



October 2, 2019

Request for Proposal for Architectural Services for Fire Station 1 Replacement

Dear Prospective Contractor

The City of Troy is intending to construct a new Fire Station 1 at 110 East Canal Street to replace the current station at 19 East Race Street. The City of Troy is seeking proposals from qualified firms for design and construction administration consultant services to coordinate demolition and site prep, finalize layout, prepare plans, estimates, specifications and contract documents for the construction of this project.

A mandatory Pre-Proposal Meeting is scheduled for Tuesday, October 22, 2019 at 2:00 PM beginning at Troy City Hall located at 100 S. Market St., Troy, Ohio 45373. This will be a time for consultants to ask questions pertaining to the RFP as well as visit the proposed site and building that will be demolished.

Please submit questions regarding the Scope of Services to Jillian Rhoades, City Engineer in writing at jillian.rhoades@troyohio.gov.

Please return the complete proposal package **no later than 4:00 pm on Thursday, October 31, 2019** to the City of Troy, Engineering Department, 100 S. Market St., Troy, Ohio 45373. If you are emailing this information, please follow up by mailing the four (4) original copies.

Sincerely,

Jillian A Rhoades, PE

City Engineer
City of Troy
100 South Market Street
Troy, Ohio 45373
(P) (937) 339-2641
Jillian.rhoades@troyohio.gov

CC: Fire Chief, Matt Simmons (electronic)
File: Proj_CF / 2019-02, Fire Station 1 Replacement / Agreements, Eng

I. Project Description

Fire Station 1 Replacement project will consist of the demolition of the existing four-story brick structure(s) occupying the property at 110 East Canal Street and complete design and construction of a new fire station.

The City of Troy has conducted a Feasibility Study to confirm the appropriate location, determine basic design needs and square footage required for the replacement station. Within this study, a Space Needs Analysis was completed and set the needed area at approximately 15,000 square feet. The consultant is to use this estimate as the basis to determine their project approach. A copy of the study is included in this packet.

The City intends to use the design/bid/build procurement process to construct this project. The selected firm shall have experience with this procurement method.

II. Scope of Services

Firms shall provide customary architectural, engineering and interior design services based upon a mutually agreed-upon program and schedule. The RFP is for a full range of professional design services, including without limitation the following consulting services:

- 1) Demolition of existing structure(s)
- 2) Civil Engineering Services
- 3) Landscape and Design
- 4) Structural Engineering and Geotechnical Services
- 5) Architectural Services
- 6) Mechanical, Electrical & Plumbing, and Fire Protection Services
- 7) Interior Design
- 8) Data and Telecommunication Services

III. Preliminary Design Phase

The new fire station shall be sized according to the Space Needs Analysis found in the Feasibility Study and through discussions/meetings with the design team. Firm shall confirm the preliminary needs assumptions and assist with confirming the project construction scope. A minimum of two (2) layout options for consideration. These options shall include floor plans, exterior building elevations, building sections, performance specifications defining building exterior and interior finishes. Deliverables shall be renderings and floor plans that can be displayed for large audiences (poster size and electronic).

There shall be a minimum of one (1) kickoff meeting, two (2) intermediate meetings to review layout options and a council meeting to present the chosen option.

IV. Design Development Services

1. Design shall include demolition of current structure(s), site prep, project management with routine update/review meetings, and submittals of contract documents and coordination of all existing and planned utilities.
2. Chosen consultant shall provide all field survey and geotechnical work within project area necessary to prepare comprehensive plans and specifications to comply with all federal, state and local standards and regulations, perform field surveying, and topo. The survey and

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geotechnical work shall be completed by a licensed engineer/surveyor in the State of Ohio, as appropriate. All utilities and pertinent field information is to be obtained.

3. Detailed design and preparation of plans and specifications: The consultant will prepare the plans, specifications, contract documents and a complete bid package for construction bidding. The consultant will provide a digital file of all drawings, along with any and all estimates, spreadsheets, specifications, specific general notes and quantities.
4. Environmental investigation shall be the responsibility of the Firm if it is determined that additional investigation is required.
5. This phase shall include mid-phase and end-of-phase review meetings of progress documents with the City.
6. Chosen consultant will provide the opinion of probably construction cost estimates in order for the City to go to bid.
7. Construction drawings shall contain sufficient details, plan notes and specifications to instruct the contractor. All final plans, drawings and specifications will become the property of the City of Troy.
8. Design will include securing any permits required by outside agencies, including the Miami County Building Department.

