

REQUEST FOR PROPOSALS
ARCHITECTURAL SERVICES FOR
FIRE STATION #5
FOR THE CITY OF CASPER PUBLIC SERVICES DEPARTMENT
CITY ENGINEERING DIVISION

Date: October 4, 2016

Proposals are being requested from qualified architectural consultants to furnish design, bidding, and construction administrative services for a new Fire Station #5.

Such proposals will be received by the City of Casper Public Services Department, City Engineering Division, 200 North David, Casper, Wyoming, until 5:00 p.m., Local time, October 28, 2016.

PROJECT DESCRIPTION.

The project includes the construction of a new fire station #5 to be located on Lot 4 of the Blackmore Marketplace Addition No. 7 located east of Landmark Drive and south of Pay It Forward Drive. The consultant shall understand the purpose of this project is to prepare design documents, assist in bidding, and all construction administrative services to complete the construction of fire station #5. The Consultant understands that \$3.5 million dollars are available for this project in its entirety. The budget covers all expenses such as architectural fees, construction improvements and a construction contingency, materials testing, and construction administration.

SCOPE OF SERVICES

The Scope of Services shall, as a minimum, include the following:

- A. Program Development and Projected Construction Cost Estimate.
1. Consultant shall conduct a series of surveys, data collection and meetings to determine the conceptual needs, followed by the development of a written program. The projected construction costs will be developed for all options identified in the written program.
 2. The Consultant shall conduct a Geotechnical Investigation for the fire station and parking lot. The consultant will be responsible for hiring and paying for geotechnical services. The geotechnical report shall contain information necessary to construct the fire station and parking lot. Information shall contain, but not be limited to, soil characteristic and engineering properties; soil classification; and, foundation recommendations and pavement sections.
 3. The Consultant shall meet with the Owner as necessary during the preliminary design. The purposes of the meetings are to discuss the status of

the project, budget and to review and approve design concepts on the construction drawings and specifications.

B. Schematic Design and Design Development.

1. Based on the approved written program, the Consultant shall prepare a schematic design, incorporating the total building elements of the site, structure, and mechanical/electrical systems. The final version of the schematic design shall include color rendered copies of the site plan, floor plans and exterior elevations.
2. The Consultant shall develop and provide detailed construction drawings covering topographic surveys; site removal and layout plan; site grading plan; floor plan and section details, structural details and other details covering room finish schedules, door and frame details, building elevations; foundation and floor framing plans; roof framing and detail plans; schematic drawings and detail sheets associated with electrical, mechanical, air conditioning, gas, water, sewer, and other drawings as necessary to provide complete construction documents. The Consultant shall ensure that the plans are compliant with fire industry standards.
3. The Consultant shall prepare a set of contract documents in order to publicly advertise and let bids for construction of the Project. Contract documents shall consist of bidding specifications, technical specifications, construction drawings, and all testing requirements.
4. Consultant shall provide the Owner four (4) copies of the preliminary construction drawings and project manuals for review.
5. The Consultant shall coordinate all AutoCAD requirements to ensure 100% compatibility with the Owner's CAD system and in accordance of Casper Municode 16.16.020.
6. The Consultant shall prepare a project cost estimate when construction documents are at approximately fifty percent (50%) complete, and again two (2) weeks prior to public advertisement.
7. The Consultant shall meet with representatives of the Owner when construction drawings and technical specifications are approximately fifty percent complete and again two weeks prior to public advertisement to review and approve of design concepts.

C. Subconsultants.

1. The Consultant shall be responsible to procure any necessary sub-consultant

to complete the work, including but not limited to structural, mechanical, electrical, heating, ventilation, and air conditioning, and civil.

2. The Owner and Consultant shall mutually approve, in writing, the use of any subconsultants that the Consultant desires to use.
3. The Consultant shall be responsible for the administration, management, procurement, and payment of services provided by subconsultant(s).

