

## **Request for qualifications (RFQ); architectural and engineering services for the planning, design, construction and renovation of Plymouth Fire Company, Station 2 of the Terryville Fire Department, Plymouth, CT.**

The Town of Plymouth, CT (Town) is soliciting statements of qualifications from Architectural firms interested in providing professional architectural and engineering services relating to the design, construction and renovation of Plymouth Fire Company, Station 2, located at 691 Main Street, Plymouth, CT. Firms with relevant design experience and qualifications are encouraged to submit Statements of Qualifications. The purpose of the RFQ process is to identify the most qualified firm.

The firm which is selected by the Town will provide full architectural and engineering services for the design and construction of the Fire Station.

### Project Description

The Town is interested in moving this project forward quickly, yet efficiently. The present fire station will not be closed during the construction and renovation of the facility. The qualified Architectural firm must ensure that Fire service is maintained at all times during construction.

The Town's Conservation, Inland/Wetlands, and Planning and Zoning Commissions have approved the project and the foot print of the new and renovated facility.

The project was approved by a Town-wide Referendum. The complete project cannot exceed \$3,750,000. This amount includes, but may not be limited to, the securing of property, design and engineering, all phases of construction and renovation, administrative costs as well as the purchase of Fire Station equipment, furniture, and other related items.

Be advised that the life cycle of the Fire Station is a minimum of fifty (50) years.

The Town is seeking only those firms who have constructed and renovated Fire Stations to apply through the RFQ,

The size of the new construction, which will include an apparatus room and other areas is approximately 7,000 sq. feet while the section requiring renovations is approximately 3,000 sq. feet. The present apparatus room will be renovated into useable space.

The building to be renovated is of brick/masonry design and was constructed in 1965. It is anticipated that new construction will follow the same design.

The Building Committee may employ a Clerk of the Works.

There will be an information session held at Plymouth Fire Station, Company 2, 691 Main Street Plymouth, CT 06782 on Tuesday November 29, 2016 at 10:00 AM.

This session is **mandatory** and will be the only time prior to the RFQ date that the station will be open for touring. All questions will be addressed to the best of the Building Committee's and the Town's ability. Questions requiring additional research will be addressed within 5 business days after the tour of the station through e-mail by the Chairman of the Building Committee. This information will be shared with all who attend the Tour/Information session.

## Scope of Services

a) Firms shall provide customary architectural, engineering and interior design services based upon a mutually agreed upon program and schedule. The RFQ is for a full range of professional design services including without limitation the following consulting services:

- Civil Engineering Services
- Structural Engineering Services
- Architectural services
- Mechanical, Electrical & Plumbing and Fire Protection Services
- Landscape Design Services
- Interior Design Services
- Data and Telecommunication services

b) The selected firm shall provide documents in the appropriate media for the following phases of design and compliance with established industry standards outlined by the American Institute of Architects. The following is an abbreviated outline of the duties and responsibilities:

- Schematic Design Phase
- Design Development Phase
- Construction Documents
- Construction Administration

c) The selected firm may participate in the selection of a Clerk of the Works.

d) The selected firm will provide Bid Documents and assist in outreach to General Contractors who are qualified to perform the work on this project. The firm will assist the Building Committee in the selection of a General Contractor for the construction and renovations to Plymouth Fire Company Station 2.

The selected firm's expertise will be crucial for this phase of the project.

## Submission Requirements

It is recommended that firms follow the RFQ proposal format. Failure by any firm to respond to a specific requirement may result in disqualification. The Town Fire House Building Committee reserves the right to accept or reject any and all bid proposals. Firms are reminded that proposals will be considered exactly as submitted.

Points of clarification may be solicited from firms at the discretion of the Fire House Building Committee.

All costs incurred by a firm in connection with the preparation and submission of this proposal and any subsequent interviews and/or negotiations which may or may not lead to execution of a contract shall be the sole responsibility of the firm.

Those firms interested in providing the professional design services for this project must submit five (5) bound copies to the Town by **Tuesday December 13, 2016**. Qualifications are to be submitted in a sealed package clearly marked 'Request for Qualification for the Construction and Renovations to the Plymouth Fire Company Station 2'. These packages must be received by the Town's Mayor's office at 80 Main Street, Terryville, CT by **Tuesday December 13, 2016 by 12:00 noon**.

The following format requirements are in place to lend a structured format for the reviewers of the documents. These directions apply to all proposals submitted.

