

ADVERTISEMENT FOR PROFESSIONAL DESIGN SERVICES MONARCH FIRE PROTECTION DISTRICT

Separate sealed proposals for Professional Design Services for 2 (two) firehouses will be received by the Board of Directors of the Monarch Fire Protection District at the District's office, 13725 Olive Boulevard, Chesterfield, Missouri 63017, until 4:00 p.m., Tuesday, September 17, 2019. Any proposal(s) received after 4:00 p.m. on Tuesday, September 17, 2019 will be returned unopened. All proposals shall be addressed to the Secretary of the Board of Directors, Monarch Fire Protection District, 13725 Olive Boulevard, Chesterfield, Missouri 63017, and marked "RFQ for Fire Station(s)". A comprehensive request for qualifications may be obtained from Chief Spiegel at the District's office at the above address, or obtained electronically, on or after Wednesday, September 5, 2019. No deposits required. The Board of Directors reserves the right to reject any or all bids and to waive any technicalities therein.

MONARCH FIRE PROTECTION DISTRICT
OF ST. LOUIS COUNTY, MISSOURI

By: Secretary of the Board of Directors

St. Louis County, Missouri, Tuesday, September 4, 2019

MONARCH FIRE PROTECTION DISTRICT
13725 Olive Boulevard, Chesterfield, Missouri, 63017

REQUEST FOR QUALIFICATIONS (RFQ)
for Professional Design Services

INTRODUCTION

1.1 The Monarch Fire Protection District (MFPD) a fire protection district located in St. Louis County is requesting Proposals from architectural and engineering firms that desire to contract with MFPD for “architectural and engineering design and construction for a new fire station”. The cost of preparing the proposal shall be borne solely by the firm submitting the proposal.

1.2 General Requirements

1. Proposals will be for complete architectural and engineering services, as outlined in this RFQ for a new facility to be located at: TBD
2. This RFQ must be returned with the proposal. Any and all exceptions to the RFQ outlined herein must be noted on the RFQ and thoroughly explained in the bid proposal. Failure to do so may result in rejection of your proposal for noncompliance.
3. This RFQ should include: (name, address, telephone number and email address of your firm; years in the business, and primary contact. Include a list of sub-consultants. Professional qualifications of key individuals who will be assigned to the project. Approach/Processes used on similar projects).
4. Proposals will be accepted until 4:00 pm CST, September 17, 2019. The Proposals will be opened at 7:00 pm CST, September 17, 2019, at the Monarch Fire Protection District, 13725 Olive Boulevard, Chesterfield, MO 63017 and must be sealed and clearly marked "RFQ FOR FIRE STATION."
The committee will review the proposals and a recommendation will be made to the Board of Directors. The District reserves the right to reject any or all proposals, to waive any and all technicalities and to award the contract to the best bidder.

5. MFPD reserves the right to interview any of the submitted firms.

2.0 SELECTION PROCESS/PROCEDURE

MFPD plans to engage the services of an Architectural Engineering (A/E) consulting firm to perform the following:

- Pre-design assistance to achieve optimal site development, (Demolition if needed TBD), and a Schematic design.
- Construction documents for a new fire station.
- Supervision of the construction bidding process.
- Monitoring of the construction phase to ensure compliance with design specification.
 - Locations include:
 - TBD
 - TBD

It is the intention of MFPD to begin construction of two (2) stations on TBD.

The anticipated construction budget for each project is \$TBD million.

The Staff and building committee of MFPD have been assigned the responsibility to evaluate, interview and recommend an A/E(s) to the Board of Directors. The Board shall not accept any submittal unless deemed at its sole discretion, to be in the best interest of the Fire District. The following evaluation procedure, criteria, and factors will be utilized in determining the successful firms to be recommended to the Board of Directors.

2.1 Final Selection Process

1. Submit a list of at least 10 references of projects completed with names, addresses, and phone numbers of contact person(s). Indicate type, size and dollar value of projects completed.

Based upon the submittals, and our assessment, the Staff and building committee will make a recommendation to the Board of Directors for their approval. The award of the final consulting agreement will be based on the top-ranked proposals, which is

considered to be in the best interests of the Fire District. MFPD reserves the right to reject any and all proposals.

Firms interested in this proposal shall send their submittals to:

Cary Spiegel, Fire Chief
Monarch Fire Protection District
13725 Olive Boulevard,
Chesterfield, MO 63017
(314) 514-0900

2.2 PREPARATION OF PROPOSAL

A proposal, to be entertained, must be properly made out and signed by the Firm and must contain no erasures. All requested information must be typewritten or in ink. Each proposal must be submitted in a sealed envelope bearing on the outside the name and the title for which the proposal is submitted. The fact that a Consultant submits a proposal will be construed by the Board to mean that the Consultant agrees to carry out all the provisions set forth in RFQ according to their full intent and meaning. This proposal shall become an addendum to any final Consulting Agreement entered into between MFPD and the Consultant.

