

**MORTON COUNTY COUNCIL ON AGING – (FORMER) CUSTER SCHOOL REMODEL**  
**REQUEST FOR QUALIFICATIONS – FOR ARCHITECTURAL/ENGINEERING SERVICES**

**INTRODUCTION**

The Morton County Council on Aging (MCCOA) is seeking Architectural/Engineering services for Planning, Design, Contract Administration, Construction Administration, Construction Inspection and related services necessary to completely remodel the former Custer Elementary School into a facility to serve Morton County Council on Aging and the citizens it serves.

**BACKGROUND**

The MCCOA was established in July of 1969 with the purpose of

1. Uniting the membership of the six senior citizens activity centers in Morton County in the application for Title III funds from the Older Americans Act.
2. Locating and promoting sources of local support for continuation of the centers after federal support is withdrawn.
3. Studying the needs of older people in Morton County and taking such actions as necessary to meet these needs.

Today, the MCCOA has evolved into serving as an advisory body, working in cooperation with the Morton and Oliver County Senior Citizen Clubs to provide a comprehensive and coordinated service system for Morton and Oliver Counties' aging population. A significant portion of this service is the preparation and distribution of meals delivered to the senior centers and home deliveries to an increasing number which today is encroaching on almost 80,000 meals annually across Morton County and portions of Oliver County. As such, the MCCOA has outgrown its kitchen space, originally constructed in 1985. It is also absorbing a renewed approach to connecting with the activities and needs of not only today's aging population but this of tomorrow.

The MCCOA board of directors established a Site Selection Committee for the mission/purpose of "*Serving as a congregate source for meals, recreation, and organized activities, we are planning for the future, identifying the needs of the senior population, not only for us, today, but for you, tomorrow!*" The ad hoc committee is to find a site where a new senior center can be located that will address the current and future needs of our growing senior population within Morton County.

The MCCOA board of directors, through the recommendation of the Site Selection Committee, is moving forward with the purchase of the (former) Custer Elementary School in Mandan with the intent of converting this facility into a well-rounded facility for the administrative needs and to execute the various programs, outreach and activities to

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enhance the quality of life for the ongoing aging population across Morton County. With this mission completed of the Site Selection Committee; they have transitioned into a Build Committee.

**SCOPE**

The MCCOA has identified the need to remodel the interior and address applicable exterior renovations / updating of the (former) Custer Elementary School building located at 205 8<sup>th</sup> Avenue NE, Mandan, ND. The successful applicant will provide architectural / engineering services to develop conceptual drawings, final construction-ready plans, and provide construction administration for the complete remodel of the (former) Custer Elementary School Building. The successful firm will work with MCCOA Build Committee to optimize the space to meet the needs for today and into the future.

Design work will include but is not limited to:

- Work with Build Committee to unify their vision and establish a solid, cohesive construction design and plan sets for the renovation, enhancement, and utilization of the existing building and adjacent grounds whereby accommodating the effective mission of the organization.
- Optimization of available space for large and small group activities, office spaces, meeting spaces, kitchen space, and other applicable needs.
- Update; or replace, the existing HVAC system, as needed.
- Update; or replace, the plumbing system, as needed.
- Update; or replace, the existing electrical system, as needed.
- Update, or replace, the existing roofing system, as needed.
- Update applicable building exterior esthetics.
- Restroom improvements and/or reconfiguration.
- Security controls and improvements.
- Lighting controls and improvements.
- Enhance existing landscaping and stormwater draining needs.
- All improvements need to meet the Americans with Disabilities Act (ADA) Requirements.

**PROPOSAL SUBMISSION**

Written proposals shall address the firm's experience and ability to perform the defined services in a timely manner.

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Qualifications Statements from Architect will require eight (8) hard copies and one digital copy in PDF format on a thumb drive.

Written qualification statements shall be limited to a maximum of 20 single-sided or 10 double-sided pages on standard letter (8-1/2x11) paper using 11 or 12-point font. The primary items for consideration will be, but not limited to, the firm's:

1. Technical capabilities of Firm and of proposed project team.
2. Experience and performance of Firm and of proposed project team.
3. Understanding of project and proposed work approach.
4. Knowledge of regulations and local conditions.
5. Ability to respond in a timely manner.
6. Availability of qualified personnel.
7. Experience with similar type of projects.
8. Location of the firm.

The architect/engineer will be selected based upon Statements of Qualification and / or oral interviews. A selection committee will recommend a single firm to the Morton County Council on Aging board of directors. A detailed scope of work will be developed, and price will be negotiated with the selected firm. Failure to reach an agreement acceptable to the Morton County Council on Aging will result in negotiation with the next most-qualified firm. A professional services agreement will be executed with a single firm.

**ADDITIONAL INFORMATION**

Digital copy of the RFQ solicitation and subsequent documents are available for download at [www.mortoncountycouncilonaging.com](http://www.mortoncountycouncilonaging.com).

All inquiries shall be directed to Raymond Morrell, Committee Member / Morton County Commissioner, [ray.morrell@mortonnd.gov](mailto:ray.morrell@mortonnd.gov); or, 701-516-3539.