

**CITY OF PRESCOTT
REQUEST FOR STATEMENTS OF QUALIFICATION**

NEW FIRE STATION / ADMINISTRATION BUILDING

The City of Prescott, Yavapai County, Arizona, requests Statements of Qualification from qualified architectural and/or engineering firms to provide design services for a new Fire Station / Administration Building located at 300 N. Montezuma Street, Prescott, Arizona. There are flood plain considerations as this parcel is adjacent to Granite Creek. The structure(s) are to be located in the 500-year flood area and the parking area in the 100-year flood zone. Services shall include a conceptual design plan, cost estimate, preparation of construction bid documents, and construction administration services.

Statements of Qualification are due on Monday October 16,2006 at 2:00 p.m. local time. Statements must be addressed to by the City Clerk, City of Prescott, 201 S. Cortez Street, Arizona, 86303 (or P.O. Box 2059, Prescott, Arizona, 86302), and shall be marked "RFQ - Fire Station / Administration Building Design Services". Any Statements received after 2:00 p.m. will be returned unopened. Statements must conform to the scope of work described. Questions regarding this solicitation shall be directed in writing to Dawn Foster, Purchasing Manager at dawn.foster@cityofprescott.net or fax: 928-777-1234.

It is anticipated that this project will include but not be limited to:

1. Site preparation, installation of utilities, and drainage control for entire parcel
2. Construction of a one or multi-story Fire Station / Administration Building of sufficient square footage utilizing the latest design standards for fire stations and administrative office buildings to accommodate:
 - Fire Station:
 - a. Apparatus room with three or four drive-thru bays
 - b. Nine individual sleeping rooms with sufficient storage for three shifts
 - c. Separate men and women restrooms with showers
 - d. Full kitchen with sufficient storage for three shifts
 - e. Day room
 - f. Classroom
 - g. Fitness room
 - h. Laundry
 - i. Communications equipment room
 - j. Generator room
 - k. Decontamination room
 - l. Equipment/supply room
 - m. Individual offices for Battalion Chief and Captain
 - Administration Building:
 - a. Adequate office space for a current 20 person administrative staff; and provision for additional space for future needs
 - b. Ample file, office equipment, and storage space
 - c. Conference room / public meeting room
 - d. Classroom
 - e. Separate men and women employee restrooms
 - f. Full kitchen / breakroom
 - g. Public foyer
 - h. Public restroom(s)
3. Appliances, fixtures, and furniture for each facility
4. Final site improvements including paved parking areas, access ways, landscaping, and security fencing and lighting for entire site
5. Intersection re-alignment and traffic signal control

It is highly recommended that candidate firms visit the project site. The site is located at 300 N. Montezuma Street, Prescott, Arizona, 86301.

PROJECT PHASES

It is anticipated that the development of this project will consist of two (2) phases.

Phase I will encompass the development of a design plan for the proposed facility to include all of the existing and proposed operations and capabilities of a Fire Station / Administration Building. At a minimum, the Design Plan will consist of:

1. Generation of at least two (2) feasible alternative concepts;
2. Generation of an Engineer/Architect cost estimate for each of the alternatives;
3. Generation of a list of pros and cons for each of the alternatives;
4. Presentations to the City Council and/or general public;
5. Written consolidation of all public comments with responses to each;
6. Involvement in the process to select a preferred alternative; and
7. Preparation of conceptual design plan to implement the selected alternative

Phase II, if approved, will include the necessary work to produce all required technical studies/reports and a complete set of bidding plans/documents (at 60%, 95%, and 100% levels), assistance during bidding process, construction staking, post-design consultation services, construction administration, as-built drawings.

The City may elect to utilize the Construction Manager at Risk (CMAR) procurement process to qualify and select a General Contractor to assist the Architect and the City to design to the available funds. If the CMAR process is used, the Architect will be required to cooperate with the City and the CMAR by meeting regular multiple design stages to considering and incorporate design and equipment recommendations made by the CMAR.

The City will determine the General Contractor selection process and will make appropriate changes to the design scope of work for this phase prior to negotiations with the Engineer / Architect.

STATEMENT OF QUALIFICATION REQUIREMENTS

Prospective firms shall submit four (4) sets of the Statement of Qualification, detailing:

1. Their competence in the areas of expertise most applicable and critical to this project;
2. Designation of specific individuals who would comprise their project team, their qualifications, and experience with projects of a similar nature, demonstrating the capacity to accomplish this project;
3. The current workload of the proposed project team and status of ongoing projects they are involved in;
4. A listing of all sub-consultants proposed to be used on the project; and
5. A proposed schedule for completing the project.

EVALUATION AND PRESENTATIONS

The City will appoint a Review Committee to evaluate the statements, generate a short list of not less than three (3) firms, and conduct presentation-interview meetings with each of these firms. During the presentation meetings candidate firms will be required to:

1. Demonstrate their familiarity with and knowledge of the project scope and limits; including existing features and constraints;
2. Offer any insights they may have regarding issues or problems that they believe will need to be considered;
3. Suggest any innovative approaches they might have to the planning and design process;
4. Suggest possible technical solutions to problems inherent in this project; and
5. Define why they believe their firm should be engaged by the City of Prescott.

The presentations will be evaluated on each of these points. Following the presentation-interviews, the firms will be ranked by the Review Committee based on the cumulative ratings for each firm according to the aforementioned criteria. Following the ranking, a fee proposal will be required from the top-ranked firm. The City will then enter into negotiations with that top ranked firm for the purpose of reaching an agreement. If negotiations efforts are successful, a contract will be executed with the top ranked firm for the required services. If negotiations are unsuccessful, the City will terminate negotiation efforts and will

repeat the fee submittal/negotiation process with the second ranked firm. This process will continue until agreement is reached.

