

## Requirements for Statement of Qualifications

Project: Remediation of mold and its environmental causes in conjunction with a complete remodel of all facilities to adhere to ADA requirements. Scope of work may also include foundation repair, security hardening, and energy efficiency upgrades.

Project Owner: Madison County, Montana

### Project Details

Madison County, Montana (MADCO) is seeking Statements of Qualifications from qualified firms to provide overall architectural services for MADCO, in the planning and design of remediation and upgrades to its courthouse.

The purpose of this request for qualifications is to permit the County Commissioners and staff of MADCO to consider entering into a professional agreement with an existing architectural firm experienced in similar projects. Women and Minority Owned Business Enterprises are encouraged to submit.

### Required Services

MADCO seeks to hire an architectural firm to provide the following services:

1. Preparation of detailed set of plans, specifications, and cost estimates
2. Assisting in the procurement of a qualified contractor by mid-June 2024.
3. Conducting an on-site pre-bid conference with all interested contractors.
4. Attending a pre-construction conference with the successful contractor.
5. Assisting with the value-engineering process if necessary.
6. Attending monthly progress meetings throughout the construction period to inspect contractor work and to sign the contractor pay request
7. Obtaining all required state and local design permits and site plan approvals.
8. Advising the owner on current code requirements.

Requested Statement of Qualifications shall minimally include the following:

- 1) Name, address, telephone number and brief description of the history of the firm.
- 2) Resumes of key personnel who will be assigned to support various phases of the project.
- 3) No more than a one (1) page narrative description of the firm's anticipated approach to the tasks associated with the conceptualization, design, development, and construction of this project.
- 4) Brief Description of other similar projects and experience garnered by the firm and its key personnel involved in government, not-for profit, or housing projects. Include reference contact information for similar projects.
- 5) Brief description of firm's philosophy of and experience with historic preservation and rehabilitation projects.
- 6) Brief Description of firm's philosophy of and experience with sustainable design practices and LEED Certified projects.

- 7) Description of design services for which your firm will utilize sub-consultants.
- 8) Federal Tax ID Number

#### Dates of Anticipated Activities

August 17 , 2023 RFQ solicitation made available to prospective firms

September 5 , 2023 Statement of Qualifications due at 2:00 P.M.

October 3 , 2023 MADCO selects successful firm and authorizes contract negotiations

November 21, 2023 50% Design Review and meeting with local review board for comments

January 9, 2023 100% Design Review and finalize plans

April 2, 2023 Tentative GC Bid Due Date

#### Review Criteria

MADCO shall review all submissions and reserves the right to reject all submissions if it deems appropriate. MADCO reserves the right to conduct interviews and to request additional information. The successful submission will be the one deemed to have the most capacity, experience, and qualifications to provide MADCO with the best professional services described in this document.

#### Proposal Deadline

All responses are due by September 5, 2023 no later than 2:00 p.m. Respondents can e-mail, mail or Madison County deliver 5 copies of their submittal, directed to the following:

Madison County Commissioners

PO Box 278

Virginia City, MT 59755

Phone: (406) 843-4277

E-mail: [madco@madisoncountymt.gov](mailto:madco@madisoncountymt.gov)

Web: [www.madisoncountymt.gov](http://www.madisoncountymt.gov)