

Notice Calling For Bids

Asotin County Health District- 5th Street Building Remodel Design/Architecture Project
Invitation for Informal Bids (for projects under \$150,000)

Bids Due: June 6, 2024 Before Noon

Scope of Work:

Asotin County Health District is soliciting bids for the design/architecture of an office building remodel project at 719 5th Street, Clarkston, Washington. A summary of the design requirements is described below:

1. Consultation with the Health District to understand the requirements needed in the building
 - Re-Design floor plan to include lobby, offices, conference room, additional bathrooms, flooring, windows, HVAC, electrical, plumbing, etc.
 - Designate percentages of square footage to specific Health District programs
 - Provide general estimates of building material costs and needs for potential pre-purchase
 - Consult with and advise Health District regarding new roof or roof repair options
2. This scope of work includes design bid services only. When construction funding is available, selected team may be asked to provide the construction administration services.
 - The successful candidate may be asked to work on future projects related to the building
 - Health District reserves the right to add to the bid to manage the construction project

Licensing and other Requirements:

Current and valid registration as an Architect through Washington State Department of Labor and Industries.

The architect must understand and comply with diverse funding sources, be it Federal, State, or Local funding on this project. Understanding there are different needs in reporting and documentation requirements.

Construction Permits:

Should any of the proposed design work require permits from state or local authorities, the Architect will be responsible for securing any necessary permits/approvals.

Instructions to Submit a Bid:

1. If interested in submitting a bid, you may contact our office at 509-243-3341, to arrange for a walk through of the building.
2. The bid must include the following:
 - Name of Architect, Business name, contact information, and Washington Department of Labor and Industries registration number.
 - Cost quote to include requirements under Scope of Work (above)
 - Must provide an estimated design completion schedule.
3. References may be requested from past projects.

About the Bid Process:

1. Please submit bids by June 6, 2024 before noon; either by email to Brady Woodbury bwoodbury@ac-hd.org or deliver to our office at 102 1st Street, Asotin.
2. Based on the bids received, the District's Administrator will evaluate responses and make a decision based on reasonableness of cost, expected timeframe, and reference checks.
3. The selected Architect will be notified within seven days after the bid due date.

Questions:

Brady Woodbury, 509-243-3341 or bwoodbury@ac-hd.org