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# Fire Station Request for Qualifications

Issued: Tuesday, August 10, 2021

Proposals must be received by 5:00 PM ET on Friday, September 3, 2021.

## INTRODUCTION

The City of Graham, North Carolina (“City”) is seeking letters of interest from qualified Architectural Firms to perform professional services including 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 proposed fire station is to be located on City owned property located on West Moore Street. The design is to comply with all applicable design information including the City’s design specifications and the site will require stormwater control measures. The Architect shall provide or subcontract all internal system design (electrical, mechanical, plumbing, HVAC, fire protection, communications, etc.). The Architect shall include in their submittal cost estimating services. Cost estimates will be required at various points during the design and bid phases of the project. A proven track record in cost containment (cost estimating and minimizing contractor-initiated change orders) and extensive fire station design experience is essential.

**All consultants interested in the proposal must be qualified to perform all the professional services previously noted. However, at this time the City is authorized to move forward with the design process only.**

Letters of interest should be hand delivered or mailed to Julianne Cordon, Finance Officer, City of Graham. Delivery is to be made to 201 S. Main Street, Graham, NC 27253 and mailed submittals are to be to PO Drawer 357, Graham, NC 27253. Submittals are to be delivered before **5:00 pm on September 3, 2021**. The submittal package should be clearly marked “Letter of Interest/Statement of Qualifications – City of Graham Fire Station Design Services” and clearly identify the firm submitting the proposal. The proposals should include a table of contents and/or tabs to facilitate review. An email can be sent to [jcordon@cityofgraham.com](mailto:jcordon@cityofgraham.com) to confirm receipt of your package. All correspondence should reference “Fire Station RFQ” in the subject line. Certified mail or hand delivery requiring a signature is strongly encouraged. The City of Graham will not be held responsible for lost, missing, or late submittals.

All proposals must be signed by an authorized officer of the firm. Consultant interviews may be conducted remotely or in person. Direction will be provided by the City prior to the scheduled interview.

## CONSULTANT SELECTION PROCESS

The following chart shows the schedule of events for the conduct of this RFP. The key events

and deadlines for this process are as follows:

| <b>Event</b>                  | <b>Date and Time</b>                   |
|-------------------------------|--|
| Issuance of RFQ               | August 10, 2021                        |
| Deadline to submit questions  | Tuesday, August 24, 2021 at 5:00 p.m.  |
| Answers to questions provided | Friday, August 27, 2021 at 5:00 p.m.   |
| Proposal Due                  | Friday, September 3, 2021 at 5:00 p.m. |

Upon review of the RFQ documents, firms may have questions to clarify or interpret the RFQ in order to submit the best proposal possible. To accommodate the Proposal Questions process, Vendors shall submit any such questions by the above due date.

Written questions shall be emailed to [jcordon@cityofgraham.com](mailto:jcordon@cityofgraham.com) by the date and time specified above. Firms should enter “Fire Station RFQ Questions” as the subject for the email.

### **SCOPE OF PROJECT**

The City is planning to build a new Fire Station at the corner of W. Moore Street and Rogers Road. This station will be fully staffed and is expected to be 10,000-12,000 sf. The City has tentatively determined that the following features will be required:

1. Two/Three bay station.
2. Drive-through bays (bays at a minimum of 75 feet in depth and 18-foot clear openings).
3. Sleeping quarters for at least 12 individuals.
4. Fitness area with a small roll up or pivoting garage door, 8’ x 8’ or so, that goes from the workout room to an outside space around the station.
5. Conference/Training Room.
6. Kitchen and Day Room for 12 individuals.
7. Administrative offices (at least 4).
8. Server room with dedicated HVAC.
9. Parking spaces for at least 30 vehicles.
10. Bi-Fold Bay Doors.
11. Training Props incorporated into the building.
12. Dedicated PPE Storage room off the apparatus bay.
13. Dedicated decontamination room off the apparatus bay.
14. Future pandemic preparedness and response programming.

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.

1. Preliminary
  - a. Programming session to establish design scope.
  - b. Prepare preliminary site and building layout for staff review.
  - c. Develop rough order of magnitude cost estimate based on experience with similar scopes.
  - d. Attend a pre-submittal meeting.

2. Design
  - a. Complete all design and construction drawings including grading plans and specifications for a formal bid process.
  - b. Provide value engineering options as needed to evaluate different approaches or finish selections
  - c. Obtain appropriate permits and approvals for construction. This will include City level TRC and other appropriate permitting.
  - d. Prepare bid documents and conduct pre-bid conference.
  - e. Refine cost estimates during design to confirm adherence to budget.
  
