



**CITY OF ELKO  
1751 COLLEGE AVENUE  
ELKO, NEVADA 89801**

**Request for Qualifications  
For Design Services for a  
New Combined Water and WRF Shop**

**General**

The City of Elko is currently soliciting Statements of Qualifications (SOQ) from qualified architectural firms for the design services related to the following project:

Design of a new combined Water and WRF Department Shop.

Professional services for this project will include, but not limited to, architectural, mechanical, electrical, and civil design including all phases from schematic design to construction documents.

The design work shall be completed no later than June 25, 2018 and the project budget for this work is \$250,000.00.

The project will consist of designing an expandable block industrial type building of approximately 23,000 square feet.

**Technical Expertise**

The City seeks to work with a team that has experience and a successful record working on publicly-owned projects of similar size and nature. The ability to forecast cost, respect budgets, and meet deadlines are factors for consideration.

**Required Information/Evaluation Criteria**

Interested firms are invited to submit one original and three copies of their SOQ that demonstrates their experience in performing projects of this scale and type. **Documents shall be limited to twenty (20) pages (front and back) and should include:**

- **General Information** **(10 Points)**
  - Identification of the firm/team submitting their SOQ. If a team of firms is proposed, the lead firm should be identified as the primary firm with the other firms listed as secondary firms.
  - A brief description of each firm/team member should be provided along with a

- list of major services offered by each firm/team member.
- Percentage of time that each person will be committed to the project.
- Length of time with the firm.
- Applicable professional registrations.
- **Experience and qualifications of the firm/teams and key personnel (60 Points)**
  - A summary demonstrating the firm/team's qualifications to meet the project requirements as outlined above.
  - A representative list of clients with contact names.
  - A representative list of projects of a scale and type similar to the project which is being considered by the City. The list should include the project location, description, project estimate, bid day cost, final construction cost, date of construction, services provided by your firm for the project, and owner contact name.
  - From the representative list of projects, discuss in detail the project your firm has completed that you believe most closely matches the effort which will be required for the project as outlined above.
- **Innovative approaches used on other similar projects in a similar environment (10 Points)**
  - Identify innovative approaches that were used in executing work on similar project(s). Also, discuss the particular expertise your firm/team offers and how you propose to use that expertise to benefit the City to add value to the project.
- **Approach to Project Management (20 Points)**
  - Identify the teams approach to project design and quality control of the design documents
  - Construction management practices and overall project cost control

### **Selection Process**

A selection committee comprised of City Staff will review the SOQ's and will select a firm to be recommended to the City Council for the project. The selection committee may develop a short list not to exceed three firms to be interviewed by the committee before a recommendation is made for possible council approval. The interview process is an option that may occur depending on the original review by the selection committee.

The City of Elko will not provide compensation or defray any costs incurred by any firm relating to the response of this request. The City reserves the right to negotiate with any and all persons or firms. The City also reserves the right to reject any and all SOQ's, or to accept any SOQ deemed most advantageous, or to waive any irregularities or informalities in any SOQ received, and to revise the process schedule as circumstances require. The City Council reserves the right to accept or reject the selection committee's recommendation and make its own decision

regarding the possibility of awarding a contract to whom the City Council feels is in the best interest of the City.

**Contact Information**

Questions, clarifications, or requests for general information will be accepted up to ten (10) days prior to the date the submittals are required and are to be directed to:

**Shanell Owen  
City Clerk  
City of Elko  
1751 College Avenue  
Elko, NV 89801  
E-mail: [sowen@elkocitynv.gov](mailto:sowen@elkocitynv.gov)  
Phone: 775-777-7126**

Submittals must be mailed or delivered to:

**Shanell Owen  
City Clerk  
City of Elko  
1751 College Avenue  
Elko, NV 89801**

All submittals must be received no later than **3:00 PM on Monday, January 8, 2018.**