

REQUEST FOR QUALIFICATIONS (RFQ) ARCHITECTURAL AND ENGINEERING PRELIMINARY DESIGN SERVICES FOR NEW PUBLIC SAFETY COMPLEX

1. INVITATION:

The Town of Scarborough is soliciting Statements of Qualifications from qualified firms interested in providing professional preliminary architectural and engineering design services for a proposed new Public Safety Complex. It is anticipated that firms may partner with other firms to ensure that the design team provides the appropriate level of expertise to the required disciplines.

Firms with relevant experience in designing Police, Fire and combined Public Safety Buildings and qualifications to perform these services are encouraged to submit. The purpose of the RFQ process is to identify the most qualified respondents to support the Town in this important project. Following analysis of the responses to this Request for Qualifications, a firm or firms will be invited for interviews conducted by an evaluation committee with a firm being selected for further negotiation. The firm ultimately awarded a contract by the Town will provide afore mentioned services as directed by the Town of Scarborough.

This RFQ is available on our website (<http://www.scarborough.me.us/townhall/purchasing/openbids.html>) or by contacting the Purchasing Department at 259 US Route One, Scarborough, ME 04070-0360, (207) 730-4083, or kmassa@ci.scarborough.me.us

Please continue below for the complete Request for Qualification document.

2. RESPONSES:

The response to this Request for Qualifications (RFQ) shall be submitted in such form and quantity and at the location as is provided in this Request. The response must be submitted no later than January 5, 2017 at 3:00PM.

3. PROJECT/SCOPE OF WORK:

The successful Consultant will be responsible for working directly with Town staff and the members of the Ad Hoc Public Safety Complex Building Committee. This initial effort intends to provide preliminary design services (architectural and engineering) of the construction of a new Public Safety Building (combined Police and Fire), the purpose of which is to prepare all relevant information in advance of seeking voter approval. Work will meet all state, local and federal guidelines and standards.

Expected Deliverables:

- **Site Selection** – A complete site selection process that considers all reasonable options for locating the facility, including public and private property.
- **Space Needs Analysis** – A complete evaluation of space needs for Police and Fire that considers existing needs as well as some accommodation for future growth. Review of the Long Range Facility Plan to determine if other identified Town needs may be able to be addressed in the facility. Combined use is encouraged to maximize value and overall cost savings.
- **Schematic Design** – Consultant shall ascertain the requirements of the project and shall prepare schematic design studies which shall indicate the concept of the project, including the proposed general shape, size and type of construction. The Consultant shall furnish sketch evaluation or a perspective of the proposed building which shall become the property of the Town. Consultant shall determine from competent authority any of the following factors in conflict with use of the

site as proposed: Zoning Regulations, Sanitary Codes, Health and Fire Laws and Local Ordinances and shall report these findings thereon to the Town when Submitting the plans.

- **Probable Cost Statement** – The Consultant shall prepare a probable cost estimate of the proposed facility with sufficient detail to forward to the voters for consideration.

Additional Duties: These are duties the Ad Hoc Committee is responsible for and for which the consultant(s) may have some involvement.

- **Consideration of Other Town Facility Needs** - Review the Long Range Facility Plan to determine if other identified Town needs may be able to be addressed in the facility. Combined use is encouraged to maximize value and overall cost savings.
- **Energy Efficiency-Life-Cycle Costs Considered** - Evaluate the expected life-cycle costs of proposed systems and consider energy efficiency with an evaluation of return on investment.
- **Public Involvement** - The Committee shall incorporate public input into the process, which will culminate in a public presentation of its findings and recommendations to the Town Council.
- **Best Practices** - Research and review other similar projects to determine best practices that may be incorporated into the project. Tours of similar facilities is encouraged.

4. SELECTION:

Responses to this Request for Qualifications will be reviewed and evaluated by a panel composed of the Town Manager, the Purchasing Agent, the Scarborough Fire Chief (or designee), Police Chief (or designee), and the Chair of the Ad Hoc Committee., who will select firms to be interviewed. Selected firms may be invited to make a presentation to the Selection Panel. A recommendation to the Town Manager will be made after the information has been reviewed and interviews of the short-listed firms have been completed.

