the requirements relating to this proposal. The letter must be brief and form from the proposer that provides information regarding the firm's interest in and ability to perform the requirements of this RFQ. A person who is authorized by the organization to enter into an agreement with the City of North Little Rock will sign the letter. Please include all contact information.

- **TAB 2 – COMPANY BACKGROUND**

1. Years of business under present name.
2. Name and address of each office location.
3. Ownership Structure (Corporation/Partnership).
4. Names and titles of officers in the company.
5. Company trade organizations/associations/affiliations.

- **TAB 3 – TEAM QUALIFICATIONS**

1. Describe the architectural firm's qualifications and experience.
2. Indicate the person in charge of proposed design.

3. Provide resumes for key firm personnel that will be assigned to this project.
4. Provide a diagram of proposed organizational structure.

- **TAB 4 – PROJECT EXPERIENCE**

Demonstrate the firm’s qualifications and experience with relevant government building and safety complex work (particularly police and courts buildings), including a list of projects of comparable size and complexity that the firm has designed in the last seven (7) years.

- **TAB 5 – PROJECT APPROACH**

Discuss the proposed project approach to fulfill the scope of services listed within this RFQ.

- **TAB 6 – REFERENCES**

Include a minimum of five (5) references of similar size and scope projects completed within the last ten years. Indicate contact information for the project’s current point of contact.

- **TAB 7 – SUPPLEMENTAL INFORMATION**

Provide any other information you feel is appropriate to assist the review committee in architect selection.

Provide the original and four (4) copies of your submission along with a cover letter.

Mail or deliver no later than 2:00 p.m. Central Time on Friday, May 18, 2018 to the address below. Late submissions will not be accepted.

Mary Beth Bowman
Director of Commerce
120 Main Street
North Little Rock, AR 72114

All questions regarding the Scope of Services outlined in this RFQ shall be submitted in writing and directed to:

Wm. Jay Kovach
North Little Rock Police Department Support Services Division Captain
E-mail: jay.kovach@nlrpolice.org

Questions must be received by Thursday, May 10, 2018 no later than 3:00 p.m. CST. Questions initiated after May 10, 2018 will not be considered. Any additional information and/or clarification regarding this RFQ will be issued in the form of an addendum to this RFQ no later than May 11, 2018, and be posted at the following website: nlr.ar.gov

Click on Government, then click on Commerce under the Department List and go to Current Bids and Bid Summaries for addendums.

Respondents will be responsible for keeping abreast of the addenda as they are posted. All such addenda shall become a part of the RFQ and all Respondents shall be bound by such, whether or not received by the Respondent.

In order that the selection process is as objective as possible, please do not contact North Little Rock staff or officials other than as noted above.

4. Evaluation Criteria and Process

- Qualifications of the Firm;
- Relevant Past Project Experience of the Firm;
- Relevant Past Project Experience of Key Team Members;
- Resumes of Key Individuals;
- Familiarity with Local Conditions, Codes and Practices;
- Approach to Designing Sustainable Municipal Building Projects for New Facilities; and.
- Proposal Completeness.

The City will appoint an evaluation committee whose responsibilities will include performing technical evaluations of each SOQ and making selection recommendations based on the evaluation criteria provided above. Evaluations will focus on identifying the relative strengths, weaknesses, deficiencies, and risks associated with each SOQ. Interviews are not anticipated, but may be held at the discretion of the evaluation committee. The City reserves the right to obtain clarification or additional information from any firm regarding its proposal. The City reserves the sole right to select the most qualified firm(s) on the basis of best overall proposal(s) that is most advantageous to the City. Firms that submit SOQs will be notified of the selection results. Final approval of any selected firm is subject to the approval of City Council and/or City officials. RFQ's should be prepared simply and economically, providing a clear and concise description of the Firm's capabilities to satisfy the requirements of the request.

5. Scope of Services

The City of North Little Rock, AR will be building a Public Safety and Courts building called the Justice Building. The site location is in the 2900 block of Poplar St. which is within the city limits of our City. We are anticipating the size of this building to be approximately 60-70,000 square feet. This site selected currently houses the Arkansas National Guard Armory (Building #1 on the exhibit); a building of approximately 38000 square feet as well as the North Little Rock School District Administration Building (Building #2 on the exhibit); a building of approximately 18000 square feet. An aerial view of the property is attached as Exhibit "A".

We anticipate Building #1 demolition to begin in the fourth quarter of 2018. We have agreed to allow Building #2 to remain unmolested and used by the district in its current capacity until the completion of our construction project. Upon completion of construction project, the School District has 180 days to vacate Building #2 at which time it will be demolished.

Review of completed Space Needs Assessment, Conceptual Design and Design Development. The architect will conduct a review of the previously completed Space Needs Assessments and, using industry standards, project experience, and input from City Staff and 720 Design who has been contracted as a consultant by the City. Develop conceptual designs for the Public Safety and Courts building that will accommodate the Departments' anticipated needs for 40-50 years. Determine site needs, including assistance in identifying and analyzing the selected site for building placement and the future parking requirements after initial occupancy. This recommendation shall be presented to the City for review and comment.

Preparation of plans including a conceptual design and renderings of the public safety and courts building. Specifications and estimates adequate to bid a contract for the construction of the public safety and courts building including utilities and site improvement.

In addition to preparation of construction documents, specifications, construction cost estimates and timelines, the architect shall respond to all questions posed by prospective bidders during the construction bid process. The architect shall also prepare and distribute any necessary addenda, shall evaluate all bids and shall make a recommendation to the City regarding who the architect believes is the best responsive bid and why.

The architect shall expedite building permits and required approvals. The architect will also administer the construction contract and make periodic site visits during construction.

