

# REQUEST FOR QUALIFICATIONS

## 2019 HISTORIC CHEYENNE FACADE IMPROVEMENT PROGRAM: ARCHITECTURAL DESIGN ASSISTANCE

March 1, 2019

Solicited by the  
CITY OF CHEYENNE URBAN PLANNING OFFICE  
In coordination with the  
CHEYENNE DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET PROGRAM

RFQ Available online at [www.cheyennecity.org/bids](http://www.cheyennecity.org/bids)  
Qualification Statements Due: **March 20, 2019**

The City of Cheyenne Urban Planning Office is requesting Qualification Statements for professional services for consulting with property or business owner applicants in the review and upgrade of their building facades. This work is relative to the applications submitted by the applicants for funding and evaluation of improvements through the Cheyenne Historic Façade Improvement Program (FIP) administered by the Cheyenne Downtown Development Authority/Mains Street (DDA/MS). This RFQ is for the selection of a pre-qualified pool of Architects who may be selected to provide architectural consulting for a period of one (1) year to property or business owners selected to participate in the FIP. The architect will review façade renovations as a Group Design Effort with the FIP applicant property or business owners. The selected properties and owners' visions will be as identified in a scope of work description. Architects selected for the "Architect's Pool" short list will be asked to provide subsequent specific proposals for the selected buildings once the scope of work is available. Interested parties should prepare written Qualification Statements according to the information contained in this RFQ and submit it no later than 3:00 p.m. on March 20, 2019 at the following address:

City of Cheyenne  
Purchasing Division, Attn: TJ Barttelbort  
2101 O'Neil Avenue, Room 309  
Cheyenne, WY 82001  
Phone: (307) 773-1045

Qualification Statements received in the City of Cheyenne Purchasing Division after the date and hour designated above will not be accepted and will be returned unopened to the Vendor. If the City of Cheyenne Municipal Building is closed for any reason at the date and time scheduled for receipt of the RFQ documents, the RFQ documents will automatically be accepted by the same time on the next working day the Municipal Building is officially open. The City of Cheyenne is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, or any other means of delivery. It is the sole responsibility of the Vendor to ensure that its proposal reaches the City of Cheyenne Purchasing Division by the designated date and hour.

Submission: Qualification Statements shall be limited to no more than five (5) pages total, including a cover letter, a representation of project understanding, qualifications and personnel, and a listing of representative work. The DDA/MS Design Committee will select two (2) to three (3) Architects (Firms). Proposals that do not comply with the instructions set forth herein will not be considered.

Submit one (1) original copy with original signature(s) of Vendor firm representative(s), and four (4) additional copies in a sealed envelope. One (1) Digital Version of the Qualification Statement, in a PDF format, shall also be provided, via a USB Flash Drive. The envelope shall be clearly marked with the following information: (a) the phrase “2019 Historic Cheyenne Façade Improvement Program: Architectural Design Assistance”, (b) the date and time specified for receipt of qualifications; and (c) the name and address of the Consultant.

Consultants submitting qualifications shall provide the cost schedule in a separate sealed envelope with the qualifications submittal. Label the sealed envelope as “Cost Schedule – Architectural Assistance Historic Cheyenne FIP.”

For additional information, visit [www.cheyennecity.org](http://www.cheyennecity.org) or:

Contact: Stephanie Lowe

Email Address: [slowe@cheyennecity.org](mailto:slowe@cheyennecity.org)

All inquiries should be presented in writing via the email address above.

### **SCOPE OF WORK (May include any or all of the following services)**

- A. **Façade Enhancements**: Meet with each building’s property or business owner applicant to review and discuss their vision for the building façade. Consultant will discuss the upgrade of the façade with emphasis on preserving or enhancing the historic or inherent integrity of the existing/original façade. If the existing façade has no inherent historic or aesthetic integrity, the new work shall provide creative enhancement of the context of the adjacent buildings and downtown district. Provide a summary report describing the new work to be accomplished. Provide a cost estimate breakdown for the work.
- B. **FIP Application Preparation**: Confirm the scope of work is addressed and approved. Provide a narrative and a cost estimate breakdown for the proposed work. Assist the applicant with preparation of the final FIP Application for funding. Provide guidance to the applicant with solicitation of contractors to bid, contract for and execute the work.

Note: All work shall be accomplished in accordance with applicable codes, standards, regulations and laws. Building facades identified as historically significant shall be renovated and restored in accordance with the Secretary of the Interior Standards for Rehabilitation of Historic Buildings.

