

**VILLAGE OF SUAMICO, WISCONSIN**

**REQUEST FOR PROPOSALS**

**PROFESSIONAL DESIGN SERVICES FOR THE VILLAGE OF SUAMICO FIRE  
STATION # 1**

**PROFESSIONAL DESIGN SERVICES FOR VILLAGE OF SUAMICO FIRE STATION**

**# 1**

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## **GENERAL INFORMATION**

### **Summary**

The Village of Suamico is proposing to build a new Fire Station on West Deerfield Ave., Suamico, Wisconsin, 54313. The village is requesting proposals from qualified Architect/Engineer (A/E) consultants to be part of a team to perform professional services for the design of the new Fire Station. Design services shall include landscape design, architectural design, interior design, site civil, plumbing, mechanical, electrical, and telecommunication engineering services. The design proposal should include the following phases for program verification:

1. Schematic design
2. Design development – Prepare detail design documents (plans & specifications) for the approved design and layout
3. Construction documents – Plans, specifications and contract
4. Bidding and construction administration services – with site inspections biweekly.

### **Background**

The Village of Suamico, Wisconsin, is currently developing a new Fire Station that will replace the existing fire station, Fire Station No. 1 at Riverside Dr. A new location has been purchased on West Deerfield Ave., Suamico, Wisconsin, 54313. A space needs analysis has indicated an anticipate facility size of 20,000 to 30,000 square feet. The intent of the Village is to retain a design team that will develop a conceptual schematic design. After owner approval of the selected schematic designs, the design team will be authorized to begin design development and proceed with the creation of construction documents. Prior to the design development stage, the Village, working with the selected consultant, is expected to select a Construction Manager to manage bidding and construction of the project and to provide input on the design development and specifications. The Village reserves the option of moving forward with a traditional hard bid, general contractor option.

### **Project Director**

Troy Noe, Fire Chief, will be responsible for providing overall direction for this project.

## **SCOPE OF SERVICES**

The A/E firm will be responsible for, but not limited to, the following:

- a. Prepare plan and profile Schematic Designs which include; site plan, floor plans, and elevations
- b. Prior to Design Development, prepare room data sheets for every space identified in the schematic design.
- c. After approval of design development documents, prepare final plans and specifications and contract documents to the level necessary to allow the Village to competitively bid the project. Provide electronic files.
- d. Design plans shall be prepared and presented to the Village at the following intervals; 30% complete, 60% complete, and 90% complete.
- e. Bidding and construction administration including an 11<sup>th</sup> month walk-thru; the consultant is required to satisfy and ensure the occupancy permit is approved.
- f. Provide electronic as-built documents that incorporate all addendums and all changes made during the construction.
- g. Other elements necessary as identified by the architect for a successful, functional, and operational Fire Station.

## **INSTRUCTIONS TO PROPOSERS**

### **Request for Proposal Information**

It is the responsibility of the Consultant to carefully read the entire Request for Proposal, which contains provisions applicable to successful completion and submission of an RFP. If any ambiguity, inconsistencies or errors are discovered in the RFP, the Village must be notified in writing. Only interpretations or corrections of the RFP made in writing through addenda by the Village will be considered binding. The Village must receive all requests for interpretations or corrections no later than the date specified in the RFP timetable. The RFP consists of all documents identified in the Scope of Work section of the RFP.

### **Submission of Proposals**

The following information must appear on the lower left-hand corner of the container:

RFP for Professional Design Services for Village of Suamico Fire Station

The information must be addressed to: Village Administrator, 12781 Velp Ave, Suamico, WI 54313. All submittals by mail, email or in person must be received no later than 4:30 p.m. on April 22, 2019. Hand carried proposals may be delivered to the above address ONLY between the hours of 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding holidays observed by the Village.

Proposers are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service.

Electronic proposals (email) may be submitted via [RFP@suamico.org](mailto:RFP@suamico.org). PDF format shall be utilized in this format.

