



## City of Dublin

*702 E. Madison St.  
Dublin, Georgia 31021*

*P.O. Box 690 478-277-5047  
Dublin, Georgia 31040*

### **REQUEST FOR QUALIFICATIONS PROFESSIONAL PLANNING AND PRELIMINARY DESIGN DUBLIN FIRE DEPARTMENT**

The City of Dublin (City) is soliciting proposals to provide professional planning and preliminary design services for a proposed new fire station that will meet current space and operational needs for the City of Dublin Fire Department.

RFQs are due by **October 12, 2021 at 3:00 PM** at the City of Dublin Purchasing Department located at 702 E. Madison St., Dublin, Georgia at which time they will be opened. All RFQs should be in a sealed envelop marked "Fire Station Design and Planning". Late RFQs will not be accepted.

The Dublin Fire Department is located within the City of Dublin, Laurens County, Georgia along Interstate 16 in Central Georgia. The department currently has two fire stations located at 535 Saxon St. and 200 Shamrock Dr. in Dublin. Dublin Fire Department provides primarily fire response with rescue and some EMS services to 16 square miles of land and the 16,000 residents within the City of Dublin, responding at over 1,400 calls each year.

Our department operates with 37 employees, 34 line personnel that will increase to 36 with this station, two admin and one inspector. The new station will need housing for 6 personnel 24/7 and administration offices for the fire chief and administrative assistant with lobby staging area for visitors. Dublin City Council is committed to developing a professional, adequately staffed and equipped fire department and requires appropriate station facilities to meet this commitment.

Firms with relevant experience in designing fire stations and the qualifications to perform these services are encouraged to submit a proposal. Firms may partner with other firms to ensure that the design team provides the appropriate level of expertise in the required disciplines. However, design teams must designate one lead firm. The lead firm shall be responsible for meeting all of the requirements of the proposal.

The purpose of the RFQ process is to identify the firm and proposal the City determines are best suited to support the City in this important project. Following an analysis of the responses to this RFQ, firm(s) may be invited for interviews, with one firm being selected for further negotiation. The firm ultimately awarded a contract by the City will provide services as directed by the City of Dublin.

#### **NATURE OF SERVICES REQUESTED**

The City is seeking a firm to design a fire station that meets the needs of the department.

The firm shall perform a site analysis, develop a conceptual schematic design, and provide a construction cost estimate.



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After owner approval of the selected schematic designs, the design team will be authorized to begin design development and proceed with the creation of construction documents. Prior to the design development stage, the City, working with the selected consultant, may select a Construction Manager to manage bidding and construction of the project and to provide input on the design development and specifications.

### Phase I:

- A. Space Needs Analysis: A total space needs program shall be developed and presented in matrix or spreadsheet format for current space needs. The space needs program shall be comprehensive with square foot tabulations of individual spaces, sub-totals, circulation factors and overall gross square footage.
- B. Site Analysis: Evaluate existing site for the development of the new fire station. Provide site requirements, including but not limited to parking, security, lighting, access, etc. Factors to be considered may include, but may not be limited to, the following:
  - (1) Traffic impacts for station response time as well as the traffic impact to the surrounding neighborhood.
  - (2) Cost
  - (3) Zoning
  - (4) Environmental
  - (5) Potential for site contamination
  - (6) Necessary off-site improvements
- C. Concept Design: Refined concept design and renderings shall include, at a minimum, a Site plan, Floor plan, and elevations demonstrating the exterior character of building(s).
- D. Cost Estimation: The selected firm will be expected to work closely with Staff in developing Phase I deliverables. Additionally, the selected firm will also be expected to present deliverables to the Dublin City Council at public meetings.

Phase II. Design & Construction - This phase will involve preparation of all remaining architectural and engineering services related to the final design of the concept selected by the City through completion of construction including design, construction documentation, preparation of bid documents, and assistance during contractor selection.



