



KINGFISHER

**Request for Qualifications
Architectural Services for the
Main Street Fire Station Project**

RFQ No. 2024-01

TBD, 2024

NOTICE TO BIDDERS

RFQ NO 2024-01

The City of Kingfisher is accepting a sealed Statement of Qualifications for the: **Architectural Services for the Main Street Fire Station Project**. Statement of Qualifications is to be enclosed in an envelope with a notation affixed on the outside bottom left corner of the envelope:

RFQ No 2024-01 Main Street Fire Station Project

This submittal is for consultant qualifications only. DO NOT PROVIDE PROPOSED FEES FOR THIS PROJECT. Provide five (5) bound copies of your Statement of Qualifications, as well as a digital PDF file on a thumb drive or similar of your entire proposal.

Qualifications are to be mailed or delivered to:

City of Kingfisher
Attn: City Clerk
301 North Main Street
Kingfisher, OK 73750

Documents must be received in the City Clerk's Office by February 6, 2024 prior to 10:00 AM Central Time.

Inquiries regarding this RFQ may be directed in writing to:

Jim Thomas, City Manager
jim@kingfisher.org
301 N Main
Kingfisher, OK 73750
(405) 375-3705

Request for Qualifications Architectural Services for

The Main Street Fire Station Project

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I. Introduction.

The City of Kingfisher has purchased the property at 1503 S. Main Street to site a new Fire Station. The City is seeking architectural services from firms with previous experience. Submitting firms should have a proven track record with work within the climate and State of Oklahoma. Additional considerations shall be given for firms with project experience.

II. Project Area and Description

The City has purchased approximately 3.09 acres at 1503 S. Main Street for the purpose of siting a new Fire Station.

- ❖ Lower Floor:
 - Four (4) bay garage
 - Entryway
 - Offices
 - Conference Room/ Safe Room
 - Administration Office
 - Dispatch Office
 - Fitness Area
 - Fire/ Supply Room
 - Restrooms, Public and Private
 - Tool Storage and Mechanical Room
 - Electrical/Mechanical room
 - Patio
 - Hot, Warm & Cold Zones
- ❖ Upper Floor:
 - Sleeping Space for up to seven (7) firefighters
 - ⊖ Eight (8) Sleeping Spaces with Jack & Jill Restrooms
 - Living Area
 - Dining Area
 - Kitchen and Three (3) Pantries
 - Laundry Area
 - Storage
- ❖ Entrance, Covered Parking, Landscaping, Utilities
- ❖ Budget Range Estimate-\$8.5 – 9.0 million

III. Scope of Services

The consultant shall plan to provide (at a minimum) the following services:

- ❖ Minimum Services Needed are inclusive of but not limited to:
 - Target Goal: Approximately 16,800 Sq. Ft. Facility
 - Floor Plan
 - Building elevations
 - Site Plan- Parking Lot, Entry, utility extensions, landscaping
 - Coordination with City Engineer for site grading, building foundation, parking design, entrance design, and utility connections to City owned utilities.
 - Documentation as required to delineate the project and obtain a professional estimate of probable cost for the full extent of the project
- ❖ Prepare bid set of plans and specifications within 120 days of Notice to Proceed.
- ❖ Respond to bidder questions and provide addendum prior to bid opening.
- ❖ Provide construction administration including submittal review, requests for information, field changes, and change orders.

IV. Evaluation Criteria/Method of Evaluation

Qualifications will be evaluated by an Architectural Selection Committee. The top three (3) scoring firms will be invited for an interview with the Committee.

The Architectural Selection Committee shall include consideration of factors including, but not limited to:

1. Professional qualifications for the type of work contemplated;
2. Capacity for completing the project in the specified time period; and
3. Past performance on projects of a similar nature

Qualifications will be evaluated on the following:

1. Written **Statement of Qualifications** (delivered to City on deadline, a printed product, bound, five copies (minimum) for distribution to the committee.

The consultant shall INCLUDE AND LABEL ACCORDINGLY the following four (4) categories in their Statement of Qualifications:

EXPERIENCE

Experience and technical competence of the Consultant and project staff in the required areas of expertise.

CAPACITY

Current firm workload and capacity to perform all required services within the project schedule.

SCOPE OF SERVICES

Suggested scope of services and approach to the project.

SIMILAR WORK

Consultant's record and success on similar projects; examples of similar work.

