

CITY OF LARAMIE, WYOMING REQUEST FOR QUALIFICATIONS

Laramie Fire Department Public Safety Training Center Renovation

The City of Laramie is seeking qualified architectural and design firms or teams of professionals, licensed in Wyoming, for the Laramie Fire Department Public Safety Training Center Renovation project. Items under general consideration for this project include pre-design, schematic design, design development, construction manager at risk selection assistance, construction document development and contract/construction administration. This project is funded by a Specific Purpose Optional Tax approved in August of 2018.

1.0 INFORMATION

1.01 CONTACT INFORMATION

Prospective firms may make inquiries concerning this Request for Qualifications (RFQ) to the contacts below. All communication related to this RFQ shall be directed to the contacts listed below. *The consultant should understand that verbal comments may be subject to misinterpretation and are in no way binding on the individual or the City.* If questions arise concerning any aspect of this proposal, the consultant should request clarification via email addresses listed below. A copy of this requested clarification, as well as the written response shall be provided to all firms submitting requests for qualifications on this project.

Project Manager

Dan Johnson, Chief
Laramie Fire Department
209 South 4th Street
Laramie, WY 82070
(physical address)

P. O. Box C
Laramie, WY 82073
(postal address)

Telephone: (307)721-5302; Email: djohnson@cityoflaramie.org

Assistant Project Manager

Kevin Lam, Shift Commander
Laramie Fire Department
209 South 4th Street
Laramie, WY 82070
(physical address)

P. O. Box C
Laramie, WY 82073
(postal address)

Telephone: (307)721-5332; Email: klam@cityoflaramie.org

1.02 SUBMITTAL INFORMATION

- A. Three hard copies of the consultant's proposal and one digital PDF should be submitted to the Project Manager at the address shown in Section 1.01.

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- B. One price proposal shall be submitted in a separate sealed envelope outlining the scope of services as specified in the RFQ. Hourly billing rates, reimbursable expenses and price schedule for each firm/sub-consultant involved shall be included. A maximum price quote for work must be stated.
- C. A second price proposal may be submitted in a separate sealed envelope specifying any alternatives proposed. This shall be submitted in a similar format to the original price proposal.
- D. The following information should be on the outside of the submittal.

Name of Firm:

Request for Qualifications: LFD – Public Safety Training Center Project

Due Date: January 26, 2020 – 4:00 PM, Local Time

- E. Late submittals will not be accepted. It is the responsibility of the Proposer to ensure the proposal arrives to the Project Manager prior to the date and time stated in the RFQ.
- F. The City is not liable for any cost incurred by firms in preparing or submitting a response to this RFQ
- G. All materials submitted regarding this RFQ becomes the property of the City and will only be returned to the Participants at the City's option. Disqualification of a Proposer does not eliminate this right.
- H. The City reserves the right to modify or delete the project. Firms responding to this proposal do so at their own risk and option.
- I. The City of Laramie reserves the right to reject any or all proposals, waive informalities and minor irregularities in the proposals received if deemed in the best interest of the City.
- J. To be considered for selection, the submittal must bear the signature of the consultant or his/her authorized representative.
- K. Proposals cannot be withdrawn for a period of ninety (90) days after the date of the proposal opening.
- L. After the successful consultant is selected, the City will negotiate a final contract, scope of services, and contract price base on but not limited to the contents of the consultant's proposal.

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1.03 PROPOSED SCHEDULE

RFQ Available	November 26, 2019
RFQ Legal Advertisements	November 26, December 3 & 10, 2019
Pre-proposal Meeting	December 19, 2019 – 10:00 AM, Local Time Laramie Fire Department, Station No. 2 1558 N. 23rd Street, Laramie, WY
RFQ Submission Deadline	January 16, 2020 – 4:00 PM, Local Time
Interviews (possible)	January 22 or 23, 2020
Selection of Top Firm	Conclusion of Interviews
Award of Contract	February 4, 2020 – City Council Action
Project Completion	TBD

