



Bonner County Engineering Department

1500 Highway 2, Suite 101 ~ Sandpoint, Idaho 83864-1303

Phone (208) 255-5681 ~ Fax (208) 263-9469 ~ www.bonnercountyd.gov

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES EMS STATION No. 1 AND OFFICE COMPLEX

The Bonner County Engineering Department is inviting interested architectural firms to submit their qualifications for architectural and engineering services to assist the County in design and construction of a new Emergency Medical Services (EMS) Station and County Office Building. The Architect selected will work with the County to develop design documents and oversee construction of a new EMS and office building complex. The proposed site is located at 1314 Ontario St., Sandpoint, Idaho.

This Request for Qualifications does not commit the County to award a contract, to pay any cost incurred in the preparation of the submittal, or to procure or contract for services. The County reserves the right to negotiate with all qualified respondents, or to cancel in part or in its entirety this Request for Qualifications, if it is in the best interest of the County to do so.

BACKGROUND

Bonner County is currently renting a space, located in the City of Sandpoint, for the EMS Station No. 1. Bonner County would like to utilize the property located at 1314 Ontario Street for the purpose of eliminating the rental costs while continuing to provide EMS services in and around the Sandpoint area. As part of this project, the County would also like to incorporate office spaces and a coroner space within the proposed building.

SCOPE OF WORK

1. The selected Architect(s) will be required to perform the architectural and engineering services to be specified more fully in a contract agreement and to be negotiated after selection. The contract agreement will provide for payment for phases of work completed with options to proceed through all phases or to discontinue work as the circumstances may dictate. Upon selection of a firm with whom negotiations will proceed, a Scope of Work will be developed. However the County reserves the right to include additional project elements in the initial or subsequent professional services agreements as the County may (in its sole discretion) deem appropriate. The Architect will also be required to identify and select the appropriate sub-consultants; however, the County reserves the right to approve proposed sub-consultants that will be associated with the Project.

2. The Architect will coordinate and cooperate fully with the County project manager and engineering department as necessary during the project design and construction. Initial planning phase cost estimates will be provided by the Architect.

RESPONSES

Responses to this RFQ must include the following:

1. Firm's name, address, telephone and email addresses;
2. The experience and qualifications of staff to be assigned to the project;
3. A description of the firm's prior experience, including up to (3) similar projects, location, total cost, and name of a local official knowledgeable regarding the firm's performance;
4. A description of the firm's anticipated availability during the term of the project;
5. Proposed work plan and schedule of activities.

SELECTION PROCESS

The selection committee shall be comprised of the Director Public Works, the Manager of the Engineering Department and may include select members of County staff. Submittals will be evaluated and ranked with the following weighted criteria:

- | | |
|---|-----|
| 1. Qualifications of professional personnel to be assigned to project | 30% |
| 2. Related experience on similar projects | 30% |
| 3. Capability to meet time and project budget requirements | 20% |
| 4. Present and Projected workloads | 15% |
| 5. Consulting firms location | 5% |

If the shortlist established via the above ranking includes more than one firm, the Selection Committee may request a presentation and interview from the shortlist of prospective consultants. The award will be made to the most qualified firm whose RFQ submittal and interview (if applicable) is deemed most advantageous to the County.

The applicants may be disqualified for any of the following reasons:

- The applicant is involved in litigation against the County;
- The applicant has other obligations which present a conflict of interest.

POINTS OF CONTACT

Questions and response should be directed to:

Teddi Lupton
Director of Public Works
Teddi.Lupton@bonnercountyid.gov
208-946-8442

Spencer Ferguson
Manager Engineering Department
Spencer.Ferguson@bonnercountyid.gov
208-290-1408

DEADLINE AND DELIVERY LOCATION

RFQ submittals must be received at Bonner County Board of Commissioners, 1500 Highway 2, Suite 308, Sandpoint, ID 83864, and time stamped by **3:00pm on Wednesday, February 24, 2021.**


Responses received later than the specified date will not be considered.

Applicants shall submit (3) copies of their qualifications packet. Qualifications packets shall be submitted in an envelope with the applicants company name and address along with the project name "Bonner County - Request for Qualifications for EMS Station No. 1".

