



Standard Request for Qualifications

FOR

**Architectural Services
for a Public Safety Facility Study**



(09-17-2019)

Caribou City
Standard Request for Qualifications
Public Safety Facilities - Architectural Study

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SUMMARY

Overview: Caribou City desires to have an independent Architectural consultant (“Consultant”) provide concept level designs for a new police station and possible City hall. These designs will be based on an analysis of current operations and program space needs as well as applicable life-safety, building and accessibility codes, etc. Concepts will include utilization of city buildings as well as a greenfield design. The City desires to evaluate existing facility and building options with the intent of moving toward renovations or a new facility in the near future. Information provided by the consultant will be used to seek financing and ultimate construction of the new facilities. If financing is approved by voters, the Consultant will be utilized for complete design and provide services through final construction of the project (“Project”).

Source of Funding: This study will be funded directly by Caribou City.

Project Administrator:

Dennis L. Marker, AICP, MPA
Caribou City Manager
25 High Street, Caribou, ME 04736
Office Phone: (207) 493-5962
citymanager@cariboumaine.org

Advertisement Dates: This request for Statements of Qualifications (SOQs) will be advertised October 2, 2019 in the Aroostook Republican and Bangor Daily News and on the Caribou City website (www.cariboumaine.org) beginning September 25, 2019.

Pre-Proposal Meeting: A pre-proposal meeting will be held on October 11, 2019 at 10:00am. The meeting will be held in the Caribou City Council chambers located at 25 High Street, Caribou, ME 04736. Part of the meeting will include a tour of facilities being considered with this Project.

Proposal Due Date: **4:00 pm on October 22, 2019.** Submittals **will not** be accepted after 4:00 pm EDT on the said date.

Submittal Requirements: Please submit an electronic PDF file emailed directly to the Project Administrator which meets the Guidelines for Preparing a Statement of Qualifications contained in this advertisement. Cloud based links to submittals may be acceptable.

Consultant Selection Process:

Selection Committee. Any or all of the following may comprise the consultant selection committee: City Council representatives, City Manager, Police Chief, Fire/EMS Chief, City Building Official, City Code Enforcement Officer, members of the Caribou Public Safety Citizens Advisory Committee.

Proposal Review. Copies of all submitted SOQs will be provided to the Selection Committee after the closing date. Within 5 business days of the closing, the Committee will convene a review meeting to determine the three top consulting firms for further consideration. Following selection committee reviews, oral interviews may be conducted during regular business hours at the Caribou City offices.

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Firms selected for oral interviews will be notified by October 25, 2019. Interviewing firms will need to be prepared with a maximum 15-minute presentation and can anticipate an additional 15 minutes of Q&A. Final Selection Committee recommendations will be provided to the City Council for consideration in awarding a contract for design of the Project.

Selection Process Milestones

Date	Action
Sept 25 - Oct 22, 2019	Advertisement of RFQ
October 11, 2019	Pre-Proposal Meeting at 10:00 AM @ City Hall, 25 High Street, Caribou, ME 04736
October 18, 2019	Final day for Questions on the Project
October 22, 2019	Statements of Qualifications are due at 4:00 PM to Project Manager.
October 23-24, 2019	Selection Committee SOQ Review Meeting
October 25, 2019	Notice to Firms for Oral Interviews
October 30-31, 2019	Possible Interview of Selected Firms
November 1, 2019	Selection Committee Final Recommendation
November 4-5, 2019	Contract Terms and Scoping Meeting with Recommended Firm
November 11, 2019	Potential City Council award of contract

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ADVERTISEMENT

**NOTICE OF REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR
ARCHITECTURAL CONSULTANT SERVICES**

Caribou City is seeking the services of a qualified Architectural Consultant to **perform the design of a New Police Station with various associated facilities**. The design and subsequent efforts should be in accordance with industry standards and practices for essential public facilities.

If you are interested in submitting a Statement of Qualifications, information on the Request for Qualifications and Guidelines for Preparing a Statement of Qualifications (SOQ) will be available September 25, 2019 and may be obtained from the Caribou City Website www.cariboumaine.org. A pre-submittal meeting will be October 11, 2019 at 10am in Caribou City Hall. **The deadline for submitting an SOQ is 4:00pm on October 22, 2019.** The right is reserved by Caribou City to reject any or all Statements of Qualifications.

