



REQUEST FOR PROPOSALS

Architectural and Engineering Services for New City Hall Facility Remodel

**Requested by:
City of Billings Facilities Division**

October 14, 2021



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SECTION 1: General Information

1.1 Purpose

The City of Billings is soliciting proposals from qualified Consultants to provide architectural and engineering design services necessary to remodel an existing building the City purchased located at 316 N 26th St W, Billings, MT, 59101.

The selected firm may be required to make an oral presentation to City Council. The selected firm must have extensive experience in Municipal Facility Design, specifically with courts, police, city department operations, and centralized city services.

Respondents must provide at least three references for projects demonstrating said experience. Respondents shall provide reference contact information for verification.

Respondents must provide a comprehensive narrative explaining their process and approach to planning, design, and execution of this project.

- A. **Phase I** – The successful firm will develop a comprehensive plan for the City of Billings for a phased build-out of the New City Hall facility to meet current and future needs of the city departments to be relocated to the facility. The firm should analyze existing facilities and processes, develop conceptual designs and provide enough detail to derive good cost estimates of approved concepts.
- B. **Phase II** – Upon completion of Phase One and approval of funding, the City of Billings intends to retain the successful firm to provide final design and specifications for Bidding documents and Construction Administration Services for adherence to specifications and design throughout the project.

The firm will work closely with City Staff to develop an understanding of the needs and the processes within the individual departments and divisions, as well as citywide needs.

The New City Hall Facility plan should include consideration of the findings within the City's Facilities Master Plan developed with CTA Architects Engineers and CGL Companies in September of 2015 and revised in December of 2019.



1.2 General Submission Information

The Facilities Division intends to award a single contract for architectural and engineering services. The proposal should address the Consultant's capabilities for performing all aspects of the project development process while presenting specific project information and substantiating the Consultant's methodologies and approach for completing the work requested.

1.3 Questions

Questions regarding this proposal shall be submitted by using **Attachment B: Master Q & A Form**, and submit to:

City of Billings
Attention: Jessica Iverson
Building and Facilities Manager
2528 3rd Ave N, 4th Floor
Billings, MT 59101
406-657-8271
iversonj@billingsmt.gov

1.4 Preparation Costs

The City shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest-ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

SECTION 2: Rules Governing Competition

2.1 Examination of Proposals

Proposers should carefully examine the entire RFP, any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the Work and the conditions likely to be encountered in performing the Work.



2.2 Proposal Acceptance Period

Award of this proposal is anticipated to be announced within **forty-five (45) calendar days**, although all offers must be completed and irrevocable for **ninety (90) days** following the submission date.

2.3 Confidentiality

The content of all proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be placed on:

- Conformance to the RFP instructions
- Responsiveness to the RFP requirements
- Overall completeness and clarity of content

2.5 Signature Requirements

All proposals must be signed. An officer or other agent of a corporate vendor, if authorized to sign Contracts on its behalf; a member of a partnership; the owner of a privately owned vendor; or other agent if properly authorized by a Power of Attorney or equivalent document may sign a proposal. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

2.6 Proposal Submission

Five (5) hard copies, with one electronic copy (PDF on thumb drive or emailed to iversonj@billingsmt.gov), of the proposal must be received by the City prior to 4:00 PM, Wednesday, November 10, 2021. Proposals shall be mailed to:

City of Billings
Attention: Jessica Iverson
Building and Facilities Manager
2825 3rd Ave N, 4th Floor
Billings, MT 59101

210 North 27th Street P.O. Box 1178, Billings, MT 59101



2.7 News Releases

News releases pertaining to the award resulting from the RFPs shall not be made without prior written approval of the City of Billings Facilities Division.

2.8 Disposition of Proposals

All materials submitted in response to this RFP become the property of the City of Billings. One copy shall be retained for the official files of the Facilities Division and will become public record after award of the Contract.

2.9 Modification/Withdrawal of Proposals

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified proposal prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the City after the date of receipt and following oral presentations.

2.10 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Municipality.

