



REQUEST FOR STATEMENT OF QUALIFICATIONS (RFQ)

**TO PROVIDE ARCHITECTURAL AND ENGINEERING SERVICES
FOR PROPOSED NEW COUNTY FIRE STATION 10**

SOLICITED BY:

**City of Goleta
Redevelopment, Neighborhood Services and Public Safety Department
130 Cremona Drive, Suite B
Goleta, CA 93117
Contact: Claudia Dato
(805) 961-7554 or cdato@cityofgoleta.org**

April 1, 2010



THE PROJECT:

The project for which Statements of Qualifications (SOQs) are being solicited involves development of a new fire station (FS10) in Western Goleta, CA. The site being contemplated consists of 1.20 acres identified as Assessor's Parcel No. 079-210-075, located at 7952 Hollister Avenue, on the north side of Hollister Avenue, across from Sandpiper Golf Course in the City of Goleta, California.

It is anticipated that the facility will include an approximately 8,000 square-foot building with three apparatus bays and appurtenant site development features. The station will be a single-story design and would need to include an emergency generator to provide power in the event of an outage.



Design features of the facility are expected to include the following:

- Four bedrooms, each with individual bathrooms;
- Handicapped accessible public restroom;
- Public entry area;
- Captain's office;
- Laundry room sufficient for "extractor" units as well as a regular washer and dryer;
- Turnout storage area;
- Sizable kitchen and dining room;
- Day room, workout room/area, and conference training room;
- Engineer's workshop;
- Breathing apparatus repair and high pressure bottle filing workshop/room;
- Hose storage room and emergency generator room;
- Video/voice/data capabilities throughout;
- Sufficient storage space for station supplies;
- Above-ground fueling, hose drying tower, flag pole, private employee parking to the rear (capacity 8-10 spaces) and a separate parking area in front of the station (approximately 4 spaces) for the public;
- Yard hydrants at the rear of the apparatus bays with 1 ½" National Standard Male connections; and
- Dumpster-sized exterior trash area and sufficient storage for all lawn and gardening tools.

The facility will need to be designed to be a "drive-thru" station for apparatus, with sufficient space on both the front and rear aprons so that apparatus can be positioned without

intruding upon the inside of the apparatus bay. The station shall be sprinklered, have a complete HVAC system, and have a direct capture diesel exhaust removal system in the apparatus bay.

The design should incorporate green building methods with the goal of making it LEED certified at the “Silver” level if possible. The exterior of the building and landscaping shall be low maintenance by design and landscaping shall be drought tolerant. The facility and landscaping shall also be low water use by design.

Overall site planning shall take into consideration topography, existing vegetation and trees. The selected architectural firm, through various site analyses and requirements of the building program, will further develop the proposed new facility in its optimal location.

It is also the City's intent to have this project designed as a gateway project from the western direction, into the City. The project will combine the operational standards of the SBCFD with the exterior aesthetic requirements of the City. Past experience and familiarization with the SBCFD's station requirements are considered of high value to the proposing firms.

THE OPPORTUNITY:

The City of Goleta (City) in cooperation with the County of Santa Barbara Fire Department (SBCFD) is seeking Statements of Qualifications from professional firms or coordinated consultant teams to provide architectural, landscape design and engineering services associated with the development of the above-described fire station (FS10) in Western Goleta.

The Scope of Services may include, but are not limited to, the following:

- Programming and project scope development
- Site master planning and preparation of project site plan meeting SBCFD specifications
- Site adequacy confirmation
- Development of floor plans and operational features meeting SBCFD specifications
- Schematic design development, including structural elevations and landscape design
- Preparation of construction documents and specifications, including necessary civil plans
- Development of detailed project schedules and cost estimates
- Assistance during bidding and construction
- Construction monitoring and support
- Shop drawing review and approval
- Coordination and preparation of change orders
- Project meeting coordination and minutes preparation
- Internal and regulatory agency project approval coordination
- Warranty phase advice

It is anticipated that Sub-consultants may be needed for:

- o Electrical Engineering
- o Mechanical Engineering
- o Civil and/or Structural Engineering
- o On and/or Off Site Utility Services Planning/Engineering
- o Fire Protection Engineering
- o Communications Engineering

The selected consultant shall be prepared to provide the entire scope of services listed above. The City will not accept SOQs from firms interested in performing a single function of the Scope of Services. Firms with a background in only one area of expertise should form a partnership with other firm(s) and submit a single, coordinated SOQ as a team, with one firm identified as the lead Consultant, and others listed as Sub-consultants.

