

City of Hailey
Downtown Revitalization
Scope of Work
for Design Professional Services

The City of Hailey is seeking assistance of qualified design professional services to provide preliminary planning, design, and construction management/inspection services for a downtown revitalization project. The City of Hailey is applying for federal and/or state assistance to help fund the project.

The services to be provided will include:

Phase 1:

1. Preliminary planning, design and cost estimates of the proposed project for the grant application. Project design and cost estimate to include all structural, mechanical, electrical, and related systems.
2. Surveying as needed for the preliminary design.
3. Preparation of drawings of the proposed work for the grant application.

Phase 2:

1. Planning, designing, and engineering the construction project. Project design to include all structural, mechanical, electrical, and related systems.
2. Surveying.
3. Preparing of drawings, specifications and project cost estimates. Updating cost estimates as necessary.
4. Preparing bidding documents in conformance with applicable federal and state requirements and applicable building codes. Supervising the bid advertising, conducting pre-bid meeting, issuing of addendum, preparation of bid tabulations, assisting in bid opening, and advising on bids.
5. Advise on issuing of *Notice of Award* and *Notice to Proceed*. Conducting the pre-construction conference and progress meetings.
6. Consulting with the City regarding construction progress and quality.
7. On-site observation of construction work, submittal review, and preparing inspection reports.
8. Reviewing and approving all contractor requests for payment and change orders and submitting approved requests to the governing body.
9. Prepare and manage punch list.
10. Providing reproducible plan drawings to the City upon project completion.
11. Conducting final inspection and testing.
12. Submitting certified “as built” drawings to the City.
13. Preparing an operation and maintenance manual, if applicable.
14. Assist on conducting a warranty walk-thru.
15. Participation in public meetings.

The initial contract award will be for Phase 1 only. The award of Phase 2 will be dependent upon a successful grant application and could be subject to a new RFQ at the City of Hailey's discretion.

Respondents will be evaluated according to these criteria:

Capability to Perform Project – 25 points (i.e., firm's history, areas of expertise, address of office that will manage project, length of time in business, firm's legal structure, firm's commitment to provide necessary resources to perform and complete project).

Relevant Project Experience – 25 points (i.e. description of other projects executed by the firm that demonstrate relevant experience. List of all public sector clients for whom you have performed similar work in the past five years, which should include name, address, and phone number of a person who can be contacted regarding the firm's performance on the project).

Qualifications of Project Team – 25 points (i.e., résumé for the key people assigned to the project including sub-consultants and key personnel roles and responsibilities on this project. Identify project manager who will be responsible for the day-to-day management of project tasks and will be primary point of contact).

Project Approach and Schedule – 25 points (i.e., the tasks that must be accomplished to complete the project. How the firm proposes to execute the tasks. Unique aspects of the project and alternative approaches the owner might wish to consider).

Total Proposal Points Possible = 100 pts.

Initial Project Schedule

Proposal Submittal Deadline – 5:00 pm, August 31, 2010

Selection by City Council – September 13, 2010

Negotiate contract costs – September 20, 2010

Prepare Grant Application Documents – November 5, 2010

- Map Drawings detailing the community, the Redevelopment area and proposed improvement locations
- Cost estimate for the proposed improvements
- Timeline for preparing construction drawings and specifications
- Timeline for project construction

Award will be made to the most qualified offeror who is deemed most advantageous to the City of Hailey, all evaluation criteria considered. Unsuccessful offeror(s) will be notified as soon as possible.

Responses should be directed to:

Downtown Revitalization Project – Design Professional Services
Hailey City Hall
115 Main Street S.
Hailey, ID 83333

Three hard copies of each response are due in the office of the Hailey City Engineer by 5:00 p.m. on Tuesday, August 31, 2010. Please state “Downtown Revitalization Project – Design Professional Services” on the outside of the response package.

The agreement will be on a fixed price basis, with payment terms to be negotiated with the selected offeror. Any questions can be directed to Tom Hellen, City of Hailey’s Public Works Director by calling (208) 788-9830 ext. 14 or by e-mailing him at tom.hellen@haileycityhall.org.

This solicitation is being offered in accordance with OMB Circular A-102 and the Idaho statutes governing procurement of professional services. The City Council of Hailey, Idaho reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.