

PUBLIC NOTICE
REQUEST FOR QUALIFICATIONS #1236
ARCHITECTURAL SERVICES FOR FIRE STATION

The City of Springfield, TN (“City”) is requesting qualifications from consultants or firms for architectural services for the construction of an approximately 10,000 sq. ft. fire station. This project will include site plan, interior and exterior building design, landscape architecture, bid preparation, proposal analysis, construction oversight, and compliance. The project must meet all applicable laws, ordinances, regulations, and codes of the City. The project must also comply with all state and federal laws and /or regulations. The consultant will be expected to acquire any and all permits required by various other regulatory agencies. The consultant will be expected to assist in obtaining the necessary approvals from the Springfield Regional /Municipal Planning Commission and to assist the contractor in obtaining the necessary building, electrical, mechanical, plumbing, and general construction permits.

Requirements may be downloaded at www.springfieldtn.gov. Requests for clarification may be sent to David Brewer, P.E, City Engineer, via email at david.brewer@springfieldtn.gov. Please reference **ARCHITECTURAL SERVICES FOR NEW FIRE STATION RFQ #1236** on the outside of the sealed envelope; please provide three (3) hard copies and one (1) digital copy. **Sealed** proposals must be received in the Office of the City Recorder, 405 North Main Street, Springfield, TN 37172 by 2:00 P.M. central time on Wednesday, March 29, 2023. Proposals received after the deadline will not be accepted.

A Qualifications Based Selection Committee (QBSC) will evaluate each submission and may select a consultant or firm to interview. Following the QBSC evaluation, including interviews, and fee schedule negotiation, the QBSC will make a final recommendation for the City Manager to report to the Board of Mayor and Alderman for the contract award. Any final contract award is subject to approval by the Board of Mayor and Alderman.

The City reserves the right to reject any and all proposals, to waive any informality or irregularity in any proposal received, and to be the sole judge of the merits of the respective proposal received. Final award will be subject to the execution of the contract. The City reserves the right to negotiate a final contract that is in the best interest of the City.

Lisa H. Crockett
City Recorder



CITY OF SPRINGFIELD
Administration

405 North Main Street • Springfield, Tennessee 37172 • (615) 382-2200 • FAX (615) 382-1612
www.springfieldtn.gov • info@springfieldtn.gov

REQUEST FOR QUALIFICATIONS ARCHITECTURAL SERVICES FOR NEW FIRE STATION

The City of Springfield, Tennessee (“City”) is a Tennessee municipal corporation of approximately 18,745 residents located approximately 30 miles north of Nashville. The City currently has two fire stations and intends to procure architectural services for a new fire station to be located on William A. Batson Parkway in Springfield, Tennessee. The site is approximately 1.5 acres. The deadline for proposal submission is March 29, 2023. All proposals must be delivered to the City Recorder’s office in Springfield City Hall, 405 North Main Street, Springfield, Tennessee 37172 by 2:00 P.M. on the deadline date. Proposals not received by the deadline will not be accepted.

1. Scope

The City is seeking proposals for architectural services for the construction of an approximately 10,000 sq. ft. fire station with the following features:

- Two (2) truck bays, preferably with drive-through capability.
- Sleeping for nine personnel.
- Officer’s sleeping area.
- Living area for ten personnel
- Bathrooms, showers, and personnel lockers.
- Office area with computer workstation.
- Wi-Fi network and internet connectivity throughout the building.
- Hose washing and drying area.
- Carbon monoxide removal/handling system in truck bays.
- Utility and storage areas common to such a facility.
- Design of water and wastewater utility extensions to serve the site.
- Design of street extension to serve the site.

The project will include site plan, interior and exterior building design, landscape architecture, bid preparation, proposal analysis, construction oversight, and compliance. The project must meet all applicable laws, ordinances, regulations, and codes of the City. The project must also comply with all state and federal laws and/or regulations. The consultant will be expected to acquire any and all permits required by any federal, state, or local agency or department, or any other permit required by various other regulatory agencies. The consultant will be expected to assist in obtaining the necessary approvals from the Springfield Regional/Municipal Planning Commission and to assist

the contractor in obtaining the necessary building, electrical, mechanical, plumbing, and Construction General permits.

2. Personnel

Personnel to be assigned to this project shall be named specifically in the proposal. The use of subcontractors and their representatives shall be disclosed in the proposal. The credentials and experience of all such individuals shall be included in the proposal. The City reserves the right to refuse services from individuals not specifically identified in the proposal and may consider the substitution of such individuals for those named to be in the proposal to be a breach of contract.

3. Contents of the Proposal

The proposal shall contain the following information:

- Name, address, phone/fax/email of the proposer.
- List of personnel including all vitas.
- General approach to the problem.
- Proposed ideas that might differentiate the proposal from others
- Experience with fire station design or other public buildings.
- Resources available to meet time constraints.
- Any sketches, renderings, maps, or plats that the proposer desires to include.
- References
- Information on licensure, insurance, etc., of the firm and individuals.
- Five hard copies and one digital copy of the proposal.

4. Time for Performance

Work on the project must be substantially complete 120 days after contract signing.

5. Project Management

The Project Manager is David Brewer, P.E., City Engineer. The Project Manager's contact information is as follows:

405 North Main Street
Springfield, Tennessee 37172
615.382.2200
david.brewer@springfieldtn.gov

He will serve as the City contact for the project. The Project Manager shall have the authority to communicate with the consultant concerning project details.

6. Selection

A Qualifications Based Selection Committee (QBSC) shall be convened consisting of the City Manager, Assistant City Manager, Fire Chief, and City Engineer. The QBSC shall review all proposals and shall have the option to invite the top proposers to interview. Selection factors will include staff capability, related experience, ability to meet deadline, and specific experience with similar projects. The final work product must be produced by an architect licensed to practice in the State of Tennessee.

7. Contract

The City will attempt to negotiate a contract with the selected consultant. The QBSC will make a final recommendation for the City Manager to report to the Board of Mayor and Aldermen for the contract award. Any final contract award is subject to approval by the Board of Mayor and Aldermen.

8. General Terms and Conditions

The City reserves the right to reject any and all Proposals, to waive any informality or irregularity in any proposal received, and to be the sole judge of the merits of the respective proposal received. Final award will be subject to the execution of the contract. The City reserves the right to negotiate a final contract that is in the best interest of the City.

9. Questions

Address all questions in writing to the Project Manager. All replies will be in writing and will be furnished to all recipients of the RFQ. Please include your email on any correspondence.