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MAYOR DAN POWERS

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REQUEST FOR PROPOSALS

FOR DESIGN SERVICES

TETON SCENIC BYWAY VISITORS CENTER

ITD Key No. 11468

TYPE OF PROPOSAL: Architectural and Interior Design

SUBMISSION DEADLINE: NOON (MST), FEBRUARY 1, 2013

CONTACT PERSON: Doug Self, Community Development Director
Ph: (208) 354-2362 ext. 109 Fax (208) 354-8522
E-mail: pzdriggs@ida.net

**PROJECT
DESCRIPTION AND
SCOPE OF WORK**

The City of Driggs, Idaho is soliciting proposals from qualified Architectural firms licensed in the State of Idaho for professional services related to the development of architectural drawings and construction documents, as well as construction management, for the Teton Scenic Byway Visitors Center.

The Teton Scenic Byways Visitor Center project is funded through a Federal Scenic Byway grant and local matching funds. The Project is located at 60 S Main Street in Driggs, and is envisioned to be constructed within the existing steel-framed building shell of the Driggs City Center building (a former grocery store), shown on EXHIBIT "A". The Project will provide the following:

- 24 hour restroom and information services
- Interpretive displays defining the Teton Scenic Byway's intrinsic qualities
- A collection of art from Thomas Moran and William Jackson
- Wayfinding displays and information desk for byway travelers, including map boards of the Teton Scenic Byway and adjacent byways

The content for displays and art collections are being developed / procured by other parties, however the selected design team will be required to work closely with those parties and develop the interior layout and improvement plans required to appropriately feature the exhibits and art collection.

The Teton Scenic Byway Visitors Center Project will also construct an associated plaza on the City's property between the City Center building and Main Street / State Highway 33. However, design of the Driggs City Center Plaza is occurring through a separate project, funded by a National Endowment for the Arts program (Our Town) grant. The Driggs Transit Center is also being developed within the existing City Center building shown on Exhibit A).

Design of the Teton Scenic Byway Visitors Center project is expected to occur simultaneously with design of the Driggs Transit Center and City Center Plaza, assistance for which are being sought under separate RFPs. The design firm selected for the Teton Scenic Byway Visitors Center project will be expected to coordinate with the design firm(s) selected for the Driggs Transit Center and City Center Plaza projects on pedestrian and vehicular circulation, wayfinding signage and overall design themes.

Professional services required are likely to include:

- Management of design input from project stakeholders and public
- Development and presentation of Concept Designs
- Development of NEPA document (Cat-Ex expected)
- Development and presentation of Preliminary Design
- Production and presentation of Final Design and Construction Drawings
- Preparation of Bid Documents
- Construction management

Desirable experience includes the previous design of visitor centers or similar facilities; knowledge of historical architecture and design in Driggs, and the Greater Yellowstone Region; familiarity with geotourism concepts and the Yellowstone Geotourism Stewardship Council; experience with sustainable building design (e.g., LEED); and familiarity with a variety of public and public/private partnerships.

A project advisory team will work with the selected firm to manage the project, while the city council will make all final decisions at each design stage (concept, preliminary and final). A public hearing will be held by the city council prior to the preliminary design stage.

The City of Driggs anticipates a construction budget for the Teton Scenic Byway Visitors Center of approximately \$300,000 (not including exhibits and displays), and expects to receive final construction documents for the building improvements by September 1, 2013, with a desired design start date of not later than March 1, 2013.

GENERAL REQUIREMENTS

The successful firm will be required to comply with all regulations of the United States Department of Transportation relative to Civil Rights, with specific reference to Title 49 CFR Part 21, Title VI of the Civil Rights Act of 1964 as amended, and Title 23 CFR Part 230 as stated in the ITD EEO Special Provisions and Title 49 CFR Part 26 as stated in the appropriate ITD DBE Special Provisions. (<http://www.itd.idaho.gov/civil/eeocc.htm>)

The selected design firm will be required to provide proof of the following insurance coverages:

- Professional liability insurance with minimum coverage of one million dollars (\$1,000,000);
- General liability coverage of one million dollars (\$1,000,000) per occurrence / two million dollars (\$2,000,000); aggregate minimum;
- Workers compensation at state law levels;
- Automobile insurance at one million dollars (\$1,000,000) aggregate;
- Proof of coverage listing the City of Driggs as certificate holder on the general liability policy will be required within ten (10) calendar days after execution of an agreement to provide architectural and design services.

NOTICE OF INTENT TO SUBMIT PROPOSAL

All interested parties are required to submit a written “Notice of Intent to Submit Proposal for Design Services – Teton Scenic Byways Visitors Center” by no later than noon (MST), Monday, January 28, 2013. Failure to submit written notice shall waive any obligation on behalf of the City of Driggs to provide notice of any alterations in the RFP process and/or responses to questions concerning the RFP.

Interested parties can provide written notice by sending an e-mail to Doug Self, Driggs Community Development Director, pzdriggs@ida.net, with the “Notice of Intent to Submit Proposal for Design Services – Teton Scenic Byways Visitors Center” in the subject line. The body of the e-mail shall contain the name of the interested party, a contact person to receive any information from the City concerning the RFP process and that person’s contact information.

Alternatively, a letter sent by USPS, return receipt requested, may be sent to: Doug Self, City of Driggs, PO Box 48, Driggs ID 83422. The letter shall contain the name of the interested party, a contact person to receive any information from the City concerning the RFP process and that person’s contact information.

