



Request for Qualifications
Architectural Design Services

Fargo Fire Stations 2 & 8 Projects

Due by April 12, 2022

Deliver to Auditor's Office

Attention: Steven J. Dirksen, Fire Department Chief

225 4th St N. Fargo, ND 58102

Telephone: 701-241-1540

Email: SDirksen@FargoND.gov

REQUEST FOR QUALIFICATIONS (RFQ)
FOR ARCHITECTURAL DESIGN SERVICES
FOR FARGO FIRE STATIONS 2 & 8 PROJECTS

The Fire Department of the City of Fargo is seeking proposals from qualified firms to provide architectural services for the design, bidding and construction administration for a remodel of Fire Station 2, to be located at 3020 25th St South and the construction of a new fire station, Fire Station 8 to be located at 6375 31st St South in Fargo, North Dakota.

Firms responding to the RFQ must submit their written proposals to the City's Auditor's Department of the City of Fargo, 225 4th St. N. Fargo, ND 58102 no later than **2:00 p.m. on April 12, 2022**. In addition, Firms are to provide a thumb-drive containing an electronic version of their written proposals.

Copies of the RFQ are available from the fire department at the address shown above or by contacting Andi Bullinger at ABullinger@FargoND.gov or at (701) 241-1539.

Steven J. Dirksen, Chief of the Department

Introduction

The Fire Department of the City of Fargo is looking to secure design, bidding, and construction administration services, including providing plans, drawings and specifications, for Fire Stations 2 & 8. The Fire Station 2 project is located at 3020 25th St S., Fargo, ND 58103 (the “Fire Station 2 Project”). The Fire Station 8 project is located at 6375 31st St S. Fargo, ND 58104 (the “Fire Station 8 Project”; collectively “the Projects”).

The Fire Station 2 Project:

The Fire Station 2 Project will be an addition and remodel of the current existing structure. The Project needs include:

- addition of approximately 550 sq ft. to the North side of the existing structure;
- the addition will consist of two rooms;
- one room will be approximately 350 sq ft. to accommodate physical fitness training;
- the second room will be approximately 200 sq ft. to accommodate structural firefighting gear storage and gear laundering equipment; and
- enlarging (raising) the overhead drive through doors to accommodate all fire department apparatus.

It is necessary that Fire Station 2 remain operational during construction. The preliminary construction budget for the Fire Station 2 Project is \$350,000. This includes the design and construction of the Fire Station 2 Project.

The Fire Station 8 Project:

The Fire Station 8 Project needs include:

- living quarters for nine firefighters;
- office space for three officers ;
- classroom/training area with amenities for six individual work stations with room capacity of 30;
- apparatus/operations area with space for three fire department vehicles in three bays, two of which must be drive through;
- parking for a minimum of 20 vehicles;
- interior equipment storage;
- three-tiered decontamination design (hot, warm, cold);
- ensuring all contaminated gear and equipment be located away from living quarters and offices.

To keep a sufficient buffer zone to adjacent property, a two-story building may be required.

The Fire Station 8 Project will be to construct the building on an open space of 1.39 acres.

The preliminary construction budget for the Fire Station 8 Project is \$5,200,000. This includes the design and construction of the Fire Station 8 Project.

Interior systems that are unique to fire station design are communications equipment, station alerting systems, exhaust removal systems, negative pressure areas in “warm” zones to keep containments out, and backup generator.

The Projects

- This Request for Qualifications (RFQ) intends to solicit responses from interested parties. Any requests for clarifications or questions must be submitted in writing to Steven Dirksen, Chief of the Department, at his email address of: SDirksen@FargoND.gov. The Fire Department will not consider any responses, which only provide a response for one of the Projects. All responses must provide proposals for both Projects. The Fire Department will determine a short list of potential candidates based on an administrative ranking of the initial RFQ proposals. The chosen potential candidates will be invited to participate in an interview process that will be used to assist in determining the most qualified applicant.

