



Lake Havasu City, Arizona
PUBLIC SAFETY – FIRE DEPARTMENT

REQUEST FOR STATEMENTS OF QUALIFICATIONS
RFSQ B24-FD-PW-500404

DESIGN SERVICES FOR FIRE STATION 7

Site Location
3846 SLOOP DRIVE

RFQS PROPOSAL CONFERENCE
JANUARY 25, 2024
10:00 a.m. / Arizona Time

DEADLINE FOR QUESTIONS
JANUARY 29, 2024
3:00 p.m. / Arizona Time

STATEMENT OF QUALIFICATIONS DUE DATE: FEBRUARY 7, 2024
No Later Than 3:00 p.m., Arizona Time

REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ)

DESIGN SERVICES FOR FIRE STATION 7 RFSQ B24-FD-PW-500404 CIP PROJECT #103005 LAKE HAVASU CITY, ARIZONA

RFSQ DUE DATE: February 7, 2024, at 3 p.m., Arizona Time

Lake Havasu City is interested in receiving Statements of Qualifications (SOQs) from qualified design firms to provide design services as the Design Firm for the Fire Station 7 project.

Statements of Qualifications submitted must address, at a minimum, all issues brought forth in this Request for Statements of Qualifications (RFSQ).

SECTION I - PROJECT DESCRIPTION

1. Lake Havasu City desires the design of Station 7, a new fire station of approximately 12,000 square feet. The structure is intended to provide services for fire and EMS operations, which at a minimum shall include, but not be limited to:

- Housing a minimum of 6 firefighters, with appropriate living accommodations and support spaces
- Housing a minimum of 6 firefighting/medical apparatus
- Storage of firefighting equipment and gear
- Facilitating required fire support mechanical operations for equipment cleaning and drying
- Incorporating energy efficient utilities
- Accommodate physical fitness activities for the firefighters

SECTION II - SCOPE OF WORK

1. The selected design team, in coordination with the city, will guide the design of the new fire station. The project will include a standard fire station of approximately 12,000 square feet of building area, apparatus bays, typical onsite parking, drainage, lighting, landscaping, including signage and improvements to the street frontage at both McCulloch Blvd. and Sloop Dr.

2. A conceptual site plan (provided with and without surrounding streets) is found in Exhibit A. This is conceptual only and the selected Firm is not obligated to use it. The conceptual fire station includes 6 bays at about 5,895 sq ft, approximately 4,580 sq. ft. of dorms, kitchen, restrooms, office space, fitness room, decontamination, storage, and fire support areas. Communications and IT infrastructure should also be included. Concrete aprons and parking are proposed, as depicted in the conceptual site plan. Typical landscaping and a flagpole are to be included.

3. The fire station is considered an “essential services facility” and will include electrical

power generator support for the entire building and site.

4. The selected design team will be required to integrate sustainable strategies and features into the design to minimize the energy consumption of the fire station; conserve resources; minimize adverse effects to the environment, and improve occupant productivity, health, and safety.

1. Preconstruction Services (Phase 1):

- Schedule Development
- Design Development
- Assist negotiating Preconstruction Fees and Guaranteed Maximum Price (GMP) Proposal for the subsequent CMAR contract

2. Design Completion & Construction Services (Phase 2):

- Design to 100%
- Construction Supervision
- Progress Schedule Reporting
- Punch Lists (Architectural, Structural, Mechanical/Electrical/Plumbing, Technology)
- Project Closeout

SECTION III – PROJECT GOALS

1. Goal #1: Efficient and Effective Design. The design firm will provide designs that maximize the square footage available to meet the needs of the Lake Havasu City Fire Department so the station can effectively serve the community. Designs will:

- a. Include the functions and amenities in an efficient workspace including office spaces within the limited footprint of the building and incorporate as many additional amenities as the budget allows.
- b. Provide comfortable spaces for staff that provide both the livable benefits while also providing for health benefits, such as exercise facilities, and incorporate best practices from the “Healthy In/Healthy Out” based on industry standards.
- c. Create functional and comfortable public spaces and buildings. The Design shall fit into and enhance the surrounding community areas.
- d. Allow for easy long- and short-term maintenance and upkeep

2. Goal #2: Maximize Efficiency of Phasing Plan and Schedule. The design firm will develop design and construction phasing plan and schedule that will:

- a. Maximize the efficiencies of designing and constructing similar stations through the use of repetitive design submissions, equipment submittals, and maintenance and operations requirements developed on prior fire station projects completed by the team.
- b. Create a reliable schedule that achieves completion of the project as soon as practicable.

