

Delta City Fire Station
Request for Statements of Qualification

Delta City (the City) is soliciting for Statements of Qualification from professional engineering/architectural firms to provide funding assistance, design and construction management services for a fire station that will consist of four (4) pull-through bays with the proposed station being of approximately 14,500 square feet in size, located here in Delta, Utah.

Interested firms should submit by mail five (5) copies of their proposal to Gregory J. Schafer, MMC, City Recorder, 76 North 200 West, Delta, UT 84624-9440 or by delivery to the City office located at 76 North 200 West in Delta. Proposals will be received until 5:00 p.m. on Wednesday, April 1, 2015. Proposals submitted after this deadline will remain unopened and will not be considered. There will be no exceptions. For additional information, contact Gregory J. Schafer at gschafer@delta.utah.gov or 435-864-2759.

Selection of the successful firm will be based upon qualifications and previous relevant experience of the submitting firms. The City will negotiate a fair and reasonable fee with the successful firm. If a price cannot be negotiated, the City will enter into negotiations with the second place firm and so on. The City reserves the right to negotiate directly with the firm selected for additional project work if needed.

I. BACKGROUND INFORMATION

The City is seeking the services of a qualified engineering/architectural with experience and expertise with fire stations or other municipal buildings. The awarded consultant will be responsible for performing services as outlined herein.

II. SCOPE OF WORK

Delta City is requesting municipal engineering/architectural services for the funding, programming, design, cost estimating, preparation of construction documents, reproduction costs, bidding, bid evaluation, construction administration, final inspection, and project acceptance. In summary, the City is desirous that the successful team provide a full range of professional services to assist it in the successful completion of a fire station. It is anticipated that the fire station will be constructed with concrete masonry units. The consultant's approach to work and fee estimate should tie back to the scope of work.

III. PROPOSAL FORMAT AND CONTENT

Proposals shall contain the required information discussed below, in the general order listed, not exceeding twelve (12) pages in length with no more than four (4) pages being larger than standard letter size (8 ½ x 11 inches) and no pages larger than tabloid (11 x 17 inches) with a “Z” fold.

- A. Cover page (not included in the page count) with title of project, date submitted, submitting firm name, key contact, address, phone number, and email address.
- B. Table of contents (not in page count, only TOC information will be allowed on this page).
- C. Executive summary.
- D. Firm qualifications including specific similar projects. Each project listed must include the following information:
 - Staff proposed for this project who worked on the similar project.
 - Scope of the project.
 - Description of the project emphasizing elements related to this project.
 - Project client reference who was involved with the project.
 - List of fire stations completed by firm where funding with CIB was used.
 - Be able to bond for up to \$2,400,000.00 estimated construction project cost.
- E. Key personnel qualifications, including:
 - Name, project role, education, and years of experience.
 - Brief summary of experience doing the proposed duties assigned with this project.
 - Detailed resumes of team members may be added as an Appendix to the Proposal (not included in page count).
- F. Approach to work
 - Describe your understanding of the project issues.
 - Describe your approach to the project.
 - Include a detailed scope of work including key tasks, milestones, personnel involved, etc.
 - Describe the firm’s quality assurance and quality control procedures.
 - Describe the firm’s project management techniques, including schedule and cost.
- G. Schedule highlighting key milestones with appropriate lead and lag times between tasks. Must tie back to the consultant’s approach to work.

IV. SCHEDULE

A. Statement of Qualifications and Proposals

1. Proposal Due Date April 1, 2015 @ 5:00 p.m.
2. Negotiate/Award of Contract April 30, 2015

V. PROPOSAL SUBMISSION

- A. Proposals must be submitted by mail to Gregory J. Schafer, MMC, City Recorder, 76 North 200 West, Delta, UT 84624-9440 or by delivery to the City office located 76 North 200 West, Delta. Proposals will be received until 5:00 p.m. on Wednesday, April 1, 2015. Proposals received after 5:00 p.m. will not be considered. There will be no exceptions.
- B. Applicants must submit five (5) copies of the complete Proposal.

VI. EVALUATION AND SELECTION

The Mayor, select members of the Delta City Council and Fire Department will review all submitted proposals. Selection of the successful firm will be based on the firm's capabilities, qualifications, experience, prior experience with the City and project understanding and approach. The City will evaluate each proposal and then recommend a firm and will award the contract based on the individual and comparative merits of each of the proposals received. It is the responsibility of the consultant to ensure that the proposal complies with this RFP and provides the information requested herein. If the consultant fails to provide any information requested in this RFP, such failure may result in either a lowered evaluation score or disqualification of the proposal. The evaluation criteria shall be as follows:

- A. Firm Capabilities (15 points)
Discuss the capabilities of the prime firm and identify office location(s) that will provide the services requested outlined in the Proposal.
- B. Past Project Experience (20 points)
Discuss the past project experience of the prime firm in providing these services for similar projects. Preference will be given to firms that show strong experience with fire stations funded through the Community Impact Board. For each project listed, please provide:
1. Description of the project
 2. Role of the Firm
 3. Project Owner
 4. Reference information (current name and telephone number per project)

- C. Key Personnel and Sub-consultants (10 points)
Experience and qualifications of the specific project team expected to be assigned to this project. Identify each team member's role in the project identified and provide an organization chart. For each key person identified, list their length of time with the firm and a brief description of their role in the project.
- D. Project Understanding and Approach (25 points)
Understanding and approach to the project, including a discussion of the major issues to be addressed, the team's project approach and the team's proposed solutions to the major issues identified.
- E. Prior Experience with the City (20 points)
Consideration of previous project completed with the City and success of the project.
- F. Overall Evaluation of the Firm (10 points)

If after a review of the written proposal, a winner cannot be chosen, the City reserves the right to require an oral interview.

The City reserves the right to reject all Proposals. The City also reserves the right to waive any irregularity, informality, or technicality in the Proposal if such is in the best interests of the City.

VII. WRITTEN AGREEMENT

The successful consultant will be required to enter into a written agreement with the City in a form acceptable to the City.

VIII. ADDITIONAL INFORMATION

For additional information regarding the services specified in this RFP, contact Gregory J. Schafer at gschafer@delta.utah.gov or 435-864-2759.

IX. COST OF DEVELOPMENT PROPOSALS

All costs related to the preparation of the Proposal and any related activities are the sole responsibility of the consultant. The city assumes no liability for any costs incurred by consultants throughout the entire selection process.

X. PROPOSAL OWNERSHIP

All Proposals, including attachments, supplementary materials, rendering, sketches, addenda, etc. shall upon submission become the property of the City and will not be returned to the submitting firm.