The City reserves the right to expand the original scope of work to include the preparation of plans and specifications for the construction of the public safety/courts project.

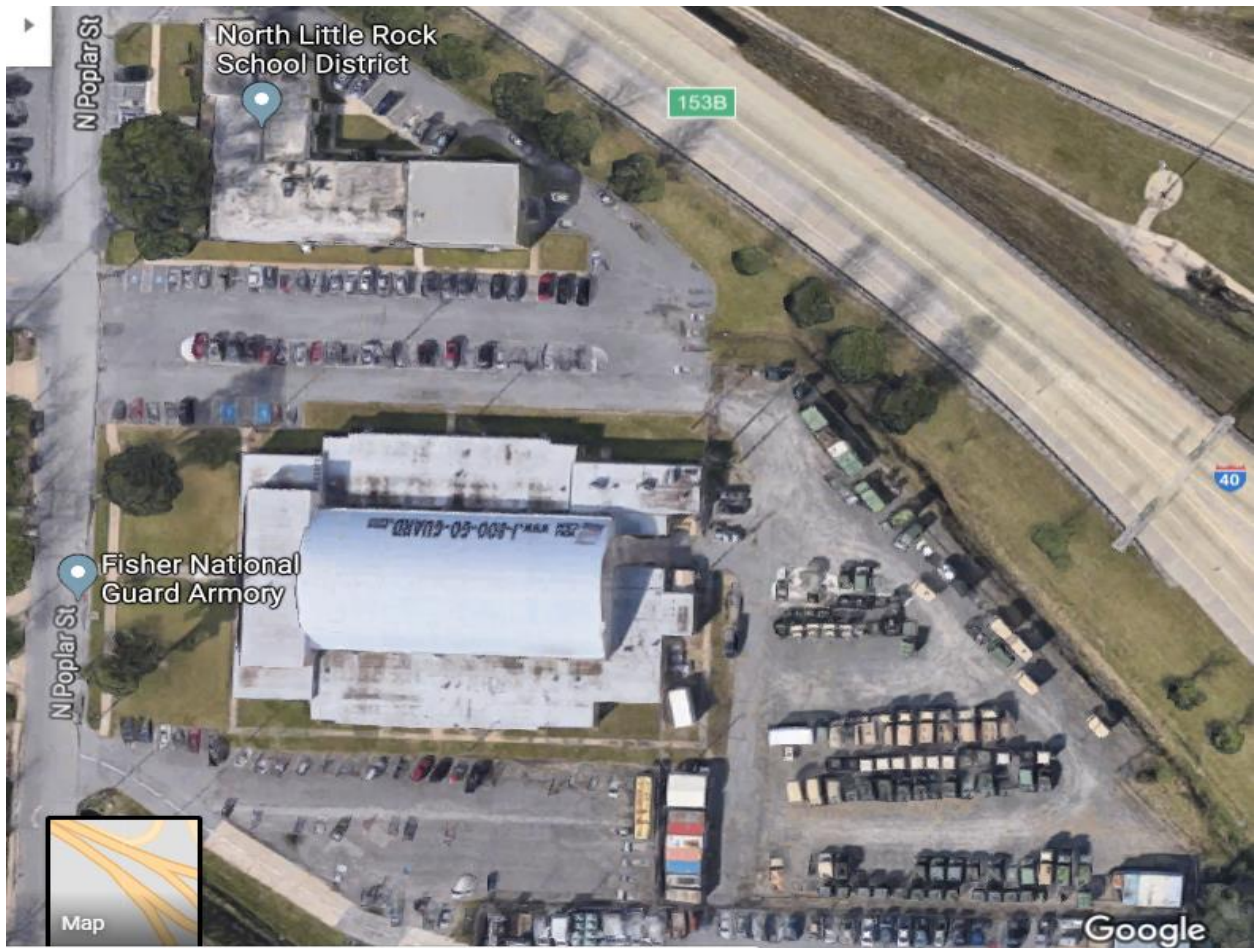
6. Interviews

After written proposals are received and initially evaluated, the Owner may require one or more of the Proposers to provide an oral presentation as a supplemental to their proposal. Any Candidate required to interview should be prepared to discuss and substantiate any area of their proposal. The Owner is under no obligation to grant interviews to any Candidate receiving a copy of this RFQ and/or submitting a written proposal in response to this RFQ. Any expenses incurred due to an interview will be the sole responsibility of the Proposer.

If the City does conduct interviews after narrowing the list of proposals, elaborate presentations and submittals during the interview process are not expected or requested. Each interview will last no more than three hours and will be conducted in the North Little Rock City Hall Conference Room located at 300 Main Street.

Exhibit "A"

The Fisher National Guard Armory will be demolished first and the Justice Building will be constructed on this property. The North Little Rock School District has 180 days to vacate Building #2 after the new Justice Building is completed.



REQUEST FOR QUALIFICATIONS

**Architectural Services
for
Design of New Justice Building
North Little Rock, Arkansas**

ACKNOWLEDGEMENT OF RECEIPT

Please fill in the requested information below as acknowledgement that you have received the Request for Qualifications noted above. If your firm is interested in participating, this sheet must be completed and returned to:

Mary Beth Bowman
Commerce Director
120 Main Street • North Little Rock, AR 72114
Telephone: 501-975-8880 • Fax: 501-975-8885
mbowman@nlr.ar.gov

Name of Firm: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

_____ YES Our company does have an interest in responding

_____ NO Our company does not have an interest in responding

Name (print): _____ Title: _____

Signature: _____ Date: _____

**NOTICE TO RESPONDENTS
PLEASE RETURN THIS SECTION UPON RECEIPT**