

AFFTON FIRE PROTECTION DISTRICT

REQUEST FOR QUALIFICATIONS (“RFQ”)

FIRE DISTRICT ARCHITECTURAL/ENGINEERING SERVICES

Date Issued: March 11, 2025

Deadline for Submission of Proposals: March 25, 2025

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FIRE DISTRICT
ARCHITECTURAL/ENGINEERING SERVICES

PROPOSAL SUBMISSION

Proposals must be delivered by 1:00 p.m., on March 25, 2025, via hand-delivery addressed to Chief Dave Schmidt, 9282 Gravois Road, St. Louis, Missouri 63123. Any proposal delivered after the response deadline will not be considered. Electronic or faxed transmissions of proposals are not acceptable.

Three (3) copies of the proposal shall be submitted in a sealed envelope plainly marked “RFQ Architectural/Engineering Services.”

Any and all questions and/or communications relating to this RFQ shall be directed in writing, via U.S. Mail, addressed to Chief Dave Schmidt, 9282 Gravois Road., St. Louis, Missouri 63123, or via email dschmidt@afftonfire.com Faxed communications are not acceptable.

AFFTON FIRE PROTECTION DISTRICT BACKGROUND

The Affton Fire Protection District (District) is a full-service provider of fire, rescue, advance life support with ambulance, fire prevention, education, and inspection services. The District serves the Affton, St. George, Crestwood, St. Louis County area, and has three stations, each staffed with 24-hour career firefighting personnel. The District also has 8-hour support staff personnel.

PROJECT DESCRIPTION

The project description shall include the re-design and re-model of House #1 and House #3 of the District, on the same site as they are now located. The increase in call volume and changes in the Fire Service has posed challenges to the current engine houses. We are seeking to update and improve the efficiency in how the Affton Fire District is utilizing the current engine houses.

INVITATION TO PROVIDE QUALIFICATIONS

The District now wants to retain a qualified firm for Architectural/Engineering Services. Interested firms are invited to submit their qualifications for consideration. The submittal should contain, at a minimum, the information requested in this RFQ.

The District reserves the right to reject any or all submittals.

SCOPE OF SERVICES

Needs Assessment: The Architectural/Engineering Team (AE) shall perform an assessment of the District’s needs as they relate to the proposed new fire station.

Basic Design Services: The AE is responsible to complete (or retain consultants as required to complete) the AE Basic Services as defined in AIA Document B132, Article 3 including but not limited to:

1. Programming
2. Design Development
3. Architectural Design
4. Mechanical Engineering
5. Electrical Engineering
6. Structural Engineering
7. Civil Engineering

Additional Design Services: The AE is responsible for completing (or retain consultants as required to complete) the following Additional Services as defined in AIA Document B132 Article 4:

1. *Article 4.1.1 - Programming:* A/E Team will be expected to complete project programming.
2. *Article 4.1.2 - Multiple Preliminary Designs:* A/E Team will be expected to provide multiple floor plans and building layouts for District consideration.
3. *Articles 4.1.3 & 4.1.4 - Measured Drawings/Existing Facilities Surveys:* A/E Team will be expected to complete existing conditions surveys of the existing Fire House and measured drawings as required to establish design intent and to complete bid documents.
4. *Article 4.1.7 - Civil Engineering:* Is included as part of Architects Basic Services.
5. *Article 4.1.8 - Landscape Design:* Services to be based upon typical landscaping requirements for a 3 Acre parcel.
6. *Article 4.1.9 - Architectural Interior Design:* A/E Team shall provide the Scope of Work defined in AIA Documents B252.
7. *Article 4.1.20 - Telecommunications/Data Design:* In addition to those services defined by this Article, the AE shall design and bid any audio video, video conferencing and cable/dish systems required by this project.
8. *Article 4.1.21 - Security Consulting:* AE team shall provide services required to design and bid perimeter entry security, emergency alert systems and exterior monitoring.
9. *4.1.26 - Furniture, Furnishing, Equipment (FFE), and Signage Design:* A/E Team shall provide the Scope of Work defined in AIA Document B253. In addition, AE will be expected to provide FFE Cost estimates, quotation reviews and inspection of installed furniture.

