

Request for Qualifications for Public Works Facility

Architectural and Engineering Services

Township of XYZ
ABC County, Pennsylvania

January XX, 20XX

Architectural/Engineering Services

XYZ Township, Pennsylvania

Public Works Facility

January XX, 20XX

1. Introduction

XYZ Township is soliciting Qualification Statements from Architectural/Engineering Firms or Teams (Architectural Firms) for the programming, planning and design of a new Township Public Work Facility (Project). Architectural Firms with specific experience in the design of municipal or similar public works facilities are invited to submit Statements of Qualifications as requested herein. Services are to be comprehensive and include all architectural and engineering disciplines and other outside consultants required to plan and design a complete project.

2. Project Description

The new XYZ Township Public Works Facility will be located on an approximate XX acre site located on the south side of Jones Road just southwest of its intersection with Smith Road (123 Jones Road, City PA.) in XYZ Township, ABC County (location map and copy of the Request for Qualifications can be found on the Township's web site at www.xyztownship.com).

The Public Works Facility will be designed to accommodate the Township's public works and vehicle maintenance operations presently located at the Township Municipal Building (123 Jones Road). The facility will generally include:

- Office for the Public Works Director
- Break Room
- Potential bunk /rooms for men and women
- Locker rooms/showers for men and women
- Heated work/maintenance bay
- Vehicle wash bay
- Tool/parts room
- Sign shop
- Chemical/paint storage room
- Restrooms
- Mechanical room

- Vehicle and equipment storage bays

The site and facilities will be planned and designed to maximize utilization of the site for current planned uses plus provide for expansion in the future. The facilities will be planned and designed to integrate access, egress, parking, utility service, future expansion and site lighting. Master site planning shall also address the location of salt and aggregate storage facilities and yard waste composting facilities. Green and Sustainable features will be utilized to the extent determined to be feasible. Alternate energy sources such as geothermal and solar facilities shall be evaluated as well for the Project. LEED certification is not anticipated; however, LEED design principles will be utilized.

3. Professional Services

The following services are anticipated on the Project:

- Master Site Planning
- Architectural and Interior Planning, Design and Permitting
- Mechanical, Electrical, Plumbing and Fire Protection Engineering
- Structural Engineering
- Site Civil Engineering including Land Development
- Traffic Engineering (potential)
- Surveying
- Landscape Architecture
- Environmental Permitting
- Geotechnical Engineering
- Cost Estimating

4. Project Management

The Township has retained _____ to manage the selection process for the Architectural and Engineering services for the Township Public Works Facility. Questions concerning the selection process, submittal requirements, and other related inquiries are to be directed to: _____.

Site visits or related information regarding the Township can be coordinated with _____ or by contacting:

John Doe, Public Works Director
XYZ Township
123 Jones Road
City, PA 12345
Office Phone: 123-456-7891
Email: johndoe@outlook.com

It is requested that members of the Board of Supervisors not be contacted regarding the project or the RFQ submittal. Members of the Board will not meet with any firms or provide any further information regarding the Project or the RFQ during the selection process. When deemed appropriate the Board may schedule oral interviews with selected shortlisted firms/teams.

5. Submission Requirements

Architectural Firms interested in being considered for the programming, planning and design of the Public Works Facility are directed to adhere to the following submission requirements:

- A. Outside cover which identifies the submittal as “Statement of Qualifications for Architectural/Engineering Services for East Hanover Township Public Works Facility”.
- B. Transmittal letter signed by an Officer of the Company. Summarize why your Firm and Team are the most qualified for this Project. Include a statement indicating that all information contained in the Qualifications Statement submittal is complete and accurate. Provide permission for the Township and its representatives to contact existing and previous clients of the Firm and of its Consultant Team Members for the purpose of determining performance.
- C. Table of Contents identifying the various sections of the Qualifications Statement.
- D. Corporate Profile of the Prime Architectural Firm presenting information about the history of the firm, former names, names of major owners and officers, locations, services, number of employees and number licensed, and other pertinent information.
- E. Organizational Chart showing reporting structure of the prime firm and any consultants. Include names and role of key staff to be assigned to the Project.

