



August 01, 2018

RE: Invitation to Submit Professional Qualifications for Architectural Services – Fire Station which includes Administrative Headquarters

Dear Firm:

The City of Marion, Iowa, is seeking a qualified firm with expertise in architectural, engineering and related services to provide the complete scope of services pertaining to the planning and development of a fire station which will also include the Fire Department Headquarters.

The City of Marion is seeking qualifications and a sealed proposal from architectural firms and/or individuals for this project, in which the new facility is to house emergency response vehicles, personnel for 24-hr shifts and the department's administrative offices.

The proposals submitted for this RFQ will be evaluated by a panel of city staff, which includes fire personnel and non-fire personnel, using a three-phase process. The first phase will be to evaluate your firm's proposal. The second phase will be to choose the most qualified firms for an oral interview with the city's review panel. Only those firms selected for an interview would be required to submit a fee proposal at its oral presentation.

The RFQ document may be obtained from the City's website at www.cityofmarion.org/

Questions about the RFQ should be directed to Fire Chief Deb Krebill at dkrebill@cityofmarion.org.

We look forward to receiving your proposal to provide the professional services described in this RFQ.

Sincerely,

D. L. Krebill

Debra L. Krebill, Fire Chief

Marion Fire Department
3933 Katz Drive
Marion, Iowa 52302
www.cityofmarion.org



CITY OF MARION, IOWA

Invitation to Submit Professional Qualifications for Architectural Services Fire Station Headquarters/Fire Response Station

FOR: Architectural, Engineering, and related services --- collectively hereafter, "Professional Services" from qualified architect firms/individuals

DESCRIPTION: The City of Marion is seeking qualifications and a sealed proposal from architectural firms/individuals for the planning and development of conceptual designs for a new fire station/fire department headquarters building. Also, designs for remodels of two existing fire stations may be included.

PURPOSE: The city of Marion, Iowa, (hereinafter "City") is seeking qualified firms with expertise in either architectural, engineering or related services – collectively hereafter, "Professional Services", whose firm acting individually or in partnership with another firm(s) has the proven ability to provide the complete scope of services specified in this Request for Qualifications (RFQ).

The City is seeking Professional Services (Architectural, Engineering, and related services) for the planning of and the production of conceptual designs for a new fire station (Fire Station #3), which will include the fire department headquarters. The firm selected for this project will provide preliminary and final conceptual design services, final site plans, preliminary and final design services, construction documents, supervise the bidding process, perform construction administration and inspection services to build the proposed facility and prepare bid documents and solicit bids for FFE for the project areas and provide recommendations on the same.

In addition, conceptual designs for the remodels of two existing fire stations may be required. Marion Fire Station #1 was built in 1964 and is in need of an addition with code compliant bedrooms pertaining to egress. Marion Fire Station #2 was built in 1991 and is presently serving as a four-bay fire station with the administrative headquarters in the same building. The administration has outgrown the facilities of Fire Station #2. With the removal of the administrative offices, the resulting open space will need to be re-purposed.

BACKGROUND: The Marion Fire Department (hereinafter, "MFD") currently operates out of two fire stations. As the City continues to grow north, the City has identified a third fire station is required to maintain/improve service level standards for present and future emergency response. To assess and facilitate the building of the third station, MFD consulted with the *Center for Public Safety Excellence* (CPSE), and representatives of the CPSE conducted a



'Deployment Study' for the City of Marion in its meeting NFPA standards for fire department emergency response. This study was used to assess and select possible locations for the third fire station.

In addition, the present headquarters of MFD are no longer adequate to house the growth of the administrative staff and/or the implementation of technological advances in the administration of the department. It has been debated amongst the city staff on whether it is more feasible to provide an addition to the present Fire Station #2, which presently houses the administrative staff, or whether to erect a new headquarters with the construction of Fire Station #3.

PROJECT SUMMARY: Based upon the Deployment Study, Fire Station #3 would be designed with a double apparatus deep, three bay drive-through fire station configuration. The facility shall house up to ten firefighter/paramedics at full staffing, and will be used 24 hours a day, 7 days a week to house firefighters, fire and rescue vehicles and associated support systems. The station may be designed as a single story or a two-story building.

The headquarters shall provide the following:

- Reception Area with small museum area
- 8 Offices
- Plan Review Room
- Conference Room
- Office Storage
- Small break room
- Training Room (75 to 100 persons)
 - o Must also serve as a "Safe Room"
 - o Must also serve as Emergency Operations Center for the department
 - o May be located in basement

The desire of the city for this structure is to incorporate "biophillic" design into the décor, construction and amenities. Sustainable design and LEED is also being considered for the project, but, is dependent on the estimated additional costs.