The scope of work will be finalized jointly by the City, SBCFD and the selected Consultant during contract negotiations and incorporated into the final Professional Services Agreement (PSA). It is possible that, depending on available project funding, the contract may be awarded on a phased basis with the Site Planning, Schematic Design and Preliminary Engineering services (in sufficient detail for environmental analysis of the project) authorized by an initial notice to proceed (NOP). Some or all of the remaining services (e.g. preparation of construction documents and construction activities) may then be awarded as a second phase, depending on approval of full project funding.

The selected consultant or consultant team shall meet the criteria described herein and the best qualified firm/team for this particular project will be selected by an evaluation committee comprised of representatives from the City and the SBCFD.

THE SPONSOR:

The City of Goleta is the public sponsor for this RFQ with County of Santa Barbara Fire Department (SBCFD) acting as the support agency. Administratively, the City will execute all required contracts to support the project, will direct and manage the consultant(s), and will oversee the work product and deliverables in consultation with the SBCFD. Financially, both the City and the SBCFD will fund the project. All proposals, plans and specifications will be subject to final approval of the City and SBCFD.

The City of Goleta's project manager who will serve as the point of contact for all issues related to the professional services contract resulting from this RFQ is Claudia Dato. Please contact Ms. Dato at cdato@cityofgoleta.org or at **(805) 961-7554** if you have any questions.

CONSULTANT MINIMUM QUALIFICATIONS:

To be considered for the project, Consultants must meet the following minimum requirements:

1. Firm(s) must be licensed to practice in California and meet the State Government Codes §4525-4529.5.
2. Have provided Architectural Services for at least three (3) completed public projects, similar in scope to the project covered by this RFQ, with construction budgets in the range of \$3 million and above, since 2000. Qualified projects include fire stations and/or public safety facilities with fire operation components.
3. Have the ability to provide staffing and resources necessary to meet the schedules and needs of this project.
4. Have the ability to assign a designated project manager to this project. The manager must have at least five years experience managing both the design and construction phases of public agency projects, and at least one of the projects must have had a construction cost greater than \$3 million, and at least two projects must be public safety (fire) facilities.
5. Have the ability to demonstrate that its staff has the programming, design, value engineering, cost estimating, and other project management skills and resources required for the design and construction administration of this project.
6. The selected Consultant must be available to begin working on this project within one month after issuance of the Notice to Proceed. Any proposed changes in team members after the contract has been signed will require written approval by the City.
7. The Consultant's designated project manager must be able to demonstrate how they will provide all of the professional services outlined in the scope. Due to the need for very close coordination with the City throughout this project, it is important to demonstrate how required services will be accomplished. The Consultant's designated project manager shall not delegate his or her duty as primary point of contact with the City without written approval by the City.
8. Should the firm be selected to participate in an interview, the Consultant's designated project manager must present the firm's qualifications to the City and SBCFD and take the lead in answering questions.

SOQ CONTENT AND FORMAT:

SOQs shall be limited to thirty (30) double-sided pages (8 ½ inches by 11 inches), inclusive of everything except dividers, front and back covers, table of contents and client references. Font size shall not be less than 11 pt. The proposal shall be prefaced with a cover letter which must include a commitment to promptly start the work when requested after the contract is awarded. Further it should identify a person, including their title, mailing address, telephone number, fax number, and e-mail address to whom all further correspondence and/or questions should be addressed. The letter shall be signed by an individual with the authority to bind the applicant to providing the proposed services. The body of the proposal shall include the following minimum information and be organized with tabs reflecting the following sections:

1. Background Information:

- Legal name, address, and telephone and fax numbers of the principal office (national headquarters, if applicable) and local office. If services will be provided from additional locations, provide information for these sites as well.
- Year established.
- Type of organization (partnership, corporation, etc.).

- Name, title, address, telephone and fax number, and e-mail address of the person to whom correspondence should be directed.
 - Description of the Scope of Services usually provided.
 - Description of any pending litigation or litigation that was settled in the past three years.
2. **General Qualifications:** Describe the qualifications, experience and capabilities of the firm in providing the type of services being request by this RFQ.
3. **Fire Facilities Project Experience:** Describe the firm’s experience working on public safety/fire station facility projects. Describe any relevant public works experience.
4. **Specific Qualifications:**
- Provide the technical qualifications and attach resumes of the lead staff that will be assigned to this project.
 - Detail exactly how the firm, designated project manager and sub-consultant(s) meet the minimum qualifications listed above.
 - Explain how the firm, designated project manager, other staff and sub-consultant(s) exceed the minimum qualifications listed above, and are best qualified to provide Architectural / Engineering services for this project.
 - Describe your proposed organizational approach and include an organizational chart showing the roles and responsibilities of proposed staff and any sub-consultant(s), and describe the roles of each member shown.
 - Describe the firm’s resources, and the roles and responsibilities of the team proposed specifically for this project, including any sub-consultant(s).
5. **Project References:** Provide a list of projects that demonstrate the firm’s and designated project manager’s ability to provide the services required for this project with particular focus on the team’s current and past project experience managing the design and construction of public safety facilities (e.g., fire stations, fire support, and public safety facilities). Provide the following information for each project:
- i. Project name
 - ii. Brief project description
 - iii. Construction budget
 - iv. Design start and completion dates (planned and actual)
 - v. Construction start and completion dates (planned and actual)
 - vi. Firm’s role in the project
 - vii. Owner/contact person and current telephone number
6. **Client References:** Provide the name, title and current address and telephone number of the person responsible for the project in the contracting agency for each of the projects identified above.
7. **Fee Schedule:** Provide the billing rates or range for each classification of key staff members, including sub-consultants.