Caribou City encourages prime consultants to use Disadvantaged Business Enterprise and Women's Business Enterprise as sub-consultants where practicable.

September 24, 2019

Caribou City
Dennis Marker, AICP, MPA
Caribou City Manager

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Introduction

Since 2016, the city has been planning to make renovations to the Caribou City Police Department. In 2018, a citizens advisory committee evaluated several options for combining the police facilities with Fire/EMS facilities. The recommendation of that committee was that a combined facility, though desirable, was not the best option for the city at this time and that the city should focus on constructing a new police station that can be expanded in the future to accommodate the Fire/EMS department. The committee was split nearly evenly with the minority opinion being that additional investigation should be conducted into the renovation of existing vacant or underutilized buildings in the city. The purpose of this study is to conduct an operations/space analysis to determine basic department needs and also perform a high-level evaluation of two existing buildings to determine what costs may be associated with converting those spaces into a police station or city administration services center.

Project Dates

Consultants are required to meet the information submittal deadline dates outlined in the request summary above. Firms who fail to meet these dates will be considered non-responsive. Consultants are also advised to meet the dates set for the oral interviews, if selected for an interview.

Key Personnel

Qualifications:

The Consultant shall be responsible to ensure that all personnel listed in their submitted SOQ be qualified through training, experience, and appropriate certification for the tasks assigned and understanding of pertinent laws within the State of Maine.

Required Availability:

When Consultants list personnel to be used on this Project, the Consultant is agreeing to make those personnel available to complete work on the Project at whatever level the Project requires.

Required Percentage of Work for Prime Consultant:

The Consultant must perform work valued at not less than **51%** of the total work, excluding specialized services, with its own staff. Specialized services are those services or items that are not usually furnished by a consultant performing the particular type of service contained in this RFQ.

Payment for Services

Progress payments can be made to the selected Consultant. The city will retain five-percent of any invoiced amount for work in progress on specified tasks. Final payment, including any retainage, for specified tasks shall be made after all of the work has been completed and the final estimate, project records, and documentation have been received and accepted by Caribou City as accurate and complete. Penalties may be assessed for failure to perform in a satisfactory manner. Payment terms are negotiable with the final contract for services.

Applicable Federal and State Regulations

The Consultant shall conform to all applicable local, state and federal regulations.

Authorization to Begin Work

Notice to proceed will be given by Caribou City as soon as the contract is approved and signed by all parties and returned to Caribou City.

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Required Statement Contents

The SOQ from the Consultant should contain the information identified in Appendix A.

Statement Evaluation Procedures

The SOQ shall be evaluated by Caribou City in accordance with the criteria described in Appendix A.

Conditions of Proposal

All costs related to the preparation of the SOQ and any related activities such as interviews are the sole responsibility of the Consultant. Caribou City assumes no liability for any costs incurred by Consultants throughout the entire selection process.

Disposition of Statements

Statements become the property of Caribou City, are treated as privileged documents, and are disposed of according to Caribou City policies, including the right to reject all statements. The statement of the successful Consultant shall be open to public inspection for a period of four years after completion of the contracted work. Proposals of Consultants who are not awarded a contract shall also be open to public inspection and will be destroyed after two years from when the contract is executed with the selected Consultant.

If the Consultant selected for award has required in writing the nondisclosure of trade secrets and other proprietary data so identified, the Project Administrator shall examine the request in the statement to determine its validity prior to award of the contract. If the parties do not agree as to the nondisclosure of data in the contract, the Project Manager shall inform the Consultant in writing what portion of the statement will be disclosed and that, unless the Consultant withdraws the statement, it will be disclosed. If the Consultant withdraws their Statement, the Consultant will not be awarded the contract.

Ownership of Documents

All documents, drawings, photographs and any other written, electronic, or graphic material, however produced, received from the City and used by the Consultant in performance of its services shall remain under the ownership of the City. All drafts or working papers, drawings, internal memoranda of any kind, photographs and any other written or graphic material which are not included in the final Project deliverables, however produced or prepared by Consultant, will remain the property of the Consultant. Owner and Consultant shall be co-owners of the final documents, excepting the right to use proprietary information, names or logos without the prior written consent of the other party.

