

# **FIRE STATION**

## **REQUEST FOR ARCHITECT PROPOSALS**



**CITY OF AVOCA, IOWA**

**FEBRUARY 2024**

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## I. INTRODUCTION AND BACKGROUND

The City of Avoca, Pottawattamie County, Iowa is seeking qualified architects to submit qualifications and proposals to complete conceptual designs, assist in public processes and complete the design for a new Fire Station. No public referendum is anticipated as part of this project. A tentative budget of \$2 million is currently being allocated for this project including construction, architect fees and all contingencies. Expenses associated with property acquisition are budgeted separately.

### Existing Building

The existing building houses the general government offices and the fire department as well as the police chief, who uses the general government offices. The total square footage of the main building is roughly 7000 sq/ft. The general government offices amount to roughly 2,500 sq/ft including two bathrooms, and a police evidence and ancillary equipment storage room. The fire station facilities amount to about 4,500 sq/ft including three bays, a fire hall, kitchen, and a bathroom; additionally, the fire department utilizes a 1,500 sq/ft building that has an additional three bays. Council and board meetings along with other large city meetings are currently held in the fire hall. The current facilities for the fire station no longer provide sufficient space for firefighters and EMS personnel to respond to emergencies quickly and safely; in addition to no longer being compliant with state guidelines for EMS medication storage.

### Proposed Building

The proposed Fire Station building is anticipated to be at least 6,000 sq/ft with the following features:

- Apparatus bays (8 vehicles) (no arial trucks)
- Training room
- Offices (3)
- Kitchen
- Locker room (30 Firefighters)
- Bathroom with shower
- Storage areas
  - Secure medication storage room
  - fire equipment storage room
- SCBA fill station room

Adjacent facilities:

- Helicopter landing pad
- Police impound lot

Optional facilities

- Police office
- Police evidence and ancillary equipment storage room
- Training tower (Adjacent)

Site Information

The proposed site is located on N Sawmill Dr and W Wood St – Parcel # 773909129012, 773909129013, 773909129014, & 773909129015; slightly less than four acres.

Tentative Project Timeline

For this proposal, the following schedule is anticipated:

- Issuance of RFP: February 12, 2024
- Proposals due March 15, 2024.
- Committee review of proposals and interview of architects: by March 29, 2024
- Contract award for architectural services: by April 12, 2024
- Conceptual design & cost estimates: April to July 2024
- Public presentations and input on designs: August 2024
- Design development – September to December 2024
- Plans and Specifications – Completed March 2025
- Contract Procedure:
  - Bid Project – March 2025
  - Bid Award – April 2025
  - Begin Construction – To be determined
  - Desired Project Completion – by December 2025

Architect should include a proposed design and construction timeline with their submission.

Key challenges for the Architect to address on this project are:

- Maintaining project budgets
- Delivering the project on schedule
- Incorporating new technologies to enhance efficiency
- Energy efficiency
- Functionality and flexibility of the building as a work and training facility
- Designing with future growth in mind

The Architect Scope of Services includes:

- Completing a design concept
- Conduct a public input meeting
- Project budget analysis, development, estimating, and tracking
- Preparing bidding documents, bidding analysis and award recommendation, and preparation of contract documents
- Project coordination, permitting, and approvals
- Project management and project team management
- Value engineering, safety, sustainability, and quality standards review
- Work with City's design teams for the project
- Project staging development and implementation
- Construction inspection and contract administration
- Management and coordination of final startup, testing, and occupancy

Project Committee

A Fire Station Project Committee has been established by the City Council. This team has members from various departments within the City and the public. The Architect will be expected to attend the monthly City Project team meetings. Attendance at City Council meetings may be required to provide feedback on the status of the project; this can be expected to be infrequent.

The Project Committee includes:

- Tom Bruck, Mayor
- Drew Becker, City Council / Fire Chief
- Bob McCarthy, City Council
- Tyler Trout, City Administrator
- Teresa Hoepner, City Clerk
- Jay Heiny, Police Chief
- Caitlyn Becker, EMS Captain
- Jessica Tooley, FT EMT
- Keanan Martin, V Firefighter

Any questions or inquiries regarding this request should be directed to Tyler Trout, City Administrator, at (712) 343-2424 or [cityadministrator@cityofavoca.com](mailto:cityadministrator@cityofavoca.com).

## II. INSTRUCTIONS

### Submission of Proposals

Submit ten (9) bound copies of the proposal and qualifications in a sealed package addressed to:

Tyler Trout, City Administrator  
City of Avoca  
201 N Elm Street  
Avoca, IA 51521

The City will accept proposals until **4:00 PM on the 15<sup>th</sup> of March 2024**. Documents received after this time will not be accepted. All proposals must be submitted in writing (no fax or e-mail submissions will be accepted) and be clearly marked on the outside of the envelope as "CITY OF AVOCA FIRE STATION ARCHITECT PROPOSAL."

### Examination of Proposal Documents

By submitting a proposal, the proposer represents that it has thoroughly examined and become familiar with the work required under this RFP and that it is capable of performing quality work to achieve the project's objectives.

