Request for

Qualifications

***On-Call Architectural Services***

***RFQ # 2019-1***

**Issuance Date: August 4, 2019**

Arkansas Secretary of State

State Capitol Building

Capitol Facilities Office

500 Woodlane, Suite 31

Little Rock, AR 72201



Table of Contents

Confidentiality Statement 3

Vendor Certification 3

Submission Details 4

Submission Instructions 4

Submission Deadline 4

Submission Delivery 4

Submission Questions and Clarifications 5

Opening of Responses 5

Purpose and Scope of Work 5

Purpose 5

Scope of Work 6

Submission Requirements 6

Selection Process 8

Technical Scoring 8

Presentation Scoring 8

Negotiations 9

Blackout 9

Contract Terms and Conditions 10

Page 2

This document, including attachments, is intended only for use by the addressee and may contain legally privileged and/or confidential, copyrighted, trademarked, patented, or otherwise restricted information. If you are not the intended recipient of this document (or the person responsible for delivering this document to the intended recipient), you are advised that any dissemination, distribution, printing, or copying of this document, and any attachment thereto, is strictly prohibited and violation of this condition may infringe upon copyright, trademark, patent, or other laws protecting proprietary or intellectual property. If you have received this document in error, please respond to the originator at the address below and permanently delete and/or shred all information.

**Confidentiality Statement**

**Vendor Certification (Must be signed and included with response)**

Company Name: \_ \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Representative/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: State/ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tax ID # (TIN or SSN): (Include copy of current W-9 Form)

Small Business: Yes □ No □

Minority Business: Yes □ No □

Women-Owned Business: Yes □ No □

Veteran-Owned Business: Yes □ No □

#### I certify that this response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same services and is in all respect fair and without outside control, collusion, fraud, or otherwise illegal action. I understand that collusion in public procurement is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this request for qualifications and certify that I am authorized to sign this certification.

**Authorized Signature Date**

**Print or Type Name**

Page 3

**Submission Details**

# Submission Instructions

Vendors are advised to carefully read all instructions, terms, and conditions provided in this request for qualifications prior to submitting a response. Failure to adhere to any instruction, term, or condition may result in rejection of the response. Vendors should pay particular attention to the following:

* The Secretary of State’s Office shall not be responsible for any costs incurred by the vendor in the preparation of any response to this request for qualifications or required oral presentation.
* All materials submitted in response to this request for qualifications and subsequent fee agreements, contracts, or both, are subject to the state Freedom of Information Act.
* Secretary of State staff may request any clarifications, additional information, or data during the request for qualifications review and vendor selection process.
* Responses shall be accepted until the deadline specified below and may be withdrawn by the vendor at any time.
* Secretary of State staff may reject any or all responses and may waive technical or immaterial errors therein.
* Incomplete responses are subject to rejection by Secretary of State staff.
* Although as a constitutional office, the Secretary of State’s Office is an “exempt agency” under most Arkansas procurement laws, it is the intent of the Secretary of State to adhere to procurement policies, such as those contained within this request for qualifications, which ensure the selection of the most responsive and responsible vendor which will accomplish the requisite scope of work in an efficient and transparent manner. Therefore, all required documentation must be submitted, without exception.

The Secretary of State’s Office welcomes responses from small, minority-owned, women-owned, and veteran-owned businesses and does not discriminate against any entity, company, or individual on the basis of race, color, religion, creed, sex, age, disability or medical condition, national origin, or veteran status, or any other category protected by federal, state, and local anti-discrimination laws.

# Submission Deadline

All responses to this request for qualifications must be received by the Secretary of State’s Office, as stated below, no later than:

## September 10, 2019; 4:00 pm CST

# Submission Delivery

Please submit one (1) original and three (3) hard copies of each response (each copy bound in a single volume where practical) and one (1) electronic redacted (pdf) copy on flash drive to:

## Arkansas Secretary of State

## Attn: Capitol Facilities Office, Jodi Bourne

**500 Woodlane, Suite 31**

**Little Rock, AR 72201**

**Phone: 501-682-6244**

Page 4

Envelopes containing responses shall be sealed and prominently marked with the RFQ number *(RFQ # 2019-1)*, submission deadline *(September 10, 2019)*, responder’s name, and return address.

Except for the redacted information, the redacted copy shall be identical to the original hard copy. It is the responsibility of the responder to ensure that the redacted copy is technologically unable to be “unredacted”.

# Submission Questions and Clarifications

Vendors may submit written questions requesting clarification of information contained within this request for qualifications. Please reference the request for qualifications number *(RFQ # 2019-1)* in the subject line. Written questions shall be addressed only to:

**Jodi Bourne**

**Email:** **jodi.bourne@sos.arkansas.gov**

The deadline for submitting questions specific to the request for qualifications shall be:

**August 16, 2019; 4:00 pm CST**

Vendors’ written questions shall be consolidated and responded to by Secretary of State staff. All consolidated written responses shall be posted to the Secretary of State’s Office website.

