

Nevada State Public Works

Prime Architect – Engineer Selection

for the

Northern Nevada Correctional Center - ADA Retrofit

FORMAL SELECTION PROCESS

Issue Date: March 10, 2016

AE Selection Table of Contents

Title Sheet	1
Table of Contents	2
Request for Statement of Qualifications	3
Prime AE Selection Schedule	7
CIP No. Project Name	
13-S02-11 Northern Nevada Correctional Center ADA Retrofit	

**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 submittal to wpatrick@admin.nv.gov (limited to 5 MB).**

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 manager of the SPWD and two employees of the Using Agency. The manager’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.

The package shall be labeled on the outside with “Statement of Qualifications”. Questions about this request may be made to Ward Patrick wpatrick@admin.nv.gov or 775.684.4102

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.**

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 March 31, 2016

March 31, 2016	Qualifications Submittal Due (1:00 pm)
April 14, 2016	Screening by video conference at SPWD
April 28, 2016	Interviews in Carson City (9:00 am)