



“Healthy People in Healthy Communities”

July 13, 2017

AMENDED NOTICE OF REQUEST FOR PROPOSALS FOR ARCHITECTURAL SERVICES

Central District Health Department is seeking the services of a professional architect(s) to provide design and construction administration services related to a health facility remodel located in Ada County. The primary objective of this project is to fully integrate our clinical services and to look for opportunities to bring the staff of our other two divisions closer together.

Proposals for furnishing architectural services for the agency will be received at Central District Health Department’s Boise office until 12:00 p.m. (noon), July 24, 2017. Please state "Architectural Services Proposals" on the outside of the response package. This solicitation is being offered in accordance with Idaho State statutes governing procurement of professional services.

Questions that arise as a result of the Request for Proposals should be addressed in writing to:

Mark Riley, Facilities/Project Manager
Central District Health Department
707 N Armstrong Place
Boise, ID 83704
e-mail: mriley@cdhd.idaho.gov

One project is being considered. The project will be funded by District funds. Central District Health Department will administer the project according to the terms and conditions of the award and State rules and statutes.

DESCRIPTION OF PROJECT

The project consists of professional architectural/engineering services (mechanical, electrical, and structural) for the remodel of the existing 42,500 sq. ft. Boise facility based upon an existing conceptual design and phased approach. Of the total square footage, approximately 24,000 sq. ft. will be remodeled. This includes approximately 13,000 sq. ft. as major work and the remaining 11,000 sq. ft. as minimal fit and finish.

REQUIRED SERVICES

The District is requesting proposals for full services from design development (based upon existing conceptual design and phased approach) through construction administration and closeout.

A relatively complete construction cost estimate will be required following the design development phase and must be updated at each additional phase.

SERVING ADA, BOISE, ELMORE AND VALLEY COUNTIES

The architect will be responsible for design development, construction documents, bidding assistance, and construction administration through closeout.

Other services to be provided will include but will not be limited to:

- preparing the construction bid package in conformance with applicable State requirements;
- providing addenda bulletins and participating in an on-site pre-bid walk-thru as needed;
- participating in the pre-construction conference;
- reviewing and approving all contractor requests for payment and submitting approved requests to Central District Health Department;
- preparing progress reports and providing updates at construction meetings and at other special public meetings as requested;
- providing reproducible plan drawings (electronic copy) to the District upon project completion;
- conducting final inspection and testing; and
- reviewing an operation and maintenance manual as needed.

The architect selected will make a presentation (at a future date) including reproducible plan drawings to the Central District Health Department Board of Health, for the purpose of obtaining formal Board approval to proceed with construction. Design strategies and value engineering, code compliance, energy efficiency, and building maintenance concerns should be incorporated into the presentation.

During the construction phase, the architect will be required to meet at least biweekly with the project manager for the purpose of reporting construction progress to date. Pay applications may be reviewed with the Project Manager at this time.

PROPOSAL CONTENT

- A. **Basic Qualifications:** Provide basic data relative to firm's size, history, personnel, special expertise, and general credits. Please identify the firm's previous experience with general office and health care facilities. Individual resumes, awards, associations, etc., may be included. Office brochures should be submitted separately, as supplemental data.

The District reserves the right to investigate and confirm the proposer's financial responsibility.

- B. **Specific Qualifications:** List the team expected to accomplish this work including anticipated consultants. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications. Provide a list of at least five (5) projects, with brief descriptions which show ability to complete projects of this scope.
- C. **Approach to Project:** Include a statement of your approach to this specific project, including understanding of agency needs and design philosophy; alternative concepts; methods to be used to control costs, maximize construction economy, and insure operational effectiveness; and project management. Limit to two pages.

- D. **Past Performance:** Submit reference letters from prior clients or client representatives. Letters from projects listed in item B are preferable.
- E. **Examples of Work:** Renderings, photographs, preliminary drawings, working drawings, and specifications may be submitted as examples of your work.
- F. **Special Requirements:** Provide information regarding specific involvement with this project or a special expertise in this type of project.
- G. **Format:** To assist evaluation, format the proposal similar to the headings listed above. Submit two (2) copies of the proposal and one (1) each of other data, i.e., examples of work.

EVALUATION

Evaluation will be conducted by the building planning committee of Central District Health Department, who will rank the proposals and interview the final candidate(s).

The building planning committee consists of: Board of Health representative(s), District Director, Chief Operations Officer, and Facilities/Project Manager.

After interviewing the selected candidate(s), the District will again rank the proposals to determine the final point score.

Criteria for evaluation ranking include:

1. Professional qualifications	35 points
2. Experience with similar projects	35 points
3. Project and management approach	30 points
TOTAL	100 points

SELECTION

Upon selection, the District will issue a letter of intent. However, final award is contingent upon the successful negotiation of a contract. The District reserves the right to reject any or all proposals received as a result of this request.

PROPOSED TIMELINE

Facility tour for interested parties	July 10, 2017 (9:00 a.m.) July 13, 2017 (2:00 p.m.)
Proposals due	July 24, 2017
Oral interviews	July 26 - August 1, 2017
Procurement decision/Contract negotiated	September 1, 2017
Construction documents completed/ Design development presentation	March, 2018
Construction bidding/ Construction contract award	April, 2018
Construction begins	May, 2018

Attachments: Current floor plans
Conceptual design plans
Remodel phasing plans
