

REQUEST FOR QUALIFICATIONS (RFQ)
ARCHITECTURAL & ENGINEERING SERVICES
FOR
THE CONCEPTUAL DESIGN AND PLANNING OF
PORTSMOUTH FIRE DEPARTMENT STATION

RFQ # 41-06

1. INVITATION:

The City of Portsmouth New Hampshire is soliciting Statements of Qualifications from qualified firms interested in providing Architectural and Engineering (A/E) Services relating to the conceptual design and future construction of a new Fire Station. Firms with relevant design experience and qualifications are encouraged to submit. The purpose of the RFQ process is to identify the most qualified respondents. Following analysis of the responses to this Request for Qualifications, a "short list" of firms will be invited to participate in a subsequent Request for Proposal (RFP). The firm ultimately selected by the City will provide full architectural and engineering services for the design and/ or construction administration of the new Fire Stations and associated improvements, as directed by the City.

The RFQ is available on our website (www.cityofportsmouth.com/finance/purchasing.htm) or by contacting the Purchasing Department at 1 Junkins Avenue, Portsmouth, NH 03801, (603) 610-7227. **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 March 7, 2006, 2:00 PM EST.

3. PROJECT DEFINITION:

A. Project Description

The Fire Commission intends to replace the 2700 Lafayette Road Fire Station. The site for the new station has yet to be determined, but will most likely be on or near the current site. The selected firm will be required to bring the project through the City's site approval process. If the preferred site does not receive Planning Board approval, alternate sites will be selected and the process will continue.

B. Project Schedule

The schedule is as follows:

Issuance of RFQ –February 8, 2006, 8:00AM EST
Receipt of A/E Consultant Responses – March 7, 2006, 2:00 PM EST
A/E Short List to be Interviewed – March 15, 2006, 4:00 PM EST.
Selection of A/E Consultant(s) for RFP – April 4, 2006, 2:00 PM EST

4. ARCHITECT/ENGINEER SCOPE OF SERVICES:

The A/E Scope of Services will be more fully described in the Request for Proposals. The final Scope of Services, together with the A/E fee, will be included in the final executed Agreement.

The Architect/Engineer shall provide traditional basic architectural and engineering services including civil, structural, mechanical, plumbing, fire protection and electrical engineering services and other authorized special services (interior design and landscape design) appropriate to the Project.

The Fire Department staff, along with the Fire Station Planning and Design Committee, has developed a Fire Station Program. The firm selected will work with the Fire Department staff to update the Fire Station Program, focusing especially, but not exclusively, on (a) how anticipated developments in technology may necessitate modifying parts of the program (e.g. energy conservation, wireless networks, integrated training features, and information technology); (b) how choices of emergency and community services and/or delivery of services will impact it; and (c) how staffing requirements can be met most efficiently through building design.

The intent of this Project is to proceed with the selected firm on the basis of a traditional design/bid/build process.

5. PROJECT PARTICIPANTS:

Portsmouth Fire Department staff and Fire Station Planning and Design Committee members will be responsible for developing a short list of approximately three to five firms to receive the Request for Proposals (RFP). Those firms shall respond to the RFP. Selected firms will be invited to make a presentation to the full Fire Station Planning and Design Committee. The Committee will make a recommendation to the Fire Chief after they have reviewed proposals and conducted interviews of the short-listed firms.

6. CRITERIA FOR SELECTION:

The purpose of this RFQ process, as previously stated, is to identify qualified firms that are the most capable of providing the described services. Once identified, these firms will then be invited to respond to a Request for Proposals. The RFQ submittal should be organized to clearly address the following criteria which, among others, will be used in the evaluation of qualifications:

- A.** Design philosophy and approach to design in general.
- B.** Prior design service experience with projects of similar scale and complexity.
- C.** Prior experience with public-sector clients and processes for projects of similar scale and complexity.
- D.** Clear understanding of the functional and operational aspects of the fire service and its roll in society.
- E.** Professional qualifications of individuals assigned to the Project.
- F.** History of effective schedule and budget management for projects of similar scale and complexity.
- G.** Use of processes that creatively engage fire department staff and other stakeholders in all stages of design.
- H.** Commitment to developing an energy efficient and healthy building.