The County reserves the right to reject any and all proposals, to revise or to waive formalities which do not affect the essential fairness of the bidding process and to review the proposals to determine which is best for Bonner County. Unsuccessful respondents will be notified as soon as possible. Should the County and the prospective consultant fail to reach a contractual agreement, the County reserves the right to negotiate a contract with any other finalist.

Dated December 29, 2020.

Bonner County Board of Commissioners


STEVEN BRADSHAW
JEFF CONNOLLY
DAN MCDONALD

FACILITY NEED STUDY - SPACE LIST**Bonner County****Sandpoint, ID**

8/26/2018

| SOLID WASTE/EMERGENCY MANAGEMENT/PROCUREMENT/CM | QUANTITY | SIZE EACH | TOTAL SF |
|--|-----------------|------------------|-----------------|
| Director Office | 1 | 140 | 140 |
| Private Office | 3 | 110 | 330 |
| Shared Office | 1 | 180 | 180 |
| Open Office | 1 | 80 | 80 |
| Department Total | | | 730 |

| WEEDS | QUANTITY | SIZE EACH | TOTAL SF |
|------------------|-----------------|------------------|-----------------|
| Shared Office | 1 | 180 | 180 |
| Department Total | | | 180 |

| FACILITIES | QUANTITY | SIZE EACH | TOTAL SF |
|-------------------|-----------------|------------------|-----------------|
| Director Office | 1 | 140 | 140 |
| Department Total | | | 140 |

| RECREATION | QUANTITY | SIZE EACH | TOTAL SF |
|-------------------|-----------------|------------------|-----------------|
| Private Office | 1 | 110 | 110 |
| Department Total | | | 110 |

| EMS - ADMIN | QUANTITY | SIZE EACH | TOTAL SF |
|-------------------------------------|-----------------|------------------|-----------------|
| Director Office w/ conference for 6 | 1 | 180 | 180 |
| Captains Office | 1 | 140 | 140 |
| Training Coordinator Office | 1 | 110 | 110 |
| Front Counter/Reception | 1 | 100 | 100 |
| Lobby | 1 | 100 | 100 |
| Medical Records Storage | 1 | 64 | 64 |
| Supply Storage | 1 | 64 | 64 |
| Medical Supply Storage | 1 | 250 | 250 |
| Department Total | | | 1008 |

| EMS – FIRST RESPONDER | QUANTITY | SIZE EACH | TOTAL SF |
|------------------------------|-----------------|------------------|-----------------|
| Bedrooms | 3 | 96 | 288 |
| Baths | 3 | 60 | 180 |
| Kitchen | 1 | 100 | 100 |
| Lounge Area | 1 | 225 | 225 |
| Report Writing | 1 | 120 | 120 |
| Exercise | 1 | 120 | 120 |
| Laundry/Decontamination | 1 | 64 | 64 |
| Fleet Manager Office | 1 | 80 | 80 |
| Training Room | 1 | 120 | 120 |

Department Total

1297

| EMS – APPARATUS BAY | QUANTITY | SIZE EACH | TOTAL SF |
|-------------------------------|-----------------|------------------|-----------------|
| Front Line Ambulance | 1 | 544 | 544 |
| Chase Car | 1 | 288 | 288 |
| Off-Road Ambulance w/ trailer | 1 | 288 | 288 |
| ATV | 1 | 60 | 60 |
| Side by Side UTV | 1 | 80 | 80 |
| Admin Car | 1 | 288 | 288 |
| Storage | 1 | 200 | 200 |
| Maintenance Bay | 1 | 600 | 600 |
| Backup Ambulance | 2 | 360 | 720 |
| Department Total | | | 3068 |

