



**NOTICE of NEED  
N28289**

**Architectural Services for the Vehicle Impound Management Services Facility**

**Date of Request: 3/9/18**

**Response Due By: 2:00 pm 3/29/18**

## **GENERAL INFORMATION**

**The timeline for award will be as follows:**

- 1) RFP issued – Thursday March 15, 2018**
- 2) Questions Due – Thursday, March 22, 2018 by Noon**
- 3) Submit Proposal – Thursday March 29, 2018, by 2pm CST**

## **SELECTION CRITERIA**

- **Experience with similar project types and programs**
- **Experience, skill-set and demonstrated leadership of proposed project team**
- **Experience of the firm’s proposed team of consultants**
- **Experience working with owners’ consultants**

**The Unified Government of Wyandotte County reserves the right to reject any and all proposals submitted, including those that do not provide the requested information.**

## **PURPOSE OF NON/RFQ**

The Unified Government of Wyandotte County/Kansas City, KS (“UG”) invites the submittal of responses to this Notice of Need/Request for Qualifications (NON/RFQ) from qualified firm(s) interested in providing architectural services in connection with the Vehicle Impound Management Services Facility as herein outlined.

## **OBJECTIVE**

The UG proposes to retain a highly qualified, capable firm(s) to act as the Architect during the planning and execution of the project for not-to-exceed price as will be determined with the selected firm based upon a detailed scope of work.

Those firm(s) who participate in this NON/RFQ process are sometimes referred to as “Respondents” and “Architects”. The UG will give prime consideration to the Architect with significant, current experience in the development, design, renovation, and construction, of similar buildings and projects. The UG reserves the right to negotiate with one or more parties and is not obligated to enter into any contract with any Respondent on any terms or conditions.

## **SCOPE OF WORK**

The selected Architect will be required to perform the basic architectural and engineering services to be specified more fully in a contract agreement. The contract agreement will provide for payment for phases of work completed with options to proceed through all phases or to discontinue work as the circumstances may dictate. The UG anticipates a contract which will include schematic design, production of computer generated renderings, and cost estimations; however, the UG reserves the right to include additional project elements in the initial or subsequent professional services agreements as the UG may (in its sole discretion) deem appropriate.

The Architect will be required to retain and be responsible for all basic engineering disciplines such as mechanical, electrical, plumbing, fire protection, and structural engineering as appropriate for the Scope of Work negotiated. Civil engineering services will be under separate RFQ. The Architect is also required to identify and select the appropriate sub-consultants; however, the UG reserves the right to approve proposed sub-consultants that will be associated with the Project.

### **REAL ESTATE ADVISOR**

The UG has hired CBC Real Estate Group as its Real Estate Advisor and Project Consultant and will be responsible for all aspects of procurement, programming, construction management and delivery of the Vehicle Impound Management Services Facility. The successful bidder will work closely with designated UG staff and CBC personnel and will be under the direction of the CBC project manager.

### **GENERAL REQUIREMENTS**

The selected Design Firm will be responsible for:

Site design and civil entitlement work for a Vehicle Impound Management Services Facility located on approximately 10.00 acres in Kansas City, Kansas at a site to be determined. The selected property may require a boundary survey and rezoning.

While not seeking Leadership in Energy and Environmental Design certification, the overall facility should incorporate Leadership in Energy and Environmental Design-type standards and include sustainable technologies and innovations related to water efficiency, landscaping, site usability, and storm water management.

Infrastructure and Site Conditions will need to be evaluated for each site short-listed for consideration by the Real Estate Advisor.

### **SPECIFIC REQUIREMENTS**

#### **Conceptual Design – Master Planning**

Programming to be included as part of this submittal. Selected firm will be required to work with CBC/UG to finalize program of space to ensure needs of the police department. Selected firm should include comparable facility design expertise to work the UG, police department and CBC on what types of elements are proposed in the new facility. Based on this information, your firm will develop preliminary exterior elevations and preliminary interior layout based on building committee direction. A formal presentation will be made to the UG in order to finalize design intent. Presentation materials should be in full color.

## **Schematic Design**

Based upon CBC/UG's approved Program, Architect shall prepare, document and develop Schematic Design Documents. The Schematic Design will be subject to their satisfaction based upon their desired budget, schedule and it's consistency with the established requirements.

Additionally, firm will be responsible for contracting with an acceptable structural, mechanical, electrical, plumbing and fire protection engineer and providing timely coordination of their documents. Civil and landscape design will be under separate contract, but architect and its sub-contractors will be expected to collaborate with this team. Additionally, participation in a neighborhood meetings should be included in your proposal.

Schematic Design documents shall further display:

1. Site Plan; review of the program of requirements and the characteristics of the site; (coordinate with selected civil);
2. Single line drawings showing building layout, indicating site, shell and core;
3. Identification of all proposed exterior/interior finishes;
4. Preliminary interior finish selections as proposed by interior design firm;
5. Present alternative approaches to the design of the Project, if requested;
6. Review applicable statutes, regulations, codes, and by-laws and where necessary review the same with the authorities having jurisdiction;
7. Work with team to establish that the Project is within the Construction Budget, and schedule constraints;
8. Based on the mutually agreed upon program of requirements, schedule and construction budget, the architect will prepare for team review and approval, schematic design documents to illustrate the scale and character of the Project and how the parts of the Project functionally relate to each other.

## **Design Development**

Based upon CBC/UG's approved Schematic Design Documents, Architect shall further prepare, document and develop a complete dimensioned design and information, primary building systems and major finishes for the project premises to the satisfaction of the UG. The Design Development Documents will be sufficient to allow for complete and accurate pricing and construction of the intended space.

