

City of Henderson, Kentucky

**REQUEST FOR QUALIFICATIONS # 20-05
FOR DESIGN SERVICES OF A NEW FIRE STATION**

The City of Henderson, Kentucky, is seeking a qualified consulting firm to provide professional architectural and engineering services for the evaluation, programming, and design of a new fire station in a two-phased approach.

This RFQ is being solicited pursuant to KRS 45A.380.

PROJECT OVERVIEW

Henderson is in the western part of the state bordering the Ohio River adjacent to Evansville, Indiana. The current population of the City is approximately 28,432.

The Henderson Fire Department (HFD) is comprised of 62 employees, including 57 certified firefighters, 3 administration staff, and 2 civilians assigned to four stations located across the city. A 2003 Fire Protection Study identified the need to relocate all four stations to better serve its residents; and as a result, Station #3 was relocated from near the Cloverleaf off US Hwy 60/North Green Street further out US Hwy 60 to the site of the former Starlite Drive-In near Watson Lane at 343 Starlite Drive. A groundbreaking ceremony for the new Station #3 was conducted in August of 2006. Station #4 was subsequently relocated from US Hwy 41A to the US 60 West corridor between Sand Lane and the interchange of US 41A at 1560 S. Green Street. A dedication ceremony was held in May of 2012.

Station #1, the oldest station, was built in 1963 while Station #2, located at 29 US 41 South, is 47 years old, having been built in 1972 and is the one currently being proposed for replacement under Task 1A as set out below.

SCOPE OF WORK

The City is currently investigating sites for the placement of the new Fire Station #2 and expects the architectural and engineering service professionals to participate in the selection of the site. Three potential sites have been identified by city staff and will need to be looked at and evaluated by the successful firm.

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The consultant will be asked to assist the City in evaluating the three sites and to provide professional guidance on the advisability of the alternatives considering site development costs and other relevant factors before a final site is purchased. The project scope is broken down into two (2) phases as follows:

Phase I – Site Evaluation, Preliminary Site Design, & Cost Estimates

(anticipated start of Phase I design is March 2020)

- **Task 1A (Fire Station #2):** The successful firm shall evaluate three (3) pre-determined sites for replacing Fire Station #2 and provide a preliminary site plan design for each site, which shall be based on HFD’s communicated needs for Fire Station #2. Each preliminary site plan should contain adequate details for the successful firm to provide an accurate cost estimate for developing each of the three (3) proposed sites. The successful firm shall provide total project cost estimates for each of the three (3) site plans, which shall include costs related to, but not limited to, design, land acquisition, utilities, land development, construction, etc.

- **Task 1B (Fire Station #1):** The successful firm shall evaluate the existing structure located on the former Immanuel Baptist Temple (IBT) site at 540 Second Street, Henderson, Kentucky. The successful firm shall determine whether it would be more economical/practical to keep the existing structure or to demolish it based on its condition as well as HFD’s communicated needs for Fire Station #1. This process shall include an inspection of the existing structure as well as the estimated cost for rehabilitating the structure (if feasible). The successful firm shall provide two (2) preliminary site plan designs to replace Fire Station #1, which is currently located on the southwest corner of Washington Street and Green Street. One site plan shall include utilizing the existing structure (if feasible), while the second site plan shall include demolishing the existing structure along with new construction. Each preliminary site plan should contain adequate details for the successful firm to provide an accurate cost estimate for both construction options. The successful firm shall provide total project cost estimates for both site plans, which shall include costs related to, but not limited to, design, utilities, land development, construction, demolition (if applicable), etc.
 - *NOTE: This RFQ does NOT include any further design of Fire Station #1 beyond what is necessary in order to make a determination on what to do with the existing structure on the IBT site.*

Phase II – Final Design Services for the New Fire Station #2

(anticipated start of Phase II design is July 2020)

- The successful firm shall provide the following services for the final design and construction of the new Fire Station #2:

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- *Consult regularly with city personnel to define all design elements for the new fire station during the design process*
 - *Conduct an appropriate geotechnical investigation*
 - *Prepare necessary surveys, topographic mapping, and inspection services*
 - *Develop preliminary plans for City personnel to review during the design process at 10%, 50%, and 95% design completion in order to receive design feedback*
 - *Prepare construction bid documents, final plans and technical specifications (including, but not limited to site work, utilities, architectural, structural, mechanical, electrical, etc.), and final cost estimates sufficient to solicit bids*
 - *Acquire any necessary permits that are required to proceed with construction from various oversight agencies, including the US Army Corp of Engineers, KY Cabinet of Transportation, Natural Resources and Environmental Protection, KY Heritage Council, and others*
 - *Assist in the bidding, negotiation, and awarding of a construction contract*
 - *Host bi-weekly progress review meetings on-site during construction (set agenda and take minutes)*
 - *Assist City staff with responding to contractor inquiries related to design and in monitoring construction activities, including the review and approval of shop drawings and pay requests certifications*
- The final design of Fire Station #2 should consider the following:
- *It shall be a single structure that serves all the needs of a contemporary fire department, with living, office and meeting space, as well as vehicle bays, storage, and maintenance areas.*
 - *It shall provide living space for up to ten firefighters and include three drive-through bays with each bay having the ability to house its largest piece of equipment, which is the ladder truck and crew cab F-250 with tri-axle goose neck trailer, in the attached and ready position (approximately 60' deep).*
 - *It shall be a state-of-the-art facility as found in operation in modern fire agencies, with value-engineering underpinning the work of the successful firm to maximize the city's investment in this facility.*

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- *The successful firm shall be responsible for meeting with City personnel as needed to acquire all final design criteria and preferences for Fire Station #2.*

The selected consultant will work with city staff and other entities as necessary to meet the required deliverables of the contract.

