



Request For Qualifications

Architectural Design, Engineering & Construction Administration Services for Collinsville, Illinois Fire Station #2

PROPOSAL NUMBER: RFQ FD-2023 -01

ISSUE DATE: April 07, 2023

Proposals must be received by 4:00 PM CDT on Tuesday, May 02, 2023

The City of Collinsville, Illinois is soliciting qualifications for Architectural Design, Engineering, and Construction Administration services to be executed during the planning, design, and construction of a new Fire Station #2 at a location to be determined.

The project will include assisting and advising the City on site selection suitable for a fire station. It is imperative when submitting proposals that the firm addresses how the team approach will succeed for the project and also specifically how the team will assist us in site selection. The project includes the development of a concept plan, preparation of architectural plans, site plans, surveying, specifications and related documents and construction administration services for a new fire station. The Architect shall provide or subcontract all design elements including electrical, mechanical, plumbing, HVAC, fire protection, communications, etc. The expectation is that the selected firm will hold the responsibility for all aspects of the project to completion and occupancy. Cost estimating for this project is crucial: it will assist the City in determining funding options for the project. The firm must have experience in design and construction services for fire stations and must be licensed in the State of Illinois.

Qualifications:

- Proven experience in the design, site selection and construction administration of fire stations.
- Demonstrated ability to coordinate with local, state, and federal agencies.
- Experience with local building codes, zoning, and environmental regulations.
- Ability to develop accurate construction documents that meet all applicable codes and regulations.
- Excellent communication and organizational skills.
- Solid references from previous public sector projects.
- Ability to provide an accurate and detailed all-inclusive cost estimate for the project.
- Skilled with budget management to help the client stay on budget.

Qualified Architectural firms should respond with five (5) hard copies and one (1) electronic copy of their qualifications to include the following information. Limit submissions to 15 single-sided 8-1/2" x 11" pages. Faxed and emailed responses will not be accepted. It is the responder's choice to use USPS, or another delivery service, courier, or hand delivered. Regardless of the chosen method, the date and time deadline apply for the proposal to be received by Collinsville.

1. A letter of interest outlining the firm's qualifications and experience in providing services for a Fire Station project.
2. General information about the company.
3. Design & Construction administration approach and proposed services.
4. Résumés for all key personnel assigned to the project including the Principal Architect and consultants.
5. Include a brief description of at least four (4) previous projects performed that were similar in scope and complexity to this project that were public sector projects where full design and construction administration services were provided (Prime firm only). At least one must be a fire station project.
 - a) For each project example, list the firm's key personnel (prime and consultants) who participated on the project.
 - b) These should be listed beginning with the most recent projects and should include reference contact information for the most recent projects and name of the project manager. Include the original project budget estimate, actual original contract amount, change order amounts and final adjusted contract amount. Scope changes may be noted to explain additions and deletions to the original scope.
 - c) Limit projects to no more than 5 years previous.
6. A statement regarding the firm's current workload and availability to complete the project within the desired timeline.
7. Provide a brief description of the services and tasks the Firm would expect the City to provide.
8. Provide an explanation of how your firm would meet the project schedule and deliverables once a project timeline is established.
9. Detail the Firm's experience with helping clients stay within budget, and how it was determined, if any, how/when the project was headed to being over budget.
10. Include a statement noting any litigation in which the Firm or any of its primary personnel have been a party during the past five (5) years.
11. List any contracts of this firm that have been terminated for cause during the past five years.
12. Those firms responding to this RFP shall supply a copyright release for the City of Collinsville to make copies of any copyrighted materials submitted.
13. **DO NOT** include pricing. Pricing will be requested if the Firm is selected to make a presentation.

PROJECT SCOPE:

The Architect will be providing the City the following services. This list is not intended to be all-inclusive but to describe the scope of services.

Design/Construction Documentation Services:

- Identify and document project goals with the Fire Chief, City Manager, and other City Staff.

- Provide necessary services to identify and evaluate potential sites for the new fire station, including site evaluation and analysis, site selection and recommendation, and cost estimate for site development.
- Prepare preliminary site and building layout for staff review.
- Meet with the four (4) shifts of firefighters to solicit input into the project and document those suggestions.
- Provide assistance with community involvement by way of conceptual drawings and graphics.
- Develop conceptual estimates and final cost estimates for the project.
- Develop and provide all necessary design services including, but not limited to, schematic design, design development inclusive of all trades, and construction documents that meet all applicable code requirements.
- Develop prospective bidder list, provide all bid documents, and obtain well-defined bids.
- Attend pre-bid meeting with prospective general contractors.
- Review bidding contractors and subcontractors making recommendations on both.
- Provide value engineering options as needed to evaluate different approaches or finish selections.
- Review, qualify bids and recommend contract award.
- Present to the Collinsville City Council as necessary.

Construction Services:

- Provide project management and on-site inspections of the construction process to ensure the building is being constructed according to the firm's construction documents.
- Coordinate design review and submittal/RFI process.
- Provide construction administration services through project close out.
- Conduct pre-construction conferences.
- Review shop drawings and submittals.
- Provide regular construction inspection.
- Attend project coordination meetings.
- Attend pre-construction bidder meeting.
- Process/review pay applications.

Post Construction Services:

- Prepare punch lists.
- Coordinate and implement project close out procedures.
- Receive and deliver warranties and guarantee certificates.
- Receive and deliver as-built record drawings.
- Coordinate warranty action items with contractors and suppliers.

RFQ SUBMISSION:

All submissions must be received by **4:00 PM CDT, Tuesday May 02, 2023**, in a sealed envelope addressed to:

John Bailot
Fire Chief
130 S. Clinton St.

City of Collinsville, IL 62234
Reference Proposal No. **RFQ FD-2023 -01**

Submittals received after 4:00 PM will be cause for rejection.

Please direct RFQ questions (via email) by April 18, 2023, to Fire Chief John Bailot at Firechief@collinsvilleil.org

Any responses made by the City will be provided in writing to all known Proposers by addendum. No verbal responses shall be authoritative. Responses to the questions will be posted on the City's website: www.collinsvilleil.org within one week after the questions deadline.

RFQ EVALUATION:

City Staff will evaluate all proposals. Presentations to the selection committee will be made by selected respondents to the RFQ. Evaluation of the proposal shall be based upon, but not limited to, the factors listed below, not necessarily in the order of their importance.

- Experience, qualifications, and general abilities of the firm and design team.
- Quality of overall project approach.
- Demonstrated understanding of the project scope and the firm's ability to meet the City's needs as listed.
- Bonding capacity, insurance coverage, and other legal matters.
- Quality of references, prior business experiences in whole or in part with public sector and fire station projects, reputation with other local municipalities/clients.
- Responsiveness to items set forth in this RFQ.

TERMS AND CONDITIONS:

The City reserves the right to reject any and all proposals in whole or in part and/or not select a proposer. This RFQ does not commit the City to interview candidates, award a contract, to pay any costs incurred by any proposer in preparing a proposal, to procure or contract any services or to adhere to any predetermined schedule or timelines of events.

No proposal may be changed or withdrawn after the stated time and date for submittal. Bids/proposals submitted shall be binding for ninety (90) days after the date of submittal.

Any Firm chosen will be required to maintain insurance as required by the City of Collinsville at the firm's own cost.

PRELIMINARY PROJECT SCHEDULE:

RFQ deadline: 05/02/2023
Presentations: 05/08– 05/12/2023
City Council Award: 05/23/2023
First coordination meeting: 05/31/2023