**Opening of Responses**

Responses submitted by the deadline shall be opened at the following location at the date and time specified below:

**September 11, 2019; 9:00 am CST**

**Arkansas Secretary of State**

**500 Woodlane, Suite 31**

**Little Rock, AR 72201**

All vendors responding to the request for qualifications shall be notified of the final selection.

**Purpose and Scope of Work**

# Purpose

The Arkansas Secretary of State’s Office is requesting qualifications from architecture firms for professional on-call architectural services related to various construction, restoration, renovation, and repair projects within the State Capitol building and upon its grounds in Little Rock, Arkansas.

Constructed between 1899 and 1915, the Arkansas State Capitol serves as the heart of state government and lawmaking, housing six of the state’s seven constitutional offices, the House and Senate Chambers and their public galleries, the Governor’s Reception Room, the Old Supreme Court Chamber, and various committee rooms and offices. The Capitol grounds also include the building’s infrastructure, parking areas, adjacent property, and the Capitol Hill building.

Page 5

Caring for the century-old State Capitol and its surrounding grounds is the responsibility of the Capitol Facilities Division of the Secretary of State’s Office. A variety of tradespeople maintain and preserve the Capitol itself, as well as the historic Capitol Hill Building, and many installations and features around the grounds.

# Scope of Work

The chosen vendor shall be responsible for professional services including, without limitation, planning, program and project review, cost estimating, schematic design, design development, preparation of construction documents (including plans and specifications), bidding, contractor and subcontractor selection, project administration, and project closeout.

Projects may involve, without limitation, planning and design, new construction, building and infrastructure renovation, repairs, restoration, modifications, demolition, and alterations involving structural, mechanical, utility, and other systems. Vendors with substantive knowledge and experience working with historic and historically-significant civic and governmental buildings and projects are preferred. Highly qualified vendors may have experience working on buildings on the National Register of Historic Places, preservation of such buildings’ historical attributes/original character, and experience with historically-relevant materials. The selected vendor may be required to provide emergency services on short notice and within a tight time schedule.

The Secretary of State’s Office reserves the right to reject the use of any contractors and subcontractors for which state funding shall be expended. The Secretary of State’s Office may issue separate requests for qualifications for individual projects with or without formally consulting with the chosen vendor.

**Submission Requirements**

The official response packet shall contain all of the information below and shall be modified only by addenda issued by the Secretary of State. Vendors are advised to check the Secretary of State’s website periodically for issued addenda.

1. **Letter of Introduction:**

Provide a letter of introduction, signed by an officer or principal of the vendor with contracting authority, which illustrates the vendor’s unique abilities to meet the specified requirements of this request for qualifications. Include the name of a designated contact person, physical address, email address, and phone number to be used for communication related to interviews and vendor selection.

1. **Experience of the Vendor:**

Provide a detailed description of your experience and qualifications with projects in architecture, engineering, construction administration, and planning consistent with the above scope of work. Please include experience contracting with governmental entities and include any specific experience involving the alteration, repair, or renovation of historic and historically-significant sites and structures which were successfully completed. List previous experience in soliciting building contractors and subcontractors for your customers. Also include experience with Class A+ and Class A buildings.

Page 6

1. **Project Team (Key Staff**):

Identify the proposed project manager who will be assigned to the contract as the primary contact and key project team members and their responsibilities and workload. Provide an organizational chart, current office size, and brief resumes of key individuals outlining their credentials, honors, and years of experience. Please list any preferred partners (professional service providers, contractors, subcontractors, etc.) with specialized experience who are anticipated to become team members. Include potential specialties, qualifications, and years’ experience of any identified partners.

1. **References**:

Provide the names and contact information for at least three (3) references familiar with the quality of your work of similar nature as that described in the above scope of work.

1. **Current Projects:**

Provide a summary of current workload, state projects awarded, and recent experience with project costs and schedules.

1. **Insurance:**

Provide proof of current professional liability insurance coverage ($1,000,000 minimum per claim and $2,000,000 minimum in the aggregate required).

1. **Licensure:**

Provide copies of licenses as required by the governing bodies of the State of Arkansas and the City of Little Rock.

1. **Proximity/Familiarity:**

Indicate proximity to and familiarity with the Arkansas State Capitol building and grounds.

1. **Required Forms:**

Submit the following forms with your response packet:

* 1. Contract and Grant Disclosure and Certification Form
	2. Company’s Equal Opportunity Policy
	3. Illegal Immigrant Contractor Disclosure Certification Form
	4. Israel Boycott Restriction Certification Form
	5. Signed Vendor Certification
	6. W-9 Form

Page 7

1. **Other Factors:**

Any other factors that may be appropriate to the scope of work.