V. Construction Documents and Construction Administration Services

1. Two (2) sets of construction documents shall be created in order to proceed with demolition of the existing structure(s) and preparation of the site in advance of the construction of the new fire station.
2. Assist City with bidding phases including but not limited to contractor solicitation, answering contractor questions, preparing addenda, evaluating bids received, interviewing short-listed contractors, making contractor recommendations to the City and attending preconstruction meeting.
3. Construction administration shall at a minimum include monthly construction progress, change order review, & recommendation, monthly invoice review & recommendation, periodic site visit to check progress, punch list items, substantial completion review, final inspection and project close-out services.
4. Daily inspection will be provided by others.
5. Provide as-built drawing in electronic format and hard copy. Hour estimates shall include a separate estimate for post-construction electronic document modification.

VI. Design Criteria

All facility design shall be in conformance with the current edition of the Ohio Basic Building Code as reviewed by Miami County Building Department. Design shall also be in conformance with all current federal, state and local City of Troy standards including Americans with Disabilities Act (ADA) compliance as applicable.

The following documents are included with this RFP:

1. City of Troy Fire Department Feasibility Study by CR Architecture & Design dated September 2017 paying particular attention to the Space Needs Analysis in the study
2. Phase I Environmental Site Assessment Report for the Property for the Commercial Property located at 110 East Canal Street by Landscience, Inc. dated January 2007.

VII. Anticipated Project Schedule

| <u>Stage of Project</u> | <u>Date</u> |
|------------------------------------|------------------------------|
| RFP Advertise Date | October 2, 2019 |
| Site Tour/Meeting | October 22, 2019 at 2:00 PM |
| Proposals received from Consultant | October 31, 2019 at 4:00 PM |
| City review/recommendation | December 2019 / January 2020 |
| City Council Award of Contract | January 2020 |
| Design Kick-off | February 2020 |
| Demolition Bidding/Construction | Fall 2020 |
| New Facility Bidding | Spring 2021 |
| New Facility Construction Begins | Summer 2021 |

VIII. Criteria for Consultant Selection

Selection of the consultant will be based on the firm's professional qualifications, experience and expertise with consideration given to the following:

1. Understanding of all aspects for the project and potential problems which may be encountered as indicated by the proposal.
2. Experience with the City of Troy
3. Experience with the successful completion of similar size and type projects.
4. Qualifications of personnel assigned to and available for this project.
5. Ability to complete the work to the satisfaction of the City of Troy in a timely manner.
6. Proposed man-hours required for each phase of work.

After review of the proposals submitted, City staff may select companies to be interviewed. The City will then select a Design Team and begin negotiations. If an agreement cannot be reached in a timely manner (as determined by the City) the City, at its own discretion, will terminate negotiations.

IX. Proposal Content

Responses shall be limited to 12 pages total, and shall include the following items:

1. Letter of Interest including a brief understating description.
2. Qualifications and work history of any sub-consultants included in your project team for specialty items of design.
3. Past experience of the firm in regards to the specific tasks to be performed, including at least four references for similar size and type of project. Fire station design and construction experience will be given a priority. References to include owner, project name, contact person's name, title, address and phone number. Additional references may be requested.
4. Detailed proposed schedule of tasks included in the scope of work to be completed.
5. Identification of and resume of project manager, project engineer/architect and all key personnel proposed for this project.
6. The percentage of a full-time commitment each project team member will have to the project by phase.
7. Proposed man-hours for services rendered for each phase of work.
8. Any proposed or suggested alternatives to this Request for Proposal and/or any additional services anticipated or recommended (including associated costs).
9. A list of similar projects completed by the team.
10. Current firm workload and projected workload over the anticipated project schedule.

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Any major deviation from these requirements may be cause for rejection of a firm's submittal at the City's discretion.

