

**REQUEST FOR STATEMENTS OF QUALIFICATIONS
FOR
ARCHITECT SERVICES FOR THE CARSON CITY ANIMAL SERVICES FACILITY**

THIS IS NOT AN ORDER

ADVERTISED SOQ #1011-178
RELEASE DATE: November 23, 2010

Carson City invites consulting firms to submit Statement of Qualifications for professional architectural services for the Carson City Animal Services (CCAS) facility. Project includes site selection and design services for the construction of a New Animal Shelter. Proposals shall be submitted in accordance with the Documents and Requirements as set forth in the formal "Request for Statements of Qualifications."

SOQ's shall be submitted to the **CARSON CITY FINANCE DEPARTMENT**, 201 N. Carson Street, Suite 3, Carson City, Nevada 89701, by no later than 5:00 p.m. on January 19, 2010.

RECOMMENDATION FOR AWARD will be made by the Public Works Department based on the evaluation results of the City Technical Review and Selection Committee. The City Technical Review and Selection Committee may narrow the field to two or three short-listed consultants and may conduct possible oral interviews. Once the committee has short-listed the firms, the results will be posted on the City's Web Site @ www.carson.org/Index.aspx?page=998.

FINAL SELECTION will be made by the Public Works Director for Carson City.

PROVISIONS AND REQUIREMENTS

1 INTRODUCTION (General Information)

- 1.1 Carson City ...
The Agreement that will result from this "Request For Statements Of Qualifications" (SOQ's) will include space planning, site selection, conceptual design and cost estimates for a new Animal Shelter.
- 1.2 A City Technical Review and Selection Committee will evaluate the SOQ's submitted.
- 1.3 During evaluation, the City Technical Review and Selection Committee reserves the right, where it may serve the City's best interest, to request additional information or clarification from the Consulting Firm, or to allow corrections of errors or omissions. Oral interviews may be conducted by the City Technical Review and Selection Committee for the Consultants who submit a SOQ.
- 1.4 Submission of a SOQ indicates acceptance by the Consulting Firm of the conditions contained in this Request for Statements of Qualifications, unless clearly and specifically noted in the SOQ submitted and confirmed in the resultant contract between Carson City and the Firm selected.
- 1.5 The use of the term "firm" refers to Consultant Firms with certified personnel, doing business in the United States and duly registered in the state of Nevada with business license paid to the City and County of Carson City after selection of the firm. With this type of project, the City may accept one or more firms teaming up for joint venture with a Nevada-based firm to prepare the required services, but the City will recognize such a consortium as a single entity only with one juridical personality.
- 1.6 There is no expressed or implied intent or obligation for Carson City to reimburse responding firms for any expenses incurred in preparing proposals as well as travel expenses during interviews in response to this Request for Statements of Qualifications.
- 1.7 Carson City shall reserve the right to terminate any agreement resultant from this solicitation and subsequent action for cause but not limited to inadequacy of performance.

2 CARSON CITY CONTACT PERSON:

- 2.1 Until the receipt and opening of SOQ's, the firm's principal contact with Carson City will be as listed below. All questions are to be submitted in writing and potential firms will receive copies of all questions and answers except for the questions that are considered proprietary. Questions that are considered proprietary by Public Works will only be answered to the firm who asked the question. Questions will only be received through 12:00 p.m. on January 12, 2011.

Sandy Scott-Fisher, Purchasing and Contracts Coordinator
Carson Purchasing and Contracts Department
201 N. Carson Street, Suite 3
Carson City, NV 89701
775-283-7137/fax 775-887-2107
sscott@carson.org

PROVISIONS AND REQUIREMENTS

- 2.2 All contacts regarding the SOQ should be with the above-named individual only. Firms contacting other City staff, City officials, members of the Carson City Board of Supervisors, may be disqualified for doing so.

3 BACKGROUND INFORMATION:

- 3.1 Carson City Animal Services (CCAS) facility is currently out of date and in need of upgrades to accommodate increased animal populations.

4 PURPOSE:

- 4.1 The purpose of this request is to select a Consultant that will provide planning, design, and other professional services related to architecture for the Animal Shelter Facility, which may include the following:
- Space planning
 - Site analysis and selection review
 - Conceptual design studies for facility
 - Preliminary cost estimates

5 SOQ REQUIREMENTS:

5.1 Submission of SOQ:

- 5.1.1 Six (6) copies of the SOQ shall be submitted. All pages shall be 8.5 x 11 and a minimum font size of 10. The Proposal must be received on or before the date and time set for receipt of SOQ. **No fee schedule shall be included, otherwise the proposal will be disqualified.**

5.1.2 SOQ's shall contain the following information:

5.1.2.1 Firm Introduction (3 pages maximum)

5.1.2.2 Brief resumes of the pertinent in-house staff members and project experience (5 pages maximum)

5.1.2.3 Project specific information – Please provide the following information:

- a. List of personnel anticipated to participate on this project.
- b. Office location where a majority of work will be performed.
- c. List of sub-consultants to be used (if applicable).
- d. Examples of relevant projects performed. Each example should include the general project description, construction cost, consultant fee, owner representative name and phone number, key project personnel employed by your firm. Be sure to clearly define the role your firm had in the project.

5.1.2.4 Firms shall send their completed SOQ's to the following person at the address indicated. Further, they should indicate the SOQ number and Firm Name on the outside of the sealed Proposal Package to:

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Sandy Scott-Fisher, Purchasing and Contract Coordinator
Carson City Finance Department – Purchasing and Contracts
201 N. Carson Street, Suite 3
Carson City, Nevada 89701

6 EVALUATION OF PROPOSALS:

- 6.1 SOQ's submitted will be evaluated by the City Review & Selection Committee.
- 6.2 The Committee may call for **oral interviews**. The City reserves the right to retain all SOQ's submitted and use any idea in a SOQ regardless of whether or not said SOQ is selected.
- 6.3 The following will be evaluated in the selection process:
- Qualifications of Firm to provide service (Management Philosophy/Project Approach)
 - Professional qualifications of individuals to be assigned to project
 - Demonstrated Experience in such project as identified
 - Quality of services proposed and comprehensiveness of such projects
 - Ability to provide services within the identified reasonable time frames
 - Suitability of proposed approach
 - Meaningful utilization of technical experts
 - Project Manager must have key relevant experience for this project and demonstrate ability to manage the consultant team

7 RIGHT TO REJECT SOQ'S:

- 7.1 Submission of SOQ's indicates acceptance by the Consulting Firm of the conditions contained in this SOQ unless clearly and specifically noted in the SOQ submitted and confirmed in the subsequent contract between Carson City and the Consulting Firm selected.
- 7.2 Carson City reserves the right to reject any or all proposals and to award to the firm the City deems most qualified and whose award of the contract will accrue to the best interests of the City.
- 7.3 **Late SOQ's will not be accepted**. Prospective firms are held responsible that their proposals arrive at the Carson City Finance Department - Purchasing & Contracts on or before the designated time and date.

8 WITHDRAWAL OF SOQ's:

- 8.1 Requests to withdraw SOQ received after the time and date set for opening and acknowledging SOQ's will not be considered.

9 CONTRACT TERMINATION:

- 9.1 Carson City reserves the right to terminate the agreement if the Consultant does not perform as required by the terms of the agreement. Reasons for termination may include, but not are not limited, to the following:

PROVISIONS AND REQUIREMENTS

- 9.1.1 Failure to provide sufficient personnel as identified in the SOQ.
- 9.1.2 Failure to provide the principal Team as submitted.
- 9.1.3 Substitution of the Team or other identified personnel without prior approval of Carson City.

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