



Administrator

## OFFICE OF TRANSPORTATION AND INFRASTRUCTURE

### PROJECT MANAGEMENT OFFICE

POHNPEI STATE GOVERNMENT

PO BOX 2246

KOLONIA, POHNPEI FEDERATED STATES OF

MICRONESIA, 96941

691-320-2411

### **REQUEST FOR QUALIFICATIONS (RFQ)**

**“ARCHITECTURAL/ENGINEERING  
SERVICES FOR THE  
POHNPEI STATE GOVERNMENT PROJECT MANAGEMENT OFFICE (PMO)”  
IN POHNPEI STATE, FEDERATED STATES OF MICRONESIA**

The Pohnpei State Government Office of Transportation and Infrastructure Program Management Office (PMO) is hereby soliciting sealed Request for Qualifications; hereinafter referred to as RFQ, to be received by the Pohnpei State Government Office of Transportation and Infrastructure PMO located at Peilapalap, Kolonia, Pohnpei, FSM 96941. Normal business days are Monday through Friday between the hours of 8:00 a.m. to 5:00 p.m. and is closed on recognized FSM and Pohnpei State holidays. The submission of RFQs from firm(s) to perform the architectural/engineering services will be received until **5:00 p.m. Pohnpei local time on Thursday January 19, 2017**. Any RFQ received after the closing time may not receive prompt consideration. It is the responsibility of the submitter to see that any RFQ submitted shall have sufficient time to be received by the Pohnpei State Government Office of Transportation and Infrastructure PMO prior to the RFQ closing date and time. The RFQs will not be accepted by telephone, facsimile (fax) or electronically. All responder(s) shall provide firm name and contact information on the outside envelope.

In order to be considered, RFQs shall be submitted in a sealed envelope as referenced on the solicitation, Six (6) complete sets of the response no larger than 26 bound pages, including transmittal letter. All interested firms shall submit their RFQs to:

Mr. James O. Hubbard, P.E.  
Project Manager  
Office of Transportation and Infrastructure  
PMO  
Pohnpei State Government  
PO BOX 2246  
Pohnpei FSM 96941

The RFQ shall be labeled:

**RFQ # 2016-002  
“Architectural / Engineering Services for the  
Pohnpei State Government Office of Transportation and Infrastructure PMO  
Pohnpei State, Federated States of Micronesia”**

## **GENERAL**

The Pohnpei State Government Office of Transportation and Infrastructure PMO is currently seeking a qualified US professional Architectural / Engineering (A/E) firm(s) to provide design for several school classroom buildings for Pohnpei State, elementary as well as high school buildings. The works will be for the Pohnpei State Infrastructure projects funded under the US Compact Infrastructure Sector Grant (CISG) and other multi-lateral and bi-lateral funded projects for the State of Pohnpei. This document outlines the requirements, selection process and documentation necessary to submit to this Request for Qualifications (RFQ).

## **SCOPE OF SERVICES**

The selected firm(s) will report to and operate under, the direction of the Pohnpei State Government Office of Transportation and Infrastructure PMO and must have United States of America Licensed Professionals (licensed within any of the 50 States of the USA). The firm shall provide architectural / engineering services and have staffing and/or sub-consultants to provide bid ready construction documents for the following school buildings:

### **A) Four Elementary School Building Sites**

The new facilities will house ECE and elementary grades. Preliminary recommendations are for a new 2-story, 8-classroom building for all sites. It is the intent to have a standard design, then site adapt for each site location. Preliminary indications are one of the sites will have a site specific design due to site constraints. The facilities will be constructed at existing school sites (Ohmine, Sokehs Powe, Palikir, Lukop) and include other site improvements such as covered basketball courts, parking, and extension of water and septic system.

### **B) PICS High School New Buildings**

Two (2) new 8 classroom buildings that will also provide teacher's office and computer lab. One building will be for Science and the second for Math. In addition, PICS Cafeteria building is currently being designed in-house. Support for peer review and engineering work (mechanical, electrical, structural, civil, and geotechnical) will assist to complete the final design, drawings, and bid documents.

### **C) Bid Packages**

The PMO anticipates 3 separate bid packages (plans, specifications, estimate) to package the proposed construction works. Efforts will focus on 1 group of buildings at a time in order to expedite delivery of projects. Construction cost of each bid package will be roughly \$5.8 Million. Schematic/Design and Construction Documents will be reviewed and comments addressed by the A/E firm as part of efforts required to provide a design that works for constructability on an island environment.