PROPOSED SITE: The actual land acquisition for the site, has not yet been completed. The city is in negotiations at this time for the land acquisition. The most likely site is on the southwest corner of the future intersection of Irish Drive and Tower Terrace Road in Marion, Iowa. The parcel for the fire station will be at the minimum 3 acres.

A secondary site being considered is on the north side of Tower Terrace Road just east of the intersection of Tower Terrace Road and 3rd Street. This parcel will provide over 4 acres to be used for the fire station.



The City will be making the final decisions on the exact site for the fire station within the next month.

FIRM SELECTION: The City will use a review panel to select a firm that best meets the qualifications of the City's objectives for Fire Station #3. The City's panel will be composed of City staff members, who have experience in Fire/EMS operations, architecture, engineering, building construction and administrative services. Also, the panel will include representatives from the City's city manager's office, Planning Department, Engineering Department, Finance Department and City Council.

- **Request for Qualifications (RFQ):** Prospective firms are required to respond in writing to questions developed to assess each applicant's qualifications. Received proposals will be reviewed by the City's panel to determine which firms are selected to proceed to the next phase described below.
- **Oral Presentation – Interview – Fee Proposal:** Based on the proposals received the City's panel will narrow the most responsive proposals to select at least one (1), but not more than five (5) firms to present and interview with the City's panel. At the interview, each firm will present its Fee Proposal and discuss it with the City's panel. Following this review, the final selection, if any, will be based on the proposal that best meets the requirements set forth in the RFQ, and is in the best interest of the City.

Deliverables: Within the components of this scope of work, the selected firm will be expected to provide conceptual designs. This would include building layout, orientation on plat, including parking, driveways and landscaping. The firm will provide an architect's rendering of the completed structure and a cost estimate including all construction costs and FFE. In addition, the firm will meet a minimum of three times with the City's team during the preliminary design phase. It will present a minimum of two times to the City Council. It may also be necessary to present to the public at an Open House, a minimum of two times.

Proprietary Information: Propriety information is NOT desired. If your firm cannot adequately respond to the RFQ without relying on propriety information, then clearly identify the propriety information when submitting it. The City may disclose the propriety information as required under Iowa Code Chapter 22 – Examination of Public Records (Open Records), which subjects all documents submitted with any proposal to become public documents.

TERMS AND CONDITIONS

Marion Fire Department
3933 Katz Drive
Marion, Iowa 52302
www.cityofmarion.org



The City reserves the right to request clarification of information submitted and to request additional information of any firm.

The City reserves the right, at its sole discretion, to terminate this process at any time or reject any and all proposals without penalty prior to the execution of an Agreement.

Any Agreement resulting from this process shall be on forms either supplied or approved by the City and shall contain, at a minimum, applicable provisions of the request for qualifications and subsequent fee proposal. The City reserves the right to reject any Agreement that does not conform to the request for qualifications or subsequent fee proposal, and any City requirements for an Agreement.

The City shall not be responsible for any fee incurred by the firm in preparing, submitting, or presenting its response to the request for qualifications and any subsequent fee proposal, or oral presentation to or interviews with the City.



RFQ TIMELINE

- 1) **Pre-Proposal Meeting:** All firms interested in this project are invited to attend a pre-proposal meeting to learn more about the scope of the project, and to ask initial questions. The pre-proposal meeting is not mandatory and will be held: **August 13th** @ 1:00 PM in the council chambers of Marion City Hall located at 1225 6th Avenue in Marion, Iowa. Please RSVP, if you plan on attending.

Note: City staff will not meet with a firm, or answer phone calls in lieu of the pre-proposal meeting. Email questions may be submitted. Your cooperation is appreciated in advance. We ask that email be kept to a minimum.

- 2) **Question and Answer Period:** Starting after **August 6th**, you may submit questions by e-mail regarding this RFQ to Deb Krebill, Fire Chief at dkrebill@cityofmarion.org. It is anticipated that the questions and answers will be posted daily, if possible to the City's website as a separate related document at www.cityofmarion.org/bids. The questions will be posted anonymously. The questions and answers will remain posted until the RFQ is due. The last day and time to submit questions is on: **August 24, 2018, at 4:00 PM (CST).**
- 3) **Qualification Proposal Due:** Proposals must be received no later than **August 31, 2018, at 4:00 PM (CST)** by the City's clock. Submissions received after the due date and time will not be considered. Electronic submissions are preferred and the City will not accept submissions by fax. For hard copy submissions, 5 (five) copies must be received by the date and time (not the postmark). **The two (2) submittal options are:**

By Email: submit electronically to dkrebill@cityofmarion.org.

