

**CRESCENT-VILLA FIRE AUTHORITY**

**777 OVERLOOK DRIVE**

**CRESCENT SPRINGS KY 41017**

**Request for Proposal (RFP) for Architectural/Engineering Services  
for the Crescent-Villa Fire Authority New Fire Station Design**

**Submit Complete Package To:**

**Crescent-Villa Fire Authority**

**Attn: Ms. Suzanne Cassidy Esq., Chairperson**

**777 Overlook Drive**

**Crescent Springs, Ky 41017**

**Introduction**

The Crescent-Villa Fire Authority (CVFA) was formed in 1975 as an interlocal agreement between the Cities of Crescent Springs and Villa Hills, Kentucky for the purpose of funding the Crescent Springs/Villa Hills Fire & EMS Department (CSVHFD), Inc. The CSVHFD currently operates out of a single station that is situated on approximately 3.5 acres. The CSVHFD is a combination department with both paid and volunteer personnel.

**Purpose and Background**

The CVFA is seeking architectural and engineering service proposals for designing and engineering a new fire station to replace the existing station located at 777 Overlook Drive, Crescent Springs, Ky. The new station shall be located on the 3.5 acres of property located at 777 Overlook Drive. The new station shall be so designed that the existing station, at least the fire bays, remains in service during the construction phase of the project. Any designs which include demolition of any part of the existing station during the construction phase shall include costs for temporary housing of those essential parts that are being demolished. Once the new station is complete, the existing station shall be demolished and removed from the site.

The CVFA is requesting proposals from qualified Architect/Engineer (A/E) firms to be part of a team to perform professional services for the design of the new fire station. The CVFA is seeking architectural and engineering firms with considerable experience in the design and engineering of fire stations. Design services shall include site preparation/grading requirements, civil engineering, landscape design, architectural design, interior design, plumbing, mechanical, electrical, and telecommunication engineering services. The design proposal should include phases for program verification, schematic

design, design development, construction documents, and bidding and construction administrative services. The proposal shall include actual construction costs for fire station designs that the A/E has designed over the last three years, including size, type, and location of the fire station. The proposal shall also include an estimated total construction project cost for the fire station defined herein based. The estimated total construction project cost is intended to be based on the A/E's professional opinion and experience in designing other fire stations and is not expected to be a detailed and comprehensive line item estimate.

A preliminary space needs analysis has indicated an anticipated facility size of approximately 20,000 square feet. The intent of the CVFA is to retain a design team that will review and finalize a space needs assessment, perform a site analysis, and develop a conceptual schematic design. After the CVFA approves the selected schematic designs, the design team will be authorized to begin design development and proceed with the creation of detailed construction documents. Prior to the design development stage, the CVFA, working with the selected consultant, may select a Construction Manager to manage bidding and construction of the project and to provide input on the design development and specifications.

#### **Site Visit**

An official site visit will be held at 777 Overlook Drive on Monday, September 28 2020 at 3 PM for interested parties. No other site visits will be coordinated, however the property will be available for viewing throughout the bidding process.

#### **Project Director**

Jeff Wendt, Fire Chief, will be responsible for providing overall direction for this project.

[jwendt@csvfd.com](mailto:jwendt@csvfd.com) 859-341-3840

#### **Scope of Services**

The A/E firm will be responsible for, but not limited to, the following:

1. The A/E shall provide project management responsibilities to CVFA for the project. PM responsibilities include but are not limited to (1) coordination between CVFA, the A/E, the contractor, permitting agencies and all other jurisdictional authorities, and the representatives and elected officials of the Cities of Crescent Springs and Villa Hills; (2) preparation of construction bid documents, including front end documents, construction plans and specifications; (3) provide assistance with the construction bidding process to also include contractor due diligence review; (4) coordinating and preparing agendas for project, jurisdictional, and public meetings and preparing meeting minutes for all such meetings; (5) track construction costs and schedule; (6) prepare and monitor construction punch lists; (7) provide administration of all construction close out documentation, warranties, and manuals.
2. Provide geotechnical engineering services for site and building design and environmental assessments.
3. Conduct phase 1 environmental study if required by law.
4. Provide topographic and boundary surveys for site and building design.
5. Review current planning documents with the CVFA/CSVHFD to establish a project budget.