Phase II services will be negotiated upon the completion of Phase I and City Council approval of the Fire Station/Administration Building Design Plan.

SCOPE OF WORK - DETAILED

The City is seeking that firm which is best qualified to provide the following:

Phase I

1. **A project kick-off meeting.** The Engineer/Architect will be required to attend a kick-off meeting with City staff. At that meeting the Engineer/Architect will be required to provide:
 - a) a detailed schedule;
 - b) a list of the team members who will be involved in the project along with their phone numbers and e-mail addresses;
 - c) an organization chart showing the relationships of all team members; and
 - d) any submittals contractually required.
2. **Generation of at least two (2) feasible alternative concepts.** The Engineer/Architect shall generate at least two (2) feasible alternative conceptual designs reflecting input received from the City.
3. **Preparation of conceptual design plans.** The Engineer/Architect shall prepare and submit a set of conceptual design plans following selection of the conceptual alternative. This submittal shall consist of a plan view depicting proposed improvements.
4. **City Council presentations.** The Engineer/Architect will be required to prepare presentations for a minimum of two (2) City Council meetings.
5. **Monthly progress meetings.** For the duration of the project, the City and Engineer/Architect shall meet monthly to discuss the project status and all pertinent matter issues. This schedule will likely be augmented with additional meetings when issues arise requiring action.
6. **Preparation of design plan.** The Engineer/Architect shall prepare and submit a set of conceptual design plans following selection of the conceptual alternative. The Engineer / Architect must submit, attend, and incorporate comments from the City's Development Review Committee (DRC). This submittal shall consist of a plan view depicting existing and proposed improvements, and existing right-of-way limits. These plans shall be distributed to the utility companies, and their applicable utility plans incorporated.

Phase II

7. **Preparation of 60% plans.** Following negotiations the Engineer/Architect shall submit an amendment of the professional services contract setting forth the specific scope and schedule; submit to the City and to all utilities, a set of preliminary plans at the 60% level of completion. These plans will show, at a minimum, the plan and profile views of all existing features, all new improvements, existing utility locations and existing right-of-way limits.
8. **Preparation of 95% plans.** The Engineer/Architect shall incorporate all alternative selections, changes, corrections and/or additions from the 60% plan review. The 95% plans shall be submitted to the City and utilities for building permit review, final adjustments, and/or corrections.
9. **Preparation of final (100%) bidding documents.** The final plans shall be prepared incorporating all adjustments or corrections made during review of the 95% set. Additionally, the Engineer/Architect shall prepare the Technical Specifications, Special Provisions, the Final Engineer/Architect's Estimate, and the Bidding Schedule. A set of final reproducible plans shall be provided.
10. **Assistance during the bidding process.** The Engineer/Architect shall be required to attend and actively participate in the pre-bid meeting, the pre-construction meeting, and the bid opening.

11. **Provision of construction staking.** The Engineer/Architect shall provide survey control for use by the Contractor during construction. The Engineer/Architect may be required to provide construction staking for this project. The Engineer/Architect will be required to provide a cost for construction staking as an optional service item, which the City may or may not elect to authorize.
12. **Provision of post-design consultation services.** The Engineer/Architect shall be required to provide consultation assistance during construction, for the purpose of addressing unforeseen or new design issues not covered under the design scope of work or for the consideration of alternative solutions. Any questions/concerns from the Contractor or City that arise as a result of apparent design errors or omissions shall be addressed by the Engineer/Architect at no additional cost, and may not be considered as extra work under this item.
13. **Construction administration.** This phase of work shall include bi-weekly construction site meetings and RFI, change order and pay application administration.
14. **Preparation of final as-built drawings.** The Engineer/Architect shall be required to prepare mylars of the final as-built conditions based on the redline markups from the contractor.

SUBMITTAL FORMAT AND EVALUATION – Submit (1) original and (4) copies

1. **Letter of Transmittal.** A letter of transmittal shall accompany the Statement of Qualification and shall not exceed two (2) pages, exclusive of the five (5) page limitation each for the Statement and Supplementary Information submittal.
2. **Statement of Qualification.** The Statement of Qualification shall be limited to no more than five (5) pages, to include the following:
 - The firm's location.
 - The names of the members of the project team proposed for this project.
 - A brief description of similar projects in which the project team has been involved.
 - A brief resume of each of the project team members describing their experience and background.
 - A brief description of the current workload of the team members along with a listing of the projects in which they are currently involved and their status.
 - A listing of all of the sub-consultants proposed to be utilized on the project and a description of their role.
 - A proposed schedule for completion of the project.
 - A brief statement of the firm's understanding of their role in this project.
 - A brief statement of the firm's understanding of the project purpose and scope and a description of how the firm would approach, manage and complete the project. Candidate firms are encouraged to use this opportunity to describe any innovations they feel might expedite the project design and/or construction or make it more cost effective. Candidate firms may also use this opportunity to point out any omissions, concerns, or issues that may not have been detailed above.
3. **Supplementary Information.** Not more than five (5) pages of supplementary information may be appended to the Statement, and may include graphs, charts, photos, any experience with similar facilities, and additional resumes.
4. **Evaluation.** The evaluation of all Statements of Qualification received shall be based on the criteria indicated above.