

Berkeley County Fire Service Board, Inc.

Request for Qualifications (RFQ)

For

Architectural and Engineering Services

May 28, 2019

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

The Berkeley County Fire Service Board (herein referred to as the “Fire Board”) is requesting Qualification Proposals from interested parties for Architectural and Engineering Services, as it relates to the proposed Baker Heights Volunteer Fire Building located adjacent to Apple Harvest Drive and New York Avenue, Martinsburg, WV 25401.

The Fire Board (or its designated representatives) will be evaluating submissions to this request and will ultimately select a firm judged to be both responsible and responsive to the request in every way. The Fire Board intends to interview some or all prospective firms to discuss their Qualifications and Proposals. This is a two-step process where the Firms past project experience, design team member qualifications, performance on similar projects with references and interview results will be used to narrow the field of Proposals to 3-5 firms. These firms will be requested to provide pricing and rates for the scope of work. The format for submittals is listed below. Inquiries should be directed to Donna Cross, Administrative Director at the Fire Board Office, 400 W. Stephen Street, Suite 101, Martinsburg, WV 25401, or by telephone at 304-264-1945.

Three (3) copies of submittals of Qualifications from interested businesses should be enclosed in a sealed opaque envelope marked “**Request for Qualifications for Architectural and Engineering Services**”. Proposals must be submitted and time-stamped into the Fire Board Office **prior to 5:00 p.m. on Thursday, July 11, 2019**. Failure to provide the required information as requested in the RFQ for the Fire Board’s review may result in disqualification.

The Fire Board shall make positive efforts to utilize Disadvantaged Business Enterprises for its supplies and services and shall allow these sources the maximum feasible opportunity to compete for contracts. The Fire Board does not discriminate on the basis of race, color, national origin, sex, religion, age or disability for the provision of services.

The Fire Board reserves the right to accept or reject any or all proposals, to waive technicalities, and to take whatever action is in the best interest of the Berkeley County Fire Service Board.

I. INTRODUCTION:

The Berkeley County Fire Service Board, Inc., (hereinafter referred to as “Fire Board”) is requesting qualifications from architectural and engineering firms to provide architectural and engineering services for the design and preparation of contract documents including construction plans and specifications for a new facility for Baker Heights Volunteer Fire Department, located adjacent to Apple Harvest Drive and New York Avenue, Martinsburg, WV, 25401. The chosen firm will provide the architectural, civil, structural, mechanical, electrical, plumbing design, and cost estimate services, as well as preparing contract documents for construction contracts for the project. Only written responses to this RFQ shall be considered. All materials submitted shall become part of the proposal.

The contact persons for this RFQ are Donna Cross, Berkeley County Fire Board Administrative Director, 304-267-5085 or Mr. Hunter Wilson, Fire Board Member, 304-261-5270.

II. BACKGROUND:

Berkeley County is located in the eastern panhandle of West Virginia. According to 2018 Census information, Berkeley County has an estimated population of 117,123 making it the second-most populous county in West Virginia, behind Kanawha. Martinsburg is the County Seat.

The county lies adjacent to the Washington-Baltimore Metropolitan area and is one of three counties in the Hagerstown-Martinsburg, MD-WV Metropolitan Statistical Area.

Partly because of its proximity to Washington, D.C., Berkeley County is the fastest growing county in the State of West Virginia and among the fastest growing in the entire country.

The Berkeley County Fire Board is a 501c3 quasi-governmental body, appointed by the Berkeley County Council and created for the sole purpose of collecting the assessed fire fee from property owners within the County (excluding the incorporated City of Martinsburg), with the authority to distribute said collected funds to the volunteer fire departments within Berkeley County, ensuring the emergency needs of the public are met.