Any proposals not prepared and submitted in accordance with the provisions herein may be considered informal and may be rejected. Proposals that modify, limit, or take exception to the procedure, scope of work, and/or other conditions included herein may be accepted or rejected, at the District's discretion.

This request is not an offer to enter into a contract and MFPD reserves the right to reject, at its sole discretion, any and all submittals. The District further reserves the right to add to, delete, or otherwise amend the provisions of any Consulting Agreement or to negotiate otherwise with any Consultant without further notice or solicitation or proposals. The information provided in this Request for Proposal may change at any time without further notice or solicitation of proposals.

2.3 QUESTIONS AND INTERPRETATIONS

Each party shall examine the documents carefully and shall contact the Staff for interpretation or correction of any ambiguity, inconsistency, error, or other wording therein which he may discover. Any and all such interpretations and any supplemental instructions will be in the form of a written addendum to the RFQ. All addenda so issued shall become part of the original RFP. For interpretation contact:

Cary Spiegel, Fire Chief
Monarch Fire Protection District
13725 Olive Boulevard,
Chesterfield, MO 63017
(314) 514-0900

2.4 QUALIFICATIONS OF ARCHITECT/ENGINEER

MFPD reserves the right to make such additional investigations, conduct tours of facilities, request background information, etc., as it deems necessary to determine that the Consultant/Firm submitting a proposal is qualified to meet the terms of the RFQ.

The firm submitting a proposal shall provide to the District all such information and data requested to demonstrate its qualifications and ability to perform the requirements stated in this RFP. The District reserves the right to reject any proposal if the evidence and/or investigation fails to satisfy the District that such Consultant/Firm is properly qualified to carry out the obligation of this Request for Proposal and to execute all phases of the contemplated agreement.

3.0 SCOPE OF ARCHITECT CONSULTING SERVICES

Introduction/Scope

This section outlines the proposed architectural consulting services that MFPD expects the successful firm to provide. We believe this information generally describes the proposed consulting work and the project, which we will undertake.

The initial architectural services agreement will be for pre-design assistance, refinement and validation of the current master plan to achieve optimum site development and schematic designs, preliminary cost estimates, and professional color renderings; all to be accomplished no later than TBD. Schematic designs and preliminary cost estimates shall be for the total project.

Architectural design services requested include what are normally considered full design services per AIA Documents B141-1987 (Owner-Architect Agreement) plus pre-design, site analysis, alternative designs, project development cost and project development scheduling as well as any additional items stipulated in this document. Architectural services are to be accomplished in two task assignments, Task 1 and Task 2, as follows:

Task 1

Master Plan refinement includes but is not limited to pre-design, site analysis, schematic design, and preliminary cost estimates. Site analysis and schematic design shall include three (3) or more alternatives for consideration and a professional artists rendering of the selected alternative.

Task 2

Under the proposed consulting agreement, the A/E Consultant shall provide full

architectural and engineering services to furnish all necessary consulting services for the design of this project. The types of services include but are not necessarily limited to the following:

1. Full interior and exterior architectural design services for the new facility.
2. All civil, structural, surveying, geotechnical/soils, landscaping, and related technical services.
3. All engineering including mechanical, plumbing, HVAC, controls, electrical, telecommunications, fire protection, and security systems.
4. All designs shall meet ADA requirements.
5. Design of interior spaces, kitchen, living quarters, offices, conference, meeting rooms, etc., including built-in equipment and casework.
6. Interior and exterior building signage design.
7. Code review, compliance, and coordinate zoning and right of way issues with governmental agencies, any and all permits required including: city or county including land disturbance.
8. Preparation and review of construction estimates.
9. Preparation of all contract documents, plans, and specifications for construction.
10. Evaluations of contractors' proposals, bid amounts, and contract negotiations.
11. Construction administration, field inspection, and final close out.
12. Coordinate and where necessary provide equipment/furniture location plans.
13. Include environmental consulting work as needed.
14. Provide District with CADD discs of final design.
15. Approve all payments made by the District.

3.1 GENERAL CONDITIONS FOR ARCHITECTURAL/CONSULTING AGREEMENT

1. Consultant's fee will be based upon the "Detailed A/E Fee Proposal" submitted on TBD. (See Paragraph 2.0)
2. The fee proposal shall be a "Fixed-Fee," "Percentage of Cost" or "Not-to-Exceed" amount. The proposal shall cover all consulting services listed in the Scope of

Consulting Services. The consulting agreement shall be based on the fee proposal.

