

## **REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL/ENGINEERING SERVICES**

Your firm is invited to respond to this Request for Qualifications (RFQ) to become eligible for a contract to provide architectural and engineering services to Paul Bunyan Transit.

### **PROJECT SCOPE**

The anticipated scope of services required for the project is generally described as:

- Remodel office space in the existing Paul Bunyan Transit facility to include a new conference room, expanded breakroom, and storage for server/computer/phones and a space for drivers to complete their daily paperwork.
- Design of a new facility on an expanded site at the present location that will house present and new operations such as but not limited to: a new bus garage with the capacity to store twelve busses, a wash bay, a mechanics bay, office space for 5-6 staff, a utility room and restrooms.
- Create property utilization options and a Development Site Plan for all anticipated improvements to be located on the grounds of the Paul Bunyan Transit property, 706 Railroad Street SE, Bemidji, MN 56601.

### **PROJECT TIMELINE**

|                          |                   |
|--------------------------|-------------------|
| Award Project:           | June/July 2009    |
| Substantial Completion:  | December 15, 2009 |
| Construction Completion: | December 31, 2009 |

### **PROPOSAL INFORMATION**

The Request for Qualifications must have the following information provided, in addition to other information you wish to provide:

- Experience of the firm on work of a similar nature within the past seven years.
- Qualifications of key personnel including consultants to be assigned to this project include length of time with the firm, education and experience on similar assignments.

- References: a minimum of (3) will be required.
- Current workload and demonstrated ability to complete the work in a timely manner.

### **SUBMITTAL REVIEW**

Submittals will be evaluated with a possible selection made based on the following criteria:

- Qualifications of key personnel
- Firm experience with similar projects
- Ability to respond to specific project needs and schedules
- Familiarity with relevant codes, standards and regulations
- Past performance on similar projects and references

Request for proposals must be received no later than **2:00 PM local time – Friday, April 10, 2009 at the office of:**

Paul Bunyan Transit  
706 Railroad Street SE  
Bemidji, MN 56601

If you have any questions related to this RFQ, please contact Greg Negard, Executive Director for Paul Bunyan Transit, at 218-751-8765.

A total of six (6) copies of your response to RFQ are required.

**DISCLAIMER: This request for proposals is only a solicitation for information. Paul Bunyan Transit is not obligated to enter into a contract; nor is it responsible for any costs associated with the preparation of proposals and interviews. Proposals received after the deadline may be disqualified from consideration. Paul Bunyan Transit reserves the right to reject any and all proposals and to interview and/or select a firm, which in Paul Bunyan Transit's judgment, will best meet the needs of Paul Bunyan Transit.**