6. Evaluate the 777 Overlook Drive location for an optimal site with regards to existing buildings and traffic/vehicle flow.
7. Prepare a Schematic Design which includes site plan, floor plans, and elevations.
8. Prior to Design Development, prepare room data sheets for every space identified in the schematic design.
9. After approval of design development documents, prepare final signed and sealed plans and specifications to competitively bid the project. The design must be conducted in Revit unless CAD is approved by CFVA. Provide hard copies and electronic files (both PDF and CAD/Revit).
10. Attend project meetings as needed throughout the course of the design and construction of the project.
11. A/E shall prepare and submit the plans and specifications and supporting documentation (including permit applications) for all applicable state, federal, and local building design and site related permits to the jurisdictional/permitting agencies/authorities for review and approval. The A/E shall modify the plans and specifications and supporting documentation as required by such jurisdictional/permitting agencies/authorities for approval of the permits. The CVFA shall be responsible for applicable permit application fees. The A/E shall not be responsible for construction building permits.
12. A/E shall provide QA/QC of the plans and specifications prior to signing and sealing.
13. Construction Phase Services – A/E shall attend working group meetings, CVFA meetings, preconstruction meetings, and weekly construction progress meetings until completion of project. Provide exhibits in preparation for such meetings as needed. In addition, provide product submittal, shop drawing, and contractor pay application reviews. Conduct site observation visits to correspond with project milestones but in no event less than once a week. A/E shall provide substantial completion and final completion inspections.
14. Building design shall incorporate the latest in “best practices” related to the prevention of cancer in the fire service industry per NFPA and other recognized fire service industry associations.
15. Additionally, at a minimum, the building shall be designed with seven (7) drive through bays approximately 80 feet in length, individual sleeping quarters for ten (10) firefighters/medics, sufficient shower/bathroom facilities, office and administration space, EMS supply and O2 storage, work rooms, workout room, maintenance rooms, SCBA compressor and fill station room, storage, decontamination area, laundry, classroom, kitchen, and day room.
16. At least a portion of the building shall have a basement (preferably walk out) suitable for additional storage and as a safe haven during tornado warnings. The basement portion of the building should meet or exceed 600 square feet of floor space and include a restroom.
17. A three (3) story attached training tower shall be included in the design.
18. Efficiency of workflow, response and incorporation of training elements into the building are of primary importance to the CSVHFD.
19. Budgeting shall include an integrated station alerting system as well as a security system.
20. Other elements necessary as identified by the architect for a successful, functional, and operational Fire Station. Provide details of added services in the proposal.
21. Building shall be in compliance with all State and Federal requirements including a sprinkler system.
22. Include estimated total construction cost at 20,000 square feet. Include demolition and disposal costs for existing building as a separate line item.

23. Building shall be designed for a 50-75 year life-expectancy.
24. A/E shall take sustainability into account in design and specifications.
25. Building shall be designed to take into account economical facets of construction, including products, materials, and standardized measurements in typical construction, fabrication, and erection, without sacrificing building integrity and operation or the requirements specified for the building herein.
26. A/E shall provide a one-year site inspection after completion of construction.
27. All services shall be performed in accordance with the standard of care ordinarily exercised by members of the same profession with national experience in the design of fire stations.

The CFVA may retain the A/E to provide demolition plans and specifications for the existing fire house.

#### **Instructions to Proposers**

It is the responsibility of the Consultant to carefully read the entire Request for Proposal, which contains provisions applicable to successful completion and submission of an RFP. The RFP consists of all documents identified in the "Submission of Proposals" section of this RFP.

#### **Submission of Proposals**

The following information must appear on the envelope:

#### ***RFP for Professional Design Services for CVFA New Fire Station***

Proposals must be addressed to:

**Crescent-Villa Fire Authority  
Attn: Ms. Suzanne Cassidy Esq., Chairperson  
777 Overlook Drive  
Crescent Springs, Ky. 41017**

All submittals by mail or in person must be received no later than December 12, 2020 at 5:00 PM. Submittals must be in a sealed envelope marked "Bid for Architectural/Engineering Services, New Station Design." Hand carried proposals may be delivered to the above address ONLY between the hours of 8:00 am to 4:30 pm, EST, Monday through Friday.

Proposers are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service.

#### **RFP Submittal Requirements**

1. Proposers shall include their complete return address on the outer envelope wrapper. One (1) unbound paper copy and one (1) digital copy of the technical proposal must be submitted for review.

