

## REQUEST FOR QUALIFICATIONS

### FISH Revitalization Project Design Services

#### ADVERTISED RFQ: WS202008 FISH Revitalization Project Design Services

RELEASE DATE: September 4, 2020

FISH (Friends in Service Helping) invites Consulting Firms to submit statement of qualifications (SOQs) for professional design services for the **FISH Revitalization Project**. SOQs shall be submitted in accordance with the Documents and Requirements as set forth in the formal "Request for Qualifications." **This is a Federally Funded Project through a Nevada Community Development Block Grant (CDBG).**

RFQ DOCUMENTS may be obtained from FISH by emailing: [Jim@nvfish.com](mailto:Jim@nvfish.com)

SOQs shall be submitted to: FISH, 138 E. Long St., Carson City, Nevada 89706, by no later than **2 p.m. on October 15, 2020.**

RECOMMENDATION FOR AWARD will be made by the FISH review committee and all respondents will be notified by e-mail of the recommendation for award to the successful respondent.

FINAL SELECTION will be made by FISH managerial staff

#### 1. INTRODUCTION (General Information)

- 1.1. FISH invites interested Consulting Firms to submit SOQs to provide design services for the FISH Revitalization Project. The project is federally funded by a CDBG grant. The contract that will result from this "Request for Qualifications" will include what is indicated in Section 4 of this RFQ.
- 1.2. An organizational Review and Selection Committee created for this specific purpose will evaluate the SOQs submitted.
- 1.3. During evaluation, the FISH Review and Selection Committee reserves the right, where it may serve its 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 FISH Review and Selection Committee for the Consultants who submit

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a Proposal and were short listed. If interviews are held, only the top firms will be interviewed.

- 1.4. Submission of a SOQ indicates acceptance by the Consulting Firm of the conditions contained in this RFQ, unless clearly and specifically noted in the SOQ submitted and confirmed in the resultant contract between FISH and the Consulting 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, FISH may accept one or more firms teaming up for joint venture with a Nevada-based firm to prepare the required services, but the FISH 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 FISH to reimburse responding firms for any expenses incurred in preparing proposals, as well as, travel expenses during interviews (if required) in response to this RFQ.
- 1.7. FISH shall reserve the right to terminate any agreement resulting from this solicitation and subsequent action for cause but not limited to inadequacy of performance.

**2. FISH CONTACT PERSON:**

Until the receipt and opening of proposals, the proposers' principal contact with FISH will be as listed below. All questions are to be submitted in writing and potential Proposers will receive copies of all questions and answers via email except for the questions that are considered proprietary. Questions will only be received through 5:00pm, October 10th

Jim Peckham, Executive Director  
138 E. Long St.  
Carson City, NV 89706  
[jim@nvfish.com](mailto:jim@nvfish.com)  
775-882-3474 #101

**3. PROJECT BACKGROUND**

- 3.1. Located in Carson City, the FISH Revitalization Project is located at 1421 N. Carson St., currently referred to as the Whistle Stop Inn and includes the motel and duplex units on this site. The city of Carson City has granted FISH a special use permit (SUP) to develop this project.
- 3.2. The total available funding for this design project is \$90,000

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**4. SCOPE OF WORK:**

FISH seeks to revitalize this one acre lot by demolishing all existing buildings, relocating the driveway entrances to side streets, creating a pedestrian friendly commercial building(s) along Carson St. and three-story apartments behind the commercial units.

4.1 Develop working drawings (Builders Set) based on the schematic design drawings.

4.2 The Architect's Basic Services consist of normal Architectural Design Services. The Architect will act as the lead consultant to coordinate and lead the process.

4.3 Preliminary Design Phase: Based on the approved conceptual design the Architect shall prepare, for approval by the Owner, Preliminary Design Documents for the owners review and approval. The Preliminary Design Documents shall illustrate and describe the development of the approved Conceptual Design and shall consist of documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems. Preliminary Design Documents will consist of the following:

- Demolition Plan
- Civil Engineering/Site Design.
- Parking Plan
- New Floor Plan
- Plumbing Plan
- Electrical Plan – Power and Lighting
- Exterior Elevation • Interior Elevations
- HVAC Design.
- Fire Protection including alarms, sprinklers, and hydrants.
- Utility application for service.
- Code analysis
- Cost Estimate
- Identification of proposed materials
- Building and wall sections
- Outline specifications

At the end of the Preliminary Design Phase the Architect will make available to FISH a coordinated set of Preliminary Design Documents for review.

4.4 Final Plans - Construction Documents Phase: Based on the approved Preliminary Design Documents, the Architect shall prepare, for approval by FISH and the City, Construction Documents. The Construction Documents shall include Drawings (and other supporting documents if required) that establish in detail the materials and systems

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required for determining the final Cost of the Work, obtaining a building permit, and for construction of the Project.

- 4.5 Permit Phase: The Architect shall assist FISH in connection with filing documents required for the approval of the governmental authorities having jurisdiction over the Project as follows:
- The Architect shall provide additional information normally required to obtain a building permit, as required by the governing agency.
  - The Architect will coordinate with the Design Consultants to provide additional information if required by the governing agency.
- 4.6 Bid Phase: The Architect shall assist FISH in bidding the Project by
- Participating in a pre-bid conference for prospective bidders
  - Preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to all prospective bidders in the form of addenda.
  - The Architect shall consider requests for substitutions, if the Bidding Documents permit substitutions, and shall prepare and distribute addenda identifying approved substitutions to all prospective bidders.
- 4.7 Construction Phase: During construction the Architect shall provide the following services:
1. Visit the site throughout the construction period.
  2. Discuss aspects of the construction with the construction team.
  3. Answer written requests for information.
  4. Conduct the submittal review and approval process.
  5. Review change orders.
  6. Conduct a final observation of the completed work and compile a list of items to be completed or corrected.
- 4.8 Exclusions: Based on the understanding of the project the following is specifically excluded from our basic services.
- Geotechnical Soils Report.

