

KENNEWICK IRRIGATION DISTRICT
REQUEST FOR QUALIFICATIONS
Administrative Office Building

NOTICE

The Kennewick Irrigation District (KID or District) is requesting Qualifications (RFQ) from qualified individuals and or firms for the design and construction management of a 15,000 s.f. steel building including all civil engineering and permitting requirements.

This project is required to be ready for occupancy by February 1, 2016.

SUBMISSION OF PROPOSAL

To receive consideration, responses must be submitted in accordance with the following instructions:

1. All response submittals shall be sealed and delivered to the:
Kennewick Irrigation District – Attention District Manager
12 West Kennewick Ave
Kennewick, WA 99336;
2. Submit six (6) copies of the response by 2:00 p.m. April 15, 2015 ;and
3. The envelope must be clearly marked “ADMINISTRATIVE BUILDING”;and
4. Modifications to submissions may be submitted prior to the date and time specified for receipt of submissions; and
5. Mandatory attendance to a Pre-Submittal Conference at 2:00 p.m. on April 7, 2015
6. The District reserves the right to reject any and all responses, and has the right, at its sole discretion, to accept the submittal it considers most favorable to the District’s interest and the right to waive minor irregularities in procedures.

March 18, 2015

Charles Freeman, District Manager

KENNEWICK IRRIGATION DISTRICT
ADMINISTRATIVE OFFICE BUILDING
INSTRUCTIONS TO SUBMITTERS

I. INTRODUCTION AND BACKGROUND

The Kennewick Irrigation District is soliciting qualifications (RFQ) from qualified individuals and firms for services that will design and construct a new 15,000 s.f. steel administrative office building on District owned property located at 2015 S. Ely St. Kennewick, WA.

II. SCOPE OF SERVICES

A. Services – Generally

The conceptual design is for a 15,000 square foot steel building that measures 80 feet by 190 feet and includes a finished interior of offices, board room, break room, training room, conference rooms, public restroom facilities, staff restroom that include locker room and shower facilities.

B. Project Goals

- Design a facility that minimizes total cost of ownership by designing for low initial cost, low energy consumption and low, long term maintenance cost;
- Create a facility that maximizes the opportunities of the existing site including traffic flow, circulation and utilities;
- Promote collaborative spatial utilization between different work groups; e.g. finance, customer service, engineering and operations;
- A drought resistant approach to landscaping to be applied to site.
- Provide the district bid ready plan set that includes:
 - a site plan;
 - utility plan;
 - building exterior elevations: vertical cross sections detailing exterior wall components as well as thermal and weather seal envelope components;
 - structural that includes recommending steel building and corresponding foundation design, roof structure, supporting walls and columns;
 - building interior: all floor plans, indicating room names, square footage, circulation (horizontal and vertical); ADA Accessibility Requirements; Building Services indicating all mechanical, electrical, IT and other service areas;
 - Plumbing: Fixtures – show locations of all plumbing fixtures specifying brand and model of each fixture;

- Mechanical: provide HVAC system plan, indicating any shafts, duct mainlines and specific air handing equipment;
- Fire Protection: show connections to utilities on the mechanical plans; Fire Alarm: show panel locations;
- Electrical: provide interior and exterior lighting plan; show main distribution room locations and transformer locations;
- Telecommunications: show locations of closets and cable trays;
- Landscape plan

III. PROPOSAL REQUIREMENTS

Following the mandatory pre award on meeting on April 7, 2015 starting at 2:00 p.m., each proposal should include the following:

A. Cover Letter

All proposals must include a cover letter to the attention of Charles Freeman, District Manager, signed by a person legally authorized to bind the applicant to its proposal. The letter shall include a brief overview of your approach to the project.

B. Experience

Specialized experience and technical competence of proposer and their team in similar project scope. Identify recent experience and expertise with similar type of project including:

1. Design and construction management of steel building project for administrative, civic or public safety types of uses;
2. Design Build experience with a project of similar size, use and complexity (this option may be exercised at the owners discretion);
3. Experience with various city, county, police, fire permitting agencies;

A list of memberships in professional organizations, special training, licenses and experience shall be included in the submittal. The Contractor must be licensed in WA state.

C. Project Team

Describe the proposed project team. Who will be the key contacts and leaders of the team and discuss who will interact with the District. Please provide resumes of all key personnel who will conduct any work on this Project .

Please provide the proposed staffing or total number of persons you plan to have available to assist with regard to this proposal.

D. References

A professional profile of the Contractor including a list of at least three references from public entities the Contractor has provided similar services to. Include the scope of work, budget, timeline and change order report.

E. Project Schedule

A project timeline shall be provided to the district 10 days following award. Building specifications to be provided to the owner by and the building on order with a manufacturer by May 18, 2015; schematic design to be completed by June 29, 2015; construction of building and

interior to begin immediately following the delivery of the building estimated to be on site July 20, 2015; all Civil work including all site work to be completed and certificate of occupancy issued by February 1, 2016.

IV. EVALUATION PROCESS

A. Project Approach ~ 40%

Evaluations will be performed to determine proposer understanding of the work to be performed, understanding and commitment to the timeline, overall approach to the project, potential for completing the work as specified in the Scope of Services. Award will be made to the proposer whose conformance to the RFQ is considered most advantageous to the District, considering the Evaluation Criteria in this section.

B. Personnel Proposals, Project Organization and Experience ~ 10%

Proposals will be evaluated considering the proposer's technical and analytical experience, proposals, and the availability of personnel who are proposed to work on the project that include their resumes'.

C. Relevant Past and Present Performance Criteria ~ 35%

Assessment of the proposer's past and present performance will be evaluated relative to the capability to meet the requirements contained herein. Additionally, quality of service, customer satisfaction, cost control and timeliness will be evaluated.

D. Capacity to Perform Work ~ 15%

The applicant's capacity to perform work in the prescribed time frame considering the applicant's team current and planned workload. Describe the applicant's ability to provide the technical disciplines and services required to cover the work required by the project.

V. GENERAL INFORMATION

A. Selection Process

Additional information, interviews and or presentations may be required at the option of the District. In no event shall the District or its Board, Officers or employees be liable for any costs incurred for the preparation of and participation in the submission of responses to this request or subsequent interviews of persons or companies.

B. Compliance with Rules

Proposers responding to this RFQ must follow its procedures and requirements. Failure to comply with any portion of this RFQ may result with the rejection of your Proposal.

C. Proposal Withdrawal

Any proposal may be withdrawn at any time before the "Proposal Due" date and time by providing a written request for the withdrawal to the District Manager. A duly authorized

representative of the submitting entity shall make the request. Withdrawal of a Proposal will not preclude the proposer from filing a new proposal as long as it's prior to the close date.

D. Appeals

Proposers who wish to appeal a disqualification of their proposal or the award of contract may submit the appeal in writing to the District Manager's Office within five (5) working days of the postmarked Notice of Award or disqualification. Disagreement with the process, e.g., scoring by evaluators, or otherwise, is not subject to appeal.

E. Ownership of Documents

Any material submitted by a proposer shall become the property of the District. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

F. Public Record

All Proposers and information submitted by proposers are not open for public inspection until after the notice of intent to award a contract is issued. Except for exempt materials, all Proposers and information submitted by proposers will be available for viewing after the evaluation process is complete and the notice of intent to award is sent to all participating parties.

G. Confidentiality of Information

All information and data furnished to the proposer by the District and all other documents to which the proposer's employees have access during the preparation and submittal shall be treated as confidential to the District. Any oral or written disclosure to unauthorized individuals is prohibited.