2.11 Late Submissions

PROPOSALS NOT RECEIVED PRIOR TO THE DATE AND TIME SPECIFIED IN THE ADVERTISEMENT (4:00 PM, November 10, 2021) WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD.

2.12 Rejection of Proposals

The City of Billings reserves the right to reject any or all proposals if determined to be in the best interest of the City.



SECTION 3: Scope of Work

3.1 Type of Services

Below is a general outline of the anticipated scope of work. However, the final scope of work will be negotiated with the successful proposer.

Phase I: Master Planning and Preliminary Design

The successful firm will develop a comprehensive Master Plan for the City of Billings for remodeling approximately 100,000 sq ft of the recently acquired building located at 316 N 26th Street, for a new Law and Justice Center and City Offices, which will include the following departments:

- City Administration
- City Attorney
- City Council
- Facilities Management
- Finance
- Human Resources
- Information Technology (IT)
- Municipal Court
- Parks, Recreation and Public Lands – Administration
- Building
- Planning
- Community Development
- Code Enforcement
- Police – Administration/Records
- Police – Detectives
- Police – Drug & Fugitives
- Public Works Administration
- Engineering

Support and shared spaces, such as community space, conference rooms, break rooms and collaboration spaces of different sizes must be incorporated into the design.

Phase I report should include a detailed plan for each department's build-out, recommended location and area for each department within the building and methodology for co-locations with other departments. Proposal shall include costing and evaluation of options, including recommendations regarding sequencing and phasing.



The firm should analyze existing facilities and processes, develop conceptual designs and be detailed enough to derive good cost estimates of approved concepts.

Phase II: Final Design Services

The successful firm will provide final design services and provide final detailed drawings and specifications for the City's Bidding Documents and provide some construction oversight services to assure compliance of construction to design and meeting all specifications and best construction standards. The professional services will include, but not necessarily be limited to the following:

1. Meet with City Staff as necessary.
2. Obtain programming information as necessary and determine a base layout.
3. Conduct multiple design review meetings with Staff to meet needs of the City.
4. Provide schematic layouts and designs in electronic formats as well as printed; prepare plans, specifications and other supporting documents to be merged with City Bid Documents.
5. Answer questions during the bid process and issue addenda, if needed.
6. Administer pre-bid walk-through, participate in bid opening, tabulation and make recommendations for bid award.
7. Provide Construction oversight and quality control until project completion, including collection of operating manuals, warranties, and provide as-built documents to City.
8. Conform to all City of Billings Contractual obligations and procedures through project completion.
9. Coordinate as necessary with permitting agencies including plan review and all utilities or others as needed.
10. Comply with all Federal, State and Local Laws, regulations and guidelines pertaining to this project. Comply with current ADA Laws and coordinate with the City any specific questions to assure compliance. Meet or exceed all applicable industry standards.
11. Perform to budgetary figures and make necessary changes or adjustments if Bids exceed Budget.
12. Present final design to appropriate City Staff and Management, keeping in mind that this could include more than one presentation.
13. Provide all necessary printing and published reports, presentations, or other materials.



3.2 Scope of Professional Services

Professional service desired by this RFP include, but are not limited to:

1. Possess extensive experience in designing Municipal Facilities including at least 3 projects of a scope this size or larger with the past five (5) years.
2. Possess extensive knowledge of current trends in municipal and office environments, court operations, police departments, customer service areas, along with the most recent best practices and standards to maximize efficiency and operational productivity.
3. Provide critical analysis, assessments and recommendations to guide the work.
4. Conduct options meetings with Staff to arrive at final recommendations.
5. Provide accurate professional estimates to determine budgetary funding.
6. Comply with current building codes and ADA requirements.
7. Comply with all Federal, State, and Local requirements.

