



CITY OF  
URBANA

**Request for Qualifications: Architectural and  
Engineering Design Services for Two New Fire  
Stations**

**(Solicitation #2122-16)**

City of Urbana  
400 S Vine St  
Urbana, IL 61801

**Issue Date:** September 10<sup>th</sup>, 2021  
**Response Due:** October 8<sup>th</sup>, 2021

## Submittal Instructions

- Due Date:** Response are due by Friday October 8<sup>th</sup>, at 5:00 p.m.
- Submission:** Responses should be submitted via email (PDF) to Tim Cowan at [tacowan@urbanaininois.us](mailto:tacowan@urbanaininois.us)
- Submission Requirements:** **Page Limit:** Responses shall be 30 pages or less.  
There is no required format, but responses should include:  
**Response to Scope of Work:** Responses to this RFQ should address how the Scope of Work will be met.  
**Draft Contract/ Service Agreement:** Responses should include a draft contract or service agreement that includes all requirements in this request, all elements of proposal, and contain a full and valid complement of standard warranties.  
**References:** Responses should include a list of three references for similar work.  
**EEO Form:** Responses should include a completed form. [\[Link\]](#). This form does not count towards 30 page limit.
- Communications:** Once the RFQ is issued, two-way communication is limited. Responses to non-routine questions or changes to the RFQ will be issued via an addendum to the RFQ. Respondents who wish to be notified of any addendum should email the address above as early in the submission timeline as reasonable. Substantive questions for the City should be submitted five business days prior to due date. The City may require a clarification of a response once submitted either via telephone, electronic meeting, or in writing. The City reserves the right to impose deadlines on clarifications.
- Response Validity:** All responses to this RFQ shall be irrevocable for a period of 90 days after the submission due date and may not be withdrawn by the Respondent during this period without written consent of the City.
- Assumption of Risks:** The City is not responsible for any pre-contract costs incurred by a vendor participating in this process. Responses to this request become property of the City. Proprietary and confidential material should clearly be marked as such; however, the City shall only be able to comply to the extent allowed by law. The City reserves the right to terminate the selection process at any time, to reject any submittals, and to pursue a contract in the best interest of the City.

## General Information

### Summary Information

The City of Urbana is seeking proposals from qualified firms to provide architectural and engineering services related, but not limited, to the planning, designing, bidding, and construction oversight phases of two new fire stations. The architectural and/or engineering team will have the qualifications and staff resources necessary to perform planning, designing, bidding, and construction oversight phases of the project. The successful firm will provide services for City of Urbana as outlined under *Scope of Work*. The City is looking for a firm with the capability to also provide value-added services and to assist the City in finding the best solution given operational needs and financial constraints.

### General Requirements

1. The project team, including principals, project managers, and key personnel shall have relevant experience with similar work and shall be competent to perform the services required under this RFQ. It is understood that the primary firm and any subconsultants, acting as an individual, corporation, or other legal entity, are of professional status, and are licensed, as appropriate, to perform in the State of Illinois, and shall be governed by the professional ethics of said professions in relationship to the City of Urbana.
2. It is understood that all reports, information, or data prepared or assembled by the project team shall be confidential in nature and shall not be made available by the vendor to any individual or organization, except the City of Urbana, without the prior written approval of the City.
3. The primary firm shall be financially solvent.
4. The primary firm shall be responsible for complying with local, State, and Federal codes, legislation procedures, regulations, and professional standards affecting work in their professional area, inclusive of NFPA standards.

### Selection Process and Agreement

City staff will select an architectural or engineering firm utilizing a Qualifications Based Selection (QBS) process. Critical factors in this selection will include responsiveness of the proposal to this RFQ; description of approach to the services; relevant project experience; qualifications of the firm and assigned staff; readiness; ability to execute an acceptable contract; and client references. The City reserves the right to request written clarification of proposals and supporting materials. Interviews may be conducted in-person with one or more respondents in order to clarify certain elements. The City reserves the right to pursue a contract as deemed most favorable to the project. The City reserves the right to reject any or all submittals.

The City's intent is to retain an architectural or engineering firm with the qualifications and staff resources necessary to perform the services outlined in this document for the duration of the project.

Payment for services is anticipated to be on the basis of an approved hourly rate schedule with a maximum compensation limit.

The City reserves the right to approve additional components of work and may use additional firms for said work.

It is the City's goal for there to be a minimum of 10% MBE/WBE participation on City projects; this can be achieved directly or with subconsultants.

It is the City's current expectation that the two fire stations will be designed and constructed simultaneously and that to the extent feasible, for final construction to be completed not later than June 30<sup>th</sup>, 2024.

## Scope of Work

The following scope of services is included as a guide. It is designed to identify the minimum service level expected from the successful firm and, as such, should be modified and augmented, based upon the experience of the firm, as necessary to complete the project.

### **General:**

The architectural or engineering firm selected through this RFQ process will enter into an agreement with the City of Urbana to provide architectural and engineering services related to the project at various stages from pre-design to post-construction. The level of service requested may vary based on the final scope of the project.

Based on the requirements of the City of Urbana the selected firm shall provide architectural and engineering services meeting all standards and codes used in design for basic services as required for each new fire station as follows:

1. Conceptual Analysis & Site Evaluation
2. Functionality Evaluation and Cost Estimating
3. Schematic Design
4. Design Development
5. Bidding Services
6. Contract Document Development and Execution
7. Construction Administration
8. Resident Project Representation (RPR)
9. Commissioning

### **Detail/Phases:**

The City shall deliver a written notice to commence with each phase for each fire station. The City reserves the right to cease all of or part of the project after or during any phase.

