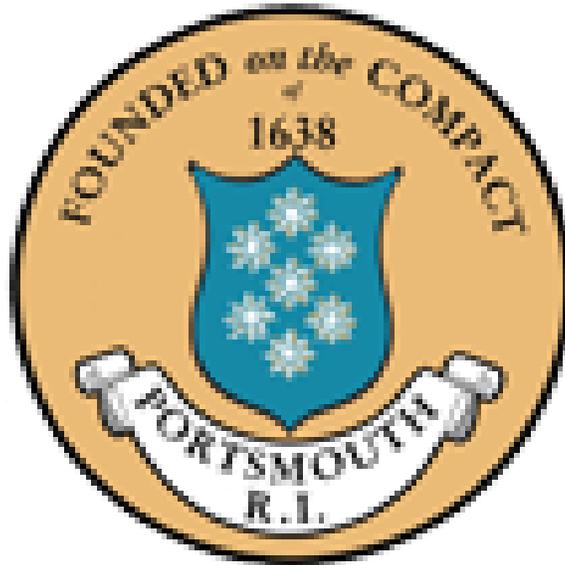


TOWN OF PORTSMOUTH, RHODE ISLAND



Request for Qualification

Police Station Architectural Services

Solicitation Date: October 25, 2016

Response Date: November 21, 2016 (2:00pm)

Finance Department
Town of Portsmouth, Rhode Island
2200 East Main Road
Portsmouth, RI 02871

Intent of Proposal

The Town of Portsmouth is seeking the services of a professional architectural design firm with extensive experience in the public safety construction sector to develop architectural plans and bid documents based on approved concept design for a new police facility for the Portsmouth Police Department. The scope of services for this project includes further detailed programming, preparation of construction documents, bidding/negotiation and construction administration services.

Funding for the Police Station is on ballot of the Town's November 8, 2016 ballot. This contract will only be awarded if this item is accepted and passed at this election.

Overview

The Portsmouth Police Station was built in 1975 to house twenty-five (25) employees to serve a town population of 13,000+/- . Since then the Town and the Aquidneck Island as a whole have bloomed significantly over the years and are continuing to prosper. As a result of the blooming, increased equipment, and more regulations the Police Department has grown to the size of thirty-seven (37) employees to serve a population of 18,000+/- .

The Town has completed a preliminary space need study and concept design by Drummey Rosane Anderson, Inc. (DRA). The recommendation is to build a new building on the existing site and to demolish the old building. To prepare for architectural and construction services, subsequent and necessary works were done on test boring, environmental site assessment, and hazardous building material assessment. Please refer to the addendum to the RFQ for the reports aforementioned.

Proposal Content & Format

The proposal should include but not limited to the following:

- Cover letter
- Company profile, history and qualifications
 - A complete description of the firm, its qualifications and similar project experience over the past twenty (20) years with respect to the architectural design services for the public safety facilities.
 - List of any legal and/or administrative actions, judgements, and/or rulings, resolved or pending, involving the company, its officers, and/or employees, resulting from disputes, claims or actions, as defendants or plaintiffs, in the execution. Performance, or consultation, for similar professional services as a firm or individual within the past five years.
- Provide a listing of similar public safety facilities, listing each project owner, project type, estimated construction cost and completion date. Provide photographs and renderings of representative projects.
- Provide resumes of key personnel to be assigned to the project, and identify their roles and responsibilities.

- Designation of principal of the firm who is an Architect registered in the State of Rhode Island who will be in charge of the project.
- Describe your company's approach and methodology in providing the required design services.
- Provide professional registrations (in RI) and backgrounds of any consultants by discipline proposed to be used on this project.
- A proposed timeline thru the phase of the construction bidding/negotiation.
- Propose cost of the project at each phase (programming, preparation of construction documents, bidding/negotiation, and construction administration services)

Project Control

Indicate ability/experience with maintaining budget and providing reliable cost estimates during the design process – at each design phase completion. If an independent cost estimator will be used, provide background information and listing of other similar projects.