3. Goal #3: Efficient Pricing. The design firm will aid in providing transparent pricing that takes advantage of the efficiency of progressive design/build, including the following:

- a. Create efficiencies through the standardization of design elements, such as equipment and systems,
- b. Fast track design and construction to maximize the City’s budget and minimize the schedule; and
- c. Utilize materials and equipment that are easily maintained from reliable suppliers with

excellent warranty services.

4. Goal #4: High Functioning Team. The design firm will develop and promote a high functioning, collaborative relationship with itself, the City, the contracted CMAR, and the stakeholders to achieve design excellence within the City's budget and schedule and demonstrating exemplary design and project management.

5. Goal #5: Design for Safety. The design firm will create designs that enhance the safety of the project in both construction and in the operation of the facility. The design and construction process will reduce re-work and interference with operations with a goal of no recordable incidents.

SECTION IV - STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

The design firm will be selected through a qualifications-based selection process. Firms interested in providing design services must submit a Statement of Qualifications (SOQ). Each SOQ will be evaluated according to the following criteria:

A. Project Understanding and Approach (35 points)

Discuss your team's approach to providing the services in Phase I - Project Description and Scope of Work. The team's understanding of the goals and objectives for the project and proposed methodology for meeting those goals and objectives.

- a. Provide a comprehensive narrative statement illustrating a clear and concise understanding of the requirements of the project
- b. Identify your team's familiarity with Lake Havasu City procedural requirements and/or local issues pertinent to this project, which enhances your qualifications to successfully perform Design services for this project and why your firm should be selected
- c. Describe your team's project management approach and team organization during design and construction phase services. Describe the system used for planning, scheduling and estimating.
- d. Discuss the major issues your team has identified on this project and how you intend to address those issues.

B. Experience of Key Personnel and SubConsultants (25 points)

Discuss the experience and qualifications of your selected project team members for projects of comparable character, size, budget and complexity. Describe your approach to overall team formation and coordination of team members and provide an organizational chart. Resumes, not to exceed two (2) pages in length per team member should be included in the Appendix.

For each key person identified, list their length of time with the firm and at least two (2) comparable projects in which they have played a primary role. If a project selected for a key person is the same as one selected for the firm, provide just the project name

and the role of the key person. For other projects provide the following:

- a. Description of project
- b. Role of the person
- c. Project Owner (include reference contact information).

C. Experience of the Firm (25 points)

Discuss the firm's experience and qualifications by demonstrating a history of successful design of facilities for at least five (5) facilities, of municipalities or other agencies, similar to provided scope, including size, budget and complexity.

Provide the following information for each project:

- a. Description of the project and Municipality or Agency.
- b. Role of the firm
- c. Team members and roles
- d. Project owner (include reference contact information)
- e. Provide at least three (3) general references.

D. Current Workload and The Ability of Project Team to Start Immediately (10 points)

1. List all projects awarded to your firm during the last 2 years. For each project, provide the project description, schedule, and award date.
2. In view of the listed on-going projects, list the resources that are available to use on this project.

E. Overall Evaluation of the Firm/Team and its Ability to Provide the Required Services (5 points)

This is to be determined by the selection panel members. No submittal response is required.

SECTION V - SUBMITTAL REQUIREMENTS

Firms interested in the above project should submit a Statement of Qualifications, which **includes a one-page cover letter plus a maximum length of 12 pages to address the SOQ criteria (excluding resumes but including the organizational chart and references)**. Resumes for each key team member shall be limited to a maximum length of two pages and should be incorporated as an appendix to the SOQ. If submitting via the e-Bid process follow the instructions below. If delivered or hand-carried submittals, please provide **one original plus six copies (total of 7), including an electronic**

version on a USB, of the Statement of Qualifications by 3:00 p.m., Arizona Time, on February 7, 2024.

Delivered or hand-carried submittals must be submitted to the Lake Havasu City Clerk at City Hall. On the submittal package, please display: firm name and project title.

