Workforce Connections is soliciting

Request for Proposals
For
Architectural Services

Publication of Bid
November 28, 2012

Submission of Proposal Deadline
December 10, 2012
4:30 p.m.

Workforce Connections is an
Equal Opportunity Employer/Program
Auxiliary aids & services are available upon request for individuals with disabilities
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## CALENDAR OF EVENTS

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release RFPs</td>
<td>November 28, 2012</td>
</tr>
<tr>
<td>Deadline for Submittal of RFP</td>
<td>December 10, 2012 at 4:30 p.m.</td>
</tr>
<tr>
<td>Technical Review</td>
<td>December 11, 2012 at 9:00 a.m.</td>
</tr>
<tr>
<td>Notification of Award</td>
<td>On or before December 14, 2012</td>
</tr>
<tr>
<td>Award of Contract</td>
<td>On or before December 14, 2012</td>
</tr>
</tbody>
</table>
TECHNICAL REVIEW

Respondents that have successfully completed their RFP and submitted a proposal will next undergo a Technical Review. This review is conducted to ensure that all the technical requirements of the RFP have been met. Those proposals passing the technical review will be forwarded to the Evaluation review committee. **Those proposals that fail any requirement of the technical review will not be forwarded for further consideration.**

You are invited to attend the Technical Review which is open to the general public and will be conducted on December 11, 2012, at 9:00 a.m. at the WC’s administrative office.

The Technical Review checklist is as follows:

<table>
<thead>
<tr>
<th>TECHNICAL REVIEW REQUIREMENTS</th>
<th>CHECK ONE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Response to RFP Submitted by Deadline</td>
<td>Yes ☑</td>
</tr>
<tr>
<td>Response Completed with following format:</td>
<td>Yes ☑</td>
</tr>
<tr>
<td>• Proposal submitted in a sealed envelope and plainly marked “Request for Proposals” with the name of the proposed description of services (Architectural Services) and also the name and address of the “Proposer” clearly marked on the outside, in the upper left hand corner of the sealed envelope.</td>
<td>Yes ☑</td>
</tr>
<tr>
<td>• Completed Proposal consisted of no more than 20 Typewritten pages utilizing 12 point Times New Roman font.</td>
<td>Yes ☑</td>
</tr>
<tr>
<td>Completed Cover Page</td>
<td>Yes ☑</td>
</tr>
<tr>
<td>Signatures where Appropriate</td>
<td>Yes ☑</td>
</tr>
</tbody>
</table>
REQUEST FOR PROPOSALS
FOR
ARCHITECTURAL SERVICES

SUMMARY

Workforce Connections (WC) has been designated by the Governor of the State of Nevada as a public agency whose primary responsibility is to provide administrative oversight of the funds awarded to WC from the U.S. Department of Labor under Title I of the Workforce Investment Act (WIA). The primary use of these funds is to provide employment and training services to eligible unemployed and under-employed adults and low income youth who reside in the Southern Nevada Workforce Investment Area (SNWIA). The SNWIA encompasses the cities of Las Vegas, North Las Vegas, Henderson, Boulder City, and the counties of Clark, Nye, Lincoln and Esmeralda.

Title I of WIA assigns the responsibility at the local level of government to establish a One-Stop delivery system. The system must include at least one Comprehensive Physical Center located in their SNWIA and one of the required roles of WC is to select and/or operate and maintain a Comprehensive One-Stop Center. WC is required to create a Center that enhances the range and quality of workforce development services and must be made accessible to individuals seeking workforce development assistance. This facility must be designed to ensure that it is in compliance with all applicable construction regulations and its plans are developed to ensure appropriate access and accommodations for southern Nevada residents.

I. INTRODUCTION

The intent of this solicitation is to obtain the most qualified and experienced individual, firm and/or agency to provide Architectural services for the specified tenant improvements to WC’s Comprehensive One-Stop facility.

Workforce Connections reserves the right to cancel, delay, amend, and/or reissue any part of this Request for Proposals at any time without prior notice. This does not commit WC to accept any proposals submitted, nor shall be responsible for any costs incurred in the preparation of responses to this RFP. Workforce Connections reserves the right to reject any or all proposals and bids, to accept or reject any or all items in the proposals, and/or to award a contract in whole or in part of the RFP specifications and requirements herein as is deemed to be in the best interest of Workforce Connections.
II. REQUEST FOR PROPOSAL GLOSSARY

A. The words, “bidder”, “respondent”, “firm” and “organization” is used interchangeably throughout this document and refers to the individual and/or company submitting a proposal in response to this Request for Bid.

B. The term “ex parte communication” refers to communications that are directly or indirectly made by the respondent to influence a decision-making official, which is generally off the record and out of the presence of other parties. Ex parte communications are restricted by State, Federal and local regulations.