3. Contract Administration and Construction Inspection, as required
  - a. Provide quantity “take-offs” and final cost estimates to be submitted to the City at the 100% review meeting.
  - b. Open and verify bids in conjunction with the City of Graham
  - c. Conduct pre-construction conferences.
  - d. Shop drawing and submittal review.
  - e. Provide regular construction inspection.
  - f. Conduct monthly on-site progress meetings.
  - g. Respond in a timely fashion to requests for information and prepare bulletin drawings.
  - h. Review, evaluate, and recommend change orders.
  - i. Review and approve pay requests from contractors.
  - j. Ability to conduct weekly site visits.

### **SUBMITTAL REQUIREMENTS**

Firms must tailor their submittals to show recent fire station design and construction projects. The City is seeking to engage a firm that has extensive experience in fire station design, with the most recent projects being the most desirable. Interested firms preferably will have multiple career-based, municipal fire station projects of similar scope as described in this RFQ in the last 5 years.

The RFQ is to be limited to 24 pages of text. RFQ’s are to be printed front and back for a maximum of 12 sheets of paper. The Cover, Cover Letter, Table of Contents, and Key Team Member Resumes do not count in the page limit.

Interested firms should provide ten (10) hard copies and one (1) electronic copy of a package containing the following:

**Cover Letter:** The letter should address what makes the firm/team uniquely qualified to provide these services. The letter shall summarize your firm’s background, resources, relevant experience and cost estimate for the total project. Also, include the name, address, phone number, facsimile number and e-mail address of the firm and the primary personnel who will be involved in the execution of the scope of services.

**Project Approach.** A description of how the Consultant will approach individual and collective tasks necessary to address the proposed scope of work. This description is to include delineation of specific tasks to be undertaken in each project activity and a project schedule showing start and completion dates for all major tasks.

**Descriptions of Firm, Management, and Team Members:** Include descriptions of your organization and team. Please specifically highlight the following:

- a. Each submittal shall include a detailed statement of qualifications that is concise, well organized and demonstrates the consultant's qualifications and experience applicable to the project.
- b. Include a brief description of at least three (3) previous projects performed that were similar in scope and complexity to this project. 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. Limit projects to no more than 5 years previous.

**Key Team Member Resumes:** Resumes of the key team members are to be attached as an appendices to the RFQ.

**References:** For each project noted above, include a contact name, address, current telephone number and e-mail address for the City's use in verifying the firm's past performance.

**Description of Subconsultants:** Identify any portion of the scope of work that will be subcontracted. Include firm qualifications and key personnel, telephone number, and contact person for all subcontractors.

**Consultant's Expectations of the City.** A brief description of the services and tasks the Consultant would expect the City to provide.

**Project Schedule:** Provide an explanation of how your firm would meet the project schedule and deliverables.

**Past Litigation:** Include a statement noting any litigation in which the firm or any of its primary personnel have been a party during the past five years.

**Contract Terminations:** List any contracts of this firm that have been terminated for cause during the past five years.

**Copyright Release:** Those firms responding to this RFP shall supply a copyright release for the City of Graham to make copies of any copyrighted materials submitted.

#### **CRITERIA FOR AWARDS/EVALUATION**

The following factors will be used in evaluating the Consultant's proposals and awarding of the contract:

1. **Experience:** Is the work experience relative to the scope of work? **20%**
2. **Overall Proposal:** What distinguishes this proposal and team from the others? **10%**
3. **Quality of Proposed Approach:** Does the approach present a well thought out strategy that is likely to achieve the desired product and completion of all specified tasks within the project budget? Are there innovative approaches to the project? **10%**
4. **Related Projects:** Similarity to this project in size, type, land uses, key issues. **15%**
5. **Availability of Key Personnel:** The City expects the identified project team to be the same project team that works on the project. Does the proposal identify the availability of the key project team personnel and what evidence is provided that they will be available for the project? Are there substantial conflicting commitments? **15%**
6. **Capacity of the Consulting Team:** Percentage of time devoted to this project by each key member of the project team. Does the makeup of the team and time devoted indicate a sufficient allocation of all required resources to complete the assignment? Are there minimum task/payment agreements with subcontractors? **10%**
7. **Clarity of Role and Level of Involvement of Local Staff:** Does the proposal indicate a clear role and level of commitment required from City staff? **5%**
8. **Construction Budget:** Realistic, thorough, and in comparison, with other submittals. A scoring factor will be whether or not the firm accurately projected cost in prior projects. **5%**
9. **Responsiveness:** Does the submittal respond to all the requirements included in the RFQ? **10%**

Proposals will be reviewed by a selection committee. Interviews may be completed but are not required. The City reserves the right to negotiate with the firm of its choice and to require substitution of sub-consultants and/or staff persons as part of the negotiation.