Project Assignment

Caribou City reserves the right to assign all responsibilities, rights, contracts, and any other obligations associated with this project as it deems appropriate, including, but not limited to, payment for services and ownership of materials.

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Appendix A Guidelines for Preparing a Standard Statement of Qualifications

INTRODUCTION

These guidelines were developed to standardize the preparation of Statements of Qualifications (SOQs) by Consultants for planning/engineering services on a project. Submitting an SOQ is the beginning of the selection process and is used as the basis for selecting or for short-listing Consultants. If Caribou City determines interviews are necessary prior to selection, a minimum of three and a maximum of five Consultants will be short-listed and invited to an interview by the Caribou City Selection Committee

The purpose for these guidelines is to assure consistency in format and content in an SOQ prepared by a Consultant and submitted to Caribou City. Preparing an SOQ instead of a detailed proposal reduces the time requirements for the Consultants and simplifies the review process for Caribou personnel.

STATEMENT OF QUALIFICATION SECTIONS

The Statement of Qualifications should contain the following sections in the order listed.

Information to be included in the sections is outlined in the evaluation criteria below.

1. Introductory Letter
2. Project Team
3. Relevant Experience
4. Capability of the Consultant
5. Approach to the Project
6. Fee for Service

STATEMENT OF QUALIFICATION EVALUATION CRITERIA

1. Introductory Letter - The introductory letter should be addressed to:

Dennis L. Marker
Caribou City Manager
25 High Street
Caribou City, ME 04736

In **one page**, express your interest in the project, state qualifications to do the work, and recount any summary information on the Project team or yourself that may be useful or informative to Caribou City. Include the mailing address, e-mail addresses, and phone numbers of the primary contact person for this selection process in the introductory letter. **No evaluation points are assigned to this section and the introductory letter will not count as one of the allowed pages.**

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2. **Project Team** - The Selection Committee will consider how well the qualifications and experience of the members of the project team relate to the specific project.

- Project team flow charts including sub-consultants
- Describe the qualifications, experience, and availability of key personnel on your proposed project team. (NOTE: Do not include percentages of availability nor wages/costs of personnel hours as this could be misinterpreted.)
- Proof of licensure to work within the state of Maine (This page(s) will not count against the total page limit of the packet)

A maximum of 10 points is available for this section.

3. **Relevant Experience** - Provide information on five recent projects that you or your firm worked on that demonstrate competency in the following areas of emphasis:

- Essential Public Facilities
- Renovation of Existing Buildings
- Financial Sensitivity through phased construction

Each highlighted project should demonstrate at least two of the above areas of emphasis and include the following minimum information:

- Project Name
- Project Description (max 250 words)
- Project Design Cost
- Project Construction Services Cost, if applicable
- Project Construction Costs
- Duration of design work & services to completion if applicable
- Name of Project Manager
- Client
- Client Reference Contact and Telephone Number

A maximum of 50 points is available for this section.

4. **Approach to the Project** - The Selection Committee will evaluate how well you have outlined a basic course of action, what alternatives and/or preliminary approaches are proposed, and what provisions are identified for dealing with potential impacts, impediments, or conflicts.

Please explain and/or illustrate the following:

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- Describe the course of action proposed to meet the goals and objectives of the Project. Please be realistic, clear, and concise.
- Identify key Project milestones including anticipated amount of time needed to complete the work.
- Identify potential impacts, impediments, conflicts and proposed mitigation.
- Internal quality and cost control procedures that will be used.

A maximum of 20 points is available for this section.

5. Unique Qualifications - The Selection Committee will consider any unique qualifications the Consultant's may have to perform the work. Items may include familiarity with the Project area, past work history with Caribou, or other unique qualifications which are asserted but not addressed in items 2, 3, or 4 above.

A maximum of 5 points is available for this section. Individuals or firms from Aroostook County will receive an automatic 5 pts in addition to any unique qualifications score received.

