



## CHARTER TOWNSHIP OF WEST BLOOMFIELD

### REQUEST FOR QUALIFICATIONS

#### Architectural and Engineering Services for The Design and Construction Phase for Renovation and Expansion of Fire Station No. 1

**RFQ #: 05012024-Q**

**DEADLINE: June 4, 2024 @ 2:00 p.m.**

The Charter Township of West Bloomfield, Michigan is requesting Statements of Qualification from Architectural/Engineering Firms with expertise in design and construction of municipal fire stations.

West Bloomfield desires to renovate and expand its existing Station #1, located at 4610 Orchard Lake Road south of Lone Pine.

#### **Proposed Project Description**

- A. Fire Station #1 is approximately 10,000 square feet in area and includes a three-bay apparatus bay plus supporting spaces, training room, kitchen, dining and day rooms, exercise room, lockers and rest rooms, and an office/conference room.
- B. A copy of a Conceptual Renovation Plan, prepared in 2022 and submitted in February 2023 by Redstone Architects, Inc., is attached to this RFQ as Exhibit 1. The renovation plan anticipates vacating the existing station while the facility is being constructed.
- C. Two options for renovation were presented. Option 1 was for a 12,400-sf facility and Option 2 was for a 14,122 sf facility with construction commencing in 2024.
- D. It is the Township's intent to engage the services of a Construction Manager at Risk ("CMR") for this Project.

#### **Professional Design Services**

- A. It is the Township's intent that the Professional Design Firm ("Firm") selected will provide design services as provided for in Article 3, "Scope of Architect's Basic Services" of the American Institute of Architects Document B133-2019, Standard Form of Agreement between Owner and Architect, as may be modified by negotiation of the parties. It is the Township's intent that the Firm will provide all necessary architectural and engineering services, including civil engineering and landscape architecture.
- B. Experienced architectural design firms, properly licensed in the State of Michigan, are invited to submit their qualifications to provide the following Basic Services as referred to above:
  - 1. Schematic Design Phase Services, per B133-2019
  - 2. Design Development Phase Services, per B133-2019
  - 3. Construction Documents Phase Services, per B133-2019

4. Bidding Phase Services, per B133-2019
5. Construction Administration Phase Services, per B133-2019
6. Additional Services, as provided for in Article 4 of the AIA Document B133-2019, Standard Form of Agreement between Owner and Architect, as may be added by negotiation of the parties.

### **Submission Requirements**

- A. Description of Firm. Provide a description of the Firm listing name, address, year established, names of Principals, size of firm, and areas of Firm's expertise. If Firm has multiple offices, identify the location where the majority of the work, architectural and engineering, will be performed.
- B. Project Management. Provide an organizational chart of the Firm's professionals and the consultants proposed to work on the Project. Specify the role for each individual identified to work on the project, and include a copy of their resume.
- C. Consultants to the Firm. List all consultants proposed by discipline, and provide information demonstrating the consultant's expertise for the specializations required by this Project. Describe past relationships between the Firm and the proposed Consultants.
- D. Hourly rates for all proposed personnel. Provide a list of the Firm's billable hourly rates by classification for all personnel that are proposed to be used on the project. Hourly rates are to include all mark-ups. Rates submitted will be applicable for the entire project period.
- E. Firm experience. Describe the Firm's experience with design and construction of projects of similar size and complexity in urban areas, particularly experience with design and construction of municipal fire stations.
- F. Prior West Bloomfield Projects. Describe all previous experience with West Bloomfield Township and identify the Department and contact personnel.
- G. References. Provide owner references for three (3) similar projects, other than projects performed for West Bloomfield Township. Provide the name, address, telephone number, and e-mail address of the project owner representative. Verify the information provided. If contact information is not usable, the submittal may be disqualified.

Statement of Qualification submittals will be received by the Charter Township of West Bloomfield Clerk's Department at 4550 Walnut Lake Road, West Bloomfield, Michigan 48323 no later than 2:00 pm local time, June 4, 2024, at which time submittal names will be read.

**One (1) original and two (2) copies of the Statement of Qualification must be submitted and one (1) electronic format (flash drive).** Printed copies shall be stapled or wire bound to facilitate recycling. NO THREE RING BINDERS. Late submittals may not be accepted, at the discretion of the Township.

All Statements of Qualification must be submitted in a sealed envelope or package, and must include the following information on the exterior of the package:

- **Business Name and Address, RFQ Number, and Project Name**

**Statements of Qualification will be evaluated and ranked. The following criteria will be considered:**

- Competence of the Firm to perform the required Design Services as indicated by the technical training, education, and experience of the Firm’s personnel who would be assigned to this project to perform services.
- Availability of Firm’s qualified personnel to expeditiously and competently perform the required services.
- Past Performance of the Firm as reflected by evaluations and recommendations of previous clients, including such factors as cost control, quality of work, responsiveness and timeliness.
- The Firm’s and its consultants experience in the Design Services of Fire stations.

**Schedule:**

- Request for Qualifications Issued: **May 1, 2024**
- Submittals Due: **June 4, 2024 @ 10:00 a.m.**
- Evaluation of Submittals by Selection Committee: **June, 2024**
- Conduct interviews, if necessary: **June, 2024**
- Tentative date for Selection Committee to select firms to submit a Proposal: **July, 2024**
- Tentative date for RFP to be issued to Firms selected to submit Proposal: **August, 2024**
- Tentative date that Proposals will be due: **September, 2024**

**WEST BLOOMFIELD TOWNSHIP RESERVES THE RIGHT TO ACCEPT OR REJECT ANY STATEMENT OF QUALIFICATION SUBMITTED, REQUEST FURTHER INFORMATION, AND/OR WAIVE ANY IRREGULARITIES.**

