Request for Proposal New Fire Station Design

REQUEST FOR PROPOSAL (RFP)
ARCHITECTURAL AND ENGINEERING PRELIMINARY DESIGN SERVICES FOR NEW FIRE STATION

1. INVITATION:
The Baroda Fire Department is soliciting Statements of Qualifications & Design Fees from qualified firms interested in providing professional preliminary design services for a proposed new Fire Station. It is anticipated that firms may partner with other firms to ensure that the design team provides the appropriate level of expertise to the required disciplines. The purpose of the RFP process is to identify the most qualified respondents to support the Department in this important project. The firm ultimately awarded a contract by the Department will provide aforementioned services as directed by the Baroda Fire Department. This RFP is available on our website (https://barodatownship.org/baroda-fire-department/) or by contacting the Baroda Township Clerk, 9091 First Street, Baroda, MI 49101, (269) 422-2300, or barodaclerk@gmail.com

2. RESPONSES:
The response to this Request for Proposals (RFP) 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 December 13, 2017 at 4:00PM.

3. PROJECT/SCOPE OF WORK:
The successful candidate will be responsible for working directly with Department staff and the members of the Fire Station Building Committee. This initial effort intends to provide preliminary/schematic design services for the construction of a new Fire Station. The purpose is to prepare all relevant information in advance of seeking voter approval. Work will meet all state, local and federal guidelines and standards.

Expected Deliverables:

- **Site Selection** – A site selection is in process & several locations are being considered by the committee but the committee will consider all reasonable options for locating the facility, including public and private property.

- **Space Needs Analysis** – A complete evaluation of space needs for Fire Department that considers existing needs as well as some accommodation for future growth. A review of the Departments future needs to determine if other identified Department needs may be able to be addressed in the facility. Combined use is encouraged to maximize value and overall cost savings.

- **Schematic Design** – Consultant shall ascertain the requirements of the project and shall prepare schematic design studies which shall indicate the concept of the project, including the proposed general shape, size and type of construction. The Consultant shall furnish plan view line drawings and a perspective of the proposed building which shall become the property of the Department. Consultant shall determine from competent authority any of the following factors in conflict with use of the site as proposed: Zoning Regulations, Sanitary Codes, Health and Fire Laws and Local Ordinances and shall report these findings thereon to the Department when Submitting the plans.
• **Probable Cost Statement** – The Consultant shall prepare a probable cost estimate of the proposed facility with sufficient detail to forward to the voters for consideration.

4. **SELECTION:**
Responses to this Request for Proposals will be reviewed and evaluated by a panel composed of the Baroda Fire Chief and other Fire Department Staff and members of the Fire Board. A recommendation to the Township Board will be made by the Fire Board after the proposals have been reviewed.

5. **SUBMITTAL REQUIREMENTS:**
A. Submittal Documents – Format
   1. In total, four (4) hard copies of the Submittals, including attachments, are required.
   2. One (1) digital copy
   3. The envelope in which the Submittals are delivered must be clearly labeled on the outside with the Respondent's name and, “RFP – Architectural and Design Services for the New Fire Station for the Baroda Fire Department “

**Submittals shall be delivered to the following addressee at or before December 13, 2017 4:00PM.**
Wendie Shafer, Township Clerk
Baroda Township
9091 First Street
Baroda, MI 49101

*Late submittals will not be accepted.*

B. **Submittal Content:** Each Submittal shall include, as a minimum, the following information:
   - Summarize why the Respondent believes itself to be the most qualified
   - Cost to the Owner for the Consultant to provide the deliverables described in part 3
   - Design Team Resumes
   - A Summary of Relevant projects where the Consultant was involved, include:
     - Name of Project
     - Client
     - Project Description
     - Describe Services Provided
     - Indicate the Projects Consistency with Budget & Timeline/Deadlines

6. **RESERVATION OF RIGHTS**
A. The Baroda Fire Department 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.

7. **ADDITIONAL INSTRUCTIONS, NOTIFICATIONS and INFORMATION**
A. The Baroda Fire Department 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 Department's best interest to do so.

B. The Department welcomes questions on or before December 13, 2017 regarding this solicitation. Questions should be emailed to: Captain Doug deBest, debestfire@hotmail.com or Fire Chief Larry Klug, lgk51@aol.com Official responses will be returned to all prospective submitters to review.