X. Submission of Proposal

Please submit four (4) copies, and an electronic copy, of the proposal packages to this request no later than close of business on October 31, 2019 at 4:00 pm. Address the proposal to:

Jillian Rhoades, P.E.
City Engineer
100 S. Market Street
P.O. Box 3003
Troy, Ohio 45373-7303
Jillian.rhoades@troyohio.gov

Note the outside of the envelope with "Request for Proposal – Fire Station 1 Replacement Project." Please note included with the RFP are City of Troy insurance requirements, which the chosen consultant will be required to provide prior to entering into a contract with the City of Troy.

CONSULTANT REQUIREMENTS FOR
INSURANCE AND INDEMNIFICATION
CITY OF TROY, OHIO

INSURANCE. A consultant shall maintain, at Consultant's expense, the following insurance at all times during the performance of services for the City of Troy, Ohio and shall provide certification evidencing such insurance:

Workers' Compensation in conformity with applicable law, at statutory limits, for its employees, and Employer's Liability Insurance with limits no less than \$1 million per occurrence;
Professional Liability (Errors and Omissions) Insurance with limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate;
Automobile Liability Insurance covering any auto with limits no less than \$1 million per accident for bodily injury and property damage; and
Commercial General Liability (CGL) Insurance at least as broad as ISO Form CG 0001 covering bodily injury and property damage with limits no less than \$1 million per occurrence, \$2 million aggregate.

Additional Insured/Primary Insurance: The City of Troy, its officers, employees, volunteers and agents shall be additional insureds on the CGL coverage with respect to liability arising out of work or operations performed by or on behalf of Consultant. Such coverage shall be primary as respects the Additional Insureds and any insurance or self-insurance maintained by the Additional Insureds shall be excess of the Consultant's insurance and shall not contribute with it.

Any additional insurance for the Project obtained by the Consultant at the request of the City of Troy, Ohio shall be at the expense of the City of Troy, Ohio.

Claims Made Policies - If any coverage required is written on a claims-made coverage form:

1. The retroactive date must be shown, and this date must be before the execution date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided for at least three (3) years after completion of contract work.
3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the contract effective, or start of work date, consultant must purchase extended reporting period coverage for a minimum of three (3) years after completion of contract work.

Acceptability of Insurers – Insurance is to be placed with insurers with a current A.M. Best rating of no less than A:VII, unless otherwise acceptable to the City of Troy and so stated prior to any agreement for services being executed.

Non-renewal, Cancellation, or Material Change of Coverage - Each insurance policy required above shall state that coverage shall not be cancelled, except with notice to the City of Troy, Ohio. If the consultant receives a non-renewal or cancellation notice from an insurance carrier providing coverage required herein, or receives notice that coverage no longer complies with the requirements herein, **consultant agrees to notify the City of Troy representative (indicated below)** by fax or email within five (5) business days with a copy of the non-renewal or cancellation notice, or written explanation of how coverage is no longer in compliance. Consultant shall cease operations on the occurrence of any such non-renewal, cancellation, or material change and shall not resume operations until providing proof that insurance is in force that complies with these requirements.

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Notice Under These Requirements – Any notice needed under these requirements shall be made as stated to the “City of Troy, Ohio, Director of Public Service and Safety, 100 South Market Street, P O Box 3003, Troy, Ohio, 45373 – 7303.

Submittal of Certificates - The Consultant is required to submit all certificates of insurance at the same time the Consultant returns the signed Agreement to the City of Troy. The City will not execute an Agreement to authorize work without the certificates being submitted. City reserves the right to request complete, certified copies of required policies, including amendatory endorsements, at any time.

Certificates to be Kept Current - The Consultant is required to provide the City with current certificates during the term of provided services under the Agreement. (Note above stipulation related to Claims Made Policies.)

HOLD HARMLESS: To the fullest extent permitted by law, Consultant shall hold harmless, defend at its own expense, and indemnify the City of Troy, Ohio, its officers, employees, agents, and volunteers, against any and all liability, claims, losses, damages, or expenses, including reasonable attorney’s fees, arising from all acts or omissions to act of the Consultant or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages, or expenses arising from City of Troy’s sole negligence or willful acts. Consultant will execute a Hold Harmless Agreement as part of the Agreement.

Note: By submitting a response to an RFP, Consultant understands that, if selected, the Consultant must meet the City of Troy, Ohio Insurance and Indemnification requirements.