

REQUEST FOR QUALIFICATIONS
CITY OF BEAUFORT FIRE STATION #2
ARCHITECTURAL AND ENGINEERING DESIGN SERVICES
RFQ No. 2013-102, Addendum #1, February 21, 2013

This Addendum No. 1 to Request for Qualifications No. 2013-102 (the RFQ) is issued by the City of Beaufort Department of Finance. The RFQ solicits submissions for architectural and engineering design services. Except as modified by all previous Addenda and this Addendum No. 1, all areas of the RFQ not specifically mentioned in or affected by this Addendum shall remain unchanged.

The following dates have been revised:

Deadline for questions: 2:00pm on March 1, 2013

Answers to all questions will be emailed and posted on the City of Beaufort website under Quick Links – “Bid Opportunities” at www.cityofbeaufort.org by close of business on March 4, 2013

Revised Deadline for submission of Statement of Qualification: 4:00pm on March 15, 2013

I. INTRODUCTION AND PURPOSE

a. Background

The City of Beaufort fire Department provides fire services to both the citizens of Beaufort and of the Town of Port Royal. The Department employs 35 full-time firefighters and 25 volunteers. Firefighters serve as emergency first-responders for a 23 square mile district with approximately 12,532 residents in the City of Beaufort. In the Town of Port Royal the City of Beaufort Fire Department protects a district with 5 square miles and approximately 10,790 residents. The City of Beaufort Fire Department currently utilizes an approximately 2,554 square foot building, located at 2519 Mossy Oaks Road in Beaufort, SC. This building was designed and constructed in 1970 for this purpose. The fire station has had minor renovations over the years to accommodate growth and needs of the department. The building currently houses one full-time fire engine company as well as a reserve apparatus. The growth of the department has created several obstacles in regards to the use of this fire station. First, the number of career firefighters being housed in the station is approximately double of what the building was designed to house. Second, the number and type of fire apparatus housed in this fire station is no longer conducive to the original design and intent of the building. The City of Beaufort would like to explore the options available to build a new replacement fire station.

b. General

The City is soliciting proposals from interested firms for Architectural & Engineering Services associated with the design of Fire Station #2. The project will be based on preliminary studies and conceptual designs prepared by the Lawrence Group Architects in association with Collins Design Services. These preliminary efforts outline a building program and conceptual design for a Neighborhood and Headquarters Station. Additionally, these preliminary designs were based on detail input from the Fire Chief and are in keeping with the guiding principles of the “Beaufort Micropolitan Manifesto”, the Comprehensive Plan of the City, the ICMA Study regarding emergency services, and the Sector 2 Civic Master Plan as it relates to emergency services for the City of

Beaufort. A site feasibility study has been conducted and a short list of potential sites has been identified.

The project will consist of designing a free standing Neighborhood Model on one of the preferred sites. Once the final site has been selected the intent is to site adapt the approximately 9,000 SF Neighborhood Station Model design to accommodate future growth into either a “hybrid design” that incorporates on-site training facilities or a full service Headquarters Model Design. The stated assumptions are based on the Beaufort Fire Department Building Program/Station Assessment Worksheet dated May 10, 2012.

Firms interested in providing the aforementioned services must prepare and submit a statement of qualifications (proposal) in accordance with the procedures in this Request For Qualifications. The City will review proposals only from those firms that include all of the information required to be included as described herein (in the sole judgment of the City). The City will consider proposals only from firms that have demonstrated the capability of such Architectural & Engineering Services for Fire Station(s) or similar facilities/functions, while working closely with the contractor under a Competitively Bid Stipulated Sum Fee Contract.

II. SCOPE OF SERVICES

- a) Awarded Vendor shall provide customary architectural design services based on the mutually agreed-upon program and schedule. This proposal includes full service Architectural design and the following consulting engineering services:
 - i) Fire Station Design Consulting
 - ii) Structure Engineering
 - iii) Plumbing, Mechanical Engineering, and Fire Protection
 - iv) Electrical Engineering
- b) Awarded Vendor shall provide documents in the appropriate media for the following phases of design and in compliance with established industry standards outlined in the American Institute of Architects Manual of Standard Practice. The following is an abbreviated outline of the duties and responsibilities:
 - i) Schematic Design Phase
 - ii) Design Development Phase
 - iii) Construction Documents
 - iv) Construction Administration
- c) The awarded vendor will participate in the selection of the general contractor during the Design Development Phase. Proposer understands the City’s desire to expedite the commencement of construction and will work with the City to fully develop a process that engages the contractor at this phase in an effort to fast-track site preparation while managing cost and deliverable expectations. This will be done via a **Competitively Bid Stipulated Sum Fee Construction Contract**.
- d) The awarded vendor will work with the selected contractor in the development of the project schedule that meets the City’s expedited time frames.

The final Architectural Documents will be delivered to the City of Beaufort, City Hall through a formal presentation conducted by the awarded Vendor and their project Team.

Due to time constraints, the awarded Vendor will complete the Schematic Design Phase within thirty (30) days after a Notice to Proceed is granted by the City. Selection of the Construction Contractor will follow immediately after the schematic design is approved. The City is interested in moderately accelerating the start of construction yet reducing the risk and minimizing the adversarial relationships between all parties without relinquishing control over the design to the contractor.