All submittals should be sent or delivered to: CITY CLERK, 2330 McCulloch Boulevard North, Lake Havasu City, AZ 86403. Public openings may be attended virtually by accessing the following video conferencing system:

To join the meeting on a computer or mobile phone:

<https://tinyurl.com/tbkhjbyu>

Meeting ID: 270 366 031 956

Passcode: jcVbxK

Video Conferencing Device

160264325@teams.bjn.vc

Firms interested in taking advantage of the streamlined e-Bid process shall submit their Statements of Qualifications electronically via the City's DemandStar Network at <https://www.demandstar.com/app/buyers/bids/432575/details>. Paper submissions will continue to be accepted.

Please be advised that failure to comply with the following criteria will be grounds for disqualification and will be strictly enforced:

- Receipt of submittal by the specified due date and time
- The number of originals and/or copies of the submittal specified, unless submitted via the above-referenced eBid process.
- Adherence to maximum page requirement
- Deposit of submittal in correct location

Adherence to the maximum page criterion is critical; each page side with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards the maximum number of pages. Table of Contents pages and tabbed divider pages will not be counted if they do not contain submittal information.

SECTION VI - SELECTION PROCESS AND TENTATIVE SCHEDULE

The successful firm will be selected through a qualifications-based selection process which will consist of three evaluated elements: (1) Statements of Qualifications (SOQs) submitted in response to this RFSQ, (2) Due Diligence of the finalists, and (3) the Team Interview of the finalists.

A Selection Committee will evaluate each SOQ according to the criteria set forth in Section III above. The 3 firms receiving the highest evaluation from the selection panel will be selected to interview for the project. The City will then perform a due diligence

process by contacting and interviewing stakeholders from the finalists' past related projects. Following the due diligence process, the finalists will be invited to participate in detailed interviews of their proposed project teams. The interview invitation letter will provide the evaluation criteria to be used.

Scores for each firm from each of the elements will be evaluated to determine the Best Qualified for the project.

The following tentative schedule has been prepared for this project. Firms interested in this project must be available on the interview meeting dates, which will be established as the selection process progresses.

Non-Mandatory Pre-Proposal Conference – 900 London Bridge Road, Conf Room A101 /Site visit to follow at 3846 SLOOP DRIVE	January 25, 2024 at 10:00 A.M.
Written Question Deadline	January 29, 2024
SOQs due	February 7, 2024
Interviews	Week of March 4, 2024
Final ranking/selection	March 8, 2024
City Council Award	April 9, 2024

The City will enter into negotiations with the selected firm for a contract. Upon completion of negotiation of fees and contract terms it will be brought before the City Council for approval. If the City is unsuccessful in negotiating a contract with the best-qualified team, the City may then negotiate with the second or third most qualified team until a contract is executed, or may decide to terminate the selection process.

SECTION VII – GENERAL INFORMATION

RFSQ Holder Lists and Selection Process Schedule. Questions on these areas may be referred to Purchasing by email at purchasing@lhcaz.gov .

Notice of Intent to Respond. The City shall not be held responsible for any oral instructions. Any changes to this RFSQ will be in the form of an addendum, which will be furnished to all RFSQ holders. Firms who receive a copy of the RFSQ packet through Onvia DemandStar will be included on the RFSQ holders list. Firms receiving a copy of this packet through any other means shall submit an Intent to Respond to this RFSQ to Purchasing by email at purchasing@lhcaz.gov .

Accommodations. Pursuant to the Americans with Disabilities Act (ADA), Lake Havasu City endeavors to ensure the accessibility of all of its programs, facilities and services to all persons with disabilities. If you need an accommodation regarding this Request for Qualifications, please contact the City Clerk's office at (928) 453-4142.

City Rights. Lake Havasu City reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received.

Release of Project Information. The City shall provide the release of all public information concerning the project, including selection announcements and contract awards. Those desiring to release information to the public must receive prior written approval from the City.

Contact with City Employees. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub-consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the Selection Panel, the City Manager, Department Directors, and other staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public, and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below.

Contact with Elected Officials (Mayor, City Council, etc). Any contact pertaining to this selection process with elected officials must be scheduled, in person, and are posted by the City Clerk at least twenty-four (24) hours prior to the scheduled meeting. The Clerk's posting shall include and detail the participants, the subject matter and shall invite the public and press to participate. No contacts made by telephone, other than to schedule a public meeting, are permitted, and copies of contacts made via letter, fax, e-mail or other written method shall be made available to the public, press and all submitting firms. This prohibition also applies to the elected officials serving on the Selection Committee other than in the formal selection process.

Questions. Questions pertaining to the selection process or contract issues should be directed to Purchasing by email at purchasing@lhcaz.gov .