III. INSTRUCTIONS FOR SUBMITTING PROPOSALS

A. PROPOSAL FORMAT

i. All proposals must to be addressed, mailed and/or delivered to the following Workforce Connections’ administrative office on or before, December 10, 2012, and no later than 4:30 P.M.:

   Workforce Connections
   7251 West Lake Mead Blvd., Suite 200
   Las Vegas, Nevada 89128
   Attention: Architectural Services RFP

   Workforce Connections’ hours of operation are;
   Monday through Friday, 8:00 A.M. to 5:00 P.M.

ii. All proposals must be submitted in a sealed envelope and plainly marked, “Request for Proposals” with the name of the proposed description of services (Architectural Services) and also the name and address of the “Proposer” clearly marked on the outside, in the upper left hand corner of the sealed envelope.

iii. All proposals shall be time-stamped by Workforce Connections upon receipt. Proposals may not be sent via e-mail or facsimile. Please provide one (1) original, sealed, unbound response and two (2) stapled or bound copies of the bidder’s response.

iv. All respondents may request the withdrawal of a sealed proposal prior to the scheduled closing date and time provided. The request for withdrawal must be submitted in writing to Workforce Connections’ Executive Director.

v. All proposals submitted in response to this RFP shall remain valid for 120 calendar days from the scheduled closing date and time of the RFP.
vi. All completed proposals shall consist of no more than 20 typewritten pages utilizing 12 point font typing.

vii. All questions relating to the RFP must be submitted in writing to Workforce Connections’ administrative office, located at 7251 W. Lake Mead Blvd., Suite 200, Las Vegas, Nevada 89128, and to the attention of Peter Bacigalupi. Questions can also be e-mailed to the following individual: pbacigalupi@snvwc.org

B. LATE PROPOSALS, MODIFICATIONS & ADDENDA

i. The RFP indicates a closing date and time by which the proposals must be received by Workforce Connections. Proposals received after the denoted closing date and time will not be considered and shall be returned unopened to the respondent.

ii. Any respondent/proposer may modify their proposal in writing at any time prior to the scheduled closing date and time for receipt of proposals. Proposal modifications must be submitted in the same manner required for the original proposal. No modification should reveal the proposal price but should provide the addition and/or decrease of respondent’s modification. All proposals will be secured under lock and key so that the final prices or terms will not be known by Workforce Connections until the opening of the proposals.

iii. If it becomes necessary for Workforce Connections to revise any part of this RFP, a written addendum will be provided via WC’s website, at:

www.nvworkforceconnections.org.

Workforce Connections shall not be bound by or responsible for any oral representations, clarifications, or changes made to this RFP by WC employees, unless such clarifications or changes are provided to proposers and/or interested parties in a written addendum from WC via WCs’ web site.

iv. Each proposer/respondent, upon receiving an addendum, shall insert this information in your RFP package. Failure to acknowledge any addenda may result in disqualification and or rejection of the proposal.

C. EX PARTE COMMUNICATION

Workforce Connections prohibits ex parte communication with any Workforce Connections board member and/or staff member after the deadline of the publication and receipt of proposals. No board member and/or staff member shall initiate or accept oral communication regarding any RFP under consideration. Any communication by telephone, email, letter, face-to-face conversation, or other off the record contact, are strictly prohibited. The restriction against ex parte communication applies when a decision must be made on the record. Any discovered ex parte communication will be provided to Workforce Connections’ Executive Director for review and appropriate action. Respondents who
attempt to improperly influence the proposal review and evaluation process in any way shall be disqualified.

IV. DISPUTES

A. Any respondent who has a dispute in connection with this request shall have the right to submit in writing, their protest to Workforce Connections. The written protest should be submitted to: Ardell Galbreth, Executive Director, and Workforce Connections at the Workforce Connection’s administrative office located at 7251 W. Lake Mead Blvd., Suite 200, Las Vegas, Nevada 89128. The protest must be in a format as outlined in Workforce Connections’ Policy 5.7. This policy can be found on Workforce Connections’ website at: www.nvworkforceconnections.org.

B. Failure by the respondent to request clarification of any inadequacy, omission or conflict will not relieve the proposer/respondent of this responsibility. The signing of the proposal form, however, will be considered as implicitly denoting that the proposer/respondent has a thorough comprehension of the full intent and scope of this RFP.

V. ARCHITECTURAL SERVICES DELIVERABLES

A. The Architectural Service deliverables shall be for WC’s new facility. This facility is currently a retail space which will be converted to office in two (2) phases. The facility is located at 6330 West Charleston Blvd, Las Vegas, Nevada.