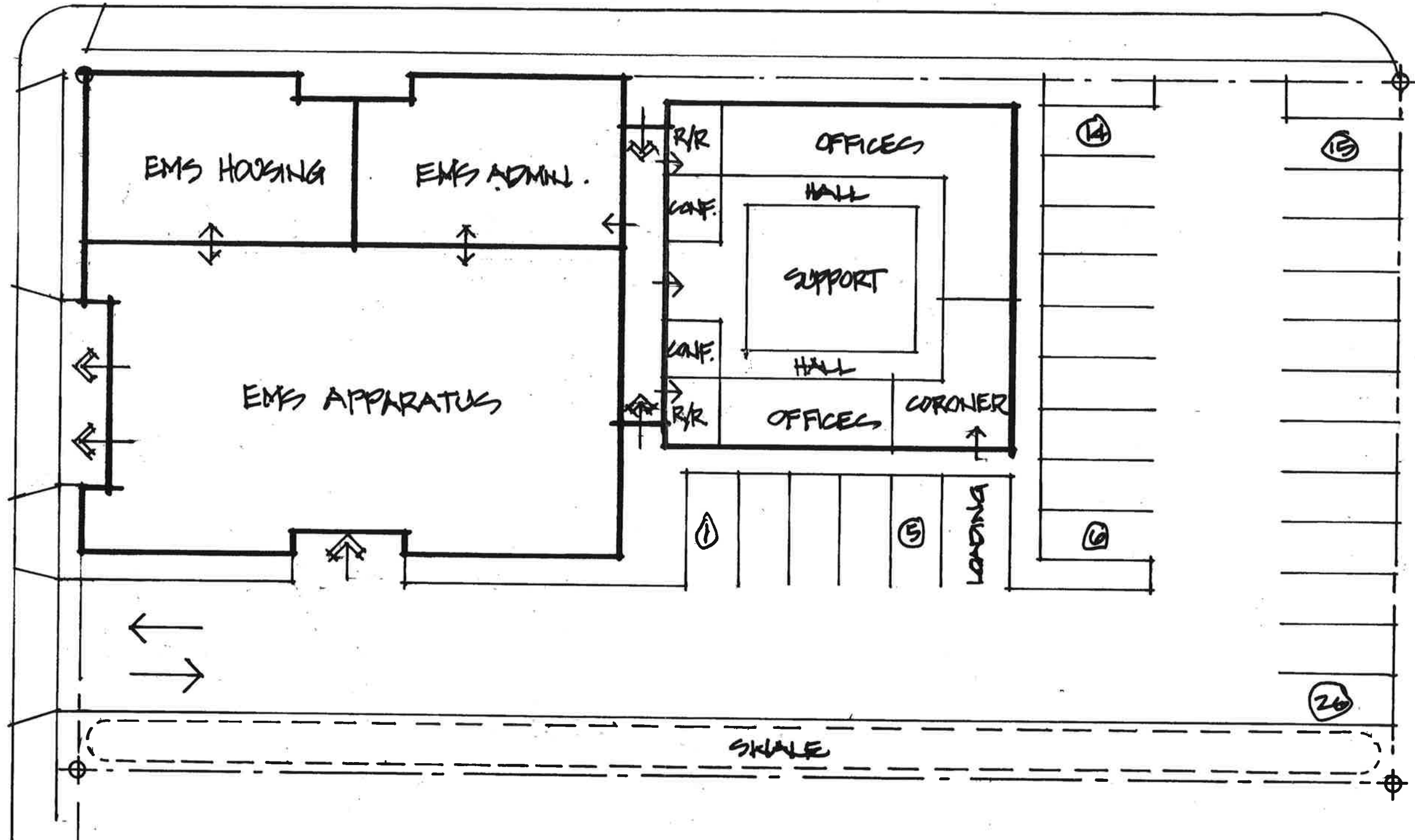
| CORONER | QUANTITY | SIZE EACH | TOTAL SF |
|------------------|-----------------|------------------|-----------------|
| Office | 1 | 110 | 110 |
| Exam Room | 1 | 100 | 100 |
| Cooler Room | 1 | 180 | 180 |
| Department Total | | | 390 |

| COMMON AREAS | QUANTITY | SIZE EACH | TOTAL SF |
|--------------------------|-----------------|------------------|-----------------|
| Work/File Room | 1 | 120 | 120 |
| Archive File Room | 1 | 100 | 100 |
| Conference Room | 2 | 180 | 360 |
| Front Counter/Reception | 1 | 100 | 100 |
| Server Room | 1 | 80 | 80 |
| Janitorial | 1 | 50 | 50 |
| Break Room | 1 | 120 | 120 |
| Badge Photo/Printer Area | 1 | 40 | 40 |
| Restrooms | 2 | 120 | 240 |
| Storage | 1 | 150 | 150 |
| Department Total | | | 1360 |

TOTAL SQUARE FOOTAGE **8283**

DIVISION

ONTARIO



BONNER CO. SATELLITE ADMIN. FACILITY

SCALE: 1" = 20'

N
8/6/92