- F. Letters of Commitment and Corporate Profiles of any Consultant Team Members to be utilized on the Project.
- G. Resumes of key professional staff for the Prime Firm and any Consultant Team Members. Resumes shall be limited to one page and include education, areas of expertise, special training, role in the Project, listing of relevant project history, years with the company. Only resumes of staff designated to play a key role and committed to the Project should be included.
- H. Identification of relevant/similar municipal and public works facility project experience of the Firm and Consultant Team Members in the last 10 years. Provide scope of services performed; photographs; year (identify when design started and construction completed); size; construction cost; total design fee; key professional staff and outside consultants involved and roles; client/owner contact information (contact name, title, phone number, and email address).
- I. Provide a Section which discusses your Firm and Consultant Team's approach to the planning and design of this Project with emphasis on project management; maximizing site utilization; making programming decisions while keeping the budget in mind; providing for future expansion; integrating the architectural and engineering disciplines into a coordinated design; cost estimating; utilizing Green and Sustainable features and technology; evaluating alternative energy applications; and minimizing change orders during construction.
- J. Provide a Section which presents data and information regarding the Firm and Team Members' experience in meeting Owner budgets, estimating costs versus project bids, and adhering to project schedules. Present information on the Firm's current backlog and availability to efficiently handle this project.
- K. Provide a Section which presents a listing of professional liability coverage, including any Consultant Team Members' coverage. Identify any litigation, arbitration, and/or mediation related to design or construction services rendered in the past 10 years with indication of outcome. Include for Consultant Team Members as well.

6. Submittal Package and Delivery Information

- A. One original and three copies of the Submittals are required.

- B. Sections shall be divided and clearly marked as outlined in the Table of Contents.
- C. The entire package with the exception of the Cover, Transmittal Letter, Table of Contents, the Section Dividers, Letters of Commitment, and Resumes shall not exceed 50 pages. Pages shall be one-sided and shall be in a font that can be easily read.
- D. Firms desiring to receive updated information regarding the Architectural Services RFQ should email contact information to Joe Smith.
- E. **The Qualification Statements shall be delivered to the following address by 3pm Eastern Time on January XX, 20XX** (submittals after this time and date will not be considered; email and faxed submittals will not be accepted):

John Smith
Township Manager
XYZ Township
123 Jones Road
City, PA 12345

7. Evaluation and Selection Criteria

All Qualification Statements will be evaluated based on the following criteria. Additional criteria may also be utilized, such as results of contacts with current and past clients:

- A. Recent specific experience of the Architectural Firm and its Consultant Team Members in the planning and design of similar Municipal projects. The Firm/Team must have designed at least three similar facilities in the past 10 years and have experience with land development projects and permitting in the central PA area, preferably in ABC County.
- B. Experience of the Architectural Firm and its Consultant Team Members working together on previous assignments (not required but an asset).
- C. Professional qualifications, commitment and project experience of Professional Staff to be assigned to the Project, especially the Project Manager and Project Architect and the key senior engineering discipline professionals.

- D. Knowledge of Municipal, Township and Public Works operations.
- E. General capabilities, services, stability, availability and history of the Architectural Firm and its Consultant Team Members.
- F. Past performance of the Architectural Firm and its Consultant Team Members in meeting schedules and budgets; estimating costs; and eliminating change orders.
- G. Experience in integrating Green, Sustainable and Energy Efficient designs into past projects, as well as experience with alternative energy technology.

8. Selection Process

All Qualification Statements will be reviewed and evaluated by the Township and its representatives for overall completeness and adherence to submission requirements and according to the criteria contained in Section 7. Additional information/clarifications may be requested from certain Firms during the review process. A short-list of three (3) to eight (8) Firms will likely be selected to submit detailed proposals to include estimates of fees, tentative schedules, conceptual ideas for the project, and other details and information. Oral interviews with all or certain short listed Firms may be held. Final selection will be based on a combination of qualifications, experience, assigned staff, fees, schedule, and approach to the Project, conceptual ideas and chemistry with the Township.

9. Reservation of Rights

The Township reserves the right to undertake such investigations as it deems necessary to further evaluate the qualifications and experience of the Firms. The Township reserves the right to waive any irregularities in any Statements of Qualifications and to reject any or all Statements of Qualifications if in the Township's best interest to do so. The Township reserves the right to short-list any Firms which respond to the Request for Qualifications and to award the final contract to the Architectural Firm which it deems to have provided the best overall proposal for the planning and design of the Public Works Facility. The Township does not have to award the contract to the Firm which proposes the lowest fee (fee not required with Statement of Qualifications).

The Township reserves the right to utilize any concepts, information and cost-saving ideas that may be generated during the selection process.

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