

## **REQUEST FOR PROPOSALS FOR DESIGN PROFESSIONAL SERVICES**

The City of Blackfoot and the Blackfoot Snake River Fire District are seeking proposals from qualified architectural and engineering professionals to provide architectural and engineering services for the building of Fire Station 3 to be located at the corner of South Pendleberry Lane and north of Cromwell Lane. Standards and specifications include a single story, pitched roof, three bay-three deep structure. The structure must meet critical structure guidelines. The following are required architectural components:

- Reception area
- 3 offices for Fire/Dispatch
- 1 Law Enforcement office
- 5 bedrooms
- 4 bathrooms
- 1 training room
- 1 exercise room
- 1 storage room on main floor
- Kitchen
- Day room
- Mechanical room
- Long-term storage under living quarters
- Hose tower 30 ft. (behind station)

The services to be provided include:

1. Planning, designing, engineering, and construction administration of the project. Project design must include all structural, mechanical, electrical, and related systems in accordance to critical structure guidelines.
2. Surveying will include the aforementioned property as well as surveying the connection of East Judicial into Cromwell Lane.
3. Preparing of drawings, specifications and project cost estimates. Updating cost estimates as necessary.
4. Assisting with Idaho Community Development Block Grant (ICDBG) application including preparation of cost estimates, developing a project concept, and planning and/or preliminary design.
5. Preparing bidding documents in conformance with applicable federal and state requirements and applicable building codes. Supervising the bid advertising, conducting pre-bid meeting, issuing of addendum, preparation of bid tabulation, assisting in bid opening, and advising on bids.
6. Advising on issuance of Notice to Proceed. Conducting the pre-construction conference and progress meetings.
7. Consulting with the City/District regarding construction progress and quality.
8. On-site observation of construction work, submittal review, and preparing inspection reports.
9. Reviewing and approving all contractor requests for payment and submitting approved requests to the governing body.
10. Preparing and managing punch list.
11. Providing reproducible plan drawings to the City/District upon project completion.
12. Conducting final inspection and testing.
13. Submitting certified "as built" drawings to the City/District and required regulatory agencies.
14. Preparing an operation and maintenance manual.
15. Assisting in conducting a warranty walk-thru.
16. Assist the City/District in conducting Public Meetings on an as needed basis, specifically for assistance in passing the bond. This would include the preparation of necessary drawings and posters to provide education to the community.

Respondents will be evaluated according to these criteria:

Capability to Perform Project (i.e., firm's history, areas of expertise, address of office that will manage project, length of time in business, firm's legal structure, firm's commitment to provide necessary resources to perform and complete project). (30 pts.)

Relevant Project Experience (i.e., description of other projects executed by the firm that demonstrate relevant experience. List of public sector clients for whom you have performed similar work in the past five years, which should include name, address, and phone number of a person who can be contacted regarding the firm's performance on the project). (30 pts.)

Qualifications of Project Team (i.e., résumé for the key people assigned to the project including sub-consultants. Key personnel roles and responsibilities on this project. Identify project manager who will be responsible for the day-to-day management of project tasks and will be primary point of contact). (20 pts.)

Project Approach and Schedule (i.e., the tasks that must be accomplished to complete the project. How the firm proposes to execute the tasks. Unique aspects of the project and alternative approaches the owner might wish to consider). (20 pts.)

Total Written Proposal Points Possible = 100

Selection Committee Interview. Firms may be asked to make presentations covering their relevant experience, their understanding of the project's requirements and their own approach to designing and supervising the job. (30 pts.)

Total Proposal Points Possible = 130

Award will be made to the most qualified offeror who is deemed most advantageous to the City/District, all evaluation criteria considered. Unsuccessful offerors will be notified as soon as possible.

Questions and responses should be directed to:

Holly Powell  
City Treasurer and Grant Administrator  
City of Blackfoot  
157 N Broadway  
Blackfoot, ID 83221  
(208) 785-8600, Dial 9  
hpowell@cityofblackfoot.org

All responses are due in the City office by 12:00pm (noon), March 3, 2017. Please state "City of Blackfoot Snake River Fire District Station 3 Project-Design Professional Services Proposal" on the outside of the response package. Five proposals are requested.

The City of Blackfoot and the Blackfoot Snake River Fire District reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.