Note – the **City has a secure email system**, and if it detects the possibility of a virus, zipped, packed, or unsafe transmission, your submittal will be rejected without your knowledge that it has been declined. The system will not accept any file that has two (2) periods (.) (.) anywhere in the file name. It may also be rejected due to size. It is your responsibility to follow-up before the due date and time to verify the City received your submittal. The City will not extend the due date or time if there is a transmission problem on your end.

OR

Marion Fire Department
3933 Katz Drive
Marion, Iowa 52302
www.cityofmarion.org



By Postal or Courier Service: submit 5 (five) hard copies to:

Chief Krebill
Marion Fire Department
3933 Katz Drive
Marion, IA 52302

- 4) **If selected for an Oral Presentation – Interview – Fee Proposal Submittal:** Only those firms selected by the City to interview based on the Qualifications Proposal review will be required to submit **5 (five) hard copies** of a **Fee Proposal** at the firm's oral presentation and interview with City staff. It is anticipated that the oral presentation and interview will be held on **September 24 - 27, 2018**.
- 5) **Professional Services Agreement Approved** – The professional services agreement would be considered by the City Council at its **October 4th, 2018** meeting.

PROPOSAL

A firm's proposal submitted in response to this RFQ will be evaluated by City staff based on your written responses to the following six (6) items. Please provide a straightforward, concise description of your firm's capabilities to satisfy the requirements of this RFQ. Answer all items (1-6) in the order presented below; use at least 12 point font size, and limit your responses to 25 (twenty-five) or fewer typed single-sided pages. Our evaluation of your responses will determine if your firm will be selected to proceed further in this process; there is no intent to bring firms in to present at this qualifications stage in the process.

1. Detailed list of services to be provided by the firm. Include your firm's understanding of the project and the key issues involved.
2. Identify any services to be provided by outside consultant(s).
3. An organizational chart indicating key personnel assignments and overall organization of the work effort. Identify any professional credentials of the project management, principals in charge, and any other primary personnel to be assigned to the project. At least one principle or project management professional must have experience with fire station projects. The firm will also identify any specialty personnel to be utilized by the firm for this project.
4. Identify up to five (5) recent projects of similar nature or scope completed by the firm, project team or outside consultant(s). For each project include:
 - a. Client name, position, address, telephone, current e-mail address of primary contact
 - b. Project team;
 - c. Project description including the original date the project was to be completed, and the actual completion date
 - d. Gross and net square feet
 - e. Pre-project fee estimate
 - f. Actual project fee awarded
 - g. Floor plan and photograph or drawn rendering of exterior elevations.
5. Describe the firm's approach to establishing a fee for services and its preferred form of final Agreement.



6. Firm name, telephone number, and e-mail address shall be submitted.

7. Supplemental: You may include a maximum of ten (10) pages of additional information not included in the above if you feel it may be useful and applicable to the selection process and qualifications review. Although you may submit supplemental information, City staff will focus its attention on your written answers to the above items (1-6).



METHOD OF EVALUATION & SELECTION

- 1) The proposals submitted in response to the RFQ will be evaluated by a panel of City staff using a two-step process. The City will initially evaluate the firm's proposal based on the firm's responses to the six (6) required RFQ items, and any supplemental information provided, item 7.
- 2) Proposals will be reviewed based on the following criteria:
 - a. Experience with similar projects (weighted at 40%);
 - b. Project Team (weighted at 40%);
 - c. Ability to meet schedule (weighted 20%).
- 3) Based on the proposal review, only the firms selected for an oral presentation and interview will be required to submit a Fee Proposal at the interview.
- 4) After the oral presentations and interview, and in consideration of the qualifications and fee proposal, the City will select one or more firms to enter into negotiations as to the terms of the Agreement.
- 5) The firm's final Agreement must include an official offer to undertake the proposed work at the proposed fee, which will include an estimate of the number of hours to be spent by the firm on the project. The form of the final Agreement shall be agreed upon by the City and the successful firm.
- 6) The City reserves the right to accept the proposal based on its best interests with all aspects of the proposal taken into account.
- 7) The proposed final Agreement will be submitted to the City Council for acceptance.



FEE PROPOSAL

The **Fee Proposal will only be required of those firms selected for an oral presentation and interview.** Should your firm be invited to participate in this phase, five (5) hard copies of the Fee Proposal will be due at the interview.

FEE TO PERFORM SCOPE OF PROJECT:

- Fee Proposal: Each firm selected for an oral presentation and interview with City staff will be required to submit a Fee Proposal to be discussed at the interview. The Fee Proposal shall provide both a fee and estimated number of hours. The fee shall include all RFQ services, personnel (own and outside consultant), supplies, reports, and miscellaneous expenses.
- If there are expenses that the Firm considers “reimbursable” that are NOT included in the fee for RFQ services, such expenses shall be separately identified and quantified as fully as possible.
- Do not include taxes --- the City is tax exempt.