3.3 Project Development Schedule:

The proposed project schedule is:

RFP/legal ad done:	10/12/2021
Advertise:	10/15/2021 & 10/22/2021
Preliminary Council memo due:	11/24/2021
Proposals must be <u>received</u> by 4:00PM:	11/10/2021
Evaluate and choose:	11/11/2021 - 11/23/2021
Contract Negotiations:	11/24/2021 - 11/30/2021
Finalized Council memo and contract due:	12/2/2021
Council meeting:	12/13/2021
Bid set complete:	May 2022
Bid Construction Contract:	June 2022
Begin Phase 1 Construction:	July 2022
Complete Phase 1 Construction:	Early 2023

(Actual schedule to be discussed and agreed to with selected consultant)

SECTION 4: Proposal and Submission Requirements

To achieve a uniform review process and obtain the maximum degree of comparability, the proposals shall be organized in the manner specified below. Proposals shall not exceed three (3) pages in length (**excluding** resumes, title page(s), index/table of contents, attachments, or dividers). Information in excess of those allowed will not be evaluated/scored. One page shall be interpreted as



one side of single-spaced, typed (11 pt font or greater), 8½" X 11" sheet of paper. Firms are encouraged to include resumes and any applicable past projects in an appendix that will **NOT** count toward the pages of the narrative.

The submittal shall include a provision under Section 4.4.D - Available Resources for notifying the Facilities Division within thirty (30) days of any changes of personnel that are included in this statement and the addition to the Consultant's staff of personnel who may contribute to the discipline specialties for which the Consultant has been selected. The City reserves the right to approve all personnel changes. The Department also reserves the right to cancel any task request in effect should it determine that the proposed staff is not available or assigned to the task order.

4.1 Title Page (1 Page)

Show the RFP project name, the name of your firm, address, telephone number(s), name of contact person, and date.

4.2 Letter of Transmittal (Limited to 1 Page)

- A. Identify the RFP project or contract for which proposal has been prepared.
- B. Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.
- C. Provide the name(s) of the person(s) authorized to make representations for your firm, their titles, address, and telephone numbers.
- D. The letter of each proposal must be signed by a corporate officer or other individual who has the authority to bind the firm. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

4.3 Table of Contents (1 Page)

Clearly identify the materials by Section and Page Number.

4.4 Proposal Narrative (Limited to 3 Total Pages)

A. Firm Experience

(0-30 Points)

- 1. Detail the firm's experience in the same or similar areas of expertise, stability, and its adaptability to providing the required services.
- 2. Provide at least three references for which your firm has provided the same or similar services. Include a point of contact, current telephone number, and a brief description of the services provided.



3. Identify your firm's performance on similar projects, especially noting City work, City work in the project area, and task work of this type. Provide a point of contact for all City work identified. A current telephone number should also be provided if applicable.

B. Project Manager (0-15 Points)

Provide detailed information on the qualifications and relevant experience of the Project Manager as it relates to the required services. Include project reference contact name(s) and current telephone number(s).

C. Key Project Staff and Subconsultants (0-15 Points)

Identify key project staff, task leaders, and subconsultants, along with their availability, expected to provide services on behalf of the firm. Resumes should be included, in an appendix that will **NOT** count toward the page count of the narrative, for each of the individuals and subconsultants referenced, which details their relevant experience. Performance on projects, especially City, should be noted.

D. Available Resources and Consultant Location (0-15 Points)

1. Provide information on personnel resources available to your firm, which indicates that you have access to the services necessary to perform the work in the time available and within the required standard.
2. Describe the firm's location where the primary services are to be provided and the ability to meet in person with department personnel when required during the performance of the Contract.

E. Project Methodology and Approach (0-25 Points)

Provide detailed information on the firm's methodology in meeting the scope of work requirements identified in Section 3. Describe overall approach to include special considerations, which may be envisioned in scoping, completing, and managing small tasks. Provide detailed information on the Project Manager's role in scoping tasks with the City and working with key staff or task leaders.