7. SUBMITTAL REQUIREMENTS:

A. Submittal Documents – Format

Follow these instructions carefully:

In total, ten (10) copies of the Submittals, including attachments, are required. Nine (9) 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.

In the nine (9) bound copies, use a tabbed divider followed by a section cover page, to separate Sections I through III. The envelope in which the Submittals are delivered must be clearly labeled on the outside with the Respondent's name and the project identification, "Portsmouth Fire Stations – Qualifications Submittal."

Submittals shall be delivered to the following addressee at or before March 7, 2006, 2:00 PM EST.

City of Portsmouth
Purchasing Department
1 Junkins Avenue
Portsmouth NH 03801

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/Engineering Services Relating to the New Portsmouth Fire Station: District II", (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 City 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.

Section I - Description of the Respondent

I-A Firm Description: Include a complete narrative description of the Respondent's firm (or firms if the Respondent is comprised of a team of firms). Information should include:

- a. The Respondent's areas of architectural specialization;
- b. Firm history;
- c. Honors and awards;
- d. Location of home and branch offices;
- e. Names of the principal officers of the firm;
- f. Identification of the major consultants if known.

I-B Organization Chart: Include a simple organization chart showing how the Respondent, if selected as the Architect/Engineer, would organize its personnel for the project.

I-C Key Professionals: Identify the key members of your team that would be involved in the project and describe their area of expertise and what role they will perform in the Architect's team. Indicate their availability for this project schedule.

I-D Resumes Provide resumes of any person identified as a key professional. The resumes should contain the following:

- a. Name.

- b. Educational background.
- c. Employment history.
- d. Proposed role in the Project.
- e. An identification of other relevant projects in which the person has been involved and a name/phone number of a representative of any project cited that can be contacted for a reference.
- f. Other information you believe to be relevant.

Section II – Narrative

Set forth are the criteria on which the selection will be made. Your proposal should be organized to clearly address:

- A. Design philosophy and approach to design in general.
- B. Prior design service experience with projects of similar scale and complexity.
- C. Prior experiences with public-sector clients and processes for projects of similar scale and complexity.
- D. Clear understanding of the functional and operational aspects of the fire service and it’s roll in society.
- E. Professional qualifications of individuals assigned to the Project.
- F. History of effective schedule and budget management for projects of similar scale and complexity.
- G. Use of processes that creatively engage fire department staff and other stakeholders in all stages of design.
- H. Commitment to developing an energy efficient and healthy building.

Section III - Relevant Experience of the Respondent

III-A Summary of Relevant Projects Where the Respondent's Firm Was the Architect

List no more than six relevant projects. A relevant project is one which best exemplifies your qualifications for this Project:

- a. Name of project
- b. Type of building(s)
- c. Project location
- d. Total project cost
- e. Project description
- f. Project delivery method
- g. Describe the services your firm provided
- j. Indicate which team members were actually involved in the project and specify their role.
- k. Provide a statement acknowledging if the project was completed on time/on budget.
- l. Provide a few illustrative photographs or renderings, if available.

8. RESERVATION OF RIGHTS

- A. The City 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 City to proceed with design and/or Construction services

9. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS and INFORMATION

- A. A complete package of this RFQ including attachments can be obtained from the City of Portsmouth web site at www.cityofportsmouth.com
- B. The City 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 City's best interest to do so.

- C. An RFQ pre-submittal conference will not be held. The City welcomes questions on or before February 24, 2006, 3:30 PM EST. regarding this solicitation. Questions should be addressed to:

Chief Christopher J. LeClaire
Portsmouth Fire Department
170 Court Street
Portsmouth, NH 03801

Phone (603) 427-1515
FAX (603) 427-1555
E-Mail: cjleclai@fr.cityofportsmouth.com