III. SCOPE OF WORK:

Working with the Fire Board the successful Architectural and Engineering firm shall:

- 1) Provide all professional services required to design and create contract plans, specifications, estimates and other documents for competitive bidding. The Firm shall be responsible for site required site investigations, and the preparation of all permit applications. The Firm shall conduct a pre-bid conference with construction contractors and answer all questions. The Firm will assist the Fire Board in the evaluation of Contractor Bids. Lastly, the Firm shall administer the construction contract after award, provide inspection services, and oversee the commissioning and final acceptance and turnover of a complete and operational Fire Station. All designs shall comply with Federal, State and Local Codes.
Architectural and Engineering services include, but are not limited to:

- a) Develop and produce complete, detailed, and biddable plans and specifications.
- b) Prepare designs and construction documents for Architectural layout, HVAC, electrical, plumbing, natural gas and fire suppression systems as needed to provide a complete and useable Fire Station.
- c) Prepare Project Estimates and assist the Fire Board in trade-off analysis/decisions to maintain the project budget.
- d) Prepare and submit construction documents for approvals as required by Code, Regulation or Ordinance.
- e) Provide Contract Administration to include project management, certification of invoices, engineering and estimating support for Change Orders.
- f) Provide inspection services and reports at a frequency to be determined during fee discussions.
- g) Provide building commissioning services to include operational testing of all systems and equipment as required by Codes and Officials and compilation and binding of Operation and Maintenance Manuals for building equipment and systems.

IV. **A&E / TECHNICAL PROPOSAL:**

Firms shall respond to and reference each section and subsection for portion(s) of the RFQ proposal. ***At a minimum, your Qualifications Proposal shall include the following information. Failure to discuss each item may deem the submittal non-responsive and may result in non-consideration of respondent's services.***

A. Firm Information

1. Name, address, telephone number (landline and cell), fax number of Architectural and Engineering firm(s) and parent company, if any, from which the project will be managed.

B. Firm Capabilities and Capacity

1. Describe the capabilities and size of your firm and discuss the Firm's capacity to perform this project.

C. Firm Principals and Background

1. Submit the names, titles, and resumes of the "principal" staff member(s) who will be responsible for the project during the performance of the contract. Please assure that the information provided includes specialized experience and technical competence in providing relevant services on similar sized projects during the past three (3) years.
2. Describe in depth the design team for this project. Include an organizational chart of manpower, titles, qualifications, roles in contract performance, and availability for telephone consultations and on-site meetings. Include in the Organizational Chart personnel and qualifications for project inspection.
3. Provide a list of at least three (3) but no more than five (5) similar and/or relevant projects that you have completed during the past five (5) years. This information

must include the business name, contact person, address, email address, and phone number.

D. Miscellaneous Requirements:

All proposals must provide written proof that:

1. The selected Engineering and Architectural firm(s) has the required professional licensing to conduct business in the State of West Virginia.
2. The selected Firm(s) must certify that it is employing only US Citizens or those persons legally in the United States.
3. The selected Firm must show proof of current workers compensation coverage in good standing or payroll information, which will show that coverage is not required.
4. If subcontractors are used, subcontractors must also provide proof of professional licensing and workers compensation in good standing (if applicable).

E. All technical proposals should include any conclusions, remarks and/or supplemental information that is pertinent to this request. Firms are also required to provide written information regarding their inability to conform to any of the technical requirements listed above. Failure to do so will result in disqualification of proposal.

V. TERM OF CONTRACT:

- A. The contract will commence upon award by the Fire Board.
- B. If the Firm and/or Company awarded the contract subsequently fails to comply with the specifications, it will be given thirty (30) calendar days' notice to render satisfactory service. If at the expiration of such thirty (30) calendar days' notice, the unsatisfactory conditions have not been corrected, the Fire Board reserves the right to terminate the contract.

VI. USE OF EXISTING DOCUMENTS:

The Fire Board will cooperate to the fullest extent by making available to the Firm all documents pertinent to this service that may be in the Fire Board's possession. The Fire Board makes no warranty as to the accuracy of existing documents or will the Fire Board accept any responsibility for errors and omissions that may arise from the Firm/Consultant having relied upon them. The Board will provide a conceptual building interior layout.

VII. COMPENSATION TO THE ENGINEER UPON AWARD:

Invoices shall be submitted to:

Berkeley County Fire Service Board, Inc.

