

REQUEST FOR QUALIFICATIONS (RFQ) ARCHITECTURAL & ENGINEERING SERVICES FOR DESIGN AND PLANNING

1. INVITATION:

The Town of Scarborough, Maine is soliciting Statements of Qualifications from qualified firms interested in providing Architectural and Engineering (A/E) Services relating to the conceptual design and future construction to make three (3) fire stations ADA compliant by allowing public access to the meeting and dining areas on the 2nd floors of these stations. 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 Town will provide full architectural and engineering services for the design and/or construction administration of the project at these Fire Stations and associated improvements, as directed by the Town.

The RFQ is available on our website (<http://www.scarborough.me.us/townhall/purchasing/openbids.html>) or by contacting the Purchasing Department at 259 US Route One, Scarborough, ME 04070-0360, (207) 730-4089, or kmathern@ci.scarborough.me.us

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 October 2, 2006, 3:00 PM EST.

3. PROJECT DEFINITION:

A. Project Description

This is a multi-year project to bring three of our older fire stations into ADA access compliance. Each of these stations requires public access to meeting and dining areas on the 2nd floor. The stations and their locations are as follows:

Pleasant Hill Station is located at 207 Pleasant Hill Rd, Scarborough, ME 04074

Pine Point Station is located at 12 King Street, Scarborough, ME 04074

North Scarborough Station is located at 16 Saco Street

B. Project Projected Schedule

The schedule is as follows:

Issuance of RFQ – On or before September 1, 2006

Receipt of A/E Consultant Responses – October 2, 2006, 3:00 PM EST

A/E Short List to be Interviewed – October 9, 2006, Time TBD

Selection of A/E Consultant(s) for RFP – October 23, 2006

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. The intent of this Project is to proceed with the selected firm on the basis of a traditional design/bid/build process.

5. PROJECT PARTICIPANTS:

Scarborough Fire Department staff and the Purchasing Agent 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 selected staff. A recommendation to the Fire Chief 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. 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 projects of similar scale and complexity.
- C. Prior experience with public-sector clients and processes for projects of similar scale and complexity.
- D. Clear understanding of the functional and operational aspects involved in making buildings ADA compliant.
- E. Professional qualifications of individuals assigned to the Project.
- F. History of effective schedule and budget management for projects of similar scale and complexity.

7. SUBMITTAL REQUIREMENTS:

A. Submittal Documents – Format

Follow these instructions carefully:

In total, three (3) copies of the Submittals, including attachments, are required. Two (2) of the copies shall be spirally bound (or other semi-permanent binding method) to ensure that pages are not lost. One (1) copy should be clipped together to facilitate document reproduction.

In the two (2) bound 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, "Scarborough Fire Stations – Qualifications Submittal."

Submittals shall be delivered to the following addressee at or before

October 2, 2006, 3:00 PM EST.

Town of Scarborough
Purchasing Department
PO BOX 360
259 US Route One
Scarborough, ME 04070-0360

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

Table of Contents: Include a table of contents.

Transmittal Letter: Include a short 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 Town 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 projects of similar scale and complexity.
- C.** Prior experiences with public-sector clients and processes for projects of similar scale and complexity.
- D.** Clear understanding of the functional and operational aspects involved in making buildings ADA compliant.
- E.** Professional qualifications of individuals assigned to the Project.
- F.** History of effective schedule and budget management for projects of similar scale and complexity.

Section III - Relevant Experience of the Respondent

III-A Summary of Relevant Projects Where the Respondent's Firm Was the Architect

List no more than 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
- j. Indicate which team members were actually involved in the project and specify their role.
- k. Provide a statement acknowledging if the project was completed on time/on budget.
- l. Provide a few illustrative photographs or renderings, if available.

8. RESERVATION OF RIGHTS

- A. The Town 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 Town to proceed with design and/or Construction services.

9. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS and INFORMATION

- A. A complete package of this RFQ including attachments can be obtained from the Town of Scarborough web site at <http://www.scarborough.me.us/townhall/purchasing/openbids.html>
- B. The Town reserves the sole right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) reject any or all Respondents submitting qualifications, should it be deemed in the Town's best interest to do so.
- C. An RFQ pre-submittal conference will not be held. The Town welcomes questions on or before September 25, 2006 regarding this solicitation. Questions should be addressed to:

Keith L Matherne
Purchasing Agent
Town of Scarborough
259 US Route One
Scarborough, ME 04070-0360
Phone (207) 730-4089
FAX (207) 730-4088
E-Mail: kmathern@ci.scarborough.me.us