



**REQUEST FOR QUALIFICATIONS
FOR ARCHITECTURAL DESIGN SERVICES FOR NEW AMBULANCE STATION
FOR THE CITY OF CRESCENT CITY**

RFQ 2021-03

The City of Crescent City (City) is requesting Statements of Qualifications from qualified architectural firms seeking to provide design, engineering, and contract administration for proposed new ambulance facility to be located at the existing Fire Station on US Hwy 17 in Crescent City.

PROJECT SCOPE

The City intends to construct a new, single-level ambulance base, to consist of living quarters for 6 personnel, day room and an apparatus bay of approximately 800 square feet. Along with the new building, site improvements will affect grading, pavement, connections to utilities, security, and signage. The City may also include miscellaneous renovations and improvements to the existing Fire Station.

Services to be provided by the selected architectural team would include:

- Conceptual design for the station, for review and approval by the City.
- Conceptual site design for the new station, for review and approval by the City.
- Assistance to the City with selection and design of materials, systems, and equipment.
- Construction documents to be used in the competitive bidding and construction of the project.
- Construction administration services during the build-out of the project.

ESTIMATED BUDGET

The preliminary total budget for the new building design and construction is estimated to be roughly four hundred and fifty thousand dollars (\$450,000).

QUESTIONS

All questions must be submitted in writing to citymanager@crescentcity-fl.com. The answer will be posted as an addendum to the RFQ on the website.

SUBMISSION FORMAT AND DUE DATE

Interested architects shall submit six (6) hard copies and one .PDF copy of qualifications to:

RFQ 2021-03
Attn: City Manager
Crescent City City Hall
3 N. Summit Street
Crescent City, FL 32112

Submittals shall be limited to maximum of twenty (20) pages; a page shall be defined as a single side of an 8.5x11 size sheet. Submittals must be single-sided. Interested architects are encouraged to be brief and to the point with their qualifications.

Qualifications will be received until 4:00 p.m. (Eastern Time) on December 17, 2021; any qualifications submittals received after the specified time and date will not be opened or considered by the City.

EXPERIENCE AND QUALIFICATIONS

Each architect submitting qualifications shall include the following information:

- The name of the firm and address of all its offices, specifically indicating the principal place of business
- The name and contact for an officer of the firm authorized to submit qualifications on behalf of the firm
- A brief history of the firm, indicating the range of services offered and practice areas covered, and age of the firm along with an indication of the total number of years having provided architectural services
- An organizational chart and brief firm data on all consultant partners proposed by the architect
- Representation of the experience, qualifications, and expertise of the team with similar projects – include a statement about the firm’s technical capabilities and ability to perform services in a timely manner, with regard to team’s current and projected workload
- Indication of the team’s capacity to provide comprehensive architectural services for the project described herein:
 - Deliverables for review and approval by the City at various stages of project development
 - Analysis and consultation with City in the determination of the best construction methods and procurement model for this project
 - Complete Bidding and Construction Documents
 - Construction administration including site construction visits and observation, review of project shop drawings and facilitation of job-site construction meetings at a duration to be approved by City
- Names and phone / email contact for at least three (3) clients who may be contacted for reference

- Indicate the present level of professional and general liability insurance coverage for the firm
- List any terminations or dismissals by a client from contracted service within the past five (5) years
- List and describe any litigation, arbitration, or other alternative dispute resolution proceedings the firm has been involved in with an owner within the past five (5) years
- List and describe any actions taken by any regulatory agency against the firm or its agents or employees within the past five (5) years

EVALUATION CRITERIA AND SELECTION

The City will evaluate each RFQ submitted based on overall responsiveness to the project's needs. The City will consider the estimated project value, the project's scope and complexity, as well as the professional nature of the services to be rendered. If the City awards a Contract, it will be to the firm which is most responsive to all administrative and technical requirements of the RFQ, who has demonstrated the most competence in the type of services required, and which receives the highest rating based upon the qualifications to perform the services required. Evaluation criteria may also include other criteria at the discretion and prerogative of the City.

OWNER'S RIGHTS

The City reserves the right to request additional information which, in its opinion, is necessary to verify that a team's competence, business organization, and financial resources are adequate to perform the work described herein. The City reserves the right to terminate the qualification process at any time, and / or to change the schedule and dates for responses, interviews and other dates.

The City further reserves the right to waive any irregularities in the submittals, and to not conduct interviews and hire directly from the pool of qualified submittals. Note that submittal of qualifications shall not constitute an agreement of any sort with the City, that by submitting qualifications any and all information therein may be subject to the Public Records law of Florida, and that all submittals shall become the property of the City upon receipt.

The City reserves the right to not enter into an agreement with any firm.

CONTRACT AND INSURANCE

The City intends to negotiate the terms of a Contract with a qualified, selected firm. If an agreement is reached, the firm will be expected to enter into a written Contract and will perform all work pursuant to that contract.

Once it has entered into a Contract, a firm shall procure and maintain professional services insurance as required by the Contract documents for the duration of the work and shall name the City as additional insured.