5. CRITERIA FOR SELECTION:

The purpose of this RFQ process, as previously stated, is to identify a qualified firm that is the most capable of providing the described services. Once identified, this firm will then be invited to take part in a competitive negotiation process with the Town for a contract. If an agreement can be reached with the selected firm, a contract will be awarded thereto. If an agreement cannot be reached, the Town will proceed with negotiations with the next most qualified firm.

6. SUBMITTAL REQUIREMENTS:

A. Submittal Documents – Format

Follow these instructions carefully:

- In total, five (5) hard copies of the Submittals, including attachments, are required as well as an electronic copy
- Four (4) of the copies shall be spirally bound (or other semi-permanent binding method) to ensure that pages are not lost
- One (1) copy should be clipped together to facilitate document reproduction.

- One (1) digital copy
- In the four (4) bound copies, use a tabbed divider followed by a section cover page, to separate Sections I through IV
- The envelope in which the Submittals are delivered must be clearly labeled on the outside with the Respondent's name and the project identification, "RFQ – Architectural and Design Services for the New Public Safety Complex for the Town of Scarborough – Qualifications Submittal."

Submittals shall be delivered to the following addressee at or before January 5, 2017 3:00PM EST:

**Larissa Crockett
Purchasing Agent
Town of Scarborough
259 US ROUTE ONE
PO BOX 360
Scarborough, ME 04070-0360**

Late submittals will not be accepted.

B. Submittal Content: Each Submittal shall be organized in the following order:

- **Outside Cover and First Page:**

Shall contain (i) the title, "Statement of Qualifications for Architectural and Design Services for the New Public Safety Complex for the Town of Scarborough," (ii) the name of the Respondent, and (iii) the Submittal date.

- **Table of Contents:** Include a table of contents.
- **Transmittal Letter:** Include a short Transmittal Letter. The Transmittal Letter shall:
 - Summarize why the Respondent believes itself to be the most qualified;
 - Contain the statement that to the best of the Respondent's abilities, all information contained in the RFQ submittal is complete and accurate;
 - Contain a statement granting the Town of Scarborough and its representatives authorization to contact any previous client of the Respondent (or a Respondent's Team Member) for purposes of ascertaining an independent evaluation of the Respondent's or a Respondent's Team member's performance; and
 - At least one copy of the transmittal letter must have the original signature of an officer of the principal responding firm.
- **Design team resumes**

C. A Summary of Relevant Projects Where the Respondent's Firm was the Consultant

List no more than six relevant projects. A relevant project is one which best exemplifies your qualifications for this Contract and should involve planning clients and detail the services you provided:

- Name of Project
- Specific Comprehensive Plan or Planning Project
- Client
- Total Project Cost
- Project Description, including Public Process
- Project Deliverables

- Describe the Services Your Firm Provided and Any Project Partners
- Indicate the Projects Consistency with Budget and Timeline/Deadlines
- Provide a Reference List Related to these Projects

D. Consulting Service Rate Structure

Provide a rate sheet for the consultant team members that would be involved in the planning process or a proposed cost structure for the project for consideration. The final project scope of work and costs will be negotiated with the most qualified firm as per Section 6 above.

7. RESERVATION OF RIGHTS

- A.** The Town of Scarborough reserves the right to reject all firms, decline to proceed with selection of any candidates, to request additional qualifications, and to make inquiries as may be necessary to verify qualifications.
- B.** Nothing in this document shall require the Town of Scarborough to proceed with planning and/or any of the identified services.

8. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS and INFORMATION

- A.** This RFQ including any attachments can also be obtained from the Town of Scarborough's web site at <http://www.scarborough.me.us/townhall/purchasing/openbids.html>
- B.** The Town of Scarborough reserves the sole right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) reject any or all Respondents submitting qualifications, should it be deemed in the Town's best interest to do so.
- C.** The Town welcomes questions on or before January 4th regarding this solicitation. Questions should be emailed to: Kim Massa, Purchasing Specialist kmassa@ci.scarborough.me.us . Official responses will be posted on our purchasing website for all prospective submitters to review.