



**REQUEST FOR QUALIFICATION FOR
ARCHITECTURAL DESIGN SERVICES FOR THE
FLORISSANT VALLEY FIRE PROTECTION DISTRICT**

MAINTENANCE FACILITY

ISSUED SEPTEMBER 18, 2018

DUE October 7, 2018 3:00 PM

Florissant Valley Fire Protection District – New Maintenance Facility

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL DESIGN SERVICES

Florissant Valley Fire Protection District (FVFPD) is requesting qualifications from qualified architectural firms seeking to provide design and contract administration for a proposed new storage facility to be located at 1910 Shackelford Rd in Florissant, Missouri 63031 (Site), adjacent to existing FVFPD Engine House #3.

PROJECT SCOPE

FVFPD intends to construct a new, approximately five-thousand (5,000) square foot, single level, five (5) bay enclosed structure for maintenance and storage. Along with the new building, the project would entail removal of existing asphalt pavement and replacement with new concrete pavement of appropriate section to support District apparatus, and a new security fence with operable gate. Site improvements including new water quality control features based on new pavement and building roof areas would also be constructed.

Services to be provided by the architect team would include:

- Conceptual planning and site design for review and approval by the District
- Assistance with selection and design of materials, systems and equipment
- Construction documents to be used in the competitive bidding and construction of the project
- Facilitation of zoning approvals, architectural review board approvals, historic preservation commission approvals (if applicable), and assistance with construction permitting approvals
- Compliance with enforced Building Code including the Americans with Disabilities Act
- Energy efficiency and sustainability advisement

TENTATIVE SCHEDULE

The tentative schedule for the project is as follows:

- **September 19, 2018** – Solicit qualifications from architects
- **September 27, 2018** 10:00 - Non-Mandatory Pre-Submittal Meeting at Site
- **September 28, 2018 12:00 PM** – Deadline for submittal of questions to the District
- **October 7, 2018 3:00 PM** – Qualifications due from architects
- **October 9, 2018** – Notification to short-listed architect(s)
- **October 11, 2018** – Potential interview(s) of short-listed architect(s)
- **October 16, 2018** – Recommendation to District Board for approval of selected architect

QUESTIONS

Questions regarding this solicitation can be submitted to Scott Seppelt, Fire Chief or Cliff Robinson, Fire Marshall at (314) 837-4894 / sseppelt@fvfpd.com crobinson@fvfpd.com

SUBMISSION FORMAT AND DUE DATE

Interested architects shall submit qualifications in three (3) paper copies along with a USB flash drive containing a .PDF copy. Address and deliver qualifications in a sealed envelope to FVFPD, attention: Fire Chief Scott Seppelt at 661 St. Ferdinand Street, Florissant, MO 63031. Envelopes shall be labeled in the lower left corner to read 'QUALIFICATIONS FOR ARCHITECTURAL SERVICES'.

Submittals shall be limited to maximum twenty (20) pages; a page shall be defined as a single side of a 8.5x11 size sheet. Submittals may be single- or double-sided. Interested architects are encouraged to be brief and to the point with their qualifications.

Qualifications will be received until **3:00 p.m. (Central Time) on October 7, 2018**; any qualifications submittals received after the specified time and date will not be opened or considered by the District.

EXPERIENCE AND QUALIFICATIONS

Each architect submitting qualifications shall include the following information:

- The name of the firm and address of all its offices, specifically indicating the principal place of business which serves the St. Louis metropolitan area, and the FVFPD Site
- The name and contact for an officer of the firm authorized to submit qualifications on behalf of the firm
- A brief history of the firm, indicating the range of services offered and practice areas covered, and age of the firm along with an indication of the total number of years having provided architectural services
- An organizational chart and brief firm data on all consultant partners proposed by the architect
- Indication of the education, training, experience, licensing, and specific qualifications of key members of the team, including individuals responsible for the performance of the work described herein
- Proposed project schedule showing critical dates and other information in sufficient detail for the District to determine the feasibility of time frames indicated
- Representation of the experience, qualifications, and expertise of the team with similar projects – include a statement about the firm's technical capabilities and ability to perform services in a timely manner, with particular regard to team's current and projected workload
- Indication of the team's capacity to provide comprehensive architectural services for the project described herein:
 - Deliverables for review and approval by FVFPD at various stages of project development
 - Analysis and consultation with FVFPD in the determination of the best construction methods and procurement model for this project
 - Complete Bidding and Construction Documents
 - Construction administration including site construction visits and observation, review of project shop drawings and facilitation of job-site construction meetings at a duration determined by the architect and FVFPD
- Names and phone / email contact for at least three (3) Clients who may be contacted for reference
- Indicate the present level of professional and general liability insurance coverage for the firm
- List any terminations or dismissals by a Client from contracted service within the past five (5) years
- List and describe any litigation, arbitration, or other alternative dispute resolution proceedings the firm has been involved in with an owner within the past five (5) years
- List and describe any actions taken by any regulatory agency against the firm or its agents or employees within the past five (5) years

EVALUATION CRITERIA AND SELECTION

FVFPD will evaluate each RFQ submitted based on overall responsiveness to the project's needs. FVFPD will take into account the estimated project value, the project's scope and complexity, as well as the professional nature of the services to be rendered. If FVFPD awards a Contract, it will be to the firm which is most responsive to all administrative and technical requirements of the RFQ, who has demonstrated the most competence in the type of services required, and which receives the highest rating based upon the qualifications to perform the services required. Evaluation criteria may also include other criteria at the discretion and prerogative of FVFPD.

INTERVIEWS

FVFPD may identify and interview up to two (2) firms as being most professionally and technically qualified for this project. The purpose of the interview is to allow the firm to present its qualifications, experience, education, training, past performance, etc., as regards the professional services to be provided for the project. Interview(s) will also provide an opportunity for FVFPD to seek clarifications from the firm(s). The firm(s) selected for an interview will be notified in advance of a confirmed date, time and place of an interview.

OWNER'S RIGHTS

FVFPD reserves the right to request additional information which, in its opinion, is necessary to verify that a team's competence, business organization, and financial resources are adequate to perform the work described herein.

FVFPD reserves the right to terminate the qualification process at any time, and / or to change the schedule and dates for responses, interviews and other dates.

FVFPD further reserves the right to waive any irregularities in the submittals, and to not conduct interviews and hire directly from the pool of qualified submittals. Note that submittal of qualifications shall not constitute an agreement of any sort with FVFPD, that by submitting qualifications any and all information therein may be subject to the Public Records law of Missouri, and that all submittals shall become the property of FVFPD upon receipt.

FVFPD reserves the right to not enter into an agreement with any firm.

POTENTIAL DISQUALIFICATION OF SUBMITTALS

Firms may be disqualified and their qualifications disregarded for reasons which include but are not limited to the following:

- The submitted qualifications do not comply with criteria listed above
- FVFPD has reason to believe that the firms have engaged in unethical or unfair business practices
- The firm is in arrears on any existing contract for services or has defaulted on a previous contract

CONTRACT

FVFPD intends to negotiate the terms of a Contract with a qualified, selected firm. If an agreement is reached, the firm will be expected to enter into a written Contract and will perform all work pursuant to that contract. The proposed terms and conditions of the contract shall be as provided in AIA Document B101-2017.

INSURANCE

Once it has entered into a Contract, a firm shall procure and maintain professional services insurance as required by the Contract documents for the duration of the work, and shall name the District as additional insured.