10. *Code Consulting*: A/E Team is expected to conduct all code analysis and agency interface required to complete Architect's Basic Services and Additional Services defined herein.
11. *P&Z Consulting and County Presentations*: AE is expected to prepare for and attend meetings required to obtain P&Z approval, if needed, of the intended changes made to the existing sites.

CONTRACT FORMAT

The contract that is anticipated to be used for the AE services will be based upon AIA document 132, Standard Form of Agreement between Owner and Architect, *Construction Manager as Adviser Addition*.

SELECTION PROCESS

The District intends currently to award the AE Services Contract to that qualified firm which best demonstrates the commitment and application of experience, resources and methods to the unique program requirements. A team of District officials will evaluate the submittals. A shortlist of firms will be notified for follow-up interviews to be conducted no later than April 15, 2025. In accordance with the Qualifications Based Selection requirements set forth by the State of Missouri, a recommended selection will be submitted to the District Board (based upon Qualifications only) for Board consideration and approval.

In evaluating the qualifications of each firm, the District shall use the following criteria defined by Missouri State Statute 8.289:

1. The specialized experience and technical competence of the firm (*and proposed staff*) with respect to the type of services required.
2. The capacity and capability of the firm to perform the work in question, including specialized services, within the time limits fixed for the completion of the project.
3. The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules.
4. The firm's proximity to and familiarity with the area in which the project is located.

After review of all qualified firms, the Board shall select the firm best qualified and capable of performing the desired work and negotiate a contract for the project for a “fair and reasonable” fee. **Only at this time**, the District will review fee data (provided by each firm) to help establish “fair and reasonable” expectations required to expedite contract negotiations. Should the negotiation not result in a contract mutually agreeable by both parties the District retains the right to enter negotiations with the next highest-ranked firm.

STATEMENT OF QUALIFICATIONS

Responses to this RFQ should be specific and precise with adequate detail to accurately define your qualifications for performing the services required. Limit your responses to the information requested by each section. Any additional information that you wish to submit should be included in a separate section marked “**Supplemental Information**.”

Provide a brief history and general overview of your company. Include the total number of employees at your firm, the number and type of registered professionals and a breakdown of your staff by discipline.

Provide specific documentation regarding the lead firm’s (Architect’s) experience with Fire Station and Fire Administration facility design. Clearly indicated if the project was designed by your firm or a current staff member (or both), which members of your proposed project team where involved with the project, the size of the project, when it was completed and an owner contact/reference. Do not mix Architectural and sub-consultant qualifications.

Provide a Professional Service Breakdown and include company information/general qualifications on each sub-consultant proposed on this project.

Indicate what percentage of your work is repeat business with previous clients? Provide references for owners who have used your Architect/Engineering services more than once.

Provide (in Tabular format) references of Fire Districts that have worked with each sub-consultant.

Provide information on your firm’s current insurance coverage, including insurance limits for the various types of insurance.

Provide specific documentation regarding your firm’s proximity, experience, familiarity and commitment to the area and community in which the project is located.

Provide an organization chart showing your Team’s proposed project organization, showing key project positions identified by title and lines of authority/responsibility. Provide the name of each individual that your Team proposes to use for each key project position. Include resumes of key architectural and sub-consultant personnel with a description of the roles they will assume on this project.

Identify the commitment level of each key person to be assigned to the project if selected. The use of alternative personnel, other than those listed, will be considered a breach of contract unless the change is due to the employee's termination/resignation/illness or if it is agreed upon and approved in writing by the District.

It is anticipated that the AE selection and contract negotiations will be completed by May 1, 2025. Based upon this, the District would like the AE team to complete the Needs Assessment within five (5) weeks of project commencement. Please provide a reaction to this proposed schedule and any conflict and/or concerns you have with meeting this expectation.

UNDER SEPARATE COVER

In accordance with the Qualification Based Selection requirement set forth by the State of Missouri, it is not the intent of the District to utilize "fees" as selection criteria. However, to facilitate more effective negotiations, after the selection is completed, please provide the following:

1. Needs Assessment: Maximum Not to Exceed Amount \$ _____
2. Basic/Additional Services & Expenses: Maximum Not to Exceed % of Construction Cost _____%
3. Include Schedule of Rates for all AE team members.

This fee description information must be provided in a **separate sealed envelope** that includes your firm's name, the title of the project, and **"FEE DESCRIPTION"**.

This submission will not be opened until a qualifications-based selection has been made.