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Attachments are as follows:

- Attachment A – Sample Contract  
Although contract modifications may be included within the proposal, please be advised that as a general rule, FISH does not make but minor modifications.
- Attachment B – Additional Federal Funding Requirements
- Attachment C—Carson City SUP

**5. SOQ REQUIREMENTS:**

5.1. Submission of SOQ:

5.1.1. A master copy (so marked) of the SOQ and one electronic copy Adobe Acrobat format saved onto a PC readable medium (flash drive) to include a title page showing the SOQ title, the firm's name, address, telephone number and email of a contact person. The SOQ must be received on or before the date and time set for receipt of proposals. **No fee schedule shall be included otherwise the SOQ will be disqualified.**

5.1.2. Proposals must also include a one page cover letter signed by the proposed project manager for the project. If proposer consists of a team of several entities, an authorized representative of each entity shall sign the cover letter. The letter shall state that the Project Manager will not be removed from the project without permission of FISH or the consultant may forfeit the project. The cover letter is not included in the page count.

5.1.3 Proposals shall be clear, straightforward, and not exceed 10 pages in length, including resumes. Resumes should be limited to one page per person. Company brochures can be provided as an appendix to the 10 pages referenced above, but shall not exceed 4 pages.

5.1.4 Firms shall send their completed SOQs in a sealed envelope to the following person at the address indicated:

Jim Peckham, Executive Director  
138 E. Long St.  
Carson City, NV 89706  
[jim@nvfish.com](mailto:jim@nvfish.com)  
775-882-3474 #101

Envelopes shall be clearly labeled with the project name, Consulting Firm name, and RFQ number.

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5.2. Proposals shall contain the following information:

5.2.1. Cover Page (Not included in page count limit)

5.2.2. Project Experience:

Demonstrated experience with projects similar in scope. List of relevant projects, including: general project description, references, construction costs, consultant fee, and a list of sub-consultants.

5.2.3. Technical Capacity:

A brief description of staff experience and skills directly related to similar projects, including any use of sub-consultants.

5.2.4. Project Approach:

Provide a written narrative clearly demonstrating the consultants approach to design. Include all the steps necessary to work in a collaborative environment and the consultants experience working in a collaborative environment. Demonstrate the steps taken for in-house quality control, ability to manage schedule and cost controls.

## 6. EVALUATION OF PROPOSALS:

6.1. SOQs submitted will be evaluated by the FISH Review and Selection Committee.

6.2. The Committee may call for oral interviews. FISH reserves the right to retain all SOQs submitted and use any idea in a SOQ regardless of whether or not said SOQ is selected.

6.3. The following categories will be evaluated in the selection process:

- A. **Project Experience**: Consulting Firm demonstrates experience with similar projects, and has an excellent performance record. (10 points)
- B. **Technical Capacity**: Consulting Firm demonstrates that the knowledge, skills and abilities to perform the type of project described in the RFQ exist within its organization. (10 points)
- C. **Project Approach**: Consulting Firm exhibits competence regarding the proposed project and exhibits insightful approach to the project design. (10 points)
- D. **Overall Evaluation**: Organization of SOQ and perceived ability of Consulting Firm to successfully provide the required services (10 points)

## 7. RIGHT TO REJECT PROPOSALS:

7.1 Submission of a proposal indicates acceptance by the proposer of the conditions contained in this RFQ unless otherwise clearly and specifically noted in the proposal submitted and incorporated into the contract between FISH and the selected proposer.

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- 7.2 FISH reserves the right to reject any or all proposals, and to select the proposer that FISH, in its sole discretion, deems most qualified and whose selection will serve the best interests of FISH.
- 7.3 Late proposals will not be accepted. Proposals will be deemed timely submitted if actually received by FISH on or before the designated time and date. Prospective proposers are responsible for ensuring that their proposals are timely delivered.
- 8. WITHDRAWAL OF SOQ:**  
Proposals may be withdrawn at any time up to the opening and acknowledgment upon written notice to Jim Peckham, Executive Director.
- 9. INSURANCE REQUIREMENTS/HOLD HARMLESS CLAUSE:**  
Proposer's attention is directed to the insurance requirements as delineated in Exhibit A. It is highly recommended that proposers confer with their insurance carriers or brokers to determine in advance of proposal submission the availability of insurance certificates and endorsements as prescribed and provided herein. If a proposer fails to comply strictly with the insurance requirements, the proposal may be disqualified.
- 10. COMPLIANCE WITH IMMIGRATION AND NATURALIZATION LAWS:**  
Successful proposer shall at all times be in compliance with Immigration and Naturalization Laws regarding eligibility of their employees or subcontractors to work in the United States.

- Attachment A: Sample Contract**
- Attachment B: Additional Federal Funding Requirements**
- Attachment C: Approved Special Use Permit**

**\*\*\* END OF DOCUMENT \*\*\***

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