

**REQUEST FOR PROPOSAL**  
**Architectural and Design Services**

**I. INTRODUCTION**

The Coeur d'Alene Regional Chamber, Chamber of Commerce and Visitors Center, located at 105 N. 1<sup>st</sup> Street, Coeur d'Alene, ID 83814, is soliciting bids/Proposals from Architect & Design teams to provide design options for possible renovations to the facility. The project is located at: 105 N. 1<sup>st</sup> Street, Coeur d'Alene, ID 83814.

**II. PROJECT DESCRIPTION**

The Coeur d'Alene Regional Chamber opened in 2007 and contains a Visitors Center, two additional meeting rooms and back offices. There have been no substantial renovations to the space since opening.

The board of directors for the organization is interested in designs for possible renovations to this vibrant conference and event space to maintain its ability to attract business, community members and visitors. These designs will provide information to the **Chamber Revitalization subcommittee** so it can make informed decisions as to any desired renovations. Possible renovation options include interior spaces: (floor finishes, paint and wall coverings, light fixtures, AV, digital, electrical plumbing, and security updates); exterior spaces: (building, hardscaping, landscaping, signage, etc.), as well as potential structural changes to meet current and future expected needs.

**III. PREPARATION OF PROPOSALS**

Proposals shall be submitted electronically, as an attached file via email (oral, hard copy or telephone proposals/bids or modifications to a proposal will not be considered) to the Chamber President/CEO, Linda Coppess at [linda@cdachamber.com](mailto:linda@cdachamber.com) and shall contain ALL of the following:

- To: [linda@cdachamber.com](mailto:linda@cdachamber.com)
- Subject Line: CDA Chamber Revitalization Proposal
- Body of email:
  - Name and address of bidder, summary of your company's unique value proposition
  - Attached proposal (.PDF or .DOCX file types accepted)

**IV. PRE-QUALIFICATION**

To be considered as eligible to submit a Proposal, Bidder must be legally licensed under applicable laws in the State of Idaho.

Architect/Designer must have demonstrated prior experience in designing conference centers, convention centers, or other similar event hosting spaces.

## **V. SCOPE OF WORK**

Scope of Services and Responsibilities are as follows:

- Develop design options for ADA compliant public restrooms
- Develop design options for the replacement of floor finishes
- Develop design options for new paint colors and wall coverings
- Develop lighting options for the replacement of fixtures
- Suggest and design modifications to the Visitors Center, board room and meeting spaces (including AV, digital, electrical, plumbing and security updates)
- Suggest and design modifications to the office space areas
- Develop design modifications and improvements to outdoor/exterior spaces (including building, hardscaping, landscaping, signage, etc.)
- Provide cost estimates to all developed designs.
- Demonstrate a cohesive vision with all designs while also ensuring all renovations independently fit with the current design and layout if only certain portions of the delivered designs are acted upon.

## **VI. FORM OF PROPOSAL**

Proposals must consist of the following information in the order indicated below:

- Cover letter stating interest in project with signature of duly authorized principal.
- Technical qualifications.
- Experience with similar projects involving Visitors Centers, or other similar event hosting spaces.
- Experience of key staff personnel assigned to the project.
- List of Professional/Owner References and Cost History.
- Evidence of License in the State of Idaho.
- Cost of services breakdown in accordance with Section V Scope of Services as applicable.

## **VII. ACCEPTANCE OR REJECTION OF PROPOSAL:**

The CDA Regional Chamber (CDARC) reserves the right to reject any and/or all Proposals when such rejection is in the interest of the CDARC to reject Proposal of Bidder who has not met the prerequisites of the bid proposal, who has previously failed to perform properly or complete on time contracts of a similar nature; and to reject proposal of Bidder who is, in the opinion of the CDARC, not in a position to perform the contract. CDARC also reserves the right to waive any information and technicalities in bidding. Contract will be awarded based on three factors which are described below. Each factor will be rated and the contract will be awarded (unless all bids are rejected), under normal circumstances, to the bidder receiving the highest number of points. Points will be awarded for Bid Proposals exceeding the minimum standards as described in Bidder's Pre-Qualifications. The CDARC reserves the right, however, to award contract to its best interest.

Price = 30 Points. The highest number of points in this category will be given to the lowest responsible bid price.

Capacity = 60 Points. Points will be awarded on the basis of prior experience in performing similar work on budget and on time.

Location = 10 Points. The highest number of points in this category will be given to businesses located in the Greater North Idaho/Spokane area.

### **VIII. GENERAL INFORMATION**

Bid Proposals will be received via email to [linda@cdachamber.com](mailto:linda@cdachamber.com) until **5:00 P.M. October 21, 2022**. Bid Proposals received after the time and date stated will not be accepted. Proposals received on time will be opened publicly and read privately.

The CDARC will negotiate a contract with the most qualified firm at a price that the CDARC determines is fair and reasonable. In making its determination, the CDARC will consider the value of the services to be rendered as well as the scope, complexity, and professional nature of the services to be provided. If the CDARC is unable to negotiate a satisfactory contract with the firm selected at a price that is determined to be fair and reasonable, negotiations with that firm will be terminated in writing. Another firm will then be selected, and the process continued until an agreement is reached or the process is terminated.

Overall construction, development, renovation, building improvement work must be completed by September 30, 2023.