D. Project Manual.

1. The Consultant shall prepare Technical Specifications covering the required work for the new building and site plan improvements.
2. The Consultant shall prepare a bid schedule to accompany the Owner's Bid Form.
3. The Consultant shall edit "front-end" documents of project manual supplied by the City Engineering Office. Documents supplied will consist of the EJCDC 1996 edition General Conditions and contract documents; Advertisement for Bids; Instructions to Bidders; Bid Form; Performance and Payment Bond forms; Bid Bond Form; Form of Agreement between Owner and Contractor and, Supplementary Conditions. The Consultant shall review these documents, insert modifications where appropriate, and return them for final review. After final review by the City, the Consultant shall incorporate all comments into the Project Manual.

F. Bidding Services.

1. The Consultant shall provide the City Engineering Office four (4) sets of Bidding Documents at the completion of the design. The Consultant shall affix his/her registration stamp, date, and signature to the Bidding Documents in accordance with Wyoming State Registration Statutes.
2. The Consultant shall provide a list of qualified bidders and assist with solicitation to bidders.
1. The Consultant shall conduct a pre-bid meeting, take meeting minutes, submit meeting minutes to the City for review and approval, and distribute as needed.
2. The Consultant shall prepare addenda to the bid documents, as required.
3. The Consultant shall assist in the evaluation of bids and award of the contract to the successful bidder.

G. Contract Administration and Observations.

1. The Consultant shall conduct a pre-construction meeting with the Contractor at the jobsite to review each work item, construction quality control, and phasing of the work. Consultant shall take meeting minutes, submit meeting minutes to the City for review and approval, and distribute as needed.
2. The Consultant shall review shop drawings and material sample submittals for conformance with the intent of the design documents. Consultant shall distribute all approved shop drawings to the contractor and owner.
3. The Consultant shall make visits to the job-site at intervals appropriate to the various stages of construction to observe the progress and quality of the contractor's work. Consultant shall create field observation report for every site visit and submit to owner no less than once a month.
4. Consultant shall provide for, and retain, a sub-consultant for material testing as specified in the Contract Documents.
5. The Consultant shall attend progress meetings.
6. The Consultant shall issue necessary interpretations and clarifications of the contract documents and assist in the resolution of problems or conflicts due to unforeseen latent conditions.
7. The Consultant shall review contractor pay requests and advise Owner accordingly with a recommendation to pay.
8. The Consultant shall prepare a punchlist near project completion and conduct a final project review of punchlist items addressed by the contractor.
9. The Consultant shall maintain a regularly updated set of "as-built" record documents. Consultant shall submit record documents to Owner within thirty (30) days after Substantial Completion as required in the Casper municode 16.16.020 as "Record Drawings – CASPER FIRE – EMS STATION NO. 5." All submittals shall be dated

ARCHITECTURAL FEE

In submitting a proposal for this project, the consultant shall prepare and enclose **In A Separate Sealed Envelope** one detailed fee schedules with an upset amount for each fee schedule as covered by the Scope of Services in this RFP.

The architectural fee shall be based on estimated project costs, time and material, including hourly

rates for technical personnel, and reimbursables, with an upset amount. The fee schedule shall include: obtaining environmental approval or permitting, design, and project manual, bidding, and Contract Administration and Observations. If at any time during the term of this contract it appears that the upset amount will be exceeded, the Consultant shall immediately notify the Casper Public Services Department staff and provide a complete statement justifying the anticipated change in the contract fee. An amendment authorizing any increased fee can only be approved by the City Council. The amendment must be approved before the commencement of any additional work.

The Consultant shall be responsible and responsive to the City in its requests and requirements within the scope of this proposal, and shall confer with and be guided by the directives of the City through the office of the City Manager or his designated representative.

TIMETABLE

Following is the tentative timetable for this RFP:

1.	Proposal Due	October 28, 2016
2.	Consultant's Presentation and Interview	November 7, 2016
3.	Selection of Consultant by Council	December 6, 2016
4.	Completion of Bidding Services	June 30, 2017

The submittal of a proposal will be indication that the Consultant has no problem in keeping this schedule.

MEETINGS

The Consultant shall attend any special meeting with the City Manager or City staff, relating to the performance of this contract, and shall provide the City with monthly written progress reports, accompanying partial payment requests. Progress reports shall include personnel utilization and associated time applied to the project, in addition to an itemization of expenses.

