

City of Peshtigo
Marinette County, Wisconsin

REQUEST FOR QUALIFICATIONS

**Architectural Design, Bid, and Construction
Management Services for the Peshtigo Fire
Department #1, Peshtigo Fire Department #2, and
Peshtigo Library**



August 25, 2022

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Invitation to Submit Qualifications

Introduction and Background

The City of Peshtigo, Marinette County, Wisconsin is requesting a Statement of Qualifications and Proposals from qualified firms to perform design, bidding, and construction review/inspection services for the expansion of the city's two fire departments and library. The projects will serve the city and surrounding areas, especially EMS. EMS response is currently provided by a Marinette company serving the greater Marinette Co. area, including Menominee, MI, and have experienced increased calls causing longer response times. The city is in dire need of EMS training and their own response services.

The city was successful in securing funds through the DOA Neighborhood Investment Fund Grant Program for this project. It is the intent of the city to select a firm based on qualifications, past performance, experience with similar state and/or federally funded projects, and the ability to perform the necessary work to complete the project within the timeframe specified.

Services are to include but not limited to: identification of all necessary permits, surveying, testing, preparation of plans and specifications, descriptions of construction phasing plan, preparation of bid documents, review of construction contract bids, recommendation for construction award, construction inspection and review, and construction administration.

Project Description

The City of Peshtigo will expand two fire station buildings for EMS as well as a library. The city hall, library, and fire station #1 on the west side of the city (331 French St.) will expand to create an EMS response station (7,000 sq. ft.) and additional library space (860 sq. ft.). The expanded library will have added workstations, seating, and will serve the entire city. The EMS station will have two pull-through apparatus bays to hold up to four emergency vehicles, added equipment, and a decontamination room. Training, weight rooms, and office space will also be incorporated. The second project at fire station #2 on the city's east side (900 Pine St.) will expand the station by 4,000 sq. ft. to create an additional EMS response station complete with two single stall apparatus bays to hold two emergency response vehicles. Both projects upgrade HVAC, electrical, and water; and replace existing blacktop for parking and added green space.

Scope of Services

The city is requesting professional services from a qualified Architect/Engineer person/firm for the design, bidding, construction management, and construction inspection for the expansion of the city library and two fire stations for EMS services. The firm will be responsible for, but not limited to the following:

1. Design and prepare cost estimates for the development of the project;
 - a. The firm will review the DOA application and award documents to finalize all design requirements and identify and review any other elements that may be necessary for a successful project.
 - b. The firm will provide project cost estimate based on final design to help ensure that the final project cost does not exceed the awarded project estimate of \$3,001,379.78.
 - c. The firm will meet the project schedule and timeline as required by the DOA contract.

2. Construction drawings, specifications, plans, permits, as well as bid procedures and recommendations of a construction contractor; and
 - a. The firm will review materials required for state and federal environmental regulatory compliance, if necessary; prepare permit applications and/or plan approvals necessary for the project; and prepare final plans and specifications for the project.
 - b. The firm will prepare bidding plans and documents, oversee the public bidding process for construction, and make recommendations of a construction contractor. Oversight of the public bidding process may include preparations of notice, answering bidding questions, issuing any needed addenda, and soliciting bids from multiple parties.
3. Construction contract administration and construction observation of the infrastructure improvements after contract award.
 - a. The firm will oversee the public bidding process for construction as mentioned above and will assist with the preparation of construction contract documents.
 - b. The firm will provide construction management and construction inspection services including but not limited to site observation; review and certification of contractors and subcontractors work; prepare change orders and construction change directives; review, and certify contractor's AIA payment applications, reject nonconforming work installed by contractor(s); and determine substantial completion and final completion dates of work performed to ensure the DOA program requirements pertinent to the architectural/engineering and construction activities of the project are met. The engineer will coordinate and provide necessary documentation for the grant administration.

Engineers interested in being considered for this project must submit Statement of Qualifications materials detailing qualifications, technical expertise, management and staff capabilities, and related prior experience. The objective of the competitive process is to objectively select the firm that will provide the highest quality of service. Selected respondents may be interviewed. The firm judged most qualified will be asked to prepare a final proposal which would include fees for said services.

Timeline of Activities

Date	Activity
8/25/2022	Issue RFQ for Architectural/engineering services
9/26/2022	RFQ Due Date – by 4:00 PM
10/5/2022	Execute architectural/engineering services contract for final design and construction management
3/15/2023	Finalize Bid documents for constructions
4/15/2023	Execute construction contract with prime contractor
5/1/2023	Begin construction at 1 st fire station
3/1/2024	Begin construction at 2 nd fire station
12/01/2024	Estimated Project Completion Date

Submittal

Three (3) hard copies and one (1) electronic copy of the Statement of Qualifications shall be received by 4:00 PM on Monday, September 26, 2022. The City of Peshtigo reserves the right to reject all Qualifications not meeting the requirements of the RFQ. Any proposals not meeting the minimum requirements for qualifications as outlined in this request may be rejected. Any submission after the scheduled closing time and date shall be returned. Interested firms may submit their proposal to:

Mayor's Office
Attn: Cathi Malke
331 French St., Ste. A
Peshtigo, WI 54157
Email: cathim@cityofpeshtigo.us

Questions can be emailed to Mayor Malke at cathim@cityofpeshtigo.us.

