

City of Alvin



**REQUEST FOR QUALIFICATIONS (RFQ) FOR ARCHITECTURAL SERVICES FOR PLANNING &
DESIGN OF A NEW FIRE/EMS STATION TO REPLACE FIRE STATION #1 AND EMS STATION**

January 22, 2018

INTRODUCTION

The City of Alvin invites the submittal of responses to this RFQ from qualified firms interested in providing architectural services in connection with the planning for construction of a new Fire/EMS Station #1. Responses are solicited for this service in accordance with the terms, conditions, and instructions set forth in the RFQ guidelines.

The City will receive responses to this RFQ at the office of the City Secretary, 216 West Sealy, Alvin, Texas, 77511 until 4:00 pm on Thursday, February 8th, 2018.

The Request for Qualifications document may be obtained from the City Secretary's office. Request for Qualifications documents will be mailed upon request; however, the City is not responsible to ensure timely delivery of mailed Request for Qualification documents.

Receipt of responses does not bind the City to any contract for said services, nor does it guarantee that a contract for the Project will be awarded.

The City will give prime consideration to the Architect with significant, current experience in the development, design, and construction of Fire/EMS Stations. The City reserves the right to negotiate with one or more parties and is not obligated to enter into any contract with any Respondent on any terms or conditions.

Funding for the work described herein will be provided from issuing bonds as approved by the City Council.

Selected Architectural groups will be interviewed during the week of February 19th, 2018.

THE PROJECT

Alvin owns 4.38 acres near the northeast corner of the intersection of Bellaire Boulevard and South Street (Identified as Lot 1 on the attached Final Plat of Fire/EMS Station) and is to be used for the construction of a replacement Fire/EMS Station #1.

The City is planning to use the entire site for the Fire/EMS Station with the apparatus bays and drive access coming in off of both Bellaire Boulevard and South Street.

This facility will house Fire Prevention and Suppression personnel and equipment, as well as EMS. The City does not have a conceptual plan.

ARCHITECT/ENGINEER SCOPE OF WORK

The selected Architect(s) will be required to perform the architectural and engineering services to be specified more fully in a contract agreement to be negotiated after selection. The contract agreement will provide for payment for phases of work completed with options to proceed through all phases or to discontinue work as the circumstances may dictate. Upon selection of a firm, more defined Scope of Work will be developed. The City anticipates a contract which

will include programming, schematic design, production of computer generated renderings, and cost estimation; however, the City reserves the right to include additional project elements in the initial or subsequent professional services agreements as the City may (in its sole discretion) deem appropriate. The Architect will be required to retain and be responsible for all basic engineering disciplines such as mechanical, electrical, plumbing, Fire/EMS protection, landscape architecture, civil engineering, and structural engineering as appropriate for the Scope of Work negotiated. The Architect is also required to identify and select the appropriate sub-consultants; however, the City reserves the right to approve proposed sub-consultants that will be associated with the Project.

Presented below is a general outline of consultant services that may be required for this project.

Pre-Design Services

Conduct a pre-design review with the Design Team to establish criteria for the master plan, programming and design of the facility. Participate and prepare minutes in pre-design meetings with the Design Team, site committees and other consultants meetings to develop master planning, programming, site layouts, conceptual budgeting and when gathering existing available site information provided by the Design Team.

Design Services

Prepare schematic design drawings, existing conditions base documents, design development drawings, and construction drawings; final construction documents; and bid documents for all work outlined in the beginning of this section in compliance with current local Building Codes, other applicable ordinances, and municipal, state and federal regulatory requirements. Prepare and distribute meeting minutes.

1. Existing Conditions Base Documents

- a. Attend meetings.
- b. A/E team is to conduct a thorough visual survey of the Site, verify and document the existing conditions in base drawings to be used for the design work.
- c. These base drawings shall include (at a minimum) architectural floor plans and exterior building elevations; mechanical, plumbing and electrical floor plans and site plans for each discipline. These will be part of the schematic design phase in addition to any new design and other work.

2. Schematic Design Phase

- a. Provide programming, schematic design documents, drawings, and outline specifications developed around the City standards.
- b. Provide area and space tabulations by use, room, and building along with a balanced budget.
- c. Provide certification that the design can be constructed within the budget.
- d. Respond in writing to design review comments from the Design Team's designated representative to incorporate those approved.