6. Fee for Service – Based on the scope of work provided in Appendix B, responders shall provide, via separate electronic file, an estimate of cost for the requested services and a drafted contract for City consideration. The Selection Committee will see the cost proposals only after scoring the SOQ submittals based on the above criteria.

A maximum of 10 points will be awarded proportionate to the range of estimates submitted with the lowest estimate receiving the full points.

SOQ FORMAT REQUIREMENTS

It is very important that submittals be clear, concise, and in the recommended format so they may be evaluated in an objective manner by the Selection Committee.

1. **Electronic PDF File of Proposal emailed to citymanager@cariboumaine.org** (File must be labeled with the Firm Name, Project Name (e.g. CaribouCity_PSFacility_Study))
2. **Color is allowed**
3. **Maximum file size is 5MB**
4. **Pdf pages are to be formatted for 8½" x 11"**
5. **One-inch (1") Margins** – (Exceptions: Architects Name/Logo and Page Headers/Footers may be within margins)
6. **Minimum 10 Pt Font and 12 Pt Line Spacing** – (The minimum font size is 10 point font or greater everywhere in the Proposal including graphics, unless the graphics are a duplication from another source and the source is referenced. The minimum line spacing is 12 point.)

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7. **8 Page Maximum** – (The Proposal should not exceed **Eight** pages.) A page is defined as a double-sided 8.5" x 11" sheet that contains text, pictures, tables, graphs, charts, plan sheets, or any other graphics. Tab or divider sheets will not count toward the maximum page limit so long as they only contain logos, section titles, and non-information graphics or images. **Any Proposal that exceeds the page maximum will receive a three-point penalty per page over the limit.**

SELECTION COMMITTEE

The Selection Committee members will receive copies of each SOQ submitted. They will review and score the SOQ's individually based on the evaluation criteria and submit their scores and comments to the Project Administrator. The Administrator will tally and compile the scores and comments. The Selection Committee will then meet in a Selection Review Meeting to discuss the final scores and comments and determine the format of interviews, if any.

SELECTION INTERVIEWS

If the Selection Committee determines interviews are necessary, the following project-specific topics may be some of the issues discussed. Weighting of these topics and any others established during the Selection Committee Meeting, will be provided to those Consultants who have been invited to interview with the Selection Committee.

- Understanding of the Work
- Approach to the Project
- Schedule Control
- Management of Project
- Formal bid for the Project

"SELECTING BY CONSENT" PROCESS

The final selection process will be performed using a "Selecting by Consent" (SBC) process developed by Caribou City staff. The SBC process is a scoring process that aids the Selection Committee in developing the final ranking of Consultants through a collaborative process. In this process each segment and question of the interview is weighted in advance during the Selection Committee Meeting. After the interviews are conducted, the Selection Committee scores each segment and question by consent. Consent is defined as the willingness of all Selection Committee members to accept a decision reached by a collaborative process. The final selection ranking of Consultants is based on the final scores developed by the Selection Committee Members.

SUMMARY

The Standard Statement of Qualifications (SOQ) should be clear, concise, and should provide Caribou City's Selection Committee Members with an understanding of the Consultant's ability to undertake and complete the proposed project in a thorough and timely manner.

Appendix B

SCOPE OF WORK

PURPOSE

The Caribou Police Department and Fire/EMS Departments provide essential services to the City of Caribou. The Police Department operates out of the basement of city hall which was built in 1939 as the city fire station. The Fire Department moved from the space in 1978 when the current fire station was built on the corner of High Street and Goldfrank Drive. Due to age and condition of the current facilities, operational needs and regulatory changes affecting facility designs, a need to evaluate the potential of newer police and Fire/EMS facilities has grown.

In February 2018, the City Council requested a citizens group be formed to investigate the facility needs for the police and Fire/EMS departments. Over the course of the committee's efforts a total of 23 different citizens participated. After spending a year evaluating options for the facilities, the citizens advisory committee recommended that the city construct a new police station that can be expanded in the future to possibly accommodate the Fire/EMS Department when warranted. They also recommended that the facilities be built on a brownfield area that has been cleaned by the City. The estimated price of the committee's recommendation is near \$5.2Million.

