

REQUEST FOR QUALIFICATIONS

For Architectural Services

City of Fort Madison, Iowa

The City of Fort Madison is soliciting Statements of Qualifications from qualified firms interested in providing professional architectural/engineering services relating to the design for construction of a new Fire Station and a new Public Works facility. (The Public Works facility includes the Streets, Parks and Water Distribution Departments). Architects with relevant experience and qualifications are encouraged to submit. The purpose of the Request for Qualifications (RFQ) process is to identify the most qualified respondents.

A copy of the RFQ can be found at the City of Fort Madison's website; <http://www.fortmadison-ia.com/>. Notice is hereby given that Statements of Qualifications will be accepted at the Fort Madison City Clerk's Office, 811 Avenue E, Fort Madison, Iowa 52627. The deadline to submit qualifications is Friday 23 July 2021 at 4:30 pm.

INTRODUCTION

The City of Fort Madison, Iowa (the City) is seeking an experienced and qualified Architectural Firm, licensed in the State of Iowa, to perform architectural and related professional services for the construction of a new Combined Public Works Facility, and the construction of a new Fire Station. The purpose of the Request for Qualifications (RFQ) process is to identify the most qualified respondent that will best fulfill the City's needs.

The City's selection process will include a two-step process. The first step would be an evaluation of the Request for Qualifications submitted in response to this solicitation.

In the second step, the City may proceed with negotiations with the primary consultant or invite the top two to three firms to make an oral presentation to the selection team. However, the City reserves the right to make the selection based solely on the qualifications submitted without conducting a formal interview process. All submittals will be reviewed by an RFQ committee and recommendations from this committee will be made to the Fort Madison City Council for final award.

BACKGROUND

The City Streets Department currently operates out of an old, dilapidated structure located at 2202 Avenue L, Fort Madison, Iowa. The building is structurally and operationally deficient. It is also too small and there is insufficient indoor storage for the department's vehicles and equipment. This building is in need of replacement.

The Water Distribution Department currently operates out of an old, dilapidated structure located at 1307 20th Street. This building does not meet the needs of the department and is in need of replacement.

The Parks Department operates out of two old, small buildings located at 2092 302nd Avenue in the City's Rodeo Park. The buildings do not meet the needs of the department and are in need of replacement.

The City's Fire Department currently operates out of an old, outdated and dilapidated building located at 2335 Avenue L. This building has outlived its useful life, has structural and operating deficiencies and is too small to house all of the department's vehicles and equipment. This building is in need of replacement.

PROJECT OBJECTIVES

The City proposes to retain a highly qualified, capable firm to act as the Architect during Phase 1 of this project for a fixed price. The City will negotiate the price with the selected firm. The selected firm will provide the services as outlined in this RFQ. However, the City reserves the right to include additional project elements in the Scope of Services as the City may, in its sole discretion, deem appropriate.

The City's goal is to construct two new buildings. The first building will house the Streets, Water Distribution, and Parks Departments and will be located in the City's Rodeo Park at 2092 302nd Avenue. The second building will house the Fire Department and will be constructed at the current location of the City's Street Department.

The City desires to use a pre-engineered or fabricated type of building to help reduce costs (e.g., Morton or Butler-type of building).

This RFQ is for Phase 1 of this project. The City has not secured funding yet, and does not have a probable estimate of cost for construction of the two buildings. The main goal of Phase 1 is to develop schematics and elevations for these two buildings along with an estimated construction cost so the City can work toward securing funding for Phase 2, which will be the actual demolition of existing buildings, and subsequent construction of the two new buildings.

When funds become available to proceed with construction drawings, construction, and construction management, it is possible that the City may decide to use the firm chosen for this Phase 1 of the project.

The City desires to tear down the existing buildings currently being used by the Streets, Water Distribution, and Parks Departments. The goal is to construct one new building that will house all three of these departments. The desired location is in Rodeo Park in the area of the existing two Parks Department buildings (See Exhibit A.1). The new building will be of adequate size to satisfy the needs of the three departments for the foreseeable future. It will also help the employees work more efficiently, facilitate the sharing of equipment and personnel, and prolonging the life of the vehicles and equipment.