CONTRACT

The Consultant will be required to sign a contract with the City relating to the work to be performed. Such contract shall include, but not necessarily be limited to, the following articles: method of compensation, time of performance, subcontracts, duties of the consultant, termination of the contract, ownership of material, changes, EEO, ADA, submission of material, and obligations of the City.

SELECTION.

The selection of the consulting firm will be based upon project team qualifications, team management/organization, ability of firm to recognize design opportunities in the project, demonstrated design experience, willingness to meet time requirements, and community

involvement of the firm. A minimum of three (3) firms will be interviewed by the City staff on the basis of the proposal submittals. Upon completion of these interviews, one firm will be selected on the basis of their qualifications and fee.

The procedure for considering the priced proposal will be that a minimum of the top three (3) firms will be chosen based on the above qualifications-based criteria, excluding consideration of the fee proposal. Upon selection of the top three (3) firms, the fee proposals for these three firms shall be opened and analyzed by the City Engineer. The City Engineer will prepare a written summary of the price proposals to be distributed to the selection committee prior to the consultant interviews. Price proposals for Consultants not selected shall be returned unopened to the Consultant. No prospective proposer shall withdraw his proposal for a period of sixty (60) days after the deadline for proposal submittals.

In making a proposal, the Consultant hereby certifies that he has reviewed this RFP and is familiar with all conditions contained therein.

City staff will review all proposals. Final selection of the consultant will be made by the City Council.

GENERAL.

A. Additional Information.

In addition to the items addressed in the Scope of Services, the following information relating to the consultant's qualifications is required. The Consultant shall submit three (3) copies of the non-priced technical proposal.

1. The consulting firm's name, address, and telephone number.
2. Types of services which your firm is qualified to provide.
3. Names of key personnel, the experience of each available for this project, each key personnel's proposed work load and availability towards this project.
4. Names and addresses of outside consultants or associates which will be retained for assistance.
5. Number and type of current projects for which the firm is principal engineer.
6. Recent list of completed projects most similar to this project, including key contacts and references, approximate budget, and other pertinent information.

One (1) Architectural Fee proposal with upset amount in a separate sealed envelope shall be submitted with the set of three (3) non-priced technical proposals. The envelope containing the price proposal shall be labeled "Fire Station #5 - PRICE PROPOSAL" The price

proposal shall be signed by an authorized representative of the Consultant offering the proposal.

B. Addendum or Supplement to Request for Proposal.

In the event that it becomes necessary to revise any of this Request for Proposal (RFP), an Addendum to this RFP will be provided to each Consultant. The City reserves the right to change submission date(s) for any reason, including an Addendum or Supplement to the RFP.

C. Late Proposals.

Late proposals will not be accepted. It is the responsibility of the Consultant to insure that the proposal arrives prior to 5:00 p.m., Local Time, Friday, October 28, 2016.

D. Rejection of Proposals.

The City of Casper reserves the right to reject any or all submissions, and to waive informalities and minor irregularities in submissions received, and to accept any portion of a proposal or all items if deemed in the best interest of the City of Casper.

E. Response Material Ownership.

All material submitted regarding this RFP becomes the property of the City of Casper and will only be returned to the Consultant at the City's option. Responses may be reviewed by any person after the final selection has been made. The City of Casper has the right to use any or all ideas presented in reply to this request. Disqualification of a Consultant does not eliminate this right.

F. Incurring Costs.

The City of Casper is not liable for any costs incurred by the Consultant prior to issuance of an agreement, contract, or purchase order.

G. Acceptance of Proposal Content.

The contents of the proposal of the successful Consultant may become contractual obligations if the City of Casper wishes to execute a contract based on the submitted proposal. Failure of the successful Consultant to accept these obligations in a purchase agreement, purchase order, contract, or similar instrument may result in cancellation of the award, and such Consultant may be removed from future solicitations.

H. Reference Checks.

The City of Casper reserves the right to contact any reference or any client listed in the

documents for information which may be helpful to the City in evaluating the Consultant's performance on previous assignments.