Being sensitive to the potential impact on tax payers, the City Council desires to continue investigating possible options for a new police station and, as suggested by some residents, consider renovation of existing buildings that are currently vacant or have been announced to close in the near future as well as the potential of a stand-alone police station. One option being seriously considered is to expand the police operations in city hall in order to take advantage of existing infrastructure. This expansion may necessitate relocation of City administrative departments.

PROJECT TASKS

Project tasks may include the following activities (actual contract tasks will be identified through a scoping meeting after a Consultant is selected):

Task 1. Stakeholder Committee Formation and Kickoff

- a. Stakeholder workshop preparation
- b. Hold a Stakeholders meeting to refine a Scope, Budget & Schedule
- c. Stakeholders may include: Caribou Community Development, Public Works, Public Safety, Recreation, City Council, and representatives from each major public utility company.
- d. City tour/site analysis of existing facilities and potential development sites.

Task 2. Determination and Identification of Existing Conditions and Space Needs

- a. Meet with public safety personnel and city administration to evaluate current program space needs based on life-safety codes, detainee and evidence handling, building and accessibility codes.
- b. Review background information provided by Caribou City

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Task 3. Determination and Identification of potential Site locations.

- a. Conduct a high-level survey of 2 properties, selected by the City, that can be remodeled/renovated for the project in order to determine:
 - Existing Site features (e.g. parking, utilities, access, etc.
 - Building Conditions including General condition of exterior materials and dimensions, interior space, utilities, functionality, limitations, accessibility, etc.
 - Other features or encumbrances which may affect the Project design
- b. Provide a list of building and site elements that will need to be modified to meet codes pertinent to use of the site as an essential public facility or public gathering place.
- c. Meet with stakeholder group to review survey findings and discuss potential limiting factors for consideration in future tasks.

Task 4. Conceptual Design of Future Facilities

- a. Using information obtained in Tasks 1-3,
 1. Prepare a conceptual design of a new police station within City hall.
 2. Prepare a concept design for use of space within an existing building for city administration services.
 3. Provide a concept plan for a stand-alone, “slab on grade” police station that can be built on an assumed flat, 3.5-acre square piece of property. (The intent being a concept that can be dropped on any piece of property)
- b. Meet with stakeholders to review concept plans and discuss potential modifications to the plans.
- c. Make appropriate stakeholder modifications to concept plans.
- d. Prepare street level architectural renderings of each building concept.
- e. Provide a cost estimate for each of the concept plans.

Task 5. Identification of Funding Options for the Project

- a. Provide a list of potential funding sources to help with project costs.
- b. Provide grant materials and writing expertise.

Task 6. Public Meetings

- a. Prepare presentation quality information graphics/maps/designs that can be printed onto display boards in preparation for open house meetings. Assume three 24”x36” displays per concept under Task 4.
- b. Prepare a preferential survey to be conducted by the City during open house meetings.

Task 7. Preliminary Design

- a. Based on feedback from the open house meetings and stakeholders, prepare a preliminary design for the City’s “preferred” option. The intent is that a more refined cost estimate will be provided for voters to consider at a future election. This may include site surveys, geotechnical investigations, structural analysis, utility, grading and site design work.

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- b. Coordinate with City staff on any design issues.
- c. Coordinate with public utility companies as needed.

Task 8. Final Project Design

(Subject to voter approval of project if necessary)

- a. Using information obtained and stakeholder input, prepare a final design of the facilities
- b. Conduct 2 stakeholder review meetings to address comments on final designs.

Task 9. Construction Drawings and Project Bid

(Subject to voter approval of project if necessary)

- a. Prepare final drawings for construction of the Project
- b. Prepare bidding and contract documents and assist City staff in advertising the Project
- c. Assist City staff in selecting a contractor to construct the Project
- d. Complete necessary DOT, DEP, etc. final review and approval processes for the Project.

Task 10. Provide Construction Administration Services and Support

QC/QA Plan Requirements

The Consultant may be asked to prepare, distribute, and implement a Quality Control/Quality Assurance Plan for the project if QC/QA issues are detected.

All documents will be maintained in both an electronic and hard copy format. Each document will have a uniquely specific location in both electronic and hard copy formats.

END.