### Addenda/Clarifications

Any changes to this RFP will be made by written addendum. No verbal modification will be binding.

### Pre-Contractual Expenses

Pre-contractual expenses are defined as expenses incurred by the proposer in:

- 1) Preparing its proposal in response to this RFP
- 2) Submitting that proposal to the City of Avoca
- 3) Negotiating with the City of Avoca in any matter related to this proposal
- 4) Any other expenses incurred by the proposer prior to the date of execution of the proposed agreement.

The City of Avoca shall not, in any event, be liable for any pre-contractual expenses incurred by the proposers in the preparation of this proposal. Proposers shall not include any such expenses as part of their proposals.

### Exceptions and Deviations

Any exceptions to the requirements in this RFP, including the language in the contractual terms and conditions in Section V, must be included in the proposal submitted by the proposer. Segregate such exceptions as a separate element of the proposal under the heading “Exceptions and Deviations.”

### Joint Offers

Where two or more consultants desire to submit a single proposal in response to this RFP, they should do so on a prime-subcontractor basis rather than as a joint venture. The City of Avoca intends to contract with a single firm and not with multiple firms doing business as a joint venture.

### City of Avoca’s Rights

The City of Avoca may investigate the qualifications of any proposer under consideration, require confirmation of information furnished by the proposer, and require additional evidence of qualifications to perform the work described in this RFP. The City reserves the right to:

- 1) Reject any or all proposals if such action is in the public’s interest
- 2) Cancel the entire Request for Proposal
- 3) Issue a subsequent Request for Proposal
- 4) Remedy technical errors in the Request for Proposal process
- 5) Appoint evaluation committees to review proposals
- 6) Negotiate with any, all, or none of the RFP respondents
- 7) Reject and replace one or more subcontractors

This RFP does not commit the City of Avoca to enter into a contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract.

## **III. PROPOSAL CONTENTS**

Proposals shall be prepared two-sided on 8-1/2” x 11” paper. Use of 11” x 17” fold-out sheets for large tables, charts, or diagrams is permissible but should be limited. Index the proposal and sequentially number all pages through or by section. The proposal should include the following information:

1) Architect Qualifications

Select a maximum of four (4) “representative” projects completed by your firm. For each project provide:

- Name and location of project
- Contract amount
- Type of project
- Owner name and contact person
- Architect name and contact person
- Date of completion
- Simple explanation as to how and why this project is similar to the proposed project

Describe your firm’s special strengths and areas in which you believe your company to be exceptionally competent.

2) Staff Qualifications

- Organizational chart showing how your firm will staff, organize and identify those individuals you propose for the design team.
- Provide resumes for each person in your project team.
- Provide two client references for the lead architect.
- What capacity and resources do you possess for back-up and support of assigned staff?

3) Design and Construction

Describe your firm’s approach to the key challenges listed below:

- Engaging Project Committee and Fire staff
- Public engagement
- Maintaining project budgets
- Delivering the project on schedule

Describe your firm’s involvement with the following through the construction process:

- Contract administration
- Communication
- Inspection
- Ensuring project quality
- Change orders
- Management and coordination of final startup, testing, and occupancy

4) Cost Proposal

- Identify key staff, consultants, and positions for each of the phases proposed for this work.



- Provide lump sum cost for each phase of scope of services.
- Identify project availability during the work and any project conflicts based upon other work or project commitments.
- Describe which, if any, portions of the work would likely be performed by subcontractors. Provide the subcontractor's name, office location, and a brief description of the firm's experience working with them. List any past project relationships between the lead firm and subcontractors.

#### **IV. SELECTION**

City of Avoca representatives will evaluate all proposals received by the deadline. The City will use a best value approach to the selection of the firm which will be in the best interests of the City.

From the complete group of submitting firms, the committee may select two to four firms as finalists depending on the number and quality of proposals received. These finalists will be asked to make 30-minute formal presentations of their proposals and to respond to oral questions from the committee. Finalist firms must refrain from contact with committee members during the final selection process, and all inquiries should be routed through Tyler Trout, City Administrator.

The proposals will be evaluated using, though not exclusively, the following criteria:

- 1) **Company Capability:** Does the Architect have stability, experience, expertise, and finances to successfully complete the work? Is the Architect located in an area that ensures accessibility and timely meetings/connections between the Architect and the Project Team?
- 2) Does the proposed project Architect have the necessary skills and experience to fulfill the requirements of the project? Have they led similar projects successfully? Are the key team members available and committed to do the work without being pulled off to another project? Does the proposed Architect have a proven/consistent pattern of being responsive and focused on customer service?
- 3) **Subcontractors:** Is the type and percentage of work estimated to be performed by subcontractors appropriate for this type of project?
- 4) **Relevant Project Experience:** Has the Architect worked on projects similar in size and technical requirements to this project? Was this work of high quality in nature? Has the Architect worked on highly visible projects that require successful public interaction and communication? Do the referenced projects reflect favorably in respect to completion within the contract schedule, cost, and number of change orders and claims?