## **RFP SUBMITTAL REQUIREMENTS**

**Part A – Technical** (consisting of the firm’s qualifications and scope of work)

**Technical Proposal:** Proposers shall include their complete return address on the outer envelope wrapper. One (1) unbound paper copy and one (1) digital copy of the technical proposal must be submitted for review.

**Part B – Interview/Presentation (if requested)**

The top firms, based on their Technical Proposal Score, may be invited to and evaluated on an oral interview/presentation. The Village reserves the right to award the contract without interviews.

**Part C – Price Proposal**

Firms shall submit a price proposal in a sealed separate envelope. The Price Proposal envelope should be identified in the lower left-hand corner with the words **Price Proposal RFP Suamico Fire Station**. The Proposers name must also appear on the outside of the envelope. Price Proposals must be signed by an officer of the company, who is legally authorized to enter into a contractual relationship in the name of the Proposer. The submittal of a Proposal will be considered by the Village as constituting an offer by the Proposer to perform the required services at the stated prices.

**Modified Submissions of RFP**

Modified qualifications and proposals can be submitted to replace all or any portion of previously submitted information. The Village of Suamico Fire Station # 1 Review Committee will only consider the latest version as part of its deliberations.

**Withdrawal of RFP**

Qualification and proposal information may be withdrawn from consideration prior to the submission deadline by written request, on the Consultant’s letterhead, submitted to the Village.

**RFP Postponement or Cancellation**

The Village may, at its sole and absolute discretion, reject any and all, or parts of any and all submittals to the RFP, re-advertise this RFP, postpone or cancel at any time this RFP process, or waive any irregularities in this RFP as it deems to be in the best interest of the Village of Suamico.

**Contracting Department**

The Village of Suamico Fire Department will administer the contract resulting from this RFP.

### **Incurring Costs**

The Village of Suamico is not liable for any cost incurred by proposers in replying to this RFP. This Village of Suamico reserves the right to accept or reject any or all proposals and to waive technicalities in any proposal or part thereof deemed to be in the best interest of the Village of Suamico.

### **Proprietary Information**

Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself. Each page must be clearly marked "CONFIDENTIAL". The Village shall comply with State and Federal Law(s) as to complying with request information.

### **Fixed Price Period**

All price, cost, and conditions outlined in the RFP/Price Proposal shall remain fixed and valid for acceptance for a 90-day period commencing on the due date of the contractor's proposal. The Village reserves the right to negotiate the scope of services and cost with the highest ranked consultant.

### **Certification of Independent Price Determination**

By signing this proposal, the respondent certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this procurement:

The process in this proposal has been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other respondent or with any competitor.

Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the respondent and will not knowingly be disclosed by the respondent prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other respondent or to any competitor.

### **Restricting Competition**

No attempt has been made or will be made by the respondent to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

### **Pre-submittal Conference**

None expected at this time.

### **Certification of the RFP (Request for Proposals)**

If additional information is necessary to assist the vendor in interpreting this RFP written questions will be accepted by: Village of Suamico Fire Chief – [troynt@suamico.org](mailto:troynt@suamico.org). Other than

written questions, firms are requested not to contact the Fire Department staff, elected officials, or the selection committee during the RFP process. Any lobbying by firms during the RFP process may result in disqualification from the project.

**Contract and Terms**

The selected firm shall provide a copy of their standard contract to the Village for review. Any exceptions or proposed changes shall be discussed and agreed to prior to execution of the contract.

## **PREPARING AND SUBMITTING PROPOSAL**

### **General Instructions**

Evaluation and selection of the consultant for this project will be based on information submitted in the request for proposal plus references, oral presentations (if requested), other references and supplemental information. Failure to respond to each requirement in the RFP may be the basis for rejecting a response.

**Elaborate Proposals;** e.g. expensive artwork beyond that which is sufficient to present a complete and effective proposal is not necessary.

**Alternate Proposal.** Proposers may submit an alternate proposal or creative cost-saving alternatives, which meet minimum requirements and specifications of this RFP. Indicate such on the proposal. Proposers may submit more than one proposal.

