

The Haines Borough

Request for Qualifications

For Professional Design Services for a new Community Center

Haines, Alaska
10/27/2011

1. SUMMARY STATEMENT

The Haines Borough is soliciting Statements of Qualifications to provide professional design services related to a new Community Center to be located in Haines, Alaska. Inquiries and Statements should be directed to:

Office of the Borough Clerk
Haines Borough Administration
P.O. Box 1209
103 Third Avenue
Haines, Alaska 99827
(907) 766-2716 ext 31 or 60

A total of one signed original and 10 copies of the Qualifications Statement should be submitted by 4pm, Alaska Standard Time on Friday, December 9, 2011. Electronically submitted Qualification Statements in Adobe format received by the deadline will also be accepted. Fax submittals are NOT acceptable.

2. PROJECT OVERVIEW

The supplemental information referenced in Section 2.1 may be found at the Haines Borough website.

2.1 Project Background

The Borough completed construction of a new Elementary/Middle school in 2007. The new facility created the opportunity to evaluate a number of reuse and redevelopment options to address the facility needs of the Borough. The Borough has been exploring options of how to best reprogram existing facilities or construct new facilities to meet the needs of a wide range of Borough departments and non-profit organizations.

The old K-2 and Elementary/Middle schools were located on property bounded by Main Street and Third and Fifth Avenues in Haines. A definitive location for the new Community Center has not been selected although the old school site is the most likely location.

The K-2 building has been demolished. A contract has been approved to demolish the old Elementary/Middle school with a completion date scheduled at the end of November 2011. A soils investigation is underway at the old K-2 location. Contamination was encountered and a remediation plan is being developed. The final resolution of this area is unknown. If the contaminated soils are left in place this could affect the site layout on this parcel.

The Borough had previously retained MRV Architects to look at Community Center options. The initial study investigated some of the Haines facility needs and evaluated reuse of the former school (14,423 sf) and Borough office (3,306 sf). MRV interviewed a number of potential user groups having a wide range of space needs and presented their findings in May 2011. As part of this study, three primary options and other less refined options were developed. All options assumed reuse of the surplus school buildings. The available space (17,729 sf) was substantially

less than the user group identified needs of over 47,000 sf. The exercise confirmed that meeting Haines's facility needs would have to be done in a measured and phased approach.

Subsequent to the May 2011 study the Borough Assembly decided to demolish the old school buildings. This freed up the old school site for potential construction of a new Community Center and/or other facilities.

Haines has other facility needs beyond what is envisioned as being included in the Community Center. Facility Assessment reports have been prepared for a number of their facilities including the Borough Administration, Public Safety, Human Resources, Chilkat Center for the Performing Arts, and Pool buildings. These reports are available on the Haines website.

2.2 Project Description

The Borough would like to construct a Community Center that is feasible, right sized, energy and operationally efficient, thoughtfully located, easy to maintain and considered by the community to be an architectural asset.

The Borough anticipates a phased development program. The initial construction project has not been firmly defined but the first phase is nominally envisioned to include Borough administrative offices and a recreation center. The initial scope of redevelopment could shift and other phases could be added with time.

Sustainable practices as applied to the Haines environment are required. Key examples include, but are not limited to, light penetration and balance, efficient building envelope and roof systems, storm water management, heating and ventilating systems that minimize energy costs but maintain indoor air quality and electrical systems that minimize power consumption.

2.3 Project Site

A firm location for the Community Center has not been identified. Discussions to date have primarily focused on reuse of the old school site. As part of the initial scoping, the Borough would like to confirm the best location for the Community Center. An abbreviated site selection evaluation with a public process component is anticipated. In the event the old school site property adjoining Main Street is selected the Borough would like to thoughtfully site the Community Center to allow for future additions or new construction.

Platting services may be required. Additional soils investigation and a foundation recommendation may also be required.

2.4 Project Budget

An order of magnitude Project Cost Estimate has not been developed and will be a function of the selected scope. The project is in the preliminary funding stages. The lack of defined funding dictates the professional services detailed in this RFQ will be done in a phased and incremental manner. It is anticipated that after definition of the initial services and successful negotiations the contract will be presented to the Assembly for funding and approval.

A plan of finance has not been developed. It is anticipated a combination of fund balance, other Borough appropriations, grants, and bond funding will be employed. It is anticipated the Architect will provide additional services to help refine both the scope of construction of the

Community Center as well as other facilities. The Borough anticipates the latter being done in a feasibility study looking at scoping, options and life cycle costs. Past successful experience of the proposer in performing feasibility studies of this nature and on helping deliver projects with funding uncertainties is desired.

2.5 Project Schedule

While a desired schedule has not been developed the goal is to start construction by the spring of 2014.

