REQUEST FOR QUALIFICATIONS FOR:

Historic Preservation Architectural Design Services for

Caliente Historic Depot Building

**RELEASED:**

August 19, 2019

**DUE BY**:

September 17, 2019

 DELIVER TO:

 The City of Caliente

 100 Depot Avenue

 PO Box 1006

 Caliente, Nevada 89008

 Attn: Amanda Anderson

 Deputy City Clerk

Request for Qualifications

For

Historic Preservation Architectural Design Services for

Caliente Historic Depot Building

# Section 1.0 – General Information on Qualifications Process

## Invitation

It is the intention of the City of Caliente to solicit qualifications for Historic Preservation Architectural Design Services for the proposed Caliente Historic Depot Building project (hereinafter called the Project) in Caliente, NV. The City of Caliente makes this Request for Qualifications (hereinafter referred to as the RFQ) in order to select a qualified Preservation Architect (hereinafter referred to as the Architect) for providing Historic Preservation Architectural Design Services for the Project. The Project is generally described in the “Scope of Services” (Section 2.0) contained within this RFQ, including descriptions of roles, responsibilities and relationship of the Architect and other parties involved in the project.

## Pre-Qualifications Site Visit

A pre-qualifications site walk can be made by appointment with Amanda Anderson, at 100 Depot Avenue, Caliente, Nevada 89008. All potential Architects are encouraged to attend this site visit.

## Qualifications Due Date and Location

The Architect shall submit one (1) printed and one (1) digital (single PDF file) copy of the Statement of Qualifications (hereinafter referred to as a SOQ) to the City of Caliente. Qualifications shall be sent and labeled:

Request for Qualifications for:

Caliente Historic Depot Building

PO Box 1006

Caliente, Nevada 89008

The submittal shall be made before 4:00 p.m., Tuesday, September 17th, 2019. Late submittals will not be accepted.

## Submittal Format

The Architect shall provide the appropriate information in sufficient detail to demonstrate that the evaluation criteria has been satisfied as specified in Section 1.5 “EVALUATION OF QUALIFICATIONS & SELECTION OF ARCHITECT”.

To allow for easier comparison of qualifications during evaluation, submittals should contain the following sections and be arranged in consecutive order:

1. Executive Summary - The Executive Summary should include a clear statement of the Architect’s understanding of the RFQ including a brief summary of the Scope of Services. Include, at a minimum, an outline of the contents of the submittal and a summary of the proposed services.
2. Scope of Services - Describe in detail how services will be provided. Include a detailed listing and description of tasks and deliverables.
3. Project Team - Show involved individuals with resumes and specific applicable experience.
4. Experience and Capacity - Describe background and related experience demonstrating ability to provide the required services. Indicate if company expansion is required to provide service. Describe specific experience producing design services for the following:
	1. Work that meets the Secretary of Interior’s Standards for the Treatment of Historic Properties.
	2. Projects of similar size and scope.
5. Project Timeline – Provide a proposed timeline for implementation of the project through completion of construction.
6. References - List references from contracts similar in size and scope.

## Evaluation of Qualifications & Selection of Architect

Qualifications will be reviewed by an evaluation panel made up of representatives of the City of Caliente and the Caliente Historic Depot Building team. The evaluation panel may select a "short list" of qualified Architects who will be formally interviewed as part of the final selection, as deemed necessary by the City of Caliente. Evaluations will be based on the required criteria listed in Section 1.4 “Submittal Format”, and the following:

1. Quality, thoroughness, and clarity of qualifications.
2. Qualifications and experience of staff (includes a review of references) working on historic properties.
	1. Staff will need to include a Historical Preservation Specialist with experience related to the Project.
3. How well the Scope of Services offered meets project objectives.
4. Organization and management approach and involvement for a successful project.
5. Cost of services proposed.

## Schedule

The following is a listing of key qualifications milestones:

RFQ Issued August 19th, 2019

Deadline for Submitting Questions to RFQ September 17th, 2019

Qualifications Due September 17th, 2019

Anticipated Contract Award September 19th, 2019

Services Commence After Contract Date

## Contract

The contracting parties will be the City of Caliente and the Architect selected to provide the services as described herein. The selected qualifications, along with the RFQ and any counter qualifications will be incorporated into a formal agreement after negotiations.