- e. Make submittals to the City's Engineering Department, Fire Marshal's office, and any other required agencies.
 - f. The Design Team will make schematic presentations to the local public stakeholders during the evening as necessary.
3. Design Development Phase
- a. Attend meetings. Lead architect and consultants as required.
 - b. Development of the approved schematic phase documents and base drawings to design development level for submittals to the Fire/EMS Department. Submittals shall have accurately sized all equipment and materials to a degree that an accurate cost estimate can be prepared.
 - c. Develop alternates as required to allow options to keep project within budget.
 - d. Provide value engineering recommendations and solutions if budget constraints are exceeded.
 - e. Respond in writing to design review comments from the Design Team's designated representative to incorporate those approved.
 - f. Provide certification that the design can be constructed within the budget.
 - g. The Design Team will make design development presentations to the local public stakeholders during the evening as necessary.
4. Construction Documents
- a. Attend meetings.
 - b. Coordinate and integrate requested changes, owner-supplied equipment and pre-purchased materials as applicable.
 - c. Provide documents that are fully coordinated with each design discipline.
 - d. Produce complete documents required for bid packet. All drawings and specifications shall be stamped and signed by Texas licensed engineers and architects.
 - e. Provide certification that the design can be constructed within the budget.
 - f. Make submittals to the City's Engineering Department, Building Inspection Department, Fire/EMS Marshal's office, and any other required agencies. Submittal will be coordinated through the Owner's designated representative and Construction Manager.
5. Design Review Procedures and Value Engineering
- a. Design Review - Designer will comply with requirements of the City of Alvin design review process. This includes meetings with the Design Team's designated representative to review the design comments and incorporation of design review comments into the design document where directed by the Design Team.
 - b. The Design team may be asked to attend a Planning Workshop for each discipline in the design team.
6. Pre-bid Services
- a. Attend Pre-bid Meeting
 - b. Submit construction documents for TDLR and other agencies as required.

Construction Support Services

1. Attend bid openings, council meetings, pre-bid meetings, pre-construction meetings and construction progress meetings.
2. Participate in Teaming sessions during the course of the contract.
3. Respond to Requests for Information (RFI) and other inquiries from the field.
4. Prepare and issue Architectural Supplemental Instructions (ASI) as required.
5. Prepare design changes to the work initiated by the Design Team.
6. Review and approve submittals, shop drawings, and substitutions.
7. Attend onsite construction meetings and weekly coordination meetings with Design Team.
8. Conduct site observations.
9. Administrate the expeditious issuance and completion of architectural, mechanical, electrical, plumbing, roofing, site and landscaping punch lists. An above ceiling MEP punch list will also be required.

All Phases of the Work

1. The Architect shall work with the City, other consultants through all phases of the contract. The Architect is also responsible for coordination and approval of the design with control agencies as applicable. The work will require meetings with various members of the team identified above, in the consultant's offices and at the construction site.
2. The Architect shall respond to all directives from the City and/or its representatives and act in a timely manner.
3. The Architect shall follow and implement all standard guidelines, specification and procedures used by the City.
4. The Architect shall control and manage all sub consultants and be responsible for maintaining appropriate channels of communications with other team members. It is required that services will be performed by a firm with offices in the local area.
5. The Architect shall obtain required approval of documents from the City.

Projected Timeline

Master Planning and Programming	March 2018-April 2018
Schematic Design Phase	May 2018-August 2018
Design Development	September '18-December '18
Construction Documents	January 2019-February 2019
Bid Phase	March 2019- April 2019
Construction	May 2019-May 2020

This is an anticipated timeline based on the needs of the Fire and EMS Departments and should be considered in the submission of a Statement of Qualifications for this project.

SUBMISSION REQUIREMENTS

It is the intention of the City to retain an A/E firm with demonstrated abilities to meet timelines, budgets and client expectations. The City is especially interested in firms with previous experience in significant amounts of municipal Fire/EMS Stations and emergency operations facilities. Listing of past projects should focus on those performed in the last five (5) years, with experience of key personnel tied to the listed projects. Sub-consultants should be identified by specialty, with related experience and qualifications.

The Statement of Qualifications and Experience should not exceed twenty (20) pages. Provide five (5) copies of the submittal. The Statement of Qualifications and Experience should be delivered no later than 4:00PM on February 8th, 2018 and may be delivered in person or by mail. Upon receipt of the Statements, the City will proceed to identify a top respondent. Depending on responses, the City may elect to interview one or more firms. The delivery address is:

The City of Alvin
Attn: City Secretary
216 W. Sealy Street
Alvin, Texas 77511
Phone: 281-388-4255

All questions regarding the-RFQ should be submitted in writing to:

Dixie Roberts
droboterts@cityofalvin.com
216 W. Sealy Street
Alvin, Texas 77511
Phone: 281-388-4255

EVALUATION CRITERIA

The Preliminary Evaluation Team will consist of: City Staff Representatives

The criteria used to evaluate the RFQ responses will include, but not be limited to, the following (items listed below are not listed in order of importance):

Qualifications of Firm - Specifically as they relate to experience on similar projects

Team Members - Related project experience of the firm(s) and the individuals who would be assigned to this Project.

Resources to Complete Project - This criterion would include the analytical, design tools, personnel, resources or methodologies commonly used by the firm that may be applicable to the project categories.

Professional References

Current Capabilities – the Firm's capacity to respond (current workload and availability) and the specific services provided by team members regularly that office in facilities located within the greater Houston-Galveston area, with the ability to quickly respond to issues arising during design and construction.

Quality and Responsiveness of the Submittal