

**REQUEST FOR QUALIFICATIONS
FOR A PRELIMINARY ARCHITECTURAL STUDY
FOR THE CITY OF LIVINGSTON, MONTANA IN PARTNERSHIP WITH LIVINGSTON HEALTHCARE
FOR A
SENIOR ASSISTING LIVING FACILITY**

NOTICE TO ARCHITECTURAL CONSULTING FIRMS: Notice is hereby given by the City of Livingston, Montana in partnership with Livingston HealthCare, that it will receive written statements of qualifications to prepare analysis and a written Preliminary Architectural Report for the purpose of determining feasibility and sustainability of a Planned Senior Community with assisted living options covering a spectrum of care needs.

Project Description: In 2021, the City of Livingston in partnership with and on behalf of Livingston Healthcare was awarded a grant from CDBG for the purposes of assisting in the preliminary feasibility and initial planning of a senior assisting living community on or near the campus of Livingston Healthcare. This RFQ requests a proposal for preliminary architectural services to be completed and evaluated in collaboration with other vendors completing demographic and feasibility studies of the same facility.

Information to be submitted by prospective firms in their statements of qualifications should include:

1. Firm Qualifications: This section should provide information establishing the firm as an organization which is experienced and competent in implementing, reviewing and/or updating preliminary architectural reports for senior and assisted living facilities. The firm must be familiar with all applicable Montana law as it relates to aforementioned facilities. This section should include a list of similar studies done by the firm.
2. Key Personnel: This section shall include a list of the key personnel in the firm that would be assigned to the proposed project. Please include their backgrounds and their location. Also include a statement regarding any intention to sub-contract any portion of this study to other firms.
3. Proposed Plan of Study: Please submit a general outline of the proposed plan of study, including information concerning the firm's ability to meet the City's proposed deadline of June 30, 2022, given the firm's workload and time constraints. This section shall also include information on the firm's proposed methods to accomplish the required work.
4. Additional Information: Any additional information that is relevant for City officials to consider in reviewing and comparing the firm's statements of qualifications.

The submitted documents shall be limited to ten pages or less, excluding resumes.

Closing Date and Address: Five copies and one digital copy of written statements of qualifications clearly identified as “Preliminary Architectural Report” shall be submitted to City of Livingston, 220 E Park Street, Livingston, Montana 59047 on or before 4:00 PM local time on the 25th day of February, 2022.

Professional firms and qualified firms on the Disadvantaged Business Enterprise list are encouraged to apply.

Selection Process and Contract Negotiations: All qualification statements submitted will be evaluated by a selection committee assigned by the City Manager and chosen representatives of Livingston Healthcare familiar with the project. The City’s and Hospital’s goal is to have a firm selected and a contract negotiated by March 4, 2022 so that the contract can be awarded timely for completion of PAR.

Consistent with Section 3 of the Housing and Community Development Act of 1968, CDBG regulations governing the grant require that to the greatest extent feasible, opportunities for training and employment arising in connection with this CDBG-assisted project will be extended to local lower-income residents. Further, to the greatest extent feasible, business concerns located in or substantially owned by residents of the project area will be utilized.

The City of Livingston reserves the right to select the firm and accept the proposal which is deemed in the best interest of the City and Livingston Healthcare. Issuance of this request for qualification does not commit the City of Livingston to award a contract and the City reserves the right to reject any and all proposals.

CONSULTANT SELECTION

PRELIMINARY ARCHITECTURAL REPORT – SENIOR ASSISTED LIVING FACILITY

Note: Score each question 1-10 points; highest score = best ranking

1. Contractor’s demonstrated knowledge/understanding of the goals of this project. (25%)

Score _____ x .25 = _____

2. Responsiveness and quality of contractor’s work plan. Does the work plan show that the contractor has the ability and will commit sufficient resources, to accomplish the required analyses, coordinate work with City staff, and produce a quality study document? (35%)

Score _____ x .35 = _____

3. Qualifications and availability of the key personnel and subcontractors identified in the work plan. Availability of adequate support staff and material resources. (20%)

Score _____ x .20 = _____

4. Contractor’s record for fulfilling the requirements of similar projects to the satisfaction of the contracting entity, and for accomplishing such projects on schedule and within budget. (20%)

Score _____ x .20 = _____

TOTAL: (10 possible) _____