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### DELIVERABLES

The completion of the above tasks will lead to the following deliverables:

- Report addressing each of the items described in the scope of work reference above.
- Operational analysis and evaluation
- Site evaluation
- Building elevations
- Schematic site plans
- Project Budget
- Power Point, project boards, renderings and/or other visuals for a presentation to Council
- Fifteen (15) copies of the final report, including one in electronic form

*The report and all deliverables should be in of such quality and in such detail that they can serve as concept plans to be used as the basis for a final design.*

### RFQ Submittal Requirements:

1. Introductory Letter. This letter shall specifically stipulate that the Consultant accepts all terms and conditions contained within the RFQ and supporting documents. The letter shall name the person(s) authorized to represent the Consultant in any negotiations and the name of the person(s) authorized to sign any contract that may result.
2. Qualifications: Information under this section should include, but not be limited to:
  - a. Company description: Include number of years in business, size, specialties, etc.
  - b. Provide relevant information about the firm, including how many years the firm has provided architectural and/or engineering services and provide background, training and experience in design and construction of fire stations and evidence of licensure in Georgia.
  - c. Summarize the firms' interest in this project and any special knowledge or expertise that the firm has to offer.
  - d. Describe the firm's resources available to perform the work for the duration of the project and other on-going projects
  - e. Fees to be assessed if you were awarded this design and bid phase for this project.
3. Experience:
  - a. Provide past performances on similar contracts in terms of cost control, quality of work, and compliance with performance schedules. Submit a detailed description



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- (including photographs if possible) of (3) three recent projects either completed or under construction.
- b. Staff experience: Provide the name, title, brief description of duties, and years of experience and availability for the staff that will be assigned to this contract.
  - c. Sub-Consultants (if applicable): Include information about their experience and the name, title and brief description of duties and years of experience for each staff member that will be assigned this project.
  - d. Resumes of principal and staff proposed to work on the project
  - e. Provide an organizational chart for all key personnel on this project.
4. Project Approach and Understanding: Information under this section should include, but not be limited to, your understanding of the City's requirements, comments on the City's proposed project schedule and your firm's approach:
- a. State how your firm will meet the Scope of Services, including a proposed work plan or proposed scope of work. Provide both a summary and the detail of your proposed services and timeframe to complete the tasks.
  - b. Provide a clear and concise understanding of the project by describing and clarifying any major issues based upon project information provided in this RFQ.
  - c. Provide a detailed description of the firm's approach to overall management, allocation of resources, best practices and integration of all activities required by the scope of work.
  - d. Provide statement regarding lines of authority and responsibility, and a statement regarding how your firm is prepared to respond promptly to problems and any changes to the scope of work.
  - e. Outline firm's approach to ensuring work is completed in accordance with budget and schedule.
  - f. Address quality assurance and quality control measures undertaken to improve accuracy and completeness of project documents.
5. References:
- a. Provide at least three (3) references for similar work performed for Phase I and Phase II with other fire departments, City's or agencies within the past five (5) years. Include department name, location, contact person and contact information (phone and email). Briefly describe the work performed.
  - b. Provide at least three (3) references for similar work performed for any subconsultants identified within this proposal. Include department name, location, contact person, and contract information. Briefly describe the work performed.

Commented [MC1]:



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### QUALIFICATIONS

Minimum Qualifications: Failure to meet any of these qualifications will render your proposal non-responsive.

- 1 The individual proposed to be the architect or engineer of record shall possess a valid State of Georgia professional registration in the claimed field of expertise.
- 2 Respondent must provide assurances that the Key Personnel listed in the Proposal will be timely available to start work on the project and to prosecute the work without interruption from other projects, commitments or schedules.
- 3 Demonstration of legal and financial stability to fully perform the contract requirements.
- 4 Statement of financial condition/stability.
  - a. Financial references.
  - b. Insurance coverage in force (general liability, professional liability, worker's compensation) and limits of same.
  - c. Summary of litigation, judgments, claims or disputed amounts occurring in the last five years
  - d. Identify if your firm has had any contracts terminated due to non-performance over the last five (5) years.
  - e. Identify adverse actions sanctioned by any regulatory authorities over the last five (5) years.

### EVALUATION CRITERIA

The City's choice of the Consultant will be made by evaluating the written qualification statements as well as statements presented during interviews. The City reserves the right to conduct interviews of a short list of respondents. Should the City decide to conduct interviews, the interview sessions will be evaluated in a manner similar to the evaluation of written qualifications. Topics covered in the interview session shall include the topics listed herein under the "Submittal Requirements" section plus any additional, relevant topics which may arise during both the formal presentation and the question and answer portions of the interview. If interviews are conducted and if your firm is selected for interview, you will obtain more information on the interview process.

Each proposal will be evaluated based upon the documentation submitted and any interviews. Firms not exhibiting the minimum qualifications will be disqualified and not scored. The selection will be based on the following criteria:



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- 40% Qualifications
- 30% Experience
- 15% Project Understanding and approach
- 10% References
- 5 % Strength of Financial and Legal Stability of Firm