3. MFPD will make available to the A/E Consultant all information of record relating to the various items included in the Project. Consultant shall be furnished basic information available duties, data, program requirements, etc., to allow consultant's work to proceed without undue delay.
4. Consultant shall provide and maintain during the life of any agreement between the District and the Consultants, Worker's Compensation Insurance in the amount of the Statutory Limits; Employers' Liability Insurance in an amount equal to the limit of liability and in the form prescribed by the Laws of Missouri; and Comprehensive General Liability Insurance in an amount of \$1,000,000, for combined single limits for bodily injury and property damage (or bodily injury and property damage for \$1,000,000 each, for all employees of the Consultant engaged on the work covered by this Agreement, to protect against claims for bodily injury, death, or property damage which may arise from the execution of the work under this Agreement.
5. Before proceeding with any work, the Consultant shall furnish to MFPD certificates of insurance, indicating MFPD as an additional insured, executed by insurance companies approved by the District to evidence coverage by the Consultant as set forth above.
6. Consultant represents and shall have responsibility for ensuring that all project design work, including, without limitation, all Plans and Specifications, comply with the provisions of the Americans with Disabilities Act, 42 United States Code, Sections 12101 et seq., including all regulations and guidelines promulgated there under (collectively the "ADA"), and Consultant shall indemnify, defend, and hold harmless MFPD, its representatives, officers, employees, and Directors from and against all actions, demands, liabilities, and matters of every kind, including, without limitation, attorney's fees, redesign fees/costs, and expenses of litigation, arising out of any failure of the Consultant's design work to comply with the ADA.
7. The final agreement may be terminated without cause, at any time, by either party provided the terminating party provides seven (7) days' notice in writing via certified mail, to the non-terminating party to the contact person and address provided by said party. Should either party terminate the Agreement during the pendency of any one project, the Consultant shall be entitled to compensation for only work that has actually been performed, not future services or earnings.

3.2 PHASES OF DESIGN WORK AND SERVICES INCLUDED

Task 1

Phase 1 . "Pre-design Services" - The Consultant shall conduct studies and

investigations to develop a final specification with budget estimates, etc., upon which to base a final decision. All options shall be discussed with and approved by Staff before proceeding with any final design. The final specification shall be reviewed and approved by the Staff before proceeding with the next phases.

Phase 2. "Building Siting and Field Services" - Surveys, including field inspections of the existing adjacent buildings, soils testing, identifications of existing utilities environmental and code issues, and review of District records, will be necessary. MFPD will supply copies of existing drawings and records if requested. Consultant shall arrange for and conduct field surveys and study existing conditions as need for the work. The Consultant shall fully develop the site design and plan the exact building locations/outline(s) to satisfy the approved program and specifications requirements.

Phase 3. "Schematic Design Services" - Perform all technical/design services necessary to complete a preliminary plan and detailed program for these projects. Present this information to the Staff and building committee for review and approval. Preliminary information on the mechanical, exhaust, plumbing, and electrical systems shall be developed at this stage for review. Consultant shall meet with the Staff and building committee to review the preliminary plans and incorporate their comments into the final design. Provide a preliminary cost estimate for approval.

Task 2

Phase 1. "Design Development Services"- Based on the approved preliminary plan and cost estimate, the Consultant shall fully develop the design, review/select materials, determine interior design requirements, select final mechanical/electrical equipment, review outline specifications with the Staff, obtain final code authority approvals, and submit this information to the Staff and building committee for review and approval. The Consultant shall also develop a tentative construction schedule for the project.

Phase 2. "Construction Documents" - After approval of design, prepare necessary construction documentation including working drawings and technical specifications for all architectural work. Structural, civil, plumbing, mechanical, electrical, sprinkler, fire protection, interior construction, signage, cabinet work, telecommunication provisions, etc., as needed. The Staff will provide basic information for general condition sections of specifications. Bid documents for construction shall include, as needed, certain "Alternate Bids" to control the final project costs.

Phase 3. "Bidding State" – Consultant shall provide a final construction cost estimate, prepare a list of recommended bidders, print and issue all plans specifications/bid documents. The District shall arrange for all advertising, and conduct the bid opening activity. Consultant shall attend pre-bid and pre-construction meetings. Consultant shall provide information for addenda if necessary and reply to bidder's questions. Consultant shall evaluate final bids, analyze alternates, and make appropriate recommendation(s) regarding bid results. If all the bids are more than 10% over the construction estimate,

the Consultant shall immediately re-design the project to lower the bid prices and re-issue the contract bid documents at no additional cost to the MFPD. The consultant shall assist the MFPD with the preparation of the “contract forms” to be signed by the successful bidder. MFPD shall issue the “Notice to Proceed.”

