

## REQUEST FOR PROPOSAL

### ARCHITECTURAL SERVICES REVIEW AND ANALYSIS

The City of Pryor Creek, Oklahoma seeks proposals from qualified individuals for the performance of an analysis and review of the performance of architectural services rendered in a recent municipal construction project. The project is one for professional services of the submitter and is not subject to competitive bidding requirements.

The City of Pryor has recently completed the construction of a new police and fire emergency services facility. As part of the same project the city completed an addition to its public library. The original estimated cost of the combined projects at the point of entering into the original construction contract was in round numbers \$11,500,000. The final completed cost of the combined project is approximately \$13,500,000.

The City seeks to review and analyze the project to determine the factors that resulted in the approximately 17.5% percentage increase in cost of the project. In this respect the City is seeking to complete three comprehensive reviews; (1) A financial review and analysis of expenditures, (2) A review and analysis of the architectural processes, and (3) A review an analysis of the construction management processes.

This RFP is regarding the architectural component of the project.

#### **Submitter Qualifications for Architectural Review and Analysis:**

- Current status as licensed architect in the state of Oklahoma.
- Minimum of 10 years of experience as licensed, practicing architect. (not limited to Oklahoma)
- Previous experience in rendering of architectural services relating to construction projects involving municipal or other governmental facilities.

#### **Scope of Review and Analysis:**

The scope of the review and analysis requested to be performed is involving the performance of all architectural services involved in the project pursuant to AIA Document B104<sup>tm</sup> – 2017 Standard Abbreviated Form of Agreement Between Owner and Architect utilized in this project (Exhibit 1).

Review and analysis of the pertinent facts relating to the Architects performance of each obligation of the Architect under each of the paragraphs of the foregoing agreement from the date of its inception on January 15, 2019 through the completion of the contract.

Review and analysis of the pertinent facts relating to the owner's performance of each obligation of the owner under each of the paragraphs of the foregoing agreement from the date of its inception on January 15, 2019 through the completion of the contract.

#### **Form and Contents of Report:**

The report shall be in printed, single sided, page numbered, narrative form and supplied to the city in paper copy and electronic copy. 10 bound paper copies of the report with exhibits attached shall be supplied to the City Clerk. An electronic copy in pdf format of the report with all exhibits shall be supplied to the City Clerk for the City of Pryor.

The report shall be organized to provide the information reported in a format corresponding to the order of party obligations and responsibilities set forth in the attached agreement of the parties (Exhibit 1) addressing each paragraph of the contract in sequential order as set forth therein.

The report shall contain an index at the beginning of the report organized in the same manner as described in the preceding paragraph and setting forth the page numbers upon which the review and analysis of each paragraph of the parties' agreement commences.

The report shall set forth a narrative discussion of pertinent facts considered by the reviewer in the analysis of each paragraph of the agreement. Where documentation exists evidencing the facts considered by the reviewer, copies of the documentation shall be attached to the report as number labeled exhibits and cross-referenced in the narrative discussion to identify the related exhibit.

The report shall set forth the reviewers' analysis of the facts and the reviewers opinion(s) as to the satisfactory performance or deficiencies in performance of the obligations or responsibilities of each of the respective parties with respect to the obligations and responsibilities set forth in each paragraph of the parties agreement. Opinions of satisfactory performance or deficiencies of performance set forth by the reviewer shall be stated with reference to applicable standards of industry practices, codes of professional conduct, or other applicable industry rules, principals or guidelines.

#### **Timeline for Completion of Analysis and Report**

The time period for completion of the review, analysis and report shall be Six (6) months from the date the project is awarded.

#### **Compensation Schedule**

The city recognizes the complexity of the assignment requested under this RFP and the uncertainty attendant to the time required for the completion of the task. With this in mind the proposal should be submitted setting forth the submitter's hourly rate to be charged for the performance of the assignment with a maximum cap on the total charge for the project to the city. Under this hourly rate structure, monthly hourly billings will be paid by the city. The submitter may submit a proposal setting for a flat fee charge for the project in the alternative to an hourly charge structure with proposed terms of payment of the flat fee in one or more payments and setting forth the timing of any such payments requested to be considered by the city in awarding this project.

#### **Disclosures by Submitter**

- Disclosure of rate structure for work preformed outside the scope of this RFP
- Disclosure of all prior associations or dealings, if any, with the City of Pryor Creek, Oklahoma, CMS Willowbrook, Inc. and Graber and Associates.
- Prior work experience in the nature of the review tasks outline by this RFP.
- Identification of three (3) references of the submitter familiar with the submitter's performance of tasks deemed by the submitter to be relevant to the services to be performed in accordance with this RFP.

#### **Submission of Proposal**

Please submit your proposal for services outlined above in writing by mail in time for receipt of same by the City on or before May 16, 2023.

Proposals shall be submitted to:

CITY CLERK FOR CITY OF PRYOR CREEK  
P.O. BOX 1167  
PRYOR, OK 74362