Anticipated Calendar of Events:

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|--|---------------------------|
| • RFQ Release date | March 18, 2022 |
| • Deadline for Submittal of Clarifications | April 1, 2022, by 4 p.m. |
| • RFQ Response Submittals due | April 12, 2022, by 2 p.m. |
| • Review of Responses | April 13 - 15, 2022 |
| • Interviews (if deemed necessary) | April 25 & 26, 2022 |
| • Selection of Firm | April 26, 2022 |
| • Commission Review and Approval | May 2, 2022 |

Responses received after the deadline set forth above will not be considered.

Scope of Services

The scope of services required by the selected architectural firm shall be as follows:

- a. Anticipated building design includes, but is not limited to: architectural design of building electrical, mechanical and plumbing systems; estimation of Projects' construction cost and interior design services and equipment. Architect shall provide all plans, drawings, specifications and bid documents necessary for bidding and completing the development and construction of the Projects, and

prepare the contracts between the City and successful bidders for review by the City Commission and subject to approval by the City Commission.

- b. Anticipated site design includes, but is not limited to, development of site plan, including location of sidewalks, parking, landscaping, and systems to provide water, sanitation and storm water management. Site work must be coordinated with the Fire Department.
- c. Anticipated construction administration services include, but are not limited to: conduct pre-bid conference; evaluate bids and provide a recommendation to the Fire Department for contract awards; conduct pre-construction conferences, conduct regular site observations and attend scheduled site meetings; provide observation of contractor's operations and work to determine compliance with plans, drawings, and specifications, quality of workmanship and progress including a written report to the Fire Department on a weekly basis until final acceptance of work; provide shop drawings and review other necessary contractor's submissions; process payment applications and occupancy certificates; coordinate preparation of OEM manuals and warranties; provide clarifications, proposal requests and change orders; conduct preliminary punch-list review and final inspections for compliance with contract documents.

All engineering services required within the Scope of Services are to be listed in RFQ proposal.

Firm Requirements

Architectural firms shall comply with the following requirements to be considered for selection. Qualifications submitted by firms failing to meet these requirements shall be considered nonresponsive.

- a. Architects shall be licensed to practice in the State of North Dakota.
- b. The responding firm shall have public safety experience with preference for design of fire station facilities within the last seven years.
- c. The firm shall carry and maintain a minimum of \$2,000,000 professional liability insurance coverage. This insurance coverage shall be provided at no additional cost to the Fire Department.

- d. The firm shall be capable of meeting the project schedule and have the resources available to begin and complete each phase of work. Construction on the Projects must be completed by January 31, 2024.
- e. All contract documents shall be produced in an electronic format acceptable to the Board of City Commissioners.

Response Format

Architecture Firms shall provide a cover letter with their business name and address, contact's name, telephone number, and email-address and a brief statement outlining the key reasons the applicant should be considered a finalist. In addition, the response should provide the architecture firm's qualification information in the sequence and format that follows:

Section 1: Confirmation of Architectural Firm Requirements

- a. Office location(s);
- b. Relative construction type experience; and
- c. Professional liability insurance.

Section 2: Architectural Firm Information (provide this for consulting Architectural Firm, if any, that is included in the response)

- a. Number and type of employees by office location;
- b. Firm history and information;
- c. Summary of recent project history, highlighting projects similar to the projects described above;
- d. Project participants;
- e. Special qualifications;
- f. Current workload with estimate of available time from project participants.

Section 3: Examples of past similar projects, **no more** than three (3) examples.

- a. Name of project;
- b. Date completed;
- c. Total construction cost;
- d. Total cost of change orders;
- e. Square footage of project;
- f. Examples of project budgets, construction estimates and schedule;
- g. Timelines associated with the project;
- h. Owner's name and address;
- i. Owner's representative, telephone number, and e-mail; and

- j. Project Team with each member's role and responsibility

Section 4: Design and Methodology

- a. Provide evidence of innovation in design as it relates to fire station facility design; and
- b. Describe your understanding of the overall project and address any significant issues, constraints or concerns that you perceive with this project.