1. Proposal Content - 15 points

If the proposal contains each category, as described above in Section IV. Evaluation Criteria/Method of Evaluation, then 15 points will be awarded. If any category is omitted, then 0 points will be awarded.

2. Performance Standards, Approach, Project Schedule - 0-35 points

Each member of the review committee will assess, to the best of his/her judgment, the CONSULTANT'S proposed approach to the project, their ability to perform all work according to the proposed schedule, and their quality control/quality assurance standards. The assignment of these points will be based on the reviewer's judgment and will range from 0-35 points.

3. Experience, Qualifications and Quality of Work - 0-50 points

Each reviewer will determine, to the best of his/her judgment, whether the CONSULTANT has sufficient qualifications and experience to successfully perform the Scope of Services and evaluate the quality of their work as presented. The reviewers will also assess the applicability and relevance of the CONSULTANT'S experience and previous projects. Each reviewer will assign from 0-50 points for this category using best judgment.

The top three (3) scoring firms may be invited for a personal presentation / interview with the Architectural Selection Committee. The personal presentation shall occur at City of Kingfisher, City Hall and shall last no longer than 30 minutes.

This live presentation / interview may include any number of consultant's staff, media presentation(s), speaking or any other means by which to accurately portray the consultant's qualifications for this project. The presentation is intended to visually and orally accompany and support the previously delivered written Statement of Qualifications. Consultant should anticipate a minimum 5-minute question and answer period within their allotted time.

4. Scoring of Live Presentation-0-15 points

Each member of the review committee will assess, to the best of his/her judgment, the CONSULTANT'S ability to handle questions during the personal presentation. CONSULTANT will be evaluated on the level of preparedness to handle questions, provide accurate feedback and generally indicate the level of consulting services that would be provided to the City. The assignment of these points will be based on the reviewer's judgment and will range from 0-15 points.

The highest scoring firm will be derived from a total sum of all points awarded from criteria 1 through 4 above.

V. City's Response

The City shall tabulate scores and notify the successful consultant, and other submitting consultants.

City staff will enter into negotiations with the selected top qualified firm. The negotiations will first define the specific scope, terms and conditions, and time limits for the proposed contract. Fair and reasonable fees, price, work hours, or any other cost information shall be negotiated during this time frame.

Upon completion of the contract negotiation with the highest qualified consultant, which contract shall include a fair and reasonable negotiated fee, City staff shall submit the contract to the City Council for final approval and award of the contract.

If City staff and the first-choice consultant cannot reach an agreement, the negotiations shall terminate and negotiations with the second-choice consultant shall commence. If City staff and the second-choice consultant cannot reach an agreement, the negotiations shall terminate and negotiations with the third-choice consultant shall commence. If City staff and the third-choice consultant cannot reach an agreement, then all negotiations shall terminate. Should the City staff be unable to negotiate a satisfactory contract with any of the three selected consultants, the Architectural Selection Committee shall select additional consultants in order of their competency and qualifications and shall continue negotiations in accordance with the provisions of this section until an agreement is reached.

NON-COLLUSION AFFIDAVIT

State of _____)
) ss
County of _____)

_____, of lawful age, being first sworn on oath, says that(s) he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party of any collusion amount with bidders in restraint of freedom of competition by agreement to bid at a fixed price or refrain from bidding; or with State, County, or City officials or employees as to the quantity, quality, or price in prospective contract, or any other terms of said prospective contract; or in any discussions between bidder and any State, County, or City official concerning exchange of money or any other thing of value for special consideration in the letting of a contract.

Name

Title

Subscribed and sworn before me this _____ day of _____, 20_____.

Notary Public

My Commission Expires: _____

BUSINESS RELATIONSHIP AFFIDAVIT

State of _____)
) ss
County of _____)

_____, of lawful age, being first duly sworn on oath that (s) he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the nature of any partnership, joint venture, or other business relationship presently in effect of which existed within one (1) year prior to the date of this statement which the architect, engineer, or other part of the project is as follows:

Affiant further states that any such business relationship presently in effect or which existed within one (1) year prior to the date of this statement between any official or director of the architectural or engineering firm or any other party to the project is as follows:

Affiant further states that the names of all persons who have any such business relationships and the positions they hold with their respective companies or firms are as follows:

(If none of the business relationships hereinabove mentioned exists, affiant should so state)

Name

Title

Subscribed and sworn before me this _____ day of _____, 20____.

My commission expires: _____

Notary Public