



**CITY OF EAST PROVIDENCE
REQUEST FOR QUALIFICATIONS
RFQ EP20/21-13
SPECIFICATIONS
ARCHITECTURAL AND ENGINEERING DESIGN SERVICES
FOR THE CONCEPTUAL DESIGN OF A
EAST PROVIDENCE COMMUNITY CENTER/POLICE WELLNESS CENTER
RFQ OPENING FRIDAY, APRIL 9, 2021 AT 11AM**

I. INTRODUCTION and BACKGROUND

The City of East Providence is dedicated to creating opportunities for our residents and members of our Police Department to come together and collaborate in innovative ways. We are committed to providing our community with a shared space to serve as a state-of-the-art community wellness center while also providing the East Providence Police Department a space to conduct planning and training as well as community outreach programs. The City of East Providence seeks professional architectural and engineering design services to evaluate site locations and produce a preliminary design and preliminary construction cost estimate for the East Providence Community Center. Potential locations include the Senior Center site located at 610 Waterman Ave, Pierce Field located on Mercer Street and other potential sites within East Providence. The project involves predesign and schematic design as described in the scope of service. The selected architect shall develop a preliminary building concept with floor plans, elevations, interior finishes and site design that will be used to obtain a construction cost estimate for a minimal 200ft x 102ft or 20,400 square-foot facility.

The building at a minimum shall be capable of accommodating two basketball courts, two futsal courts, women's and men's locker rooms, exercise/weight area, and a number of offices and conference spaces for use by the community. The City is seeking qualified architectural firms to design a building that meets the needs of the Police Department and the community.

II. STATEMENT OF THE PROJECT

A two-part approach will be used. Part one (this qualification request) is limited to Pre-design and Schematic Design services as described under Scope of Services. Part two (future qualification request) consists of the remainder of the architectural and engineering design services and includes design development, construction documents and construction administration phases of the project.

III. SCOPE OF SERVICES

PART I (Feasibility Study)

Pre-design: The City has developed the enclosed conceptual layout of the proposed building. This phase establishes the project parameters. The main goal of this phase is to figure out how much space is presently needed, how much space is likely to be needed in the future, and how that space should be used, organized and arranged. During this phase, activities may include interviews with end user groups, on-site observations of existing conditions and issuance of a program questionnaire. Additionally, the Architect will complete a preliminary code review and due-diligence review of applicable zoning regulations.

Pre-design:

Basic services during this phase include:

1. Design and programming meetings/reviews with Client department staff.
2. Collection and preliminary review of pertinent project information, i.e. applicable codes, regulations, design criteria, etc.
3. Participate in public input meetings to gather information on the needs of the community.
4. Based upon the receipt of a client prepared program document, the architect will prepare a program of space needs.
5. Conduct coordination meetings with the City.
6. Assess the feasibility of building sites.

Schematic Design:

This phase is conceptual and takes the project parameters, including program information and preliminary code review results, and begins the process of translating it into an efficient building design that meets the Owner's Project goals and objectives.

Basic services during this phase include:

1. The Architect shall review the information collected and prepared during pre-design to determine the requirements and design direction for the project.
2. Conduct a team planning meeting to establish parameters for development of conceptual, structural, HVAC, plumbing, electrical, fire protection and site systems.
3. Prepare narrative descriptions of building system for use in cost estimating.
4. The Architect shall prepare schematic floor plans or other documents, which in the opinion of the Architect, are necessary to describe the schematic design concept of the project.
5. Prepare an architectural site layout plan, limited to conceptual approaches to parking, sidewalk, ADA compliance and vehicular access.
6. A meeting to present the schematic design to the City.
7. The Architect shall make reasonable revisions to the schematic design, to achieve client

- approval.
8. Preparation of narrative descriptions of proposed structural, MEP/FP (mechanical, electrical, plumbing/fire protection) systems, for use in the preparation of a construction cost estimate.
 9. Preparation of narrative description of proposed general construction materials and finishes, for use in the preparation of a construction cost estimate.
 10. Develop a construction cost estimate.
 11. Prepare and present to City and City Council final schematic documents that may include the following:
 - Site Layout Plan
 - Floor Plans
 - Exterior elevations
 - Building sections
 - Interior architectural renderings
 - Exterior architectural renderings

All plans and documents become City property and will include both paper as well as digital copies in City approved formats.