COSTS ASSOCIATED WITH THE RFQ PROCESS:

Each respondent will be responsible for all his/her expenses incurred during the RFQ process.

PUBLIC RECORDS ACT:

Response to this RFQ becomes the exclusive property of the City. At such time as the City and SBCFD may recommend a firm to the City Council, and when such recommendation appears on the Council Agenda, all proposals submitted become a matter of record and shall be regarded as public record.

SELECTION CRITERIA:

Interested Consultants submitting a Statement of Qualifications will be evaluated for selection based on the following criteria:

- Responsiveness to RFQ including cover letter, indication of general and specific interest, and the overall succinctness, quality and appearance of SOQ;
- History of the Consultant and sub-consultants including: years in business, current number of professional personnel and years of experience of key staff;
- Consultant's and sub-consultants' experience and demonstrated work history on Fire Stations and similar projects;
- Consultant's and sub-consultants' experience designing certified LEED facilities – silver level and higher – of similar scope;
- Continuity and reliability of Consultant and sub-consultants as an overall project team;
- Consultant's demonstrated ability and management commitment to successfully complete a project within budget and schedule;
- Qualifications and current work load of listed team members;
- Client references with addresses and telephone numbers;
- Relative location of Consultant and sub-consultants to project site – 1.5 hr proximity or less preferred
- Experience working with the City of Goleta and/or working with the SBCFD

Following evaluation of the Statement of Qualifications (SOQs) by the City and the SBCFD, a short list of Consultants may be selected for interview. The number of Consultants selected for interview, if any, will be at the City's and SBCFD's discretion. Consultants selected for interview will make a presentation limited to approximately 30 minutes (20 minutes for presentation and 10 minutes for questions and answers). Consultants are encouraged to bring no more than four individuals to the presentation and to focus exclusively on their experience and qualifications related to the type of project and scope of work identified herein.

The top ranked qualified Consultant will be notified in writing and via telephone to develop the final Scope of Work and schedule fee negotiations. If agreement cannot be reached, negotiations will be terminated with the selected Consultant and opened with the Consultant ranked next in order.

THE SELECTION PROCESS:

The elements and sequence of the qualification-based-selection process are as follows:

- Issuance of RFQ
- Submittal of a bound Statement of Qualifications (SOQ) package from prospective Consultants to the City
- Evaluation of SOQs by the City and SBCFD (including review of SOQs and interviews as deemed necessary)
- Selection of a top ranked Consultant
- Scope of Work and Fee negotiations
- Contract award
- Notice to Proceed

CONTRACT AWARD (PROFESSIONAL SERVICES AGREEMENT)

The City reserves the right to accept or reject any or all of the SOQs, waive any irregularity and/or to require the proposer to verify, clarify or explain any part of the submitted SOQ. Contract award will be based on the selection of the Consultant deemed most qualified as well as successful Scope of Work/fee negotiations and approval by the City Council.

ANTICIPATED SELECTION PROCESS SCHEDULE:

Release of RFQ – **Thursday, April 1, 2010**

Deadline to submit SOQs to City – **Monday, May 3, 2010 by 5:30 p.m.**

Interviews - Upon Notification

Notice to Proceed – Upon Notification

Respondents to this RFQ should submit six (6) SOQ packages. Respondents shall also submit one (1) reproducible, unbound original. Submittals should follow the format and content specified above.

SOQs should be labeled “**RFQ - Architectural & Engineering Services - Fire Station 10**” and must be submitted to the City of Goleta at the address below by **5:30 p.m. on Monday, May 3, 2010**:

City of Goleta
Attention: City Clerk
130 Cremona Drive, Suite B
Goleta, CA 93117

Please contact Claudia Dato at cdato@cityofgoleta.org or at **(805) 961-7554** if you have any questions.