## Request for Clarification

Prospective Architects shall direct inquiries or questions about the RFQ in *email form only* to:

Deputy City Clerk: Amanda Anderson

Email: aanderson@cityofcaliente.com

## Rejection of Qualifications

The City of Caliente reserves the right to reject any Architect on the basis of the qualifications submitted.

## Site Visits

Prospective Architects may visit the Caliente Historic Depot Building in reference to the services to be provided, but is prohibited from interviewing site staff or other visitors in any effort to obtain information relating to this RFQ. All requests for clarification should be submitted in writing as outlined in this RFQ. Failure to follow this prohibition could result in the rejection of the qualifications.

# Section 2.0 – Scope of Services

## 2.1 Introduction

The Caliente Railroad Depot (U.S. National Register of Historic Places: Nevada Historical Marker #249) is a historic Mission Revival Style railway station that was built in 1923 and sits near the center of Caliente,

Nevada at 100 Depot Avenue. The building has a rich history that attracts many tourists. The building also serves as a service center and gathering place for the community. The building houses the Lincoln County Sheriff’s substation, the Box Car Museum, and several private businesses. A small portion of the depot also houses the City of Caliente Administrative offices.

The building is 54 feet by 341 feet with a stucco exterior painted white and a red tile roof. The architectural style is generally known as the Mission Revival, which was used on the Union Pacific stations between Salt Lake City and Los Angeles. The Caliente depot is the only station of its type left in Nevada. The depot building has full arched openings on the lower floor, with a rectangular pattern around all openings on the second floor.

## 2.2 Background

The Caliente Railroad Depot was turned over to the City in 1970. The City moved their municipal services into the building in part to help preserve it. The City has been doing general maintenance to the building, but they have lacked the funds to rehabilitate the building as needed. The project will include 3 phases of construction to rehabilitate and repair the Caliente Historic Railroad Depot as close to its original 1923 condition as possible:

1. **Phase 1** - Rehabilitation or replacement of as many of the building’s historic windows, doors, window and door framing, and window and door trim for the first and second floor (excluding administration offices) within the allotted budget. Any replacement of individual units will need to be replaced in-kind. This phase also includes the abatement of hazardous materials prior to the rehabilitation.
2. **Phase 2** - Completing window and door rehabilitation and all items listed in Phase 1 that were not finished. This phase also includes the rehabilitation or replacement of exterior soffits & cornices. This phase will also include preparing the building to be re-plastered and prepping any area in need of repainting.
3. **Phase 3** – The final phase will include the re-plastering of the building, repainting of walls and the rehabilitation/replacement of existing wooden railings, metal gutters, and downspouts.

## 2.3 Grants

The City of Caliente was awarded a grant of $1,086,994 funded by Federal Funds of the Department of Housing and Urban Development (HUD) Community Development Block Grant funds administered by the Nevada Community Development Block Grant (CDBG) Program to assist with the Caliente Historic Depot Restoration Project. The Architect and all potential sub-consultants will be required to meet the General Terms and Conditions shown in Section 3.0.

## 2.4 Scope of Services

The Architect will:

* Work with the City of Caliente and the Nevada State Historic Preservation Office to produce design solutions for Phase 1 and Phase 2 of the Project. The Architect’s deliverables include construction drawings, bidding documents, contract documents, project specifications, an opinion of probable construction cost for the improvements. Deliverables shall be provided in accordance with standard practices, skill and care typical in the industry.
* Provide Historic Preservation design and documentation services from Preliminary Design through Construction Documentation phases for the Caliente Historic Depot Building. Design to meet the Secretary of Interior’s Standards for the Treatment of Historic Properties.
* Provide bidding and negotiating services.
* Provide construction administration services.

# Section 3.0 – General Terms and Conditions

The Architect and all potential sub-consultants will be required to meet the following General Terms and Conditions:

**Federal:**

1. Davis-Bacon Act
2. Federal Fair Labor Standards Act
3. Title VI of the Civil Rights Act of 1964 – Nondiscrimination
4. Age Discrimination Act of 1975
5. Section 504 of Rehabilitation Act of 1973, as amended

**State:**

1. NRS 613.330 – Equal Employment Opportunity
2. State Prevailing wage

**General:**

1. Conditions of the grant (see attachment A and B)
2. CDBG Certifications and Supplemental General Conditions (see attachment C)