The selected consultant will maintain a steady and frequent dialogue with those involved. Throughout the course of the contract the consultant must share all information related to the project with relevant entities. The consultant is also responsible for filing the notes and recording minutes of all major project meetings, in order to account the progress of their work. The selected consultant's performance will be assessed based on their ability to meet the required goals.

SUBMITTAL REQUIREMENTS

Each proposing firm shall submit one (1) original printed response to the RFQ and seven (7) copies along with one (1) electronic copy (via compact disk or thumb drive) in a sealed envelope with the title "RFQ for Design Services of a New Fire Station" clearly marked in the bottom left corner. Each proposing firm shall include the following in their proposal:

1. Letter of Interest – This letter should clearly and succinctly address the following:

- Firm's statement of interest for the project
- Firm's overall qualifications as it relates to this project including a list of disciplines/firms that would comprise the team for this project
- Firm's understanding of the project and its approach to completing the tasks outlined in this scope of work
- Firm's projected timeline and availability
- Firm's financial capacity and ability to complete the assignment (provide a record of any current and/or past litigation/mediation issues)

2. Structure and Description of the Team – This should include the following:

- An organizational chart of the firm's proposed project team
- The name and qualifications of any proposed sub-consultants and the extent to which the parties have worked together in the past
- The name and position of the project manager and/or primary contact for this project including his or her contact information
- Professional resumes for each member of the project team, which clearly demonstrate responsible experience related to this project

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3. Previous Experience – This should include the following:

- A description of three (3) projects similar in scope that were completed by members of the project team; each project description should include:
 - Name and location of the project
 - Brief description of the project
 - Size and cost of the project including the design fee
 - Year started and completed
 - Team members responsible for the project and his or her role in the project
 - Project outcome
 - Name, address, and telephone number of clients for references

SELECTION CRITERIA AND SCORING GUIDELINES

The selection committee consisting of city staff will select the most qualified firm and then negotiate a contract with the selected firm. The selected firm should understand that a diverse set of disciplines and expertise will be needed to execute this project. It is expected that the composition of teams pursuing this contract will include at a minimum, an architect, a landscape architect, a civil engineer, a traffic/transportation engineer, a structural engineer, an electrical engineer, and a mechanical engineer. Applicants are strongly encouraged to add any additional expertise to their teams as they deem necessary.

Firms will be evaluated according to the following scoring criteria:

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| 20 Points | Qualifications of firm |
| 20 Points | Firm's understanding of and approach to completing the outlined tasks, including time frame and firm's availability |
| 20 Points | Financial capacity and ability to complete the assignment |
| 20 Points | Qualifications of individuals assigned to the project |
| 20 Points | Past record and experience of similar projects, particularly as it relates to the programming and design of fire stations. |

100 Points = Total Possible Score

SHORT-LISTING AND SELECTION

Following the receipt of qualification statements from this Request for Qualifications, up to three (3) firms will be selected for an interview based upon the established criteria for the evaluation noted herein. Following interviews, the highest ranked firm will be notified and a contract for design services will be negotiated. The fee shall be negotiated based on the estimated value of the services needed; the scope and complexity of the project; and the professional nature of the services required.

If a contract is unable to be negotiated with the highest ranked firm, negotiations will be terminated, and negotiations shall commence with the next highest ranked firm. This process will be repeated until a satisfactory contract is negotiated.

Upon completion of successful negotiations, a contract will be submitted to the Board of Commissioners for approval. Award of the contract is subject to approval by the Board.

TENTATIVE TIMELINE AND ANTICIPATED PROJECT SCHEDULE

The anticipated timetable for solicitation of services for the project is as follows:

- January 7, 2020 – RFQ Advertised
- January 28, 2020 – RFQ Responses Due
- February 2020 – Review Responses & Interview Consultants
- March 2020 – Negotiate & Award Design Contract
- March – June 2020 – Consultant Complete Task 1A & Task 1B
- June 2020 – Select Preferred Site for Station #2
- July 2020 – June 2021 – Property Acquisition & Final Design of Station #2
- July 2021 – June 2022 – Construction of Station #2
- Future Years – Final Design & Construction of Station #1

SUBMITTAL DEADLINE

Sealed responses to the RFQ must be received by no later than 5:00 p.m. on Tuesday, January 28, 2020, prevailing local time, and must be submitted to:

Office of the Director of Finance
City of Henderson
Municipal Center
222 First Street
P.O. Box 716
Henderson, KY 42419-0716

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QUESTIONS

Questions regarding the procurement process should be directed to Dawn Winn, Assistant Finance Director, at (270) 831-1200, extension 2220, or by email to dmwinn@cityofhendersonky.org.

Questions regarding the project should be directed to Dylan Ward, Project Manager, at (270) 854-2060, or by email to dward@cityofhendersonky.org.