The City has tentatively determined that the new Public Works Building (including Water Distribution and Parks) needs to be approximately 52,000 square feet in size and will require the following features:

- A clear span building approximately 150' x 20' x 400'.
- Wash bay.
- Mechanic bay.
- Dedicated welding area.
- A minimum of 4 offices, 1 conference room, 1 IT room, and 2 storage/file rooms.
- A break room.
- Locker room for men and a locker room for women with a combined capacity of 50 people.
- A shop office or tool crib room.
- Various storage areas ranging from 2,000 to 6,000 square feet.
- Outdoor parking for at least 40 vehicles.
- Indoor storage for vehicles and equipment.
- Appropriate restroom facilities.

The City also desires to construct a new fire station to replace the existing one. The building will be of sufficient size to adequately house the operations of the department including personnel, vehicles, and equipment. It is anticipated that after the Streets Department facility is torn down and removed, then the new fire station will be constructed on that same property located at 2202 Avenue L. (See Exhibit A.2)

The City has tentatively determined that the Fire Station building needs to be approximately 27,000 square feet in size and will require the following features:

- A 7-bay station with at least 6 drive-through bays.
- Sleeping quarters for 10 individuals.
- One conference/training room.
- A kitchen and day room for 10 individuals.
- A minimum of 3 administrative offices.
- A server and HVAC room.
- Outdoor parking spaces for at least 20 vehicles.
- Bi-fold bay doors.
- Training props incorporated into the building.
- A dedicated PPE Storage room off the apparatus bay.
- A dedicated decontamination room off the apparatus bay.
- Appropriate restroom facilities.

SCOPE OF SERVICES

The selected firm will provide the City the following services for this Phase 1. This list is not intended to be all-inclusive but to describe the scope of services.

- A programming session with staff to establish the design scope.
- Development of a preliminary site plan for each of the two sites.
- Development of building layout for both buildings for staff review.
- Development of a design plan, including schematic designs and renderings for both buildings.
- Preliminary schedule for Phase 2 which includes design, demolition, and construction of both buildings.
- Development of a rough order of magnitude cost estimate based on experience with similar buildings.

SUBMITTAL CONTENT

Firms must tailor their submittals to show recent relevant design and construction projects. The City is seeking to engage a firm that has extensive experience in the design of pre-engineered buildings that are of similar size and programmed use. Interested firms should have completed multiple projects of similar scope as described in this RFQ in the past five years.

Interested firms should provide five (5) hard copies and one (1) electronic copy of a package containing the following:

Cover Letter (Maximum 1 Page)

The letter must include the name of the firm, address, email of the principal contact, telephone number, fax number, year established and name of principal contact. The letter shall be signed by a representative of the firm with authority to bind the firm by contract.

Organization, Credentials, Background (Maximum 2 Pages)

Provide a brief history of the firm's credentials and background to perform said work.

- Number of years in business.
- Location of office which will perform the work.
- List of basic services provided by the firm.
- List of additional services provided by the firm.

Relevant Experience/References (Maximum of 5 Pages)

List of relevant experience of similar project and scope of work.

- Project Name/Location.
- Year Completed/Current Status.
- Client Name/Contact Person/Phone Number.
- Contractor Name/Contact Person/Phone Number.
- Construction Cost.
- Change Order Cost.

Provide a list of 5 clients of your firm, who have used your services for related projects. Describe the service provided, the approximate total project cost, and the cost of your service. List estimated cost of construction versus final construction cost. Include the name, address, and telephone number of the client's contact person who is familiar with both the project and your firm's role on the project. Identify your firm's experience with Iowa's public bidding law and procedures.

Project Team (Maximum of 2 Pages)

Identify key Team Members assigned to the project and provide their qualifications, experience and responsibility to the project.

Personnel identified for these positions are expected to be involved through the life of the project.

Identify any proposed consultants for this project. Provide qualifications, experience, and scope of responsibility for the consultants.

Services (Maximum 3 Pages)

Describe your firm’s understanding of the project.

Describe the scope of services to be provided throughout the project. Indicate how your process and approach will accomplish the project scope.

Describe the design concept by which the project will be accomplished.

Submit a brief statement on how the firm proposes to undertake this assignment. This statement should identify why the Consultant feels the firm is the best qualified to do this project.

Please state relationships with other firms concerning this project.