#### **1. Conceptual Analysis and Site Evaluation**

Consult with the City and other necessary and appropriate organizations, and persons in order to ascertain project requirements. This will include a site evaluation based on major and bulk requirements for the fire stations.

#### **2. Functionality Evaluation and Cost Estimating**

Prepare multiple conceptual design options that incorporate different levels of station functionality and with an estimated construction cost for each option. One conceptual option will be for stations built to minimum industry standards. Multiple other options of upgraded functionality should be provided, identifying the added operational benefit, the impact to building massing, site configuration, and the estimated incremental cost of each component.

Assist in the identification of grant or alternate funding opportunities including preparation of documents required for compliance at request of the City of Urbana.

**3. Schematic Design**

The schematic drawings shall show project design features. A detailed cost estimate shall accompany the schematic drawings for each design option developed. Life-cycle cost estimates to be provided.

**4. Design Development**

Submit detailed design drawings showing the general design, outline specifications, revised cost estimates, material cut sheets, and material selection. If alternate layouts, design, work items, and materials exist, the alternatives are to be prioritized with a recommendation of the best alternative with selection rationale outlined.

Provide architectural and engineering design drawings that shall include all components and accessories, including system elevations (when applicable) in relation to project. Prepare a list of all permits, licenses, review, and approvals as required.

Provide owner review documents and review meetings for 30%, 60%, 90%, and final documents or at other intervals pre-approved by the City.

**5. Contract Document Development**

Prepare detailed contract documents in accordance with applicable City, County, State, and Federal regulations (“codes”) for all elements of work including architectural/engineering plans, specifications, special provisions, custom details, phasing plans, and structural and/or engineering modifications, as needed.

Provide for approval by the City, the contract documents including bidding forms, the Contract Agreement, and General Conditions, using City-approved standard Terms and Conditions, project specifications and working drawings for the Project. The bid documents are to conform with City standards wherever applicable.

**6. Bidding Services**

The firm is to assist the City in pre-bid and pre-award meetings, obtaining bids, and reviewing and recommending awards, evaluating alternate bids, and preparing a final construction contract for execution, as well as: assist in the evaluation of product or systems substitutions. Prepare addenda for City advertisement/issuance.

**7. Construction Administration**

During the anticipated construction contract, administration of the construction until completion and acceptance by the City. This will generally include:

- Administration of the construction until final completion
- Assist in negotiating Contractor’s proposals and submit recommendations to the City
- Conduct a preconstruction conference(s)

- Prepare and update an Estimate of Construction Cost at consistent intervals, documenting any change orders
- Determine, based on the Architect/Engineer's inspections and the contractor's applications for payment, the amount owing to the contractor and will issue certificates for payment in such amounts.
- Make visits to the job site
- Where field condition differs from contract documents or disputes arise, the Architect/Engineer shall resolve issues satisfactorily to the City.
- Issue punch list(s) and re-inspect as necessary, coordinate warranty submissions with manufacturers.
- Furnish to the City of Urbana, based on marked up prints, drawings and other data furnished by the contractor, a set of reproducible drawings showing all construction (elements/systems) as actually built.
- Secure and transmit to the City all required guarantees, affidavits, releases, bonds, and waivers and other closeout documents

#### **8. Resident Project Representation (RPR)**

If requested, furnish during the construction period, a full-time or part-time Resident Project Representative, as required under the supervision of a licensed professional engineer or licensed architect of the project team. The qualifications of the personnel shall be subject to approval by the City.

Prepare a daily diary or log book, recording the hours worked on the job site, weather conditions, list of visiting officials, daily activities, decisions, manning levels by trade, observations in general, and specific observations in more detail (as in the case of observing test procedures). At the completion of the Project, the aforementioned diary or log (or certified copy) shall be delivered by the firm to the City.

#### **9. Commissioning**

The commissioning agent will develop and coordinate the execution of the testing plan, observe and document performance of the improvements, system integration and functionality in accordance with the documented design. This shall include testing and observing the operation and function of all components and controls involved in the new systems, including an assessment of responsible parties for correcting any problems and errors in the system.

The agent will also review submittals, and start up procedures, witness testing of selected pieces of the system, oversee training and system documentation and review, and approve Operation and Maintenance Manuals from the contractor for completeness. The agent will provide the City a written Final Commissioning Report and required copies of any/all Operation and Maintenance Manuals.

## Tentative Selection Process

Below is the tentative selection process. The City reserves the right to modify the selection process as needed.

### **Review of submittals**

Responses to the RFQ will be reviewed based on the following: description of approach to the services, relevant project experience, qualifications of the firm and assigned staff, readiness, and client references. The City may request more information if needed.

Pending the initial review, at least two qualified firms will be selected for an in-depth interview (either in person or via zoom). Additional firms may be interviewed at the City's discretion.

After interviews, the City will pursue a contract with the preferred respondent. If the preferred respondent is unable to execute a contract with acceptable term to the City, the City will begin contract negotiations with the next best respondent.

### **General Timeline**

The dates below reflect the desired pace that the City wishes for the process. However, depending on the City's operational capacity, these dates may change.

RFQ Issue Date:	September 10, 2021
RFQ Close:	October 8, 2021
Initial Review:	Ending October 22, 2021
Interviews:	Beginning October 23, 2021
Selection & Contract Negotiation:	Contract Signed by November 19, 2021
Construction Substantially Complete	December 31, 2023
Final Completion	June 1, 2024