## D) Plan and Design Review

One firm may be retained to provide plan and design review services for specified submittals. Plans and supporting design data shall be reviewed to insure compliance with design standards and completeness of the construction documents and technical specifications.

## SUBMITTAL REQUIREMENTS

Responder(s) shall provide name and contact information. Each response should include, at a minimum, the following items:

### 1. Transmittal letter:

- Indicate interest and commitment to perform A/E services for the Pohnpei State Government Office of Transportation and Infrastructure PMO
- Contact information for the primary person and point of contact for your RFQ
- Contain the statement that all information contained in the RFQ submittal is complete and accurate.
- The letter must be signed by a principal of the firm and project manager/architect.

### 2. Firm Qualification and Experience:

- Firm biography, profile and current workload
- Discuss the firm's experience and history in performing architectural and engineering services in a timely manner, specifically for governmental agencies and K-12 school projects within the past five (5) years.
- Listing and detailed description of projects that were similar scale and complexity, in Micronesia or similar island environment.
- Discuss the firm's uniqueness to best perform these services for the Pohnpei State Government and any key design issues.
- Identify and provide the sub-consultants experience and project history.
- Discuss any prior agency plan review services the firm has performed.
- Provide references (agency/company, name, current e-mail address) for projects identified in this section.

### 3. Team Member Qualifications and Experience:

- Discuss team member qualifications and experience of A/E project manager, key staff and sub-consultants to be assigned to the work
- Discuss any prior agency plan review services team members have performed
- Identify each team member's location of employment
- Provide brief resumes of any person identified as a key professional. The resumes should contain the following:
  - Name
  - Educational background and years of experience
  - Professional certifications, licenses, awards

- Identification and brief description of relevant projects in which the person has been involved and a name of representative of the project cited that can be contacted for a reference, with contact information (including e-mail address)
4. Schedule:
- Provide a typical schedule for one set of ready to bid documents identifying all key elements of the design and months to complete each task. Include a 3 week agency review time for each submittal
5. Fee Schedule:
- Provide a list of hourly billing rates for each proposed team member. Hourly billing rates shall include all direct and indirect labor expenses, overhead and profit.
  - Discuss firm’s policy on direct cost to the project, such as travel, if there is a mark-up, and if so, the percentage
  - List sub-consultant fee mark-up by prime firm (if any)
6. Insurance:
- Provide information on the carrier(s), types and amounts of insurance, including General Liability, Auto Coverage, Worker’s Compensation, and Professional Liability Coverage.
  - List any insurance claims within the past Five (5) years
7. Presentation:
- Must submit six (6) bound copies of the RFQ.
  - Page limit is 26, including a 1-page cover letter and any standard resumes of key personnel.
  - Font size shall be no less than 11. Print on 1 side only, 8-1/2” x 11” page size.

## **SELECTION PROCESS**

The evaluation will select one best qualified consultant for the professional services. Pohnpei State Office of Transportation and Infrastructure PMO reserves the right to select and include more than one qualified consultant for the professional services, which will be placed on a pre-qualified list. Pohnpei State Office of Transportation and Infrastructure PMO reserves the right to select no firm from the RFQ submittals without any further action at this time, or to delay acting on this submittal for award at a future date.

The Selection Committee shall screen and rate all the respondents that are submitted. Selection ratings will be based on 100-point scale rating and shall be based on the following Criteria:

- a. Transmittal Letter..... 5 points
- b. Firm Qualification & Experience ..... 30 points
- c. Team Member Qualification & Experience..... 40 points
- d. Schedule..... 10 points
- e. Fee Schedule..... 5 points
- f. Insurance..... 5 points
- g. Overall Presentation..... 5 points

Should you require additional information and/or clarifications regarding the RFQ contact **Mr. James O. Hubbard, P.E., Office of Transportation and Infrastructure - PMO** in writing at [hubsinfsm@yahoo.com](mailto:hubsinfsm@yahoo.com) until Close of Business on December 19, 2016. The evaluation committee anticipates review of submittals to be completed no earlier than February 10, 2017.

Advertise Date: December 2, 2016