References

Provide names, addresses, telephone numbers and project name/location for use by the panel to verify past services and quality of work.

Insurance

Insurance coverage is required for any contractor and subcontractor involved in this project, please refer to the Insurance Requirement section for further information. The Town of Portsmouth should be named as additional insured. Should the contract extend beyond the insurance coverage period, it's the responsibility of the contractor and subcontractor to provide renewal upon expiration of the current coverage. Failure to comply is considered breach of contract and subject to immediate termination.

Selection Process

A panel will review the submitted proposals, determine the highest qualified applicants, conduct interviews as necessary, and make a final recommendation to the Town Council regarding the award. Please note the construction phase is subject to voter referendum in November 2016.

The proposals received will be evaluated upon the following valuation criteria.

- Qualifications and relevant work experience of the company
- Project understanding and technical approach
- Qualification and experience of project team
- Time frame completion
- Previous work completed for the Town of Portsmouth
- Cost of the project
- References

Proposal Submittal

To be considered, submit an original plus nine (9) copies of the proposal in 8.5" x 11" binders. All material should be presented in an 8.5" x 11" portrait format with 1 inch margin and 12 pt. font at a minimum. Larger paper stock is acceptable if folded to fit with the 8.5" x 11" binder.

Deliver your completed package to the following office before 2:00 p.m. November 21, 2016.

**Finance Department
Town of Portsmouth, Rhode Island
2200 East Main Road
Portsmouth, RI 02871**

Documents incorrectly addressed or misdirected to locations other than the Finance Office at the Town Hall will not be considered. Postmarks or other carrier stamps will not be considered proof of timely submission. Actual receipt in the Finance Department by the due date is required. The Director of Finance/Purchasing Agent will be the final judge of a timely receipt. Proposals received after the due date and time will not be considered.

The bid opening time is scheduled on November 21, 2016 at 2:00 p.m. at the Town Hall. Any bids received before then will be kept unopened locked in a safe place. No responsibility will attach to an officer or person for the premature opening of a bid not properly addressed and identified.

Proposal Evaluation

A designated panel will review the qualified bids and select the successful bidder to enter into a purchasing contract with the Town. The proposal will be evaluated based on the Selection Process.

RFQ Questions

Any questions regarding this RFQ must be received no later than 2:00 p.m. on November 14, 2016. To ensure fair competition, all proposers will receive the same information and materials. Questions should be delivered to James Lathrop, Director of Finance at jlathrop@portsmouthri.com.

Other Information:

The Town of Portsmouth reserves the right to reject any or all bids and to waive any informality in the bidding system.

No bidder may withdraw their bid within sixty (60) days after the actual date of the opening thereof.

The Town of Portsmouth does not discriminate on the basis of age, religion, national origin, color or disability in accordance with applicable laws and regulations.

The contract for architectural services will be based on the Standard Form of Agreement between Owner and Architect (AIA Document B141) with modifications as appropriate for this project and as recommended by Town Council.

Insurance Requirement

Award is contingent on compliance with the insurance requirement as specified below

Required	Type of Coverage	Requirement	Minimum ¹	Limits ²
Yes	Workers Compensation	Statutory	\$500,000	\$500,000
Yes	Employer's Liability	Statutory	\$500,000	\$500,000
Yes	General Liability	Bodily Injured	\$1,000,000	\$5,000,000
		Property Damage	\$1,000,000	\$5,000,000
		Bodily Injured & Property Damage combined	\$1,000,000	\$5,000,000
Yes	Automobile Liability	Bodily Injured	\$1,000,000	\$1,000,000
		each person	\$1,000,000	\$1,000,000
		Property Damage	\$1,000,000	\$1,000,000
		Bodily Injured & Property Damage combined	\$1,000,000	\$1,000,000
Yes	Professional Liability	All damages	\$2,000,000	\$2,000,000

1: Each Occurrence

2: Aggregate