

**Nevada State Public Works**

**Prime Architect – Engineer Selection**

**for the**

**Boulder City Railroad Museum – Visitor Center – Advance Planning**

**FORMAL SELECTION PROCESS**

**Issue Date: September 22, 2016**

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**STATE PUBLIC WORKS BOARD  
REQUEST FOR  
STATEMENT OF QUALIFICATIONS FOR PROFESSIONAL SERVICES**

The State Public Works Board (SPWD) is requesting Statements of Qualifications (SOQs) for providing design and possible construction administration services. The primary services shall include studies, preparing schematic design, design development and construction documents, including plans, specifications, renderings, cost estimates, and construction administration services.

The design activities of the selected prime consultant must all be performed under the direction of and be sealed and signed by a registered professional in accordance with the Nevada Revised Statutes. The statement of qualifications submitted in the SOQ shall not include sub-consultants. The Prime Consultant, after selected, will produce a team of necessary consultants for the State to review. The State reserves the right to add, or substitute any proposed firms according to the best interest of the project and the State. **Please email your electronic submittal to [wpatrick@admin.nv.gov](mailto:wpatrick@admin.nv.gov) ( limited to 5 MB)** and mail one hard copy. The hard copy package shall be labeled on the outside with “Statement of Qualifications”.

Proposals must be addressed and received in the Carson City office of the SPWD, 515 East Musser Street Room 102, Carson City, Nevada 89701 **before the date and time listed on the schedule portion of this web page.**

After the Statements of Qualifications are evaluated, the screening committee will establish a “short list” of qualified and experienced firms. Oral interviews will then be conducted with short-listed firms. An interview committee shall be established to render a recommendation to the manager of the SPWD. The interview committee will be composed of three SPWD members appointed by the administrator of the SPWD and two employees of the Using Agency. The administrator’s final approval will be posted and direct notification will be provided.

The SOQ evaluation criteria includes, but is not limited to:

1. Technical competence and specialization of the applying firm only, and the ability of the individuals assigned to the project(s).
2. Past performance, including meeting project schedules, staying within budgets, change orders, and providing quality projects, on several recent projects.
3. Past experience with projects for the same State agency as the project(s) being considered. Or, if no experience with the same agency, experience on similar projects for other state agencies or other governmental agencies.
4. Proposed project approach.
5. Proximity to, and familiarity with, the area in which the project(s) is (are) located.

Questions about this request may be made to Ward Patrick [wpatrick@admin.nv.gov](mailto:wpatrick@admin.nv.gov) or 775.684.4102

## **Statement of Qualifications of Prospective Designers**

The Statement of Qualifications (SOQ) shall consist of five parts as outlined below: a cover letter, a firm profile, a representative list of projects, a portfolio of built projects, and a description of the proposed design approach to the project. The SOQ shall be submitted in an 8 1/2" x 11" format.

**Part A**            **COVER LETTER** (maximum 1 page)

The cover letter shall include the following:

- Introduction of the Design Firm's major members and their role.
- A list of 5 references with telephone numbers from the most recent 5 projects completed by the Prime Consultant.
- Point of contact, firm name, address, phone number, fax number, email address, web page (if available)

**Part B**            **PRIME CONSULTANT PROFILE** (maximum 3 pages)

The proposal should include the prime consultant's profile that lists the names of the partners/principals and their professional credentials. The profile should also include a list of design awards won by the firm, including:

- the name of the award,
- the awarding organization,
- the project name and location for which the award was given,
- the name(s) of the designer(s),
- the date when the project was completed, and
- the date of the award.

**Part C**            **REPRESENTATIVE LIST OF PROJECTS** (maximum 3 pages)

This part of the SOQ shall include a list of projects included that reflect the range of projects undertaken by the prime consultant. It is designed to showcase the range of talents and services that the designers can apply to the project.

The list should include

- the name and location of the project
- the name of the client
- the name(s) of the designer(s) and
- completion dates
- construction value

**Part D**            **PROJECT PORTFOLIO** (maximum 5 pages per project, max. 25 pages total)

This part of the SOQ shall consist of a portfolio comprised of three to five in-depth project profiles that demonstrate the prime consultant's ability to undertake the work for which they are competing. The projects selected should have a relative scope and scale as compared with the project.

Each profile should consist of images and supporting narrative that convey the conceptual or theoretical basis for the design, its aesthetics, and its technical achievements. Images should be the primary means of revealing all phases of the design process, not just the final as-built work.

Only built projects should be included.

Each project profile should be limited to 5 pages, including the cover sheet and the statement of design intent (described below).

The COVER SHEET shall be a separate sheet of paper that includes the following information in this order:

- Project name
- Project location
- Client name and address
- Chronology - dates for start of design, completion of design, start of construction, completion of construction
- Construction value
- Name(s) of designer(s)
- Name(s) of major consultants and their roles
- Name(s) of construction contractor(s)

The STATEMENT OF DESIGN INTENT provided for each of the three to five project profiles presents an opportunity for the firm to display its creative talents and the depth of thought behind its designs. It is a flexible document with no prescribed format. However, it should provide a combination of narrative and images that informs the selection panel about the project specific design challenges and accomplishments. The following questions are posed only as a guide to the preparation of the statement of intent. The questions represent the characteristics of the design that the selection panel is likely to consider as it reviews proposals.