2.6 Project Approach

The Haines Borough may use a Construction Manager at Risk model for procuring construction. If this approach is used, the Construction Manager will likely be selected early in the design process. Experience with this contracting approach is desired.

2.7 Project Management

The Borough anticipates creation of a Steering Committee to help guide the scoping and other aspects of the project. It is anticipated the Committee will include Assembly and other community members. The Committee will serve in an advisory capacity with the Borough Administration retaining the overall decision making authority.

3. Design Team Selection Process

Architect's Qualifications Statements will be reviewed by a Selection Committee established by the Haines Borough. The top ranked respondents will be short listed. The Selection Committee may, at its discretion, decide to interview the short listed firms. The Committee will recommend the most highly qualified firm to the Borough Manager who will make a recommendation to the Borough Assembly for final approval. A Selection Committee member or designee may contact listed references. The selection process will comply with the Borough's procurement requirements to ensure a fair and open competition.

4. Scope of Work

The Architect will provide an architectural/engineering team to perform professional design services for the new Haines Community Center and other related services. The professional services will include architectural, planning, landscape, civil, structural, mechanical and electrical, cost estimating and other specialties as required.

It is anticipated that services will be requested in an incremental and task based approach. This is necessitated by the fluid nature of the scope and the lack of full funding. The Borough desires the Architect and key sub-consultants to have experience in helping public sector clients successfully deliver projects using this phased approach.

The initial work efforts are anticipated to include scoping the initial Community Center including an abbreviated site selection effort, additional programming as required, related public meetings, preparation of a cost estimate, and providing renderings to support the capital fund raising efforts. As part of the scoping effort for the initial Community Center construction the Borough would like an

analysis of the annual operating costs including avoided costs of the Borough Departments moving into the new facility.

The work will include a public involvement process to gather community input and build consensus for the initial construction. Public involvement efforts are also anticipated in subsequent design stages.

A concept master plan for the old school site may be included in the initial phase of work. It is anticipated future task orders will be provided for Schematic, Design Development and Construction Documents phases and other additional services. Other potential task based services include feasibility studies and additional programming for other facilities and/or user groups; Energy modeling and life cycle cost reviews to minimize long term energy costs; Geotechnical; Platting and other survey work; and Bidding and Construction Administration services. Interior design services including preparation of bid documents for the procurement of the Furniture, Fixtures, and Equipment may be added in the event full funding is obtained. As the scope of the project becomes more defined and additional funding is obtained a lump sum contract may be negotiated.

5. Selection Criteria

The following criteria will be the basis of evaluation. Each criterion is followed by its relative weight:

- Specialized experience and technical competence of the firm, consultants, and key personnel in design of similar public facilities, particularly Community Centers, or other projects of similar size and scope, and facilities located in similar remote Alaska and coastal environments: (30)
- Specialized experience and technical competence of the firm, consultants, and key personnel in design of energy efficient public facilities: (15)
- Previous experience of the architectural team, particularly the project manager, on successful delivery of funding constrained projects on a task based approval process: (15)
- Past performance on projects in terms of quality, cost control, and schedule: (15)
- Commitment statements of PM and staff availability during the project time period taking into consideration the current and planned workload of the firm. (10)
- Project approach and ability to successfully manage the project: (15)

6. Selection Schedule

The following is the anticipated schedule for the Design Team selection process. All dates are approximate and contingent upon the completion of previous activities.

Request for Qualifications Issued:	November 10, 2011
Qualifications Statements Due:	December 9, 2011
Review:	December 12-16, 2011
Interviews:	December 19-22, 2011
Assembly Contract/Funding Approval:	January 24, 2012
Notice of Intent to Award:	January 25, 2012
Notice to Proceed:	Following submittal of required documents by contractor (licensing, insurance, signed agreement, etc.)

7. Qualifications Content and Format

Qualifications Statements should respond directly to the evaluation criteria for this project. Additional material (other than that requested below) is not required or desired. Clarity and brevity are encouraged. Limit submittals as follows:

Cover Letter	2 pages maximum
Response to Criteria	15 pages maximum
Resumes	2 pages maximum each

One page is defined as one side of a standard 8 ½" by 11" sheet of paper. Submittals shall be presented in 8 ½" by 11" format. A limited number of larger sheets may be included if folded to the 8 ½" by 11" format. Larger sheets will count as two pages. Tabs and/or divider pages do not count against the maximums. Small print should be avoided. The following addresses the specific content expected for each section.

7.1 Cover Letter

Briefly state your team's understanding of the services to be performed and why your team is the best qualified to provide them. Describe the team make up and organizational relationships. Provide the name and contact information of the individual authorized to make representations and commitments for your firm.