Phase 4 “Construction Services” - The Consultant shall perform construction inspections to insure quality control and compliance with contract documents, contract administration, and assist the Staff with coordinating the work. The Consultant shall review/approve all shop drawings and materials submittals. Consultant will respond to technical questions regarding the intent of the plans/specifications, plus issue appropriate information for change proposals if revisions to the design are needed. Consultant will work with the Staff and contractor to handle the paperwork for change orders, etc. The Consultant, working with the Staff, will schedule the Contractor’s fieldwork. The Staff will provide the contractor’s access to the job site. The Consultant will assist as needed with code agency approvals, provide A/E sealed drawings, and interface with building code and other officials. Consultant will make at a minimum Bi-weekly job site visits, respond to field problems at the site, and conduct weekly construction progress meetings. Construction periodic progress payments will be reviewed by the Consultant prior to submittal to the Staff for payment.

Phase 5 “Close-Out” - Consultant shall conduct, along with the Staff, the final inspection and project close out. The Consultant in conjunction with the Contractor will prepare as built drawings, operating instructions, manuals, etc. All as built drawings shall be on disk in AutoCAD format as well as reproducible drawings. The Consultant shall work with the Staff to prepare the final certificate of completion for acceptance of the project including the final punch list.

3.3 Other Conditions and Requirements

1. Time is of the essence. The Consultant must provide a sufficient staff of architects and engineers to pursue all portions of the project and keep a very tight timetable on critical items. A schedule of the various phases of design work shall be developed that would result in the start of the construction TBD.
2. As each phase of the project is completed, the Consultant is expected to submit a separate set of plans or a report covering that individual portion of the work.
3. For all the final design drawings: Submit one black line original copy suitable for reproduction (no sepia prints), one half size black copy and a copy on a computer disc (Auto CAD) for use by the District.
4. Expenses: The Consultant shall arrange for and pay for printing of up to 40 sets of the final plans and specifications as part of this agreement. The Consultant shall include in his proposal the printing of the initial program, all reports, and any other preliminary/miscellaneous plans. The Consultant shall also include all other types of normal and regular expenses in their fee proposal.

5. Fee Proposal shall be complete and include all consulting services necessary (i.e., architectural, civil, soils, structural, surveying, mechanical, electrical, plumbing, fire protection, etc.) for the complete “turn-key” design of the proposed project and as called in this RFQ including printing and normal expenses. Proposal shall be either “fixed fee,” “percentage of cost” or “not-to-exceed” amount. For accounting purposes, the fees will need to be broken down by each phase of the project. Invoices must show current amount being billed, total amount billed to date, total amount allocated for phase.

3.4 Scope of Proposed Project

Under this agreement, the consultant shall design a new construction project for the following:

Build a fire station at TBD, Wildwood, Mo. 63005

Build a fire station at TBD, Creve Coeur, Mo. 63141

Budget:

The amount of funds available for each project has been estimated at \$ TBD million the available funds must cover construction of a complete “turn-key” project. A/E fees are included in the \$TBD million figure. This budget shall and must include the following:

- Construction of new facilities.
- Any and all cabinetwork and built-in equipment.
- All site work, utilities, relocating underground lines, MSD, DNR, etc.
- Parking and entry relocation
- All ADA items and/or other code requirements requested by the building officials to obtain a permit.
- Environmental items (if necessary).
- Telecommunications and alert system provisions for all areas including stairwells.
- Hidden costs, change orders, and extras during construction.
- Testing services required by the construction work.
- Contingency fund.

If at any point in the design the project estimate exceeds \$TBD million the consultant will work with the staff and building committee for an estimate of the total project cost. If total project cost exceeds budgetary constraints, the consultant shall work with the staff and building committee to bring the final project within budget.

2. General Design Requirements/MFPD Standards/Existing Construction

For all construction projects MFPD requires the specifications to include a standard arrangement of General Conditions, which will cover, among other things, insurance bonds, coordination of the work, supervision, construction schedule, shop drawings, guarantees, maintenance/operating instructions, as-built drawings, final inspection, and final checkout period for the facility. These provisions or acceptable alternate general conditions shall be incorporated into the final construction documents.