Attached to this RFP are WC’s existing architectural drawings of the space to be altered as well as some of the proposed designs. Reference Attachments A, B, C, D.

B. The Bidders must respond to the following five (5) Phases of the Architectural Scope of Work Deliverables:

Phase I  Schematic design
a. Kick off meeting between Bidder and Workforce Connections to discuss the requirements/goals of the project.
b. Review specific Program requirements for the project.
c. Validate existing project program document.
d. Review and validate existing conceptual floor plans. Provide interior finishes for wall, floor and ceiling finishes.
e. Identify and provide samples of materials/colors to be used in construction.
f. Develop boards for display/review.
g. Meeting between Bidder and WC to review and approve conceptual drawings and materials boards.
h. Presentation of final Schematic Design.
i. Bidder to provide the WC 3 copies of conceptual schematic drawings for your use.
Phase II  Design Development  
   a. Refine Schematic Design per comments.  
   b. Compile information; finalize code analysis, and other requirements.  
   c. Develop detailed plans for WC approval.  
   d. Finalize floor plans, material selection and finishes  
   e. Analyze and select appropriate building systems. Any changes to original project scope will be addressed and revised if required at this phase.  
   f. Refine code analysis.  
   g. Coordination with Agencies.  
   h. Meeting with WC for review and final approval of all design issues and costs.  
   i. Provide WC 3 copies of DD drawings for your use.  

Phase III Construction Documents  
   a. Incorporate the WC DD review comments and prepare construction documents based on approved Design Development.  
   b. Review and coordinate all drawings and specifications.  
   c. Prepare final specifications.  
   d. Plan Check comment integration and coordination.  
   e. Review construction documents with WC.  
   f. Provide construction documents to WC to apply for necessary permits.  
   g. Submit three (3) sets of stamped and signed construction documents to the building department.  

Phase IV Bidding  
   a. Assist owner in resolving any questions during the bid process.  
   b. Incorporate any plans check comments.  

Phase V Construction Administration  
   a. Produce documentation required and review RFI’s and submittals.  
   b. Consultants will provide clarification or interpretation of their drawings.  
   c. Develop final punch list for final walk through.  
   d. Attend a predetermined number of jobsite meetings based on the agreed upon construction schedule  
   e. Observe construction to verify that the project complies with the overall design intent. Meeting minutes to be prepared and kept by Contractor.  

(Please note that the preceding is not intended to be an all-inclusive listing of the architectural related activities that Workforce Connections may retain the successful proposer to provide, but is intended to be a representative listing of related activities that Workforce Connections anticipates.)  

VI. QUALIFICATIONS and REQUIREMENTS of RESPONDENT  

Workforce Connections is seeking proposals from the most qualified and experienced firm, agency and/or individual to provide Architectural services. In order to ensure WC selects the “best” respondent to these services, proposals must contain the following information:
(1) An executive summary that shall not exceed five (5) pages, which includes, but not limited to the bidder understanding of the Scope of Work to be performed.

(2) Responses to the required Architectural Deliverables as indicated in all Phases of this RFP.

(3) The qualifications of staff that will be assigned to project.

(4) The qualifications to perform proposed scope of work based on references from established companies. (provide at least two (2) references from entities who can attest to respondent’s present and/or past performance)

(5) Respondent’s years of experience providing the services as outlined in this RFP.

(6) Respondent’s firm size and organizational structure with an organizational chart.

VII. PROPOSED FEES FOR SERVICES

Please provide an all-inclusive proposed hourly rate cost estimates that the contractor will incur for noted services rendered to Workforce Connections including, but not limited to, the following: employee wages and benefits; clerical support; telephone calls; document copying; Workforce Connections related travel, etc. Workforce Connections does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFP. Fees for services will be paid through a cost reimbursement process. Please provide, if applicable, information regarding pro bono and/or volunteer services the respondent may provide.

VIII. PROPOSAL REVIEW AND EVALUATION

It is anticipated that responses will be evaluated and a final decision for the award of a contract shall be made by December 14, 2012.
The following criterion will be utilized by WC to review and evaluate each proposal received:

<table>
<thead>
<tr>
<th>RESPONSE</th>
<th>MAXIMUM POINT VALUE</th>
<th>CRITERION DESCRIPTION of RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Response to Architectural Scope of deliverables</td>
<td>60 points</td>
<td>Executive Summary and comprehensiveness of the scope of work to be performed and capability to provide services.</td>
</tr>
<tr>
<td>2. Qualifications and other Requirements of Respondent</td>
<td>20 points</td>
<td>The qualifications the respondent displays for the work required, based upon the work history and the qualifications of the staff proposed to perform the work; the past performance of the proposer on prior work of the same or similar nature.</td>
</tr>
<tr>
<td>3. Cost of Services</td>
<td>20 points</td>
<td>All inclusive cost for all staff involved in the delivery of designated herein Architectural Services</td>
</tr>
</tbody>
</table>

The total amount of points that can be designated for each proposal is 100. Workforce Connections will evaluate and award points pertaining to the evaluation criteria. WC shall review the responsive proposals that are submitted and award points pertaining to the evaluation criteria. Upon final completion of the proposal evaluation process, the evaluator(s) will forward the completed evaluations with their recommendation for final approval.