PART II

Upon completion of the predesign and schematic design phases, the City will have an approved schematic design, and a better-defined project budget. At that time, a proposal can be submitted with a fixed fee for the completion of design development, construction documents and construction administration.

IV. RESPONSE TO RFQ

Each firm shall submit a package consisting of four (4) copies of qualifications to East Providence City Hall, Controllers Office, Room 103, Attn: Dawn Kenney, Procurement Specialist, 145 Taunton Avenue, East Providence, RI 02914 by 11:00 AM on April 9, 2021. Packages shall contain the following as a minimum.

1. Detailed description of the respondents approach and methodology to institute the project as outlined within this Request for Qualifications.
2. A description of the firm's background and relevant experience and qualifications and any other information of interest relative to the similar type projects.
3. A description of the background and experience of the designated project manager and other personnel who will actually be assigned to this project; as well as a detailed description of the function of each designated participant and their projected individual time commitments with specific hours and rates.
4. A description of the firm's current workload including name of project, scheduled completion and contact person.

5. References, especially for similar projects, and any other information the Architect deems pertinent are to be included.

After firms have been deemed qualified for this project, a fee proposal will be requested from those firms selected by the City.

The objective of this request is to select an Architectural firm for the above noted project for the City to identify what it deems to be the most qualified companies.

V. SELECTION PROCESS AND CRITERIA

Proposals will be reviewed by the City. This is a Request for Qualifications, not a request for Bid; responses will be evaluated on the basis of the relative merits of the qualifications package. The following criteria, not listed in order of priority will be used to evaluate each firm's qualifications:

1. Company Qualifications and Experience

A minimum of five (5) years experience is required. Work on projects of comparable building types, building uses (senior centers, municipal buildings, schools, public safety, etc). Specialized experience is required in a series of work areas. Proposals must clearly demonstrate full knowledge, understanding, and experience in the methods, techniques and guidelines required for the performance of the required work. All elements within this factor are of equal importance. The CONSULTANT must indicate specific experience in the required area.

2. Personnel Qualifications and Availability

Specialized experience is required of the project personnel proposed to undertake the work assignments. Proposal must clearly demonstrate the capability, academic background, training, certifications and experience of the proposed personnel. The availability of the proposed staff is also of critical importance and must be demonstrated. Specific project experience relevant to this scope of work must be demonstrated, as well as specific company experience.

3. Performance Record of Firm

A list of references from at least five (5) recent projects of a similar magnitude and complexity; references must include telephone number and affiliation.

4. Project Understanding and Approach

The CONSULTANT must demonstrate a comprehension of the role and function of this project in meeting the current and future needs of the CITY.

In addition to the understanding of the scope and approach, the CONSULTANT must

demonstrate the following which will be considered in the selection:

- a. Knowledge of current issues and state of the art in the relevant technical areas.
- b. Experience demonstrated on similar projects.
- c. Working knowledge of the geographic area as evidenced by prior work experience in the region.
- d. A demonstrated expertise and ability for rapid turn-around and flexibility on short-term projects.
- e. The capability to effectively direct multiple simultaneous work assignments.
- f. An ability to integrate and utilize interdisciplinary study teams effectively on assignments requiring a variety of skills and expertise from in-house resources.
- g. The ability to provide the necessary skills and expertise from in-house resources.
- h. Methods for assuring product quality, cost control, delivery schedule and project oversight.

VI. GENERAL CONDITIONS

1. The City reserves the right to reject any and all qualification packages, to waive any informality and to request interviews of consultants.
2. The Consultant shall provide all necessary personnel, sub-contractors, materials and equipment to perform and complete all work under this proposal.
3. All original documents and drawings shall become the property of the City after completion of the consultants work.
4. The Consultant shall be prepared to commence work immediately upon execution of a contract with the City.

Responses to this solicitation should be accompanied with a company brochure, a statement of the company's approach, a listing of personnel to be assigned to the project along with their background information, a list detailing similar projects with references, and any other information the company deems pertinent in assisting the City in adequately reviewing their capabilities. The completion dates and/or project status shall be provided for all projects listed under the experience section of the submittal.

Any questions regarding the RFQ may be directed in writing to Erik Skadberg, P.E., Deputy Public Works Director/City Engineer eskadberg@eastprovidenceri.gov or Dan Borges, Director of Public Works dborges@eastprovidenceri.gov by **THURSDAY, APRIL 1, 2021 AT 4PM.**