PROPOSAL CONTENT

The proposal must be organized in sections containing the following information:

- **Cover letter.** Include name, address, telephone and e-mail contact of the project manager.
- **Description of Firm.** Describe your firm’s legal structure, areas of expertise, length of time in business, number of employees, and other information that would help to characterize the firm. Provide the address of the main office (for legal purposes and the address of the office that will manage the project).
- **Personnel.** Provide a professional resume for the key people proposed to be assigned to the project (including key personnel for any sub-consultants), showing professional qualifications and licenses, along with relevant related experience. Describe key personnel’s proposed roles and responsibilities on this project.

Submittals must identify a proposed project manager who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm. An organization chart of the project team may be appropriate.

- **Relevant Experience.** Briefly describe other projects executed by your firm that demonstrate relevant experience. Also list all public sector clients for whom you have performed similar work in the past five years. For each project mentioned, include the name, address and phone number of a person who can be contacted regarding your performance on the project. When submitting projects for which your firm worked in an auxiliary capacity or in a joint venture or partnership, include the name of the lead firm.
- **Project Understanding and Local Familiarity.** Describe your firm's understanding of the nature of this project, the design objectives, the dynamics of the site and adjacent area as well as the valley's general geographical and historical contexts from which design concepts might be drawn.
- **Project Approach.** Describe the tasks that must be accomplished to complete the project. Provide a narrative description of how the firm proposes to execute the tasks. If applicable, discuss any unique aspects of the project, alternative approaches the City of Driggs might wish to consider or special considerations related to programmatic/funding requirements.
- **Project Schedule.** Provide a schedule of general project activities indicating the duration of each activity and of the total project. The schedule should reflect realistic activity durations.
- **Debarment Certification.** Sign and return a Certification Regarding Debarment, Suspension and Other Responsibility Matters, attached as Exhibit "B" for the consultant firm and for each proposed sub-consultant. Exceptions will not necessarily result in denial of award, but will be considered in determining Consultant responsibility and capability to perform project.

Brochures or other material that may be helpful in evaluating your firm may be included in an appendix of the proposal.

PROPOSAL DEADLINE

Five (5) copies of the proposal must be received no later than Noon (MST) on Friday, February 1, 2013 by the Driggs City Clerk at Driggs City Hall, 60 S Main Street, Driggs ID 83422 (US Postal Service deliveries should be sent to PO Box 48, Driggs, ID 83422). Proposals received after the deadline will not be considered.

SELECTION PROCESS

Proposals will be ranked on qualifications and the City of Driggs may choose to interview several of the top ranked firms. However, at its discretion, the City of Driggs may dispense with interviews and select the firm it finds to be the most qualified to perform the work. Firms will be evaluated and proposals scored as follows:

- (15pts) Firm History and Capability to Perform Project
- (15pts) Qualifications of Project Team
- (20pts) Relevant Project Experience
- (25pts) Project Understanding and Local Familiarity
- (15pts) Approach and Schedule
- (10pts) References
- (10pts) Interview

A Project Advisory Committee, consisting of members from the City of Driggs, Driggs Urban Renewal Agency and Teton Valley Chamber of Commerce, will assist with firm evaluations and make recommendations to the City Council who will approve the ranking of firms.

The City of Driggs will seek to negotiate a contract, a detailed scope of work, fee schedule, etc. with the most qualified firm. If unable to reach an agreement, the City will terminate negotiations and commence negotiations with the second-ranked firm, and so forth. The City of Driggs expects to evaluate proposals and provide written notification of the short-listed firms within 15 days of receipt of proposals. If interviews are held, they will be scheduled within two weeks of short-list notification.

Prior to negotiating a contract, the selected consultant and their subconsultants will be required to submit certified hourly rates and their last years' financial information and overhead schedule in accordance with the Federal Acquisition Regulations (FARs) and the most recent version of the AASHTO Audit Guide. More information can be found at the following web site: <http://www.itd.idaho.gov/design/cau/policies/overhead.htm>.

Prior to contract award, the City must obtain approval of the consultant selection and contract from the Idaho Transportation Department's Highways Program Oversight Engineer.

The City of Driggs, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all proposers that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to the invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

ADDITIONAL INFORMATION

Questions regarding the project may be directed to Doug Self, Community Development Director for the City of Driggs at (208) 354-2362 ext. 109 or pzdriggs@ida.net. The City will consider questions from submitters as long as the questions are submitted in writing and are received by the City by 3pm (MST) on Monday, January 28, 2013. All interested parties that have provided notice to the City of their intent to submit a proposal shall receive the City's answer to any timely submitted question.

The provisions of this RFP cannot be modified by oral interpretations or statements. If inquiries or comments raise issues that require clarification by the City, or the City decides to revise any part of this RFP, addenda will be provided to all parties that have provided notice to the City of their intent to submit a proposal. Receipt of addenda must be acknowledged by signing and returning it with the proposal.

The issuance of the RFP and the receipt and evaluation of submissions does not obligate the City of Driggs to award a contract. The City will not pay costs incurred in responding to this RFP. The City may in its discretion cancel this process at any time prior to the execution of a contract without liability.

EXHIBIT "A" – PROJECT LOCATION



**Teton Scenic Byway Visitors Center
- Project Location**

0 50 100 200 Feet N

EXHIBIT “B” – DEBARMENT CERTIFICATION

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
AND OTHER RESPONSIBILITY MATTERS**

By signing this document, the Consultant certifies to the best of their knowledge and belief that except as noted on an attached Exception, the company:

- a. Is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
- b. has not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records making false statements, or receiving stolen property;
- c. are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- d. has not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NOTE: Exceptions will not necessarily result in denial of award, but will be considered in determining Consultant responsibility. For any exception noted, indicate to whom it applies, initiating agency and dates of action. Providing false information may result in criminal prosecution or administrative sanctions.

COMPANY NAME

Signature of Responsible Party

Date