### **Letter of Introduction/Statement of Interest**

Summarize the firm's interest in this project and any special knowledge or expertise that the firm has to offer. Include name of contact person, phone number, fax number, e-mail address and website address.

### **Firm's Information; Including the following:**

- Office location
- Ownership, affiliation and size of agency.
- Provide a description of the qualifications, experience, organization and resources of the firm relative to this project.
- Past performances on similar contracts in terms of cost control, quality of work and compliance with performance schedules. Submit a detailed description (including photographs if possible) of six recent projects either completed or under construction, projects must be Fire Station with emphasis on those that incorporated training facilities in the design, and involving personnel proposed to be assigned to this project including the following information:
  - The actual design and construction costs of the project bid(s) compared to the architect estimate.
  - The date the project was designed and constructed.
  - Contact information for the client (name, address, telephone number).
  - Design Team Professional.

### **Key Individuals Qualifications and Experience**

- Provide a description, resume or bio-sketch of the qualifications and experience of the primary team that will be assigned specifically to this project.

- Indicate key individuals' experience with Fire Station or similar projects.
- Identify the function/responsibility of each individual assigned to work on this project (e.g. project manager, technician, etc.) along with their previous experience in similar roles on similar projects.
- Identify any sub-consultants to be used on the project and the percentage of their level of involvement along with their experience working on like projects.
- List office location of key individuals.

**Proposed Services; State How Your Firm Will Meet the Scope of Services, Include the Following**

- Proposed work plan or proposed scope of work and technical/innovative approaches for the project. Provide both a summary and the detail of your proposed services.
- Indicate proposed timeframe to complete the tasks.

**Evaluation Criteria**

The evaluation team will base their decision on the qualifications and experience of the firm and staff along with feedback from references and other sources. The evaluation process will include a review and ranking by each individual member of the review team of each proposal. The review team will meet and combine their rankings to select the top firms to interview.

The recommendation to award the contract will be to the firm that has the highest point total of the top selected firms.

Subject to change, the following is a general list of evaluation points:

- Firms experience with Fire Station, Fire Stations with incorporated training facilities, or similar projects in the 15,000 to 30,000 plus square foot range of new building experience. (25 points)
- Experience of key personnel proposed for this project, including any sub-consultants, with relevant experience to carry out a successful building project. (25 points)
- Experience of firm and key individuals with sustainable design. (5 points)
- Experience of firm and key individuals with Construction Manager. (5 points)
- Success in completing comparable conceptual design phases and Fire Station building design projects on schedule and within budget. (5 points)
- Demonstrated ability to communicate effectively with Village of Suamico Project Management Staff, Fire Department, Village Board and other key stake holder groups formed around the Fire Station project. (10 points)
- Proposed scope of work including project approach. (25 points)
- Total Maximum Points: 100 points

## **SCHEDULE OF ACTIVITIES**

The anticipated timetable for the RFP process including the selection of the top ranked firm is as follows:

### Timetable

RFP Available for Distribution	April 1, 2019
Deadline for Submittal of RFP (by 4:30 p.m.)	April 22, 2019
Award of Contract Announcement	May 20, 2019

## **NEGOTIATIONS**

### **Negotiation with Top Rated Firm**

Upon selection of the top rated firm, the Village may enter into limited negotiations with the selected top rated firm to clarify the scope of services to be provided. Note, however, that costs for services are part of the evaluation and scoring of points. You are encouraged to submit your best and final offer with the proposal.

### **Terms of Agreement**

Upon mutually agreeing to the terms of the contract, written agreement will be prepared by the Village utilizing a Standard AIA Owner – Architect Form of Agreement.

### **Failure to Reach Agreement**

If an agreement cannot be reached with the top rated firm, negotiations will be terminated and the Village will open negotiations with the second rated firm. The negotiation process will continue until an agreement is reached with one of the short listed firms. If not agreement is reached with the short listed firms the negotiation process will be terminated at the Village's discretion.