The purpose of the RFQ proposal is to demonstrate a firm's technical capabilities, professional qualifications, past project experience, and knowledge within the industry for fire station projects. Firms who have never been part of the construction or renovation of Fire Houses should not apply.

### Proposal Format

Your proposal must include the following sections.

A. Introductory Information: An introductory information section shall include:

1. Reference to this RFQ
2. Name of the firm responding, including mailing address, e-mail address, telephone number, and name of the contact person.
3. A summary stating the firm's understanding of the project, team capabilities, design approach, and opinion of why the firm should be chosen. Include any general information the firm wishes the Town of Plymouth Fire House Building Committee to consider about its proposal.

B. Firm's Work History and References

Provide a brief description of any Fire Station(s), Fire Headquarter(s) or similar projects of comparable size and complexity for which the firm has provided architectural and/or engineering services within the past 10 years. All Fire House related projects should be listed, however, detailed information should be included on no more than five (5) projects. These five (5) project descriptions must include:

1. Project Locations
2. Size (sq. ft.)
3. Renovations and/or new construction
4. Duration of construction and construction costs
5. Name and contact information for a reference with knowledge of the firm's work on the specified project(s).

C. Project Team

The proposal should clearly outline the background and experience of the firm's project team. The project team consists of those members from the architectural and engineering firms assigned to the project. Include a one page resume for each project team member. (It should be understood that once the Town issues a contract, no changes in personnel assigned to the project will be permitted without prior written approval from the Building Committee.) At a minimum, provide the following information for each project team member:

1. Name
2. Job title for the project
3. Professional Discipline/application registrations
4. Specific Duties assigned in the project
5. Organization/company they work for if an Engineering firm
6. Recent experience with Fire Stations
7. Connecticut License number

#### D. Project Design Philosophy

1. Provide a brief explanation of your design team's philosophy and design approach that may be used in this specific project
2. Provide a brief explanation of your team's past experience working with a Clerk of the works
3. Provide a brief explanation of your team's design and construction documentation process and reports to owner.
4. Provide a brief explanation of your team's ability to coordinate and communicate with multiple end users. Describe the team's process which will be used to creatively engage fire department staff and other stakeholders in all stages of design.

#### E. Budget/Scheduling

1. Provide team examples of effective budget and schedule management for projects of similar size.
2. Provide a budget analysis of the last three (3) fire station projects your team has completed including anticipated versus actual costs.

#### F. Energy Efficiency

1. Provide team examples of a commitment to developing energy efficient fire station buildings.

#### G. Problems

1. Provide an example of 2 projects which did not go well for your design team and your team's response to these problems.
2. Identify any litigation, or pending litigation, for your design team members or your firm over the past Five (5) years.

#### H. Additional Information

1. The firm may submit other supplemental information that it feels may be useful to the Town in evaluating the proposal.

#### Proposal Evaluation Criteria

The Building Committee will review the RFQ to determine which firms will be asked to attend a formal interview. The Committee reserves the right to reject any and all proposals that fail to comply with the requirements set forth in the RFQ. The Committee, in its sole discretion, may also waive any minor irregularities in any proposal. The Committee reserves the right to request clarification of irregularities submitted and to request any additional information from any firm. The Building Committee reserves the right to eliminate any firm if it is determined that the firm cannot perform services specified in their response.

Areas which will be reviewed by the Committee include:

- Nature and quality of previous projects.
- Qualifications of personnel assigned to the project.
- Understanding of the project requirements and design approach.
- Ability to customize the design to meet the needs of the Fire Department.

- Availability to deliver the services required with flexible scheduling.
- History of previous projects final costs compared to original budgets.
- Reference checks.
- Unique and intangible factors demonstrated by the firm.

### Selection Process

After completion of the evaluation process, the Building Committee may ask the top ranked firms to provide an in-person presentation. The Building Committee reserves the right to visit projects the firm has completed. Notice of any visit may be given to the firm.

Firms not invited to make a presentation will be notified that they are no longer being considered for the project.

After the in-person interview and possible project visit, the Building Committee will again rank the presenting firms and begin negotiations with the top ranked firm. Rankings will be determined by the Building Committee

If negotiations with the top ranked firm are unsuccessful then negotiations may begin with the second highest ranked firm. Once terms have been agreed upon, the Building Committee will present its decision to the mayor and Town Council for approval in an open Town Council meeting. The contract will be with the Town.

The awarded firm will assist in the selection of the General Contractor for the project.