



**REQUEST FOR QUALIFICATIONS (RFQ)
PROFESSIONAL ARCHITECTURAL AND
ENGINEERING SERVICES**

City of Cedar Springs, Michigan

The City of Cedar Springs is requesting Statements of Qualifications from interested and qualified Architectural Firms to provide architectural design services for a new Fire Station in Cedar Springs, Michigan.

SCOPE OF WORK

Project includes the design and completion of construction documents for an approximate 8,000-10,000 square foot Fire Station that will be home to administrative space, training facilities, storage space, restrooms, living quarters, dining space, apparatus parking, employee parking, space for maintenance, repair and support of fire equipment etc. and will include room for future expansion. It is anticipated that the construction of the new building will be approximately \$1,500,000

The selected firm will work with the City's Fire Station Committee to develop plans and is expected to provide full architectural and engineering services for this project and ongoing construction support if needed. All firms wishing to be considered should be familiar with fire station design requirements.

PROPOSAL FORMAT

To facilitate review, submissions should conform to the following format:

1. **Experience of the Firm:** Provide a description of your firm's prior experience and qualifications in architectural and engineering services as it relates to fire station buildings.
2. **Project Team (Key Staff):** Identify the proposed Project Manager and key project team members and responsibilities. Provide a brief resume for each person to be involved in their project outlining their credentials and experience.
3. **References:** Provide the name and contact information for at least three (3) references familiar with the quality of work by your firm of similar nature as contained in the above Scope of Work.
4. **Project Understanding:** Provide your general understanding and an outline of your project planning process for designing an 8,000-10,000 square foot Fire Station, working with a design team and identify any potential challenges or special concerns that may be encountered in this project.
5. **Implemented Examples:** Provide three examples of projects in similar size and scope that have been constructed and are currently operational where your firm was the primary designer.
6. **Other Supporting Data:** Include any other information you feel to be relevant to the selection of your firm or the makeup of the project team including sub-consultants.

The entire Statement of Qualifications shall not exceed thirty (30) pages; excluding the front and back covers, dividers, cover sheet, table of contents, and letter of introduction (maximum two pages). The firm shall provide five (5) copies of the Statement of Qualifications

CRITERIA FOR REVIEW OF STATEMENT OF QUALIFICATIONS

The following criteria will be used in screening, ranking and selection of the successful firm:

1. **Qualifications of the Firm:** Preference shall be given to those firms with experience in fire station and/or other public building architectural services related to the scope of services.

2. **Qualifications of the Project Team (Key Staff):** Preference shall be given to those with key staff experience in items listed in the above scope of services and any familiarity with the local area.
3. **Experience in Working with State Regulations and Procedures:** Preference shall be given to project teams whose personnel have a demonstrated understanding of Michigan construction codes regarding design and development of fire stations.
4. **Project Understanding:** Preference shall be given to those firms which demonstrate an efficient and comprehensive understanding of the project requirements and environment.

SELECTION OF THE CONSULTANT

The Cedar Springs Fire Station Committee will review the Statements of Qualifications submitted and rank the qualified firms.

The Cedar Springs Fire Station Committee may choose to interview a shortlist of consultants before making the selection. The shortlisted consultants shall be notified at least 10 days prior to the interview date.

The Cedar Springs Fire Station Committee reserves the right to reject any and all submissions to this RFQ, request clarification, or waive informalities/technicalities, if it is deemed in the best interest of the Cedar Springs Fire Station Committee or the City of Cedar Springs. The Cedar Springs Fire Station Committee assumes no responsibility for costs incurred in responding to this RFQ.

CONTRACT

The top ranked firm will be invited to negotiate a contract with Cedar Springs Fire Station Committee on behalf of the City of Cedar Springs. A detailed scope of work will be developed and agreed to by the selected consultant and Cedar Springs Fire Station Committee. This detailed scope of work and associated fee will be incorporated as part of the contract.

SUBMISSION OF QUALIFICATIONS STATEMENT AND CONTACT PERSON

Five copies of the Qualifications Statement and one electronic copy in pdf form must be submitted no later than **5:30 p.m. on April 16th 2018** to:

*Mike Womack, City Manager
c/o Fire Station Committee
PO Box 310
66 S. Main St.
Cedar Springs, Michigan
49319
616-696-1330
manager@cityofcedarsprings.org*

All questions regarding this RFQ should be directed to:

**Mike Womack, City Manager
616-696-1330
manager@cityofcedarsprings.org**