1.04 GENERAL INFORMATION

- A. The successful consultant shall be fully insured as to hold the City harmless from any claims involving the employees or equipment used by the successful consultant and sub-consultants while executing this service. The consultant shall also possess and provide proof of professional liability insurance or errors and omissions liability insurance to protect the City from and all claims arising from consultant’s alleged or real professional errors, omissions or mistakes in the performance of professional duties by consultant in an amount not less than one million dollars (\$1,000,000.00) aggregate on a claims made basis for the term of the design and construction plus three years subsequent to construction. The consultant shall provide proof of coverage.
- B. The successful consultant shall furnish all materials, equipment, testing, and labor necessary to complete the required work.
- C. The successful consultant will be required to sign a professional service agreement with the City. The agreement will include this request for qualifications, the consultant’s scope of work and any other pertinent attachments.
- D. Final selection of a consultant and issuance of a work contract for any phase of work will be done in accordance with the City’s purchasing policy.

2.00 PROJECT INFORMATION

2.01 PROJECT BACKGROUND

The City of Laramie (hereafter “City” or “COL”), Fire Department is seeking qualified firms to provide pre-design, schematic design, design development, construction manager

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at risk selection assistance, construction document development and contract/construction administration services for the Laramie Fire Department Public Safety Training Center Renovation.

The Laramie Fire Department consists of 42 sworn line firefighters, 4 sworn administrative staff and 2.5 nonsworn administrative personnel. For structure fire response the department provides an Insurance Service Office (ISO) rating of class 02/2X to the community. In addition to structure fire response, the department also responds to wildland fires, hazardous materials incidents, emergency medical services and specialized rescue situations. The department has five divisions: Emergency Medical Services (EMS), Life Safety and Fire Prevention, Operations, Training and Community Risk Reduction. The Laramie Fire Department Public Safety Training Center is vital to prepare our personnel for the varied emergency responses they encounter.

The selected firm will be required to assess and determine the best possible location for the facilities within the renovation project area which includes a burn building, drill tower, and classroom, and to identify and propose adequate mitigation of any adverse impacts that may arise.

A Training Center Strategic Business Plan and Executive Summary (124 Pages) was developed in October of 2014 which investigates the feasibility of improving and expanding the fire training center. This document captures the training needs of LFD and should be used as a guiding principle in the development of the schematic design and is included with this document as Attachment "A". The pre-design and schematic design phases of this project will necessitate the need for meetings with the LFD Training Center Project Team. These meetings will generate an overall desired concept for the Training Center Renovation to be approved by the project team prior to proceeding on future phases.

2.02 PROJECT OBJECTIVES

Pre-Design Phase:

This phase should include, but not be limited to:

- Working with the LFD Training Center Project Team to develop the project goals and facility programming including a detailed review of the preferred compiled amenities and improvements detailed in the October 2014 COL Fire Department Training Center Strategic Business Plan and Executive Summary – 124 Pages (Attachment "A").
- A site analysis to including an existing building assessment to determine if there is enough space, utilities, access, etc. to accommodate the project goals.
- Site selection in the event the existing site is deemed insufficient to meet the project goals.

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- City of Laramie Code/Planning Document analysis to ensure that development meets the intent of the City of Laramie's Unified Development Code, Gateway Overlay Districts, the Laramie Public Art Plan or any other pertinent planning document.
- An initial cost analysis, budget development and analysis.

Schematic Design Phase

This phase should include, but not be limited to:

- The establishment of the size, location and relationships between all buildings and site improvements required to meet the project goals and facility programming.
- Development of a general plan and basic exterior design,
- Rough study drawings that illustrate the basic concepts of the design.
- A more detailed cost analysis, product evaluation and specifications.

Construction Manager at Risk Selection Assistance Phase

This phase should include, but not be limited to:

- Assisting with the development of an RFQ to select a construction manager at risk.
- Evaluating submittals related to the RFQ for the selection of a construction manager at risk.
- Assisting with interviews and final selection of a construction manager at risk.

Design Development Phase

This phase should include, but not be limited to:

- Working closely with the LFD Training Center Project Team and the selected construction manager at risk on value engineering and the selection of exterior and interior finishes and products.
- The start of structural, plumbing, electrical and heating/ventilation and air conditioning engineering including energy use analysis and the development of any specialized systems.
- Finalization of the exterior and interior design of the project.
- Development of a more detailed cost analysis through a close working relationship with the selected construction manager at risk.