### **Terms and Conditions**

#### **EQUAL EMPLOYMENT OPPORTUNITY**

The City of Graham does not discriminate in administering any of its programs and activities. The consultant awarded the contract for work will be required to ensure that no person shall be denied employment, fair treatment or be discriminated against based on race, sex, religion, age, national origin, or ancestry.

It is the policy of the City to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchase, and professional and personal service contracts.

### **FEDERAL LAW**

Federal law (Rehabilitation Act and ADA) prohibits disability discrimination by all governmental units. By submitting a proposal, the vendor is attesting to its policy of nondiscrimination regarding the disabled.

### **NON-COLLUSION**

Respondents, by submitting a signed proposal, certify that the accompanying submission is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under North Carolina or United States law.

### **GOVERNING LAW**

Any agreement, contract or purchase order resulting from this invitation to bid, request for proposals or request for qualifications or quotes, shall be governed by the laws of the State of North Carolina.

### **CONDITIONS AND LIMITATIONS**

The City expects to select a consulting firm from the proposals submitted but reserves the right to request substitutions of firms. The City also reserves the right to reject any or all responses to the RFQ, to advertise for new responses, or to accept any response deemed to be in the best interest of the City. A response to this RFQ/RFP should not be construed as a contract nor an indication of a commitment of any kind on the part of the City nor does it commit either to pay for costs incurred in the submission of a response to this request or for any cost incurred prior to the execution of a final contract. The City will reserve the right to dismiss any part or all of the contracted team when, in the City's opinion, the project is not moving as scheduled or is hindered in any way by the actions or personalities of team members.

### **E-VERIFY COMPLIANCE**

The Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if the Contractor utilizes a Subcontractor, the Contractor shall require the Subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. By submitting a proposal, the Proposer represents that their firm and its Subcontractors are in compliance with the requirements of Article 2 Chapter 64 of the North Carolina General Statutes.

### **CONFLICT OF INTEREST**

Each consultant shall affirm that no official or employee of the City of Graham is directly or indirectly interested in this proposal for any reason of personal gain.

### **WITHDRAWAL OF PROPOSALS**

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.

### **SERVICES PERFORMED**

All services rendered under this agreement will be performed at the Firm's own risk and the Firm expressly agrees to indemnify and hold harmless the City of Graham, in accordance with state

law.

### **INDEPENDENT CONTRACTOR**

It is mutually understood and agreed the Firm is an independent contractor and not an agent of the City of Graham, and as such, Firm, his or her agents and employees shall not be entitled to any City of Graham employment benefits, such as but not limited to vacation, sick leave, insurance, workers' compensation, pension or retirement benefits.

### **VERBAL CONTRACT**

The City of Graham will not be bound by any verbal agreements.

### **INSURANCE REQUIREMENTS**

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

### **IRAN DIVESTMENT ACT**

Vendor certifies that; (i) it is not identified on the Final Divestment List or any other list of prohibited investments created by the NC State Treasurer pursuant to N.C.G.S. 143-6A-4; (ii) it will not take any actions causing it to appear on any such list during the terms of this contract, and (iii) it will not utilize any subcontractor to provide goods and services hereunder that is identified on any list.

### **CONFIDENTIALITY**

Responses to the RFQ/RFP will become public records and, therefore, will be subject to public disclosure. However, North Carolina General Statutes section 132-1.2 provides a method for protecting some documents from public disclosure. If the Consulting firm follows the procedures prescribed by those statutes and designates a document confidential or trade secret, the City will withhold the document from public disclosure to the extent that is entitled or required to do so by applicable law and will return the document after selection.

### **CONTRACTING**

Any contract developed for work shall be construed and enforced in accordance with the laws of the State of North Carolina. Any controversy or claim arising as a result of contracting shall be settled by an action initiated in the appropriate division of the General Court of Justice in Alamance County, North Carolina.

### **QUESTIONS**

Questions regarding this RFQ should be directed to Julianne Cordon. Questions are to be emailed to [jcordon@cityofgraham.com](mailto:jcordon@cityofgraham.com). Respondents are not to have outside contact with staff regarding this RFQ during the submittal or evaluation process.