F. Total Possible Score (100 Points)



SECTION 5: Evaluation Criteria and Selection Process

5.1 Evaluation Criteria

Submittals will be evaluated in accordance with the following criteria:

A.	Firm Qualifications and Experience	0-30 Points
B.	Project Manager	0-15 Points
C.	Proposed Project Staff and Subconsultants	0-15 Points
D.	Available Resources and Firm Location	0-15 Points
E.	Project Methodology and Approach	0-25 Points
Maximum Score		100 Points

A committee of individuals representing the City of Billings will perform evaluation of the proposals. The committee will rank the proposals as submitted.

The City of Billings reserves the right to award Contract(s) solely on the written proposal.

The City also reserves the right to request oral interviews with the highest-ranked firms (short-list). The purpose of the interviews with the highest-ranking firms is to allow expansion upon the written responses. If interviews are conducted, a maximum of three firms will be short-listed. A second score sheet will be used to score those firms interviewed.

The final selection will be based on the total of all evaluators' scores achieved on the second rating. The highest-ranked Proposer(s), after the second scoring, if performed, may be invited to enter into final negotiations with the City for the purposes of Contract Award.

SECTION 6: Contract Negotiation Process

The highest-ranked Proposer(s) may be invited to enter into Contract negotiations with the City of Billings. If an agreement cannot be reached with the highest-ranked Proposer, the City shall notify the Proposer and terminate negotiations. The second highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the City reserves the right to terminate negotiations with any Proposer should it be in the City's best interest. The City of Billings reserves the right to reject any and all proposals submitted.



ATTACHMENT A

CONDITIONS AND NON-COLLUSION FORM

To receive consideration, this form must be signed in full by a responsible, authorized agent, officer, employee or representative of your firm.

CONDITIONS AND NON-COLLUSION AGREEMENT

We have read and agree to the conditions and stipulations contained herein and to the Standard Terms and Conditions contained on the attached.

We further agree to furnish the services specified at the prices stated herein, to be delivered to the location and on that date set forth herein.

In signing this proposal, you also certify that you have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the due date and time to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

Legal Name of Firm/Corporation

Authorized Signature

Address

Printed Name

City/State/Zip

Title

Date

Telephone Number



ATTACHMENT B

MASTER Q & A FORM

PROJECT: City Hall Design RFP

Master Q&A	Any questions regarding this Request for Proposals should be submitted according to the process outlined below. The City will make every effort to answer within two (2) days of receiving the questions.
Q&A Process	<ol style="list-style-type: none">1. Prepare questions or concerns on the template provided.2. Complete the table in full, providing a date for each question and a section of the RFP to reference (if applicable).3. Submit the completed form via email to iversonj@billingsmt.gov . Attach associated documents as necessary. <p>Please contact Jessica Iverson (406-657-8271) with any questions regarding this process.</p>

Questions from: _____ Company: _____

Email Address: _____

#	Date	Reference Section	Question or Comment	City Response
1				
2				
3				
4				



ATTACHMENT C

INTENT TO RESPOND FORM

RFP: City Hall Design RFP

Dated _____

Fax or email the following Intent to Respond form to within two (2) days of RFP date even if your company chooses NOT to participate in the RFP.

To: City of Billings

Attn: Jessica Iverson

Email: iversonj@billingsmt.gov

From: _____

Contact Name
Company Name
Company Address

Phone Number
Fax Number
Email Address

We intend to respond to this RFP by the specified due date:

Yes _____ No _____

Company Name

Date

Contact Name (please print)

Title

Signature of Contact Person

By signing the above, I certify that I am authorized by the Company named above to respond to this request.



ATTACHMENT D

PROPOSER CONTACT INFORMATION

A. Company Contacts

Primary Contact Person (Name):	
Title/Function:	
Address	
Business Hours Phone:	
Fax:	
Internet E-mail Address:	
Name of Person Responding to Request:	
Title/Function:	
Address:	
Phone:	
Fax:	
Internet E-mail Address:	

B. General Company and Financial Information

Company Name:	
Headquarters Address:	
City, State, ZIP	
Headquarters Phone:	
Headquarters FAX:	
Company Owned By:	
Percent % Ownership:	
Years In Business	
Name of CIO	
Name of CEO/President:	