The City of Peshtigo makes no representations as to the conditions of the project other than those representations made herein, and no employee or any other representative of the City of Peshtigo has the authority to make any oral or written representations as to the conditions of the project. Persons/firms should only contact the person designated above regarding this RFQ and should not contact any members of the city's governing boards, or any other city employees or staff for clarification on the RFQ.

Other Conditions of Qualifications Submittal

No submissions will be accepted from any person, firm or entity that is in arrears for any obligation to the City of Peshtigo, is debarred from contracting for federally funded projects, or that otherwise may be deemed irresponsible or unresponsive by the City of Peshtigo or by City of Peshtigo Staff.

Compensation shall be negotiated after ranking of qualification statements. Negotiations will begin with the highest-ranking firm. Do not include proposed charges, fees, or any other financial information in the proposal. Inclusion of such information in the Proposal will result in immediate refusal of consideration. Once the most-qualified firm is identified, only that firm is asked for a price proposal, which is subject to negotiation of a fair and reasonable price. The selected firm is encouraged to submit their best and final offer. All conditions outlined in the RFQ and the selected firm's Price Proposal shall remain fixed and valid for acceptance for a 90-day period commencing on the due date of this RFQ. The city reserves the right to negotiate the scope of services and the cost with the consultant of choice. If negotiations with the selected firm are unsuccessful, this process is repeated with the next highest-ranked firm, until a fair and reasonably priced contract can be awarded.

Conflict of Interest and Lobbying regulations apply to this project. These documents must be included in the contract for architectural/engineering services. For services that involve construction oversight for the project, additional regulations and conditions will be required for the construction contract and construction contractors

All qualifications submissions become public information and may be reviewed by anyone requesting to do so in writing at the conclusion of the evaluation process.

Submittal Requirements

1. Provide name and address of the firm and project contact person with address, telephone number, and email address.
2. Evaluation and selection of the consultant for this project will be based on information submitted in the RFQ plus references and supplemental information. Failure to respond to each requirement of the RFQ may be the basis for rejecting a response.
3. Clearly identify the firm, address, telephone number, the contact person responsible for the proposal, email address, and website address.
4. Provide relevant information about the firm, including how many years the firm has provided architectural and/or engineering services and provide background, training and experience in design and construction of fire stations and evidence of licensure in Wisconsin.
5. Provide past performances on similar contracts in terms of cost control, quality of work, and compliance with performance schedules. Submit a detailed description (including photos if possible) of recent projects either completed or under construction. A minimum of two shall be fire stations.
6. Provide a description, resume, bio-sketch of the qualifications and experience of the primary team that will be assigned specifically to this project.
7. Indicate key individuals' experience with a fire station or similar projects, providing relevant information about everyone.
8. Summarize the firms' interest in this project and any special knowledge or expertise that the firm has to offer.
9. State how your firm will meet the Scope of Services, including a proposed work plan or proposed scope of work. Provide both a summary and the detail of your proposed services and timeframe to complete the tasks.
10. List and describe your scope of services by bullet point.

Evaluation Criteria and Selection Process

The city will use a selection committee to review and evaluate the submitted proposals. Additionally, the city may invite firms to a meeting or interview to provide additional information and clarification of their capabilities, experience and project approach. Proposals will be evaluated based upon the following criteria:

- Project Architect's/Engineer's Experience with other public or federal/state funded projects (up to 30 points)
- Firm's Project Completion Background (up to 20 points)
- References from Similar Projects (up to 20 points)
- Firm's Understanding of the Project and Community's Needs and the Ability to Complete the Project in the allotted Timeframe and Project Budget (up to 20 points)
- Minority or Woman Business Enterprise, Disadvantaged, or Small Business Enterprise (up to 10 points)

The city will select the firm that the city considers most qualified. By participating in this RFQ submittal process, interested firms acknowledge and accept the determination of "most qualified" may include subjective judgments of the city selection committee. The most qualified firm will be asked to submit a fee proposal and to begin contract negotiations with the City for a contract for architectural and design services. The city reserves the right to negotiate modifications to the Statements of Qualifications that it deems acceptable. The city also reserves the right to terminate negotiations in the event it deems the progress towards a contract to be insufficient and to reserve the right to then negotiate with other qualified firms who have participated in the RFQ process.