All new construction shall be designed to complement surrounding neighborhood. All MFPD facilities are to be fully accessible and comply with ADAAG standards. (See paragraph on ADA requirements for more detail.)

Other standards for mechanical, plumbing, electrical, site work, etc., are covered in their individual sections.

3. Survey of Building Site

This project shall have an updated topo survey performed by a licensed surveyor for use by the consultant in performing the final architectural and site designs. The Staff will provide copies of old surveys and site plans (if available) for information only. The fees for these technical services shall be included in the proposal.

The survey shall also include verification of the existing utility line locations for use by the contractor during construction. The District will provide copies of existing plans for use by the surveyor, but all information shall be verified in the field or by contacting utility companies.

“The Survey” shall be a complete land survey of the site areas within the proposed construction limits giving all grades, lines, pavement, easements, contours, existing utilities, adjacent buildings, trees, and all other information required for the design and construction of the new facility. Information copies of “The Survey” shall be provided to the District.

4. Geotechnical and Soil Technical Services

The consultant shall provide all geotechnical and soils analysis-engineering services for the building site. Provide soil test borings (minimum of six), test pits, soil-bearing values, and other appropriate tests as needed for the building design work. All soils and geotechnical information shall be presented in a final report to the architect with a copy sent to the Staff. If drilled piers are required, provide inspection service for checking the drilled holes. The costs for all the geotechnical/soils services required shall be included in the fee proposal.

Old reports and soils test data will be made available, if requested, from the District, providing, however, that this information is still available from our files.

If soils testing is to be required during the construction phase, refer to paragraph titled "Testing Services." The costs for all other testing of soils (i.e. for geotechnical report) shall be included in the fee proposal.

5. Testing Services /Miscellaneous Charges

MFPD needs to develop this project on as near a "turn-key" basis as possible. Therefore, the final plans/specs/contract documents shall require the payment for all testing services, materials testing, concrete proof test, soils tests, etc., be included in the "base bid" for the construction.

Other charges that may occur during the construction phase such as permits, application fees, and other miscellaneous charges shall be written into the construction contract and paid by the bidder in order to have as near a lump-sum as possible.

6. Site Work

As part of the site work, all disturbed areas shall be graded and sodded with an underground irrigation system. New trees and shrubs will be a basic requirement under the construction phase of this project. The consultant shall prepare and submit a recommended planting plan to be used by the District.

Site work shall also include all civil engineering design for drainage, grading, and sewer work. Fee for all portions of the site work shall be included in the proposal.

7. ADA Requirements

The design of all new construction shall comply with the latest ADAAG standards for public buildings.

8. Rest Rooms

Public rest rooms shall meet all current ADA standards.

9. Signage

As part of the scope of work, the installation of all new/additional ADA approved signage shall be included as required. Details of the signage design, materials, graphics, etc., shall be determined by the Staff at a later date. Coordinate all room numbers, titles, wording, etc., with the District for a unified design. The design fees for the new signage program shall be included in the proposal.

10. Heating, Ventilation, & Air Conditioning System(s) (HVAC)

It is presumed that heating will be by natural gas and cooling will be by electric forced air-cooling.

It is desired to utilize the latest most energy efficient HVAC systems (i.e. central air systems with variable air volume, economizer cycles, etc.,) HVAC supply system will require medium or high efficiency filter system(s) to control (reduce) the amount of dust particles.

The HVAC system shall use a state of the art microprocessor based control system such as direct digital controls (DDC) The consultant shall study the possibilities of connecting existing systems to the new control system. Details of the new control system and the inter-connection to a central unity shall be studied and various options presented to the Staff for final review and approval.

The overall mechanical design shall follow the International Code Council 2018 and the ASHRAE Code 621989 with respect to indoor air quality, outside air requirements and environmental temperatures.

The consultant shall study various HVAC systems and provide recommendation for best system based on life cycle cost.

11. Electrical System

This project shall incorporate an emergency power generation system to facilitate total building operations during times of public utility power outage.

Project shall have a fire alarm system that meets ADA standards.

This project shall comply with the ADAAG standards.

New fire doors shall incorporate electro-magnetic holdbacks that connect to the fire alarm system.

12. Telecommunications / Audio Visual Television

As part of the design of this new facility, the consultant shall provide the routing and empty conduit for a telecommunications system. Advanced technological equipment will be located in all conference rooms/training areas. The new spaces shall be designed with provisions for utilizing projection equipment, video signals and phone lines as determined by the Staff.

13. Specific Recommendations

Basic service included:

- Provisions for television monitors with DVD
- Room design must consider the ability to adjust light sources for projecting images
- Tone alert monitoring system
- Phone line(s) and computer(s) access