- 5) Project Communications: How does the Architect handle the various communications including meetings and project schedule to keep the job running smoothly? It is expected that nearly all communications on the project will occur digitally (email) and the Architect must have a proven history of supporting this expectation.

## V. CONTRACT TERMS AND CONDITIONS

A professional services agreement will be prepared by the City upon selection of a firm. The professional services agreement will be the product of negotiations between the Firm and the City.

Appropriate language will be added to document the specific nature and scope of services, costs, responsibilities, and liabilities of each party. Additional areas of concern may be incorporated, subject to mutual agreement between parties. General conditions set forth in this section will be incorporated into the professional services agreement. These provisions are considered minimum requirements and may be increased or expanded if it is agreed to be in both parties' interests.

### 1) Equal Employment Opportunity – Civil Rights

During the performance of the Agreement, the Architect agrees to the following:

- No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, , creed or national origin, sexual orientation and gender identity be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, service, or activity under the provisions of any and all applicable federal and state laws against discrimination including the Civil Rights Act of 1964 and the Iowa Civil Rights statute.
- If during the term of the Agreement, it is discovered that the Architect is not in compliance with the applicable regulations as aforesaid, or if the Architect engages in any discriminatory practices, then the City may cancel said Agreement as provided by the cancellation clause of the Agreement.

### 2) Standards

The Architect shall comply with all applicable Federal and State statutes and regulations as well as local ordinances now in effect or hereafter adopted.

Failure to meet the requirements of the above may be cause for cancellation of the contract effective the date of receipt of the Notice of Cancellation.

### 3) Data Privacy

All data collected, created, received, maintained, or disseminated, or used for any purposes in the course of the Architect's performance of the Agreement must comply with all applicable Federal and State statutes and regulations on data privacy. The Architect agrees to abide by these statutes, rules and regulations and as they may be amended. All plans and documents submitted by the Architect will be considered public records in accordance with Chapter 22 of the Code of Iowa.

4) Audits, Reports, Records, and Monitoring Procedures

The Architect will:

- Maintain records that reflect all revenues, costs incurred and services provided in the performance of the Agreement.
- Agree that the City, the State Auditor, or any of their duly authorized representatives at any time during normal business hours, and as often as they may deem reasonably necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., and accounting procedures and practices of the firm which are relevant to the contract.

5) Indemnity

The Architect will need to agree that it will defend, indemnify, and hold harmless the City against any and all liability, loss, damages, costs, and expenses, which the City may hereafter sustain, incur, or be required to pay by reason of any negligent act or omission or intentional act of the firm, its agents, officers, or employees during the performance of the Agreement.

6) Insurance Requirements

The firm will need to further agree that in order to protect itself as well as the City under the indemnity provision set forth above, it will at all times during the term of the Contract keep in force the following minimal insurance protection in the limits specified:

- A single limit or combined limit or excess umbrella general liability insurance policy of an amount of not less than \$1,000,000 for property damage arising from one occurrence; \$2,000,000 for total bodily or personal injuries or death and/or damages arising from one occurrence. Such policy shall also include contractual liability coverage by specific endorsement or certificate acknowledging the contract between the firm and the City.
- A single limit or combined limit or excess umbrella automobile liability insurance policy, if applicable, covering owned, non-owned, and hired vehicles used regularly in the provision of services under this Agreement, in an amount of not less than \$1,000,000 per accident for property

damage; \$2,000,000 for bodily injuries and/or damages to any one person; and \$2,000,000 for total bodily injuries and/or damages arising from any one accident.

- A professional liability insurance policy covering personnel of the firm while performing services under this Agreement in the following amounts: Errors and omissions \$1,000,000 per occurrence and \$2,000,000 in total for any individual occurrence.
- Workers Compensation Insurance and employers' liability as required by law including all states endorsement in an amount required by applicable Iowa law. Prior to the effective date of the Agreement, the Architect will furnish the City with certificates of insurance as proof of insurance for general Liability and Auto Liability, Professional, Workers' Compensation, and Builders Risk insurance. Any policy obtained and maintained under this clause shall provide that it shall not be cancelled, materially changed, or not renewed without thirty days notice thereof to the City. Said policies shall name the City as an additional insured on its general liability policy.

7) Independent Contractor

It will need to be agreed that nothing in the Agreement is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the firm as the agent, representative, or employee of the City for any purpose or in any manner whatsoever. The Architect is to be and shall remain an independent contractor with respect to all services performed under the Agreement.

The Architect represents that it has, or will secure at its own expense, all personnel required in performing services under the Agreement. Any and all personnel of the firm or other persons, while engaged in the performance of any work or services required by the firm under the Agreement, shall have no contractual relationship with the City and shall not be considered employees of the City.

8) Modifications

Any material alteration, modification, or variation shall be reduced to writing as an amendment and signed by the parties. Any alterations, modifications, or variations deemed not to be material by agreement of the City and the firm shall not require written approval.