- Context
  - What did the client ask you to do and how did the design fulfill the request?
  - How does the project honor the place where it is built? Where is the project located geographically, ecologically, culturally, and/or historically?
  - What is the context of the project?
  - What is adjacent to the site? What previously existed on the site?
- Design Concept – Architecture
  - What is the overarching design concept – the Big Idea? How was the design intention realized in the final form and space?
  - How does the design reveal the character of the place? If applicable to the project, how does it recognize the cultural and historical context as well as the ecological structure of its location?
  - How are architecture and landscape integrated?
  - How does the design reflect the relationships among culture, nature, and technology?
  - What was done in this design that represents an advancement or maturity from previous projects?
- Statements of Design - The images included in the Statements of Design Intent should reinforce the narrative about the design process and concept, as well as provide an overview and details of the built work. A variety of images should be used such as:

- Panoramic views of the location and context that approximate the human cone of vision
- Preliminary drawings, sketches, conceptual designs, perspectives, vignettes
- Final plans and sections
- Photographs taken before, during, and after construction
- Construction details that support the design concept and sustainability of the design
- Computer-generated simulations of the project through time
- Sequential perspectives keyed to photographs that simulate the visitor experience as they move through the site

Part E

PROPOSED PROJECT APPROACH (maximum 5 pages per project applied for)

This part of the SOQ shall consist of the description of the prime consultant's proposed approach as it relates to this project, both in terms of organizational structure and design philosophy and should include:

- A listing of the sub-consultants by discipline responsibility area not by company name.
- A listing of key Prime Consultant staff members only and their areas of responsibility, indicating those who are licensed to practice architecture, landscape architecture, interior architecture, engineering or other applicable licensure in Nevada.
- The organizational structure (attach an organization chart) and an explanation how the prime consultant will ensure integration of its work among team members, with the client, and with sub-consultants, (e.g. website, weekly meetings, and charrettes).
- Proposed Design Schedule.
- Address any supplemental requirements the Prime Consultant is aware of in addition to the key challenges presented by the State on the web site in the project description for this project.

## Prime AE Selection Schedule

### **SOQ's Due Date October 13, 2016**

October 13, 2016	Qualifications Submittal Due (1:00 pm)
October 27, 2016	Screening by video conference at SPWD
November 9, 2016	Interviews in Las Vegas (9:00 am)

**Project Number:** 17-A009

**Project Title:** Advance Planning - Visitor's Center - Nevada State Railroad Museum (Boulder City)

**Department:** Tourism and Cultural Affairs

**Location:** Boulder City

#### **Project Description**

The scope of this project is to provide planning through construction documents for an approximately 6,000 square-foot visitor facility located at the southeasterly end of the railroad complex, adjacent to the original Boulder City railroad depot site. This facility will accommodate visitor contact services including ticketing, information and orientation, a visitor waiting area, retail sales, modest interpretive space, and staff offices. Over the course of the last decade, the Nevada State Railroad Museum in Boulder City has seen consistent year-over-year growth in its programs and public demand. The current visitor facilities cannot adequately and comfortably accommodate this growing demand, which is expected to increase with expanded public service coincident with the completion of the I-11 freeway project in late 2017. Development of related facilities such as train boarding platforms, exhibits of large railroad equipment, and creation of a park, are being pursued through other efforts led by the museum and the community.

#### **Justification**

The Nevada State Railroad Museum in Boulder City opened to the public, offering its first railroad excursions in heritage railroad equipment, in 2001. Limited to weekend-only operation, the railroad grew in popularity going from 1,600 passengers in 2001 to over 43,000 by 2013. Additional programs, special themed-trains and targeted educational experiences continue the growth pattern. With the completion of the I-11 freeway project, the railroad line severed decades ago at Railroad Pass, will be restored, enabling longer rides into Henderson and possibly to Las Vegas. With a 2 million plus resident market and a transient market of 42 million annually, along with the lack of competition for a similar experience within 150 miles, the museum's growth will continue, making it an anchor in community efforts to attract tourists. In addition, to an expanded depot capable of serving customers, a new railroad boarding platform and tracks will be added. Additional improvements to the property, including elements of a public park and an extension to the adjacent bikeway are being pursued.

#### **Background**

The Nevada State Railroad Museum in Boulder City traces its beginnings to 1931, when the historic Boulder Branch line was completed to supply building materials to Hoover Dam. The line saw service until 1961. In 1985 the Union Pacific Railroad abandoned the Boulder City-to-Henderson portion of the line and donated the land and track to the State of Nevada for the Nevada State Railroad Museum. In 1996, the State completed construction of the railroad maintenance shop located at Yucca Street. In 2001 the current railroad passenger facilities including: passenger platform, ticket office and museum store were completed. The museum store has a sales area of less than 100 sf and no facilities are available for visitors to seek shelter from varying weather conditions. The museum's open-air pavilion was completed in 2007, allowing restored equipment to be protected and interpreted, albeit minimally. Currently the museum operates with 3 FTE employees while all train operations are supported by a dedicated corps of approximately 80 volunteers. Ridership has grown from 1,600 in 2001 to over 43,000 by 2013. Growth continues but is stymied by a lack of visitor facilities and parking. In 2015 discussions on expansion of the visitor facilities began with officials from the City of Boulder City and Henderson. On September 17, 2015, the museum hosted community leaders, elected officials and interested persons on a train ride to unveil the plans for expansion of the museum and the railroad excursion. Talks have continued, focused on the development of a public-private partnership with multiple funding sources. Key to the planned expansion is the relocation of the primary visitor services and train excursion away from the present Yucca Street location including core operations to the more visible southeasterly end of the rail yard.