**IX. CONTRACT AWARD PROCESS**

Each proposer/respondent submitting a proposal will be notified in writing or via e-mail of Workforce Connections’ decision concerning their proposal. Formal notification to award a contract and the actual execution of a contract are subject to the following conditions:

- Receipt of funds from federal and state administering agencies; Results of negotiations between selected proposers/respondents and WC’s Management and fiscal staff;
• Continued availability of Workforce Connections federal funds.

X. PROPOSAL COVER PAGE INSTRUCTIONS

The following firm/agency information must be completed on the proposal cover page:

a. Name - Provide the name of the firm/agency responding to this RFP.

b. Address - Provide your firm/agency’s main office address.

c. E-Mail Address - Provide the e-mail address of firm/agency submitting RFP.

d. Copy of Current Business License – Provide copy of current local business license.

e. Federal Tax I.D. # - Provide firm/agency’s current federal tax I.D. number.

f. Phone Number - Provide phone number of firm/agency and also phone number and address of contact person where Workforce Connections can submit information regarding the proposal.

g. Fax Number- Provide fax number of firm/agency where Workforce Connections can submit information regarding the proposal.

h. Contact- Provide name and phone number of contact person regarding the submitted proposal.

i. References - at least two (2) current references and their current contact information.
PROPOSAL COVER PAGE

1. Organization/Agency Information: (Please print all information on this page)

Name: _____________________________________________

Agency’s Address: ______________________________________

E-Mail Address: _______________________________________

Federal Tax I.D. #: _____________________________________

Phone #: __________________ Fax#: _____________________

Contact Person: _______________________________________

References:
(1) ___________________________________________________

(2) ___________________________________________________

2. Type of Organization and Business Relation: (Check All that Apply)
   Business, for profit Private, nonprofit
   Public Agency Have Relatives Working for Workforce Connections
   Any Partnership(s) with Workforce Connections Staff or Board Members
   Any Partnership(s) with Workforce Connections Local Elected Officials
   Other (Please Explain: _________________________________)
CERTIFICATE REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCUSION

Name of Firm/Organization: ____________________________________________

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Persons’ Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (Pages 19160-19211).

(1) The prospective recipient of federal funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective recipient of federal funds is unable to certify to any of the statements in this certification, such person shall attach an explanation to their Executive Summary of this proposal.

Name of Firm: _______________________________________________________

Name and Title of Authorized Representative: ____________________________

Signature: _________________________________ Date: ________________
AFFIRMATION

Affirmation and Certification:

I affirm that the information within this proposal is true and accurate to the best of my knowledge. I acknowledge that I have read and understood the specifications and requirements of the Request for Proposal (RFP), and that my agency/firm is prepared to deliver the proposed activities as described herein. Further, I certify that I am duly authorized to submit this proposal on behalf of my agency/firm. I also understand that by signing any contract initiated as a result this proposal; my agency/firm is responsible for meeting each deliverable objective set forth in this RFP. I fully affirm and understand that failure to deliver on the objectives set forth in this RFP and my agency/firm’s proposal may result in my agency/firm’s contract being terminated.

Name: (Print) ____________________________________________

Title: ____________________________

Authorized Signature: ____________________________ Date: ________________
Respondent Proposal Checklist

Those agencies or organizations wishing to submit proposals should verify that they have included in their response package to this RFP each of the following required items:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Response was submitted by Deadline</td>
<td></td>
</tr>
<tr>
<td>Cover Page Completed, signed and dated</td>
<td></td>
</tr>
<tr>
<td>The following font requirements were met:</td>
<td></td>
</tr>
<tr>
<td>• Program requirements i.e., Scope of Work Deliverables and all other required components <strong>total cannot did not exceed 20 pages.</strong></td>
<td></td>
</tr>
<tr>
<td>• Response was in 12 Point Font, Times New Roman</td>
<td></td>
</tr>
<tr>
<td>Technical Review requirements completed</td>
<td></td>
</tr>
<tr>
<td>Required signatures completed</td>
<td></td>
</tr>
<tr>
<td>Required documents responses for each of the 5 Phases of deliverables</td>
<td></td>
</tr>
</tbody>
</table>