2. Evaluation and selection of the consultant for this project will be based on information submitted in the request for proposal plus references, oral presentations (if requested), other references and supplemental information. Failure to respond to each requirement in the RFP may be basis for rejecting a response.
3. Elaborate proposals, i.e. expensive artwork beyond that which is sufficient to present a complete and effective proposal is not necessary.
4. Clearly identify the firm, address, telephone number, contact person responsible for the proposal, email address, and website address.
5. Provide relevant information about the firm, including how many years the firm has provided architectural and/or engineering services and provide background, training and experience in design and construction of fire stations and evidence of licensure in the Commonwealth of Kentucky.
6. Provide past performances on similar contracts in terms of cost control, quality of work, and compliance with performance schedules. Submit a detailed description (including photographs if possible) of four recent projects either completed or under construction, two (2) of which must be a fire station.
7. If possible, provide a list of fire stations within a 150 mile radius of Crescent Springs, Ky. that the firm provided architectural/engineering services.
8. Provide a description, resume, bio-sketch of the qualifications and experience of the primary team that will be assigned specifically to this project.
9. Indicate key individuals' experience with a Fire Station or similar projects, providing relevant information about each individual.
10. Summarize the firms' interest in this project and any special knowledge or expertise that the firm has to offer.
11. State how your firm will meet the Scope of Services, including a proposed work plan or proposed scope of work. Provide both a summary and the detail of your proposed services and timeframe to complete the tasks.
12. List and describe your scope of services by bullet point.
13. Provide the anticipated time frame for design development and completion of construction documents.
14. The top firms may be invited to and evaluated on an oral interview/presentation. The CVFA reserves the right to award the contract without interviews.
15. Firms shall submit a Price Proposal with the RFP. The price proposal should be itemized based on site due diligence, schematic design, design development, construction documents, construction phase services, project management responsibilities on behalf of CVFA, and preparation of demolition plans and specifications for the existing firehouse. Land surveying, geotechnical engineering and environmental assessments, and Phase 1 environmental study (if required by law) should be included in the fee for site due diligence. Permitting and QA/QC shall be included in the fee for design development. The price proposal must be signed by an officer of the company, who is legally authorized, who is legally authorized to enter into a contractual relationship in the name of the Proposer. The submittal of a Proposal will be considered by the CVFA as constituting an offer by the Proposer to perform the required services at the stated prices. Also include estimated total construction project cost at 20,000 square feet as noted in Purpose and Background.

16. Up until the submission deadline, modified qualifications and proposals can be submitted to replace all or any portion of previously submitted information. The selection committee will only consider the latest version as part of its deliberations.
17. Qualification and proposal information may be withdrawn from consideration prior to the submission deadline by written request only, on the Consultants letterhead, and submitted to the CVFA.
18. The CVFA may, at its sole and absolute discretion, reject any and all, or parts of any and all submittals to the RFP, postpone or cancel at any time this RFP process, or waive any irregularities in this RFP as it deems to be in the best interest of the CVFA. Low bid does not guarantee award of the project.
19. The CVFA will administer the contract resulting from this RFP.
20. The CVFA is not liable for any cost incurred by Proposers in replying to this RFP.
21. Any restriction on the use of data/information contained within a proposal must be clearly stated in the proposal itself. Each page containing restricted data/information must be clearly marked "CONFIDENTIAL". The entire proposal is not permitted to be marked as confidential. The CVFA shall comply with State and Federal Law(s) as to complying with requests for information.
22. All price, costs, and conditions outlined in the RFP/Price Proposal shall remain fixed and valid for acceptance for a 120-day period commencing on the due date of the contractor's proposal. The CVFA reserves the right to negotiate the scope of services and cost with the bidder of choice.
23. By signing this proposal, the respondent certifies, and in the case of a joint proposal or a proposal involving subcontractors, each party or subcontractor, thereto certifies as to its own organization, that in connection with this procurement:
  - A. The process in this proposal has been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other respondent or with any competitor.
  - B. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the respondent and will not knowingly be disclosed by the respondent prior to opening in the case of an advertised procurement or prior to award in case of a negotiated procurement, directly or indirectly to any other respondent or to any competitor.
24. No attempt has been made or will be made by the respondent to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
25. If additional information is necessary to assist the vendor in interpreting this RFP, written questions will be accepted by Jeff Wendt, Chief, CSVHFD or Ms. Suzanne Cassidy, Chairperson, CVFA.
26. The winning bidder, and its subconsultants, must have an Occupational License at the time of contract award and must turn over any payroll tax information to Kenton County Fiscal Court as required by Occupational License and local law.

**Schedule of Events:**

The anticipated timetable for the RFP process, including the selection of the top ranked firm is as follows:

Site Visit: 9-28-2020, 3PM to 5PM

Submission Deadline: 12-12-2020, by 5PM

Review of Responses: 12-22-2020

Interviews (If Needed): 1-21-2020

CVFA Anticipated Award of Contract: Late January 2021

### **Negotiations**

Upon selection of the top rated firm, the CVFA may enter into limited negotiations with the selected top rated firm to clarify the scope of services to be provided. You are encouraged to submit your best and final offer with the proposal.

Upon mutually agreeing to the terms of the contract, a written agreement will be prepared. It is anticipated that the parties will utilize an AIA contract provided by the A/E. CVFA may consider the use of an alternative agreement. If the A/E anticipates the use of an alternative agreement, a copy of the agreement should be included in the RFP. Inclusion of an alternate agreement does not bind the CVFA to use of such agreement if such A/E is selected for award.

If an agreement cannot be reached with the top rated firm, negotiations will be terminated and the CVFA may choose to open negotiations with the second rated firm. At the CVFA's discretion, the negotiation process may continue until an agreement is reached with one of the firm's submitting a proposal. If no agreement is reached with this group, the negotiation process will be terminated at the CVFA's discretion.