III. **SUBMISSION REQUIREMENTS**

a) Submission Details:

i) **RESPONSE TO THIS REQUEST FOR QUALIFICATIONS MUST INCLUDE THE FOLLOWING:**

Those firms interested in providing professional services for this project must submit one (1) unbound Original and three (3) bound copies and the proposal must include the items specifically enumerated in section 3(ii). In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its proposal. This information may include documents such as a firm profile or brochure.

ii) **Proposal Development**

(1) **Required content of proposal:** The detailed requirements set forth in the Proposal Format are recommended. Failure by any Proposer to respond to a specific requirement may result in disqualification. The City reserves the right to accept or reject any or all proposals. Proposers are reminded that proposals will be considered exactly as submitted. Points of clarification will be solicited from proposers at the discretion of the City. Those proposals determined not to be in compliance with provisions of this RFQ and the applicable law and/or regulations will not be processed.

All costs incurred by the Proposer associated with RFQ preparations and subsequent interviews and/or negotiations, which may or may not lead to execution of a contract, shall be the responsibility entirely and exclusively by the proposer.

(2) **Proposal format:**

The proposal format requirements were developed to aid Proposers in their proposal development. They also provide a structured format so reviewers can systematically evaluate several proposals. These directions apply to all proposals submitted.

The purpose of the Proposal is to demonstrate the technical capabilities, professional qualifications, past project experiences, and knowledge within this industry. Proposer's proposal must address all the points outlined herein as required, in the following order.

(a) **Transmittal Letter:** A transmittal letter must be submitted with a Proposer's proposal which shall include:

(i) The RFQ subject and RFQ number.

- (ii) Name of the firm responding, including mailing address, e-mail address, telephone number, and names of contact person.
- (iii) The name of the person or persons authorized to make representations on behalf of the Proposer, binding the firm to a contract.
- (iv) Prepare an executive summary stating the respondent's understanding of the project, expedited design approach and opinion why the respondent's firm should be chosen. Include any general information the proposer wishes the City to consider about the proposal.

(b) Firm's Work History and References:

- (i) Provide a brief description of any Fire Station(s), Fire Headquarter(s) or similar projects of comparable size and complexity for which the Respondent provided Architectural & Engineering Services within the past five years. Limit information to no more than five (5) projects. All such descriptions should include:
 - 1. Project location
 - 2. Size (sf)
 - 3. Renovation and/or Replacement
 - 4. Description of cost estimates including percentage of Architectural & Engineering Design fees applied.
 - 5. Name and contact information for a reference with knowledge of the Respondent's work on the specified project.

(c) Project Team:

- (i) The proposal should clearly outline the background and experience of the Project Team. The project team consists of those members from the architectural and engineering firms assigned to work on the project. If possible, include a one page summary CV of each member. Understand once the City issues a contract, no change in personnel assigned to the project will be permitted without prior written approval from the designated City representative.
- (ii) Provide the following information for each proposed team member where applicable:
 - 1. Name
 - 2. Job title for this project
 - 3. Professional Discipline
 - 4. South Carolina license number
 - 5. Specific duties assigned on this project
 - 6. Recent experience with Fire Station assessments

(d) Sub-Consultants/Contractors:

- (i) Provide the Firm(s) and if possible the names and qualifications of all sub-consultants that will be part of the Respondent's Team and identify the specific work the sub-consultant will perform. Once the City issues a contract, no change

in sub-consultants assigned to the project will be permitted without prior written approval from the City.

IV. **PROPOSAL EVALUATION CRITERIA**

The City will evaluate proposals based on the factors outlined within this RFQ, which shall be applied to all eligible, responsive proposals in selecting the successful Firm. The City reserves the right to disqualify any proposal for, but not limited to; person or persons it deems as non-responsive and/or non-responsible. The City reserves the right to make such investigations of the qualifications of the proposer as it deems appropriate.

Award of any proposal may be made without discussion with Proposers after responses are received. The City reserves the right to cease contract negotiations if it is determined that the proposer cannot perform services specified in their response. Proposal evaluation criteria will be grouped into percentage factors as follows:

1. Nature and quality of previously completed work on a project where a construction contractor has been involved early in the design phase. (20 points)
2. Understanding of the project requirements and approach to meeting the City's expedited schedule. (15 points)
3. Ability to customize the design to the needs of the City. (10 points)
4. Qualifications of personnel assigned to the project. (15 points)
5. Availability to deliver the services required with flexibility in scheduling. (10 points)
6. History of previous project's final costs compared to original budget. (20 points)
7. Unique approach and intangible factors demonstrated by the Offeror. (10 points)

The firms submitting sealed qualifications responses will be evaluated based on the criteria and point scale above. The firms will be ranked by the selected evaluation committee. At that point, the top ranked firms will be asked to provide a short in-person presentation. After viewing these presentations, the selection committee will rank the presenting firms and begin negotiations with the top ranked firm. If negotiations should stall, then negotiations shall begin with the second highest firm and so on until an agreement can be made. Once terms are agreed upon, it shall be presented to City Council for approval.