Pricing is not requested for this request for qualifications and *must not* be submitted with the vendor’s response. Responses containing pricing shall be disqualified.

**Selection Process**

# Technical Scoring

Proposals shall be evaluated by Secretary of State staff based upon requirements set forth in this request for qualifications and ranked in order of qualification from highest to lowest. Response packets that do not meet submission requirements shall be disqualified and not evaluated.

The maximum point values for each submission requirement to be scored are as follows:

|  |  |
| --- | --- |
| **Submission Requirements** | **Maximum****Possible****Points** |
| Letter of Introduction | 10 |
| Experience of the Vendor | 25 |
| Project Team (Key Staff) | 20 |
| References | 10 |
| Current Projects | 20 |
| Proximity/Familiarity | 10 |
| Other Factors | 5 |
| **Total Possible Technical Score** | **100** |

To derive the average technical score for each vendor, the combined technical scores for each rater will be added and divided by the total number of raters. If no interviews or oral presentations are requested, the vendor with the highest average technical score will be deemed the most responsive vendor and negotiations shall begin. (See Negotiations section below.)

# Presentation Scoring

Vendors, selected sequentially by highest score, may be interviewed and may be required to make on-site oral and visual presentations at the request of Secretary of State staff. Presentations, if requested, shall be at the vendor’s expense and shall be conducted as follows:

1. Vendor presentations shall include the following categories:
	1. Overview of the Vendor
	2. Similar Projects Completed
	3. Experience
2. A maximum of thirty (30) minutes shall be allotted for each presentation:
	1. 20 Minute (maximum) Presentation
	2. 10 Minute (maximum) Questions and Answers from Secretary of State staff

Page 8

1. A laptop, mouse, and monitor may be available upon request. The Secretary of State’s Office is not responsible for functionality or compatibility of equipment at the time of presentation; therefore, vendors are strongly encouraged to arrive at least fifteen (15) minutes prior to presentation for equipment testing or to bring their own equipment.

The maximum point values for each vendor presentation category to be scored are as follows:

|  |  |
| --- | --- |
| **Presentation Requirements** | **Maximum Possible Points** |
| Overview of the Vendor | 10 |
| Similar Projects Completed | 10 |
| Experience | 10 |
| **Total Possible Presentation Score** | **30** |

To derive the average presentation score for each vendor, the combined presentation scores for each rater will be added and divided by the total number of raters.

The average presentation score for each vendor interviewed/presenting will be added to the vendor’s average technical score to derive a final score. If interviews or oral presentations are required, the vendor with the highest final score will be deemed the most responsive vendor and negotiations shall begin. (See Negotiations section below.)

# Negotiations

Secretary of State staff shall enter negotiations with the most responsive bidder (identified by the above scoring processes) to negotiate fees and finalize a contract. If Secretary of State staff is unable to negotiate a satisfactory fee structure for the services to be provided with the most responsive vendor, negotiations will be formally terminated and negotiations with the next highest scoring vendor will be initiated. The negotiation process will be repeated until a successful vendor has been determined, or until such time as the Secretary of State’s Office decides not to move forward with a contract. It is the intent of the Secretary of State’s Office to enter into a single contract with one (1) vendor following the selection process. Selection of the vendor shall be at the sole discretion of the Secretary of State’s Office and is final.

**Blackout**

From the time of receipt of this request for qualifications by the vendor until award of the contract, the vendor or a contract representative – whether paid or voluntary – of the vendor may make no contact with any employee or family member of an employee of the Arkansas Secretary of State, other than the designee as provided for in this request for qualifications.

Page 9

**Contract Terms and Conditions**

The selected firm will be required to enter into a formal written contract with the Secretary of State’s Office prior to the commencement of architectural services. Any contract for architectural services entered into by the Secretary of State’s Office as a result of this request for qualification shall be for a term of one (1) year, renewable by mutual agreement for up to six (6) additional years. No guarantee is made as to the quantity of work to be awarded related to any contract.

Any contract entered into pursuant to this request for qualifications is not assignable nor are the duties thereunder delegable by either party without the written consent of the other party of the contract.

All payments shall be made in accordance with the terms and conditions of the payment provisions of the contract signed by the successful vendor and the Secretary of State’s representative, subject to legislative appropriations. Vendor acknowledges that the Secretary of State’s Office is subject to constitutional and statutory limitations on spending. The Secretary of State’s Office agrees to exercise its best efforts to obtain funding at the contract rate during each annual session of the Arkansas General Assembly, to which all spending obligations are subject.

Page 10