**Request for Proposals**

**For Architectural and Engineering Services**

The Town of Malden is seeking proposals for professional architectural and engineering services for its New Fire Station/Town Hall/Post Office project.

**Design and Construction Phase Services:**

* 1. Planning, designing, and engineering of construction project. Project design to include all structural, mechanical, electrical, and related systems.
  2. Surveying.

3. Preparing 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 tabulation, assisting in bid opening, and advising on bids.

5. Advising on issuance of Notice to Proceed. Conducting the pre-construction conference and progress meetings.

6. Consulting with Town regarding construction progress and quality.

7. On-site observation of construction work, submittal review, and preparing inspection reports.

8. Assist Town with contractor compliance of federal labor standards including review of certified payrolls.

9. Reviewing and approving all contractor requests for payment and submitting approved requests to the governing body.

1. Preparing and managing punch list.
2. Providing reproducible plan drawings to the Town upon project completion.
3. Conducting final inspection and testing.
4. Submitting certified “as built” drawings to the Town and required regulatory agencies.
5. Preparing an operation and maintenance manual.
6. Assisting on conducting a warranty walk-thru.
7. Participation in public meetings.

Town will evaluate respondents according to these criteria:

Capability to Perform Project (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). (25 pts.)

Relevant Project Experience (i.e., description of other projects executed by the firm that demonstrate relevant experience. List of 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 contact person regarding the firm’s performance on the project). (25 pts.)

Qualifications of Project Team (i.e., résumé for the key people assigned to the project including sub-consultants. 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). (25 pts.)

Project Approach and Schedule (i.e., the tasks 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). (25 pts.)

Total Written Proposal Points Possible = 100

Selection Committee Interview. Firms *may* be asked to make presentations covering their relevant experience, their understanding of the project’s requirements and their own approach to designing and supervising the job. (25 pts.)

Total Proposal Points Possible = 125

Award will be made to the most qualified offeror who is deemed most advantageous to the Town of Malden, all evaluation criteria considered. The Town *may* choose to interview only the top ranking firms as based on proposal review and scores. Unsuccessful offerors will be notified.

Questions and responses should be directed to: Micki Harnois, Clerk

Town of Malden

PO Box 248

Malden, WA 99149

(509) 569-3771

townofmaldenwa@gmail.com

All responses must be received no later than 12:00 pm, July 1, 2022 . Please state “New Fire Station/Town Hall/Post Office – Architectural and Engineering Services Proposal” on the outside of the response package. Please provide five (5) copies. Maximum of 12 pages, inclusive of resumes, covers, etc. allowed for Proposal.

The Town of Malden is an Equal Opportunity and Affirmative Action Employer.

Minority- and women-owned firms are encouraged to submit statements or proposals.

This project is partially-funded through the Washington State Community Development Block Grant program with federal funds provided by the U.S. Department of Housing and Urban Development.

The Town of Malden 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.