Construction Document Phase

This phase should include, but not be limited to:

- The finalization of the technical design and engineering of the project including the development of plan sets for review at 50%, 95% and a 100%.
- Development of a project manual.

Bidding Assistance Phase

This phase should include, but not be limited to:

- Working closely with the selected construction manager at risk on the development of bid sets, bid opening, bid evaluation and acceptance.

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Contract/Construction Administration Phase

This phase should include, but not be limited to:

- Scheduling and attending weekly construction meetings.
- Observing major construction items.
- Responding to RFIs, assisting with the evaluation of change orders, redesign as needed to ensure the project goals are met within the project budget.

2.03 SCOPE OF WORK

Upon selection of the firms for this project. City staff and the selected firm will negotiate a detailed scope of work to be attached to the sample professional services agreement. (Attachment "B").

3.00 EVALUATION FOR THE PROPOSALS

Discussions may be held with each firm, which, in the sole opinion of the selection committee, most closely meet the requirements of this RFQ. These discussions will be for the purpose of clarifying the proposal and obtaining any additional information the City determines would be useful in evaluating the firm. The selection committee shall evaluate each proposal and information collected from references listed in the proposal following the criteria listed in Section 3.0. Each criterion will be scored up to the maximum points listed. The highest scores will indicate the most qualified firms for this Project.

3.01 QUALIFICATIONS AND EXPERIENCE OF KEY PERSONNEL (50pts)

Provide client references and resumes of key personnel including the Project Lead, Project Engineer, and any other personnel assigned to the project; list the qualifications and experience of the specific individuals who will be assigned to this project. The following areas are of specific importance to the City of Laramie:

- List the project tasks and role of the persons involved; list individuals experience with the different aspects of the project scope and objectives together with their qualifications and experience which demonstrate past involvement with similar projects.
- Design and engineering experience with public safety training centers.
- Experience of key personnel to complete the project objectives.

In outlining qualifications of the individuals assigned to the project, describe the percent and type of work that will be performed by those assigned to each task and include work that is to be subcontracted. Provide relevant information on subcontractors that are proposed for the Project.

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3.02 REFERENCES FOR FIRM AND PROJECT TEAM (20pts)

List projects that demonstrate the firm's knowledge, experience and capabilities in institutional law enforcement locker rooms design and construction management that are similar in scope to this project that the firm has served as the Design Firm, and Construction Administrator. For each project, provide:

- Experience with similar projects within Wyoming and the Rocky Mountain area, with references names and phone numbers.
- Listing of staff committed and assigned to the project, including a certification that the work conducted will be supervised by a professional architect licensed in Wyoming.
- Management experienced in maintaining the project schedule and project costs
- Listing of similar projects including the following information:
 - Original project design, cost estimate and final project outcome and cost with reasons for changes in project scope and/or cost.
 - Original project schedule and final project schedule and reasons for changes in schedule.
- Listing of current clients whose interest may compete or conflict with the project described herein and an explanation of the potential conflict.

3.03 PROJECT SCOPE AND SCOPE ALTERATIONS (15pts)

This task will be evaluated by the items listed below:

- Ability of the firm to communicate their project approach.
- Creativity of project approach; how the project integrates into the existing facility and provides the project with the flexibility to meet future of the Laramie Fire Department.
- Communicate a familiarity with the existing infrastructure in the facility.

3.04 SCHEDULE (15pts)

This task will be evaluated by the items listed below.

- Provide a thorough and comprehensive time line, outlining major tasks
- Provide sufficient time in all phases for meetings with, evaluation of and approval by City staff.
- Clearly demonstrate how the schedule can be met.
- Provide a bar graph schedule depicting the duration on each work item and proposed phasing of the work.
- Describe the project approach and identify major tasks that will be performed and the key personnel responsible for the tasks. Include any innovative solutions that the

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Consultant proposes to use and any cost saving measures that have been identified.
Detail all assumptions made in development of the project schedule.

3.05 EVALUATION RATING SYSTEM

Qualifications & Experience of Key Personnel	50pts
Reference for Firm & Project Team	20pts
Project Scope & Scope Alterations	15pts
<u>Schedule</u>	<u>15pts</u>
Total	100pts

4.00 AGREEMENT

The selected firm will be required to abide by all provisions contained in the sample professional services agreement. (Attachment “B”).