400 W. Stephen Street
Suite 101
Martinsburg, WV, 25401

Payment will be made within thirty (30) days of receipt and approval.

VIII. INSURANCE REQUIREMENTS:

Professional Liability – Prior to execution of the contract, the successful Bidder must show evidence of professional liability insurance coverage in the amount of one million (\$1,000,000) dollars, with a minimum coverage of one million (\$1,000,000) dollars per occurrence and one million (\$1,000,000) dollars aggregate and must include coverage for errors, omissions and negligent acts.

IX. SELECTION PROCESS:

- A. A Selection Committee appointed by the Fire Board will evaluate responses to this request and select those firms judged to be most qualified.
- B. The Selection Committee shall review all submitted Proposals and narrow the Firms down to five (5) firms that will be interviewed. Those firms not on the short list will be notified at the same time as the short list firms.
- C. The Selection Committee will schedule oral presentations from the top five (5) firms to take place within ten (10) business days following notification.
- D. The top three (3) firms shall be asked to submit fee proposals. The Selection Committee shall then negotiate with the firms to select the most qualified and cost effective firm.

X. PROPOSAL SELECTION CRITERIA

- 1. Responsiveness to the scope of work and these instructions;
- 2. Past performance of the firm including timely completion of services, compliance with scope of work performed within budgetary constraints, and user satisfaction;
- 3. Specialized experience and technical competence in performing relevant services in the past five (5) years, including qualifications of staff members who will be involved in these services;
- 4. Composition of the principals and staff assigned to provide these services, particularly the proposed manager and immediate staff, and their qualifications and experience with services such as that being proposed;
- 5. Adequacy of the personnel of the firm to accomplish the proposed scope of work in the required time;
- 6. Firm's capacity to perform the work, giving consideration to current workloads;

7. Firm's familiarity with problems applicable to this type of services;
8. References from previous clients, including size and scope of the services, name and telephone number of contact person.
9. Interview results.
10. Price Proposal.

XI. PROPOSALS AND AWARD SCHEDULE:

- A. Proposals received prior to the deadline will be treated as confidential, until receipt of all proposals and opening of the same. Proposals received after the deadline will not be considered in the evaluation process.
- B. It is expected that the contract award will be made within forty-five (45) calendar days after the opening of proposals. The contract will be awarded to the Company whose proposal, conforming to this request, will be the most advantageous to the Fire Board.
- C. Proposals must give the full name and address of the proposer and the person signing the proposal shall indicate his or her title and/or authority to bind the firm in a contract.
- D. Proposals may not be altered or amended after they are opened.
- E. The approval or disapproval of the Company's Proposal will be determined by its response to this request and on past performance. No assumptions should be made on the part of the Firm as to this Committee's prior knowledge of their abilities.
- F. The Fire Board reserves the right to request clarification of information submitted and to request additional information of one or more applicants.

XII. TERMS AND CONDITIONS:

- A. The Fire Board reserves the right to reject any or all proposals or to award the contract to the next recommended Firm, if the successful Firm fails to execute a Contract within ten (10) calendar days after being notified of the pending award.
- B. The Fire Board reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
- C. The selected Firm shall be required to enter into a contract with the Fire Board. Any contract resulting from the acceptance of the proposal shall be made on forms approved by the Fire Board's Counsel and shall contain, at a minimum, applicable provisions of this request for proposal. The Fire Board reserves the right to reject any contract that does not conform to this request for proposal and any Berkeley County requirements for contracts.
- D. Selected Firm shall not assign any interest in the contract.

- E. No reports, information or data given to or prepared by the Firm as a result of this proposal shall be made available to any individual or organization by the Firm without the prior written approval of the Fire Board.
- F. The Fire Board shall not be liable for any costs incurred by the Firm in regard to preparation of its proposal.
- J. The Fire Board reserves the right to reject any and/or all proposals, to waive technicalities, and to take whatever action is in the best interest of the Fire Board.
- L. By submitting a proposal, the Firm agrees that it is satisfied, as a result of its own investigations of the conditions set forth in this request, and that it fully understands the obligations set forth therein.