**Documents for this submittal shall consist of as a minimum:**

1. Site and Civil Plans (coordinated with selected civil engineer)
2. Preliminary Structural, Mechanical, Electrical and Fire Protection systems
3. Preliminary Landscape design
4. Architectural Floor plans with core area room locations.
5. Exterior building elevations.
6. Develop and present Shell and Core Materials and Color selections.
7. Preliminary audio visual and information technology design
8. Sketches including special treatment, features, and design amenities.
9. Preliminary material selections to communicate colors, materials and finishes, including wall treatments and floor covering recommendations.
10. Preliminary Plan Check: Review the preliminary plans with appropriate governmental agencies and prepare a building code analysis for the project.
11. Work with team to establish that the Project is within the construction budget and schedule constraints.
12. Continue to review applicable statutes, regulations, codes and by laws as the design of the project is developed.

**Construction Documents and Administration**

Based upon CBC/UG's approved Design Development Documents, Architect shall further prepare, document and develop final Construction Documents to cover all Work.

1. Preparation of complete set of construction documents developed from a client approved set of scope documents. One (1) reproducible of each sheet shall be provided to the client for review at 50% and 90% completion stages. One (1) reproducible of each sheet shall be provided to General Contractors, as directed by client, and to client after all required corrections are made on the original reproducible documents. At 100% completion, two complete sets of as- builts will be delivered to the UG and Police Department.
2. The construction documents will be sufficient to allow for complete and accurate pricing and construction. Documents shall be complete, thorough, well-coordinated between consultants, etc.

3. The firm shall be responsible for coordinating its construction documents with plans prepared by others. The firm will provide timely interpretations of the construction documents to the selected mechanical, electrical, plumbing and structural engineers and such other consultants or design-build contractors which the client may choose to become involved in the preparation of plans.
4. In order to support the fast track delivery of the Project, the Architect may be requested to issue separate packages of drawings which shall include at a minimum (a) Site / Civil Documents and (b) Core & Shell Documents.
5. Prior to the completion of the Construction Documents, at approximately 75% completion, the firm shall prepare a permit set of documents showing all required information necessary to obtain a building permit in the designated locality. The firm shall provide appropriate architects seal as required.
6. Arrange for and conduct a pre-construction conference with client, other consultants and the general contractor to mutually agree upon the administration process and to further review critical areas of interface and the impact of long-lead products. Attend general contractor bid review meetings as requested.
7. Be made available to provide interpretation and clarification to contract documents and respond to field construction issues as necessary.
8. Review and approve required shop drawings, samples, product information as required to facilitate completion of the project. No review period shall take more than two (2) weeks for any single submission.
9. Visit and tour the project premises during construction to monitor the progress of the work. Verify locations of work as requested by client or general contractor. Generally, verify that the work is proceeding in accordance with the contract documents. Prepare periodic field reports as necessary.
10. Prepare and issue addenda requests for pricing, etc., as requested.
11. Attend weekly construction meetings at the job site.
12. Conduct two (2) project reviews in order to prepare and issue to the general contractor, an appropriate "punch-list" of items to be corrected before final payment by the client.
13. Monthly, prepare and issue Certificate(s) for Payment of the client certifying that, to the best of the firm's knowledge and information, the quality of the suppliers or vendors' work is in accordance with contract documents, and that such entities are entitled to payment by the client in the amounts certified.

### **Construction Estimating**

CBC/UG are requesting the selected architect to include construction estimating services as part of the fee proposal. This service should be provided by a licensed, qualified construction estimating firm or general contractor. It should be noted that if a general contractor is utilized for these services they will NOT be eligible to bid on the construction of the Vehicle Impound Management Services Facility. The result of these estimates will be the basis for the design of the facility.

Cost estimating services should include:

1. Provide full cost estimating at schematic, design development and 50% construction documents.
2. Confer with Architect and CBC on constructability and engineering issues.
3. Provide value engineering services.
4. Firm should be available to attend design/program meetings as requested
5. Estimates should be based on current market conditions and provided by standard industry division.

## **Instructions for Submission of Proposal**

Your response, including the signature page set out as Attachment A, should be delivered as follows:

Day and Date Proposal is due: **2:00pm Thursday, March 29, 2018**

Send Proposal to:

Unified Government of Wyandotte County / Kansas City, KS

Department of Procurement & Contract Compliance

701 North 7th Street, Suite 649

Kansas City, Kansas 66101-3064

Attention: Kelly P. Regan

Additionally, one (1) copy of the complete response must be submitted on a flash drive in Word Format or PDF or Submitted on our Web Site.

Respondents may submit a completed copy of its response on the Unified Government's e-procurement site which can be accessed at:

**[https://purchasing.wycokck.org/eProcurement/Vendor\\_Login.aspx](https://purchasing.wycokck.org/eProcurement/Vendor_Login.aspx)**

**Registration in the e-procurement system is required in order respond to this proposal.**

**Questions regarding the registration or upload process can be sent to Kelly Regan (kregan@wycokck.org).**

**All questions regarding this RFP should be in written form and sent via email or fax to:**

Kelly P. Regan

Unified Government of Wyandotte County/Kansas City, Kansas

Fax: 913-573-5444

[kregan@wycokck.org](mailto:kregan@wycokck.org)

**The last day for submission of written questions (via email is 12:00 p.m. (noon) CDT, Thursday, March 15, 2018.**



**Notice of Need N28116**  
**ARCHITECTURAL SERVICES**  
**for**  
**The Vehicle Impound Management Services Facility**

**Attachment A - Signature Page**

By submission of this response, the undersigned certifies that the respondent has the full authority to execute the services and to execute any resulting contract awarded as the result of, or on the basis of, the response.

I hereby certify that the attached response has been prepared in compliance with the specifications.

Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_