Firm’s Expectations of the City (Maximum 1 Page)

A brief description of the services and tasks the firm would expect the City to provide.

Supporting Information (Maximum 3 Pages)

Examples of supporting materials that should be included with the proposal include:

- Graphs, charts, photographs, resumes, plans, reports or similar documentation.
- Narrative explaining potential challenges to this project.

SELECTION PROCESS

The City will use an RFQ Selection Committee to evaluate the submittals. The Committee’s recommendation will be forwarded to the Fort Madison City Council for final award. The selected firm will negotiate with the City the fee and contract conditions. If a reasonable fee cannot be achieved with the respondent of choice, in the opinion of the City, negotiations will proceed with the second-choice respondent until mutually agreed terms and conditions can be reached.

EVALUATION CRITERIA

Criteria used to evaluate RFQ responses will include, but may not be limited to, the following:

RFQ RATING CRITERIA	POINTS
1) Qualifications of firm, specifically as they relate to this project. This includes the individuals who would be assigned to this project.	15
2) Related experience on projects of a similar nature. Experience with buildings of similar scope, scale, and construction method.	25
3) Responsiveness to the RFQ including any documents submitted such as plans, design concepts and other related items.	25
4) Professional references; provided names and contact information.	15
5) Project approach and the firm’s understanding of the project.	15
6) Other.	5
Total Points Possible	100

ANTICIPATED SCHEDULE

DATE	EVENT
21 June 2021	Issuance of Request for Qualifications
07 July 2021	RFQ clarification questions deadline
23 July 2021	Deadline to submit Proposals
26 July - 06 August 2021	RFQ Committee Reviews Proposals
17 August 2021	City Council makes award to selected firm
23 August 2021	Begin Project Phase 1
29 October 2021	Project Completion

SUBMITTAL INSTRUCTIONS

Letters of interest should be hand delivered or mailed to Melinda Blind, City Clerk, 811 Avenue E, Fort Madison, Iowa 52627, on or before **4:30 pm on Friday 23 July 2021**. The submittal package should be clearly marked “Letter of Interest/Statement of Qualifications: City of Fort Madison, Public Works and Fire Station Construction Project” and clearly identify the firm submitting the proposal. An email can be sent to mblind@fortmadison-ia.com to confirm receipt of your package. Certified mail or hand delivery requiring a signature is strongly encouraged. The City of Fort Madison will not be held responsible for lost or missing submittals. All proposals must be signed by an authorized official of the firm.

The City of Fort Madison reserves the right to refuse and reject any or all qualifications and to waive any or all formalities or technicalities or to accept the firm who the City of Fort Madison in its sole discretion determines to be most qualified, and hold the qualification for a period of 60 days without taking action. Qualifications submitted past the deadline date and time will not be accepted.

QUESTIONS

Questions pertaining to this Request for Qualifications should be directed to David Varley, City Manager. All correspondence should be via email to dvarley@fortmadison-ia.com or via telephone at (319) 372-7700. All questions must be received no later than 07 July 2021. Responses that materially change the scope or intent of this RFQ will be issued via addendum on the City of Fort Madison website. The City will not notify respondents of posting addenda. Therefore, it is the respondent’s sole responsibility to check the website periodically for all issued addenda. Failure to include acknowledgement of all addenda may be cause for rejections of the proposal.

No informal communication shall occur regarding this RFQ, including requests for information, or speculation between proposers or any of their individual members and any City elected official, employee or independently contracted employees or consultants. Failure to comply with this provision may result in the firm's proposal being removed from consideration.

Cancellation: The City reserves the right to cancel this RFQ at any time. The City reserves the right to waive minor informalities or discrepancies contained in any proposal.

EXHIBIT A.1

Aerial photo showing general location (2092 302nd Avenue, Fort Madison) of the proposed new facility for Public Works, Parks, and Water Distribution. The area currently used by the existing buildings and ballfield is the general area where the new building is to be constructed. A definitive site plan and building orientation have not been decided. This will be done during the Phase 1 work as described in the RFQ.



EXHIBIT A.2

Aerial photo showing the existing Public Works facility at 2202 Avenue L, Fort Madison. This would be torn down and the new Fire Station would be constructed on this property with the main access from Avenue L.