### **QUALIFICATIONS SUBMITTAL CONTENT & FORMAT**

Responding consultants are requested to prepare a statement regarding their abilities to complete the work described. The review of the qualifications will focus in part on expertise, experience with similar work, and understanding of the project as evidenced by the consultant’s qualifications submittal.

The following elements are required in your submission:

- **Project Approach** – Briefly describe the way that you or your firm would address the work outlined in this request.
- **Project Team** – Include an abbreviated resume for each person who will be on the project team and identify their positions on the team. Include any anticipated sub-consultants with the project team.
- **Qualifications** – Provide a list of three (3) relevant projects completed in the last five (5) years that demonstrate your skills and experience with historic buildings and façade improvements. Provide references for those three projects that the Selection Committee can contact.

- Other Information: Any additional information you believe would be useful to the selection committee should be placed in this section. This information shall be included in an Appendix and will not be included in the page count.

### **COST SCHEDULE**

Anticipated funding sources include both local and federal funds. The maximum budget for the project is \$17,000. The consultant shall provide a cost schedule indicating hourly rates for all job classifications/team members who will work on the project and anticipated reimbursable expenses.

Consultants submitting qualifications shall provide the cost schedule in a separate sealed envelope with the qualifications submittal. Label the sealed envelope as “Cost Schedule – Architectural Assistance Historic Cheyenne FIP.”

### **SELECTION PROCESS**

Qualifications will be reviewed by the DDA/MS Design Committee that will short list the most qualified firms to complete the anticipated work. From this pool of consultants, the City will request fee proposals for selected projects. The fee proposal will be for the services per the scope of work.

Architects may be requested to provide services for a period of one (1) year to ensure the consistency and continuity of the FIP.

Please Note: All Statements received will be considered public information by the City of Cheyenne. Consultants are advised that any information considered by them to be trade secret, privileged or confidential data should not be revealed in the submittal. Contents of Proposals received and completed rating sheets will be made available to anyone requesting them after the process has been completed. The City of Cheyenne assumes no liability for the use of disclosure of technical or cost data submitted by any responding consultant.

The City of Cheyenne reserves the right to reject any and all qualification submissions or subsequent proposals with or without cause, to waive any informalities or irregularities not involving price in any proposals received, to re-advertise for proposals, or take any other such actions and/or award contracts pursuant to this RFP that may be deemed to be in the best interest of the City of Cheyenne. The City of Cheyenne shall be the sole judge of the submittal that is in its best interest, and its decision shall be final. The City of Cheyenne also reserves the right and sole discretion to reject any response or proposal at any time on grounds that include, without limitation, either that a response is non-responsive to the RFQ or is incomplete or irregular in any way, or that a solicitation response is not in the City of Cheyenne’s best interest. The City of Cheyenne also reserves the right to consider and rely upon factors other than pricing in its selection process. For consideration, proposals shall contain all information requested. The City of Cheyenne retains the right to reject any or all proposals with or without cause.

All firms must be properly licensed and insured in order to work with the City of Cheyenne.

### **REFERENCE MATERIALS**

The *Cheyenne’s Historic Façade Improvement Program 2019 Guidelines* provides application and program information regarding this project.

2019 FIP Schedule

Qualifications Review Schedule\*:

RFQ Announcement: March 1, 2019  
RFQ Due Date: March 20, 2019  
Anticipated RFP Issue Date: March 29, 2019

*\*This schedule is subject to modification*

Once the pool of qualified firms has been established, the City will issue a formal request for proposal requesting fee proposals for selected projects. The fee proposal will be for the services per the scope of work.

**SELECTION CRITERIA**

The Selection Committee will be asked to rate qualifications against the criteria listed below using the weighted scale provided. For consideration, qualifications statements shall contain all information requested. The City of Cheyenne retains the right to reject any or all proposals with or without cause.

**CRITERIA WEIGHTING**

<u>CRITERIA</u>	<u>DESCRIPTION</u>	<u>WEIGHT</u>
Applicable education and experience	Quantity and type of education, experience with similar work.	3
Technical expertise	Demonstrated technical expertise in projects similar to this project, including work with historic buildings and knowledge of restoration practices and Secretary of the Interior Standards for Rehabilitation.	2
Adequate resources	Sufficient available staff and equipment to complete the type of work contemplated by the client.	3
Local familiarity	The consultant's knowledge of local conditions.	1
Proposal quality	Readability, completeness, brevity, and organization of the proposal.	2
Equal Opportunity	The consultant's record on affirmative action and response to relevant policies regarding minorities, women and disadvantaged business in employment contracts.	3