Section 5: Project participants

- a. Identify the Principal in Charge for the Projects;
- b. Identify the design architect for the Projects;
- c. Identify any other key firm employees who will work on the Projects and provide their intended role on the Projects; and
- d. Identify consulting architects, if any, who will work on the Project.

Submittal Requirements

Prepare and submit qualifications as described below:

- a. Format and submittal information:
 - 1. Responses shall comply with all requirements and provide all information identified in this Request for Qualifications document. Qualifications found to be incomplete or failing to comply with these requirements may be considered nonresponsive.
 - 2. Qualifications, including attachments, shall not exceed 40 pages.
 - 3. Submit qualifications in an 8 ½ x 11 format, using 1-inch standard margins with a font size of 12 point. Headers, footers, and page numbering can occur outside of the 1-inch standard margins.
 - 4. Provide five printed copies bound.
 - 5. Provide an electronic copy to Chief Steven J. Dirksen, Chief of Department, at this email address of: SDirksen@FargoND.gov
 - 6. **Responses must be received no later than 2:00 p.m. Central Time on April 12, 2022. No responses received after this time will be considered.**
 - 7. Clearly indicate "Response to RFQ for Fire Stations 2 & 8" on the outside of the envelope or box containing submittal materials.
 - 8. Deliver responses to:
 - Auditor's Department
 - Attn: Steven Dirksen, Fire Department Chief
 - 225 4th St N
 - Fargo, ND 58102

Selection Methodology

The selection of professional consultants by the Fire Department is not based on competitive bidding. Rather, it is based on professional qualifications, documented experience and the expertise of key personnel to be assigned to the Projects. Consideration will include, but is not limited to, the following factors:

- 1) Understanding of the Scope of Work; (40%)
 - a. Documented knowledge and application of NFPA Standards 1500, 1710, and 1851 as they pertain to construction of a fire station;
 - b. Documented understanding of International Building Code requirements for essential facilities; i.e. fire stations, ISO requirements of fire station features, including turnout time, station location, and accessibility, as well as NFPA 13;
- 2) Previous Experience with Public Facilities; (25%)
 - a. Please provide **no more** than three references;
 - b. Abilities and qualifications of key personnel assigned to the projects;
 - c. Existing workload and evidence of ability to complete the work within the time specified;
 - d. Documented ability to produce project budgets, construction estimates, schedules, timelines and technical documents for comparable work;
- 3) Cost of services; (20%)
 - a. List Hourly Rates;
 - b. Include a not to exceed number of total finished product
- 4) Presentation quality and Q & A responses. (15%)

The City reserves the right to make selections for interviews on the basis of written proposals. Final selection of the successful firm(s) will be based on a majority vote of the Selection Committee. The Selection Committee is comprised of the following members:

Fire Chief

Division Chief of Operations

Division Chief of Community Risk Reduction

Division Chief of Support Services

Assistant City Administrator

Director of Facilities Management

Terms and Conditions

- 1) The Fire Department and Board of City Commissioners reserve the right to reject any and all responses, and to waive minor irregularities in any response.
- 2) The Fire Department and Board of City Commissioners reserve the right to request clarification of information submitted and to request additional information for any response.
- 3) The Fire Department reserves the right to recommend the City Commission to award the contract, at its sole discretion, to the firm determined to be the most qualified. If the Board of City Commissioners and firm are unable to successfully negotiate and execute a contract within 30 days of this selection, the Board of City Commissioners reserves the right to negotiate with and contract with the next most qualified firm.
- 4) The chosen firm will provide a draft contract to the Board of City Commissioners for the Board of City Commissioners review and approval. The Board of City Commissioners reserves the right to reject any contract that does not conform to the specifications contained in this RFQ or that does not meet with the approval of the City of Fargo's attorney.
- 5) The City shall not be responsible for any costs incurred by the respondent related to preparing, submitting or presenting its response to the RFQ.

Bond Requirements/Bid Guarantee

Architecture Firms shall furnish a bid guaranty in the form of a bid bond, made payable to the City of Fargo. The amount of the guaranty shall be equal to 5% of the estimated preliminary construction budget for the Projects.