

REQUEST FOR QUALIFICATIONS

DESIGN-BUILD FIRM FOR BRISTOL FIRE STATION EXPANSION PROJECT

This Request for Qualifications (“RFQ”) from City of Bristol (the “Owner”) invites the submittal of a Statement of Qualifications (“SOQ”) from firms interested in providing Design-Build services for the Expansion of the Bristol Fire House (Project) described below. By submitting a Statement of Qualifications (“SOQ”), the Proposer represents that it has carefully read the terms and conditions of this RFQ, and all attachments and addenda, and agrees to be bound by them. Proposers shall submit the SOQ to Robin M. Hatcher at Bristol City Hall, P.O. Box 207, 12444 NW Virginia G. Weaver St., Bristol, FL 32321, before 4:30 p.m. ET, Tuesday, July 5, 2022.

PURPOSE

The City of Bristol (“City”) is seeking a qualified firm (“Firm”) to provide services for Building Design, Construction Administration and Construction of the Expansion of a Fire Station, as outlined herein.

PROJECT BACKGROUND

The existing City Hall /Fire Station building that houses the city clerk office, city files, fire department, and City Commission meeting room was constructed in the early 1990’s and not been renovated since its construction.

A concept was developed by MLD Architects (Available by request) for constructing an addition to the Fire Station portion of the facility to accommodate the evolving needs of the Fire Department. The above noted concept revolves around the ability to allow the existing City Hall portion to remain undisturbed and in use during construction of the new addition. The purpose of this project would be to enlarge the existing fire station and install emergency generator for emergency and disaster recovery situations. The additional space will enhance training capabilities, fire station functionality and foster community relations. A fire station this size would also be capable of hosting emergency personnel from other areas that may come in and assist the City or County during disaster recovery situations.

Toward the goal of constructing the new addition, the City of Bristol has already acquired a state legislative appropriation which should cover nearly 65% of the cost of the addition. The City has been awarded funding through a USDA Rural Housing Service/Community Facilities (RHS-CF) Grant to cover the additional costs of completing this project. The selected Firm will be required to comply with all relevant Federal requirements.

As stated above, the existing City Hall / Fire Station Building is inadequate to serve the needs of the residents of Bristol, Florida moving forward.

OBJECTIVES The City proposes to retain a highly qualified firm to plan, design and construct the Project for a fixed price. The Firm must have a commitment to designing a facility that functionally meets expected growth in the area while adhering to local architecture and history. Therefore, the successful Firm will be familiar with local design themes and development processes.

SUBMITTAL REQUIREMENTS The RFQ response should clearly and concisely address the following:

1. Firm name and location of the office where the work will be performed.
2. Brief overview and the history of the Firm.
3. Demonstrated Firm experience in design-build of public buildings, including experience in architectural and public space planning, design, and construction management – with emphasis on the description of any relevant work performed in the Florida Panhandle region.
4. Demonstrated Firm experience in publicly funded governmental projects in Florida. Please note the sources of financing.
5. Demonstrated Firm experience navigating local permitting processes.
6. Resumes of the project architect and key personnel who will be involved with this project: their qualifications and experience related to the scope of work detailed above as well as their anticipated assignments related to this project. Specific information on their background, training, and experience with similar projects should be included.
7. Other work commitments of the project architect and other specified key personnel during the project period.
8. Demonstrated knowledge of City design standards.
9. The extent of work on this project that will be done by consultants or subcontractors. Provide the name, location, discipline, and training of each consultant.
10. Provide a list of client references for related local government work done in the past ten (10) years. Include the name, address, telephone number, and contact person most involved with the project and person with your firm that participated in the design and construction of that project.
11. Historical data on all government projects completed over the past ten (10) years showing schedule performance and change order history. Include original budget, pre-bid estimate, and final cost. Include experience in delivering publicly funded projects on time and on budget.
12. Documented evidence of professional, general liability, and errors of omissions policies and coverages.
13. Document any history of litigation associated with project performance and/or professional liability. Litigation includes pre-suit dispute resolution and all matters settled out-of-court.
14. Limit the submission of the RFQ to 20 pages or less. You may print on both sides.
15. Submit six (6) copies and a digital pdf copy.
16. RFQs shall be marked with “Fire House Expansion Project”, sealed, and may be delivered to Bristol City Hall, 12444 NW Virginia G. Weaver St., Bristol, FL 32321 or mailed to: Robin M. Hatcher at Bristol City Hall, P.O. Box 207, Bristol, FL 32321. RFQs must be received by 4:30 p.m. ET, Tuesday, July 5, 2022. The City of Bristol will not be responsible for late delivery of mail or lost mail.

EVALUATION CRITERIA

The criteria used to evaluate the submitted RFQs will include, but not be limited to the following items (listed in no order of importance):

1. Qualifications of Firm as they relate to the Project.
2. Firm's experience in local projects.
3. Firm's experience with similar development projects.
4. Firm's familiarity with City of Bristol design characteristics.
5. Available resources to complete the project, including the available personnel, design tools, construction equipment and resources used by the Firm that may be applicable to the Project objectives.
6. Professional references.

Additional consideration will be given to WBE/MBE enterprises.

SELECTION PROCESS The City Council and City staff will evaluate each submitted RFQ and may select Firm(s) to interview. Following the staff evaluation and any possible interviews, the City Clerk will recommend the selection of a Firm to the City Council ("Council"). If the Council approves the City Clerk's recommendation, the City Clerk will negotiate a final contract with the Firm. The City Clerk will present a final contract to the Council for their review. This RFQ is not to be construed as a contract or a commitment of any kind. The City reserves the right to reject any or all proposals received as well as waive any irregularities. The City will not be responsible for the costs incurred by anyone in the submittal of preparation of a response to the RFQ.

QUESTIONS Questions about the RFQ and the Project shall be directed to Robin M. Hatcher, City Clerk, by email rmh.cityofbristol@fairpoint.net or phone at 850-643-2261. This RFQ will be available on the City's website and in hard copy at Bristol City Hall.