

REQUEST FOR QUALIFICATIONS (RFQ)
ARCHITECTURAL & ENGINEERING SERVICES
FOR DESIGN AND PLANNING OF
RENOVATION AND EXPANSION OF FIRE STATION FOR
TENTH DISTRICT VOLUNTEER FIRE DEPARTMENT, INC.

1. INVITATION:

The Tenth District Volunteer Fire Department, Inc. (Fire Department) is soliciting Statements of Qualifications from qualified firms interested in providing Architectural and Engineering (A/E) Services relating to the design and/or construction administration of the renovation and expansion to its existing fire station at 7035 Poorhouse Road, Indian Head, MD 20640. 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 Fire Department will provide full architectural and engineering services for the design and/or construction administration of the project at the Fire Station, as directed by the Fire Department.

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 3:00 p.m. EST, May 27, 2011.

3. PROJECT DEFINITION:

A. Project Description

The Fire Department intends to renovate and expand its current Fire Station at 7035 Poorhouse Road, Indian Head, MD 20640. The existing station is a pre-engineered steel building with masonry walls. The building is 13,940 square feet and was constructed in 1992. The expansion is expected to add approximately 9,000 square feet to the building.

B. Project Projected Schedule

The schedule is as follows:

Issuance of RFQ - On or before April 11, 2011

Receipt of A/E Consultant Responses – On or before May 31, 2011

A/E Short List to be Interviewed – On or before July 11, 2011

Selection of A/E Consultant(s) for RFP – On or before August 8, 2011

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 appropriate to the Project.

5. PROJECT PARTICIPANTS:

The Fire Department Building Expansion Committee 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 may be invited to make a presentation to the Committee. A recommendation to the Fire Department Board of Directors will be made after the proposals have been reviewed and conducted interviews of the short-listed firms have been completed.

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. The Fire Department will place strong emphasis in working with a firm that has extensive experience in designing and engineering fire stations. 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 fire station renovations and expansions of similar scale and complexity.
- C. Clear understanding of the functional and operational aspects of the fire service.
- D. Professional qualifications of individuals assigned to the Project.
- E. History of effective schedule and budget management for projects of similar scale and complexity.
- F. Use of processes that creatively engage fire department personnel in all stages of design
- G. Commitment to developing an energy efficient, low maintenance and healthy building.

7. SUBMITTAL REQUIREMENTS:

A. Submittal Documents – Format

Follow these instructions carefully:

Submittals must be submitted in hard copy and electronic format. Three (3) hard copies of the Submittals, including attachments, are required. All hard copies shall be spirally bound (or other semi-permanent binding method) to ensure that pages are not lost. The electronic copy shall be submitted in Adobe PDF format on a CD.

In the hard 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, "Tenth District VFD Fire Station Renovations & Expansion - Qualifications Submittal."

Submittals shall be delivered to the following addressee no later than 3:00 p.m. EST, May 31, 2011

Charles M. Burroughs, Sr., President
Tenth District Volunteer Fire Department, Inc.
P.O. Box 522
Marbury, MD 20658

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 Fire Station Renovation and Expansion Project," (ii) the name of the Respondent, and (iii) the Submittal date.

TABLE OF CONTENTS:

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 Fire Department 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. 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.

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 fire station renovations and expansions of similar scale and complexity.
- c. Clear understanding of the functional and operational aspects of the fire service.
- d. Professional qualifications of individuals assigned to the Project.
- e. History of effective schedule and budget management for projects of similar scale and complexity.
- f. Use of processes that creatively engage fire department personnel in all stages of design
- g. Commitment to developing an energy efficient, low maintenance 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 three to 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
- h. Indicate which team members were actually involved in the project and specify their role.
- i. Provide a statement acknowledging if the project was completed on time/on budget.
- j. Provide a few illustrative photographs or renderings, if available.

8. RESERVATION OF RIGHTS

- A. The Fire Department 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 Fire Department to proceed with design and/or construction services.

9. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS and INFORMATION

- A. The Fire Department reserves the sole right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; and/or (3) reject any or all Respondents submitting qualifications, should it be deemed in the Fire Department's best interest to do so.
- B. No Fire Department official or member shall have interest in any contract resulting from this RFQ. Fire Department members and others acting on behalf of the Fire Department must be free from conflicts of interest that could adversely influence their judgment, objectivity or loyalty to the Fire Department in conducting business activities and assignments. The Fire Department shall be notified in writing of any possible conflict of interests.
- C. An RFQ pre-submittal conference will not be held.
- D. The Fire Department welcomes questions on or before May 25, 2011 regarding this solicitation. Questions shall be submitted by e-mail to Charles M. Burroughs, charle9997@aol.com.