



CITY OF FERNLEY

City Manager's Office

Administration
Human Resources
Budgeting
Risk Management
& Contract

CITY OF FERNLEY

COMMUNITY CENTER DESIGN AND PUBLIC OUTREACH

REQUEST FOR QUALIFICATIONS (RFQ)

Project Description and Preliminary Scope of Work

The City of Fernley, Nevada is soliciting qualifications from consulting/architecture firms for assistance in the Fernley Community Center Outreach & Design Project (CDBG Grant Number: 18/PCB/03).

Project Description:

Assist the City of Fernley in creating a conceptual design and traffic study of the future Fernley community center, and assist in conducting community outreach, including, but not limited to: charrettes, online surveys, and focus groups. The information gathered during the public outreach portion will be utilized for the conceptual drawings. The City has received grant funding from the Community Development Block Grant Program for this project in an amount of \$80,000.

Completion Date:

The required completion dates are set according to the "Tasks" listed below. The City may award extensions for tasks upon written request from the selected firm. The City is under a significant grant deadline, and is expecting work to begin as soon as possible.

Preliminary Scope of Work:

The following is a preliminary scope of work that may be modified during contract negotiations with the selected consultant. The preliminary scope of work is intended to outline and describe the range of tasks anticipated for the project, but is not intended to be complete. Phase 1 will consist of the community outreach/public involvement. Phase 2 will consist of the traffic study of the vicinity. Phase 2 (traffic study) may be completed by approved sub-consultant/firm. Phase 3 will consist of the conceptual design.

Phase 1 – Community Outreach

The first phase of the community center design project will involve significant public involvement, with participation by interested citizens, City staff and Elected Officials, the Fernley Community Foundation, and other identified stakeholders. Tasks will include:

- Develop and implement a public involvement/education process that encourages the participation of all interested parties.

- Determine the necessary number of public workshops, focus groups, and charettes that will allow for maximum participation and community feedback.
- Create a calendar for all public workshops/meetings, focus groups, charettes, and online survey, include public meeting dates/times that will allow for attendance during traditional non-working hours (e.g., weekends and evenings).
- Attend and facilitate the public workshops and focus groups to gather the ideas and thoughts of the community members and identified stakeholders.
- Provide graphic and written information as required to support the public outreach efforts of the City include on social media.

Phase 2 – Traffic Study

- Completion of a traffic study of the vicinity.

Phase 3 – Conceptual Design

- Meet with City Staff and identified key stakeholders to review initial conceptual design, gather input/feedback for modifications.
- Schedule final meeting to present completed conceptual design.
- The final renderings may include 3D, photo realism, and/or hand-drawings.

Tentative Schedule:

The following schedule contains major milestones and may be modified as a result of consultant proposals and contract negotiations:

May 6, 2019 - RFQ issued

May 17, 2019 - RFQ Submittal Deadline

May 20 – 21, 2019 – Consultant Interviews (tentative)

May 24, 2019 - Consultant Selection

June 5, 2019 (tentative) - Contract Awarded at regular City Council Meeting

June 6 - 7, 2019 - Consultant to meet with Community Center Design Committee Members to work out project details; schedule all public workshops, focus groups, etc.

June, 2019 – Phase 1, Implement public participation process; begin online survey period

July, 2019 – Phase 2, Completion of Traffic Study

July – August 2019 – Phase 3, Conceptual Design

August, 2019 – Final product delivered by August 31, 2019

Statement of Qualifications Submission Requirements:

All submittals must be in conformance with the requirements set forth in this RFQ. Fax submittals will not be accepted. Qualifications submitted on paper copy should be 8-1/2" x 11" format, with a font no smaller than Calibri size 11, and pages should be printed double sided, no more than twenty (20) double sided pages. A front cover, back cover, and a maximum two-page cover letter may be submitted in addition to the twenty (20) pages. At a minimum, the following information shall be submitted:

- An organizational chart and biographies for the project team, including all sub-consultants.

- A statement of the percentage of time proposed key resources will have available to devote to this project.
- The firm's identification of the critical work elements and how the team would address these issues.
- A discussion of the firm's approach to the project and the plan to produce the required documents.
- A proposed schedule for completing the work, including intermediate project stages leading to a final project and in sufficient detail to allow an assessment of the firm's ability to provide the resources necessary to meet the schedule.
- References from past similar projects. Provide the contact name and number of the owner, or if not available, a contact name and number of the current most knowledgeable person associated with the project.
- RFQ Submittal Deadline: May 17, 2019, 5:00 PM, PST

Submittals:

Three (3) unbound originals and one (1) digital storage device (CD or USB Flash Drive) in PDF or MS Word format mailed or delivered to:

City of Fernley
Attn: Colleen Unterbrink, Assistant to the City Manager
Re: Community Center Design, RFQ, 2019
595 Silver Lace Blvd.
Fernley, NV 89408

Contact:

For additional information concerning this RFQ, any other aspect of the selection process or the project in general, please contact via e-mail:

Colleen Unterbrink
Assistant to the City Manager
crunterbrink@cityoffernley.org
(775) 784-9851

Submittal Disposition:

All material submitted in response to this RFQ shall become the property of the City upon delivery to the City staff and will not be returned.

Evaluation Process:

Statements of qualifications will be evaluated based on the following criteria:

- Experience of firm
- Assigned staff expertise and experience with similar assignments
- Current assignments of assigned personnel and capacity of firm to perform desired work
- Degree of conflict of interest (COI), and administrative processes to minimize or avoid the COI

- Accessibility/location of office
- Responsiveness to the Request for Qualifications

The City reserves the right to establish further criteria for evaluation of proposals, to require additional submissions, to waive any informality in submissions, to reject any or all submissions and to negotiate with successful proposers.

After responses are reviewed by the City of Fernley, a List of Qualified Professionals will be compiled. This list will be posted on the City of Fernley website, and a letter will be sent to those who submitted a response to the City, no later than May 31, 2019.