7.2 Response to Criteria

- **Specialized experience and technical competence of the firm, consultants, and key personnel in design of similar public facilities, particularly Community Centers or other projects of similar size and scope, and facilities located in a similar remote Alaska and coastal environment: (30)**

Provide a summary of recent projects involving design of public community center and administrative facilities, or projects of similar size or scope, and facilities located in a similar Alaska remote and coastal environment for each of the major team members and their key personnel. For each project include information on the firm's/individual's role on the project, the size and scope of the project, examples of how the design responded to any special requirements, and a name and contact information for the Owner or Owner's representative.

- **Specialized experience and technical competence of the firm, consultants, and key personnel in design of energy efficient public facilities: (15)**

Provide a summary of recent projects, preferably public facilities of similar scope, requiring an emphasis on energy efficiency. Describe any innovative approaches and outcomes. The response shall specifically include the proposed mechanical and electrical engineers' experience in energy efficiency. For each project include information on the firm's/individual's role on the project, the scope and size of the project, and a name and contact information for the Owner or Owner's representative.

- **Previous experience of the architectural team, particularly the project manager, on successful delivery of funding constrained projects on a task based approval process: (15)**

Provide a summary of projects, detailing at least three projects managed by the key project leadership where the team successfully delivered projects where the scope and budget were not fully defined at the start of the project.

- **Past performance on projects in terms of quality, cost control, and schedule: (15)**

Using at least five of the projects listed in the three bullets above; discuss the firm's performance in terms of staying within the available project budget and staying on schedule. Indicate any awards received or other evidence of quality of design. Identify any law suits your firm has been involved in. Include references with contact information of project owners for at least five projects.

- **Commitment statements of PM and staff availability during the project time period taking into consideration the current and planned workload of the firm: (10)**

Provide a chart detailing availability of key project staff for 2012.

- **Project approach and ability to successfully manage the project: (15)**

Provide a work plan demonstrating your approach to this project. At a minimum the following should be addressed:

- *Describe your teams' design approach. Explain how you will help the Owner refine the scope and move forward with design.*
- *Explain how you will administer the task based services both internally and with your sub-consultants.*
- *Describe how you will manage the site selection effort.*
- *What is your approach to public involvement and how will it be encouraged?*
- *How will you insure energy efficiency is achieved?*
- *How will operational efficiency, as impacted by the facility design, be ensured?*
- *How will you analyze projected operating costs for the new facility?*

Provide an organizational chart indicating roles and lines of authority. Discuss what you see to be the primary challenge(s) of this project and your approach to meeting them.

7.3 Resumes

Provide resumes for key personnel who will be assigned to this project. Include references with contact information for the two most recent relevant projects for each key individual.

8. Submittal Requirements and Information

To be considered, all Qualification Statements must be delivered to the address below, on or before the deadline, and in the number of copies required.

Deadline – All Qualifications must be received by in the offices of the Borough Clerk no later than **4:00 PM Alaska Standard Time on Friday, December 9, 2011.**

Delivery Instructions – mail, hand- or courier-deliver sealed envelope to:

The Haines Borough
Request for Qualifications for Professional Design Services

Office of the Borough Clerk
Haines Borough Administration
P.O. Box 1209
103 Third Avenue
Haines, Alaska 99827
jcozzi@haines.ak.us

Electronically submitted Qualifications in Adobe pdf format received by the deadline will be acceptable. Faxed Qualifications will not be accepted.

If submitting by mail or by hand, mark the envelopes to identify the project "*Haines Community Center Statement of Qualifications: Professional Design Services*".

Required Number of Copies – If by mail or hand-delivery: provide one signed original and 10 copies of the Qualifications Statement. If by electronic mail (email), attach one Adobe pdf.

The Haines Borough reserves the right to reject or accept any or all Qualifications, to waive irregularities or informalities in the Statement, and to give particular attention to the qualifications of the Proposer.

The Borough reserves the right to issue written addenda to revise or clarify the RFQ, respond to questions, and/or extend or shorten the due date of the Qualifications Statement.

The Borough retains the right to cancel the RFQ process if it is in their best interest. Any cost incurred by proposers for the preparation and submittal of the statement is the sole responsibility of the proposer.

A statement may be corrected or withdrawn by a written request received prior to the deadline for receipt of statements.

All Qualification Statements become part of the public record and no part of any statement may be confidential.

All Statements and other material submitted become Borough property and may be returned only at the Borough's option.

The Borough does not assume responsibility or liability for the transmission, delay, or delivery of qualifications by either public or private carriers.

Any and all media announcements pertaining to this RFQ require the Borough's prior written approval.

This RFQ does not obligate the Borough or the selected proposer until a contract is signed and approved by all parties.

Questions regarding the project or this RFQ should be submitted in writing to:

Office of the Borough Clerk
Haines Borough Administration
P.O. Box 1209
103 Third Avenue
Haines, Alaska 99827
jcozzi@haines.ak.us

Substantive issues will be addressed in a written addendum to the RFQ.