

November 14, 2011

CITY OF NORMAN

201 West Gray Street
Norman, OK 73070

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES

Animal Welfare Facilities RFQ # 1112-32

The City of Norman is requesting firms with extensive experience in Animal Welfare Facility design to submit their qualifications for construction design of impoundment, shelter, and adoption facilities for animals.

Interested firms shall adhere to the following event timeline to be considered for selection:

Notify the City of Norman of intent to submit qualifications	December 2, 2011
Mandatory meeting and site visit, City of Norman	December 14, 2011
Project questions in writing to the City of Norman	December 22, 2011
City of Norman responses to written questions	December 30, 2011

Qualified firms should submit six (6) hard copies and one (1) electronic copy of their qualifications as outlined below no later than **2:00 pm on January 13, 2012**. Firms may submit qualifications in person in the Office of the Purchasing Division, 201-C West Gray Street, Norman, OK 73069 or by mail as follows:

Attention: Purchasing Division , RFQ
City of Norman
PO Box 370
Norman, OK 73070

All questions or clarifications regarding this request for qualifications should be submitted to J.D. Younger, Police Major, at 405-366-5300 or jd.younger@normanok.gov.

The Project

The City of Norman recently passed a General Obligation bond to make major improvements and additions to its Animal Welfare Facilities. The project includes the construction of new impoundment, shelter, and education facilities and expansion and reorganization of an existing adoption facility. The Animal Welfare Facilities will be located at 3427 Jenkins Avenue Norman, OK.

The inclusive tentative construction budget for this project is as follows:

Animal Delivery -	\$165,000
Isolation & Quarantine -	\$200,000
Stray Holding -	\$890,000
Miscellaneous -	\$110,000
Adoption Expansion -	\$380,000
Training Room -	\$190,000
Site Development -	\$150,000
Furniture and Equipment -	\$375,000
Design & Contractor Fee -	\$340,000
Construction Contingency -	\$200,000
<u>Total -</u>	<u>\$3,000,000</u>

The budget reflects improvements and additions consistent with concepts presented in the City Norman Animal Welfare Animal Shelter Feasibility Study 2008 (<http://www.normanok.gov/finance/rfq-1112-32>).

Architectural Services Required

The City of Norman is seeking an architectural firm with a proven track record that can work as a team member with the City and provide construction oversight. The architect should have previous experience in the design of animal welfare/shelter facilities. Leadership in Energy and Environmental Design (LEED) accreditation and experience with LEED design criteria and project certification is preferred. The architect must show their capacity to be available for regular team meetings in Norman, Oklahoma, without additional travel costs.

Preliminary Scope of Professional Services

The architectural and engineering services shall include, but not be limited to the following:

- Site planning and evaluation of sites for new construction.
- All civil, structural, mechanical and electrical engineering, as required.
- Meeting all required city, state, and federal requirements.
- Working with the Project Team in cost and quality control.
- Conceptual Design Phase
 - Present options for various scenarios or plans consistent with HSUS and Guidelines for Standards of Care in Animal Shelter 2010 recommended best practices for Animal Shelters (available electronically on the City's website).
 - Letter report analyzing above.
 - Supply drawings to the Project Team with cost estimates.
- Design Development

- Develop detailed preliminary design with outline specifications within the approved budget.
- Requires frequent meetings with the Project Team.
- Supply drawings and outline specifications to the Project Team with cost estimates.
- Review preliminary design with code officials.
- Construction Documents
 - Provide the construction team copies of documents for review at approximately 35%, 65%, & 90% completion.
 - Complete plans and specifications.
- Bid Phase
 - Answer questions and issue addenda as required.
 - Attend pre-bid conferences.
 - Responsible for plan distribution and bid openings.
- Construction Phase
 - Attend Project Team meetings.
 - Provide construction oversight and project management.
 - Answer all requests for information in a timely manner.
 - Check all shop drawings and submittals in a timely manner.
 - Inspect work for compliance with plans and specifications.
 - Provide Owner with CAD final as-built drawings.

Qualification Statements Should Include:

- A brief history and overview of the company/corporation.
- List of past experience with similar types of projects.
- Organization and description of your proposed Project Team. Identify the principal contact person, providing the name, title, address, telephone, fax numbers, and email address. Provide resumes and descriptions of the roles of key personnel.
- Provide the size of your firm with respect to the number of personnel and their areas of responsibility. Also, provide a list of the firm's current workload. Show firm's ability to commence work upon selection, meet deadlines, and follow-through skills.
- Client references from a minimum of three current or recently completed projects of a similar nature.
- LEED credentials.
- List your firm's current insurance coverage, company, and contact.
- Supply a copy of the most current financial statement and financial references.
- State the proposed form of contract to be used for this project.
- Experience in designing in accordance with NFPA 150 Standard on Fire and Life Safety in Animal Housing Facilities.

General Provisions

The selection of the architectural firm may be made solely based on the review of the qualification statements received, which fully responds to the information requested herein. The selection committee may, at their sole discretion, choose to interview any or all applicants.

This RFQ does not commit the City to procure or award a contract for any work.

Respondents acknowledge and agree that the City will not be liable for costs, expenses, losses, damages, (including damages for loss of anticipated profit) or liabilities incurred by the Respondent as a result of, or arising out of, a response to this RFQ.

All information submitted in response to this RFQ shall become the property of the City, and as such, may be subject to review as public record.

The City reserves the right to cancel, alter or amend this RFQ. In such event, all persons or firms who have received the RFQ and have registered with the City will be notified in writing.

The City reserves the right to request clarifications from any or all submitting firms; however, the City shall not be required to request missing information from the respondents that may cause the submittal to be non-responsive.

The City of Norman has a standing Animal Welfare Oversight Committee comprised of community members including local veterinarians, citizens, and members of Norman City Council. One of the committee's charges is to insure that the Animal Welfare Center and Adoption Facility is run in a humane manner in accordance with established and recognized standards for animal shelters. This committee will be included in this project where reasonable, especially in the Conceptual Design phase and Design Development phase.

Should there be any questions regarding this request, please contact J.D. Younger, Police Major, at 405-366-5300.