



INCORPORATED 1674

**Town of North Kingstown
Public Works Department**

**Request for Qualifications
Professional Architectural & Engineering Services
Feasibility of Town Hall Design & Renovations**

Sealed submittals due no later than November 8, 2017 @ 2:00 PM

A Pre-Submittal Conference will be held on October 25, 2017 at 9:30 AM
at the Town Hall Building, 80 Boston Neck Road
North Kingstown, RI 02852

It is the responsibility of the prospective bidders to monitor the town's website for any subsequent RFQ addendums. No addendums will be issued or posted within forty-eight (48) hours of the RFQ submission deadline.

Please contact Phil Bergeron at pbergeron@northkingstown.org with all questions.

REQUEST FOR QUALIFICATIONS

THE TOWN OF NORTH KINGSTOWN IS SEEKING QUALIFICATION STATEMENTS FROM PROFESSIONAL ARCHITECTS & ENGINEERS FOR CONSULTING SERVICES ASSOCIATED WITH THE FEASIBILITY OF THE POTENTIAL RELOCATION OF MUNICIPAL OFFICE OPERATIONS AND SUBSEQUENT RENOVATIONS TO THE NORTH KINGSTOWN TOWN HALL BUILDING.

The successful firm (Consultant) will be tasked with determining the feasibility of an addition, improvements and overall design or redesign to the vacant Town Hall Building located at 80 Boston Neck Road in the historic village of Wickford, Rhode Island. Consultant must also be qualified to assess municipal operational and space needs, as information to be used with a potential construction of a new town hall facility.

Request for Qualifications will be accepted in the North Kingstown Finance Department, 100 Fairway Drive, North Kingstown, RI 02852, **until 2:00 p.m. on November 8, 2017.**

NO PROPOSALS WILL BE ACCEPTED AFTER THE 2:00 P.M. DEADLINE.

A Pre-submittal Conference will be held on October 25, 2017, beginning at 9:30 a.m. at the North Kingstown Town Hall, 80 Boston Neck Road, North Kingstown, Rhode Island.

A Certificate of Insurance showing one million dollars General Liability and one million dollars Any Auto, both naming the Town as additional insured; Worker's Compensation, with a waiver of subrogation, and one million dollars professional liability will be required from the successful firm.

The Town of North Kingstown reserves the right to reject any or all submittals or parts thereof; to waive any formality in same, or accept any submittal deemed to be in the best interest of the Town.

The project shall entail and the consultant must be able to complete all the work described in the Scope of Work and General Requirements sections contained within this document.

The Consultant must provide all documentation specified in the Selection Criteria.

Question regarding this RFQ should be directed to Phil Bergeron, Director of Public Works at (401) 268 1500 ext 600 or pbergeron@northkingstown.org.

The Town of North Kingstown will provide interpreters for the hearing impaired at the Pre-submittal Conference provided a request is received three (3) days prior to said meeting by calling 268-1500, ext. 601.

SELECTION CRITERIA

The following factors will be considered in determining the highest qualified firm. Submission must demonstrate the following:

1. Competence to perform the services as reflected by technical training and education; general experience; experience in providing the required services; and the qualifications and competence of person(s) who would be assigned to perform the services;
2. Ability to perform the services as reflected by workload and the availability of adequate personnel, equipment, and facilities to perform the service expeditiously;
3. Past performance as reflected by the evaluation of private persons and officials of other governmental entities that have retained the services of the firm with respect to such factors as control of costs, quality of work, and an ability to meet deadlines;
4. Ability to meet proposed requirements and to demonstrate an understanding of the scope of the project
5. Experience of Consultant with similar projects, and with historic buildings.
6. Experience with sustainable building, green design and the U.S. Green Building Council's LEED (Leadership in Energy and Environmental Design).
7. Quality of the work previously performed by the Consultant for the Town of North Kingstown, if any; and
8. Documentation required with submittal for the evaluation of the highest qualified firms is as follows:
 - Statement of Qualifications Form, enclosed
 - Performance Data Form, enclosed
 - Proof of Errors and Omissions Insurance coverage
 - Personnel assigned to the project; resumes; qualifications; licenses and professional registration. *Note: All engineering services requiring a Professional Engineer shall be performed by a RI Licensed Professional Engineer; all architectural services shall be performed by a Rhode Island Licensed Architect; all Landscape Architecture Services shall be performed by a RI Licensed Landscape Architect; (Substitutions will not be allowed without prior approval of the awarding authority).*

SCOPE OF WORK

Overview of Project

The Town of North Kingstown is soliciting Request for Qualifications from design professionals to determine the feasibility of an addition, improvements and overall design or redesign to the vacant Town Hall Building located at 80 Boston Neck Road in the historic village of Wickford, Rhode Island. Contract scope will also include an assessment of existing municipal office space and operational needs. This information will be used to consider an option to construct a new Town Hall Facility. Selected firm (Consultant) will work under the guidance and direction of the Director of Public Works and/or his designee and will meet with the Town Manager to discuss design options, building assessments, real estate opportunities and other municipal operational and office considerations.

Project Objectives

Objectives of the proposed project include:

- A state-of-the-art Town Hall office building at 80 Boston Neck Road, which preserves the historic exterior character of the building.
- An analysis of additions needed and/or space required to bring municipal office operations back to 80 Boston Neck Road.
- An operational comparison, which includes office space needs, property/site needs, new or renovation construction costs, of reoccupying 80 Boston Neck Road versus a new facility to be constructed on a site to be determined.
- Any and all proposals must include improved facilities operations and energy efficiencies, while considering future operations and space needs.
- Construction cost estimates for all proposals will be preliminary in nature, with ability to quickly develop more accurate and affordable cost estimates.
- Develop renderings and conceptual drawings, to be presented to various town committees that will assist in facility and operational decisions.
- Provide timeline from award of bid to final report and presentation.

Qualification of the Project Team

This contract will require the services of professional architects and engineers. All professionals must be licensed in the State of Rhode Island. Professionals (Consultants) must be qualified to provide a thorough assessment of all architectural, civil/structural, mechanical, plumbing, waste water and electrical components/systems. Selected firm must have experience with similar projects, with emphasis on historic building renovations and permitting.

General Requirements

1. All requirements identified in the Selection Criteria must be completed to be considered.
2. The Town of North Kingstown is also referred to as “Owner”.
3. The firm selected from this Request for Qualifications is also referred to as “Consultant”.
4. All work performed by the Consultant shall be directed and coordinated through the Director of Public Works and the Town Manager.
5. The Consultant will be required to meet with the North Kingstown Town Council, at times to be determined by the Town Manager.
6. It is the responsibility of the Consultant to insure recommendations and conclusions made in reports and presentations by the Consultant are in compliance with local ordinances/regulations and State requirements.
7. The Consultant’s basic services will consist of those described and identified in the Scope of Work. Contract services, fees and terms will be negotiated with the successful firm and made part of the enclosed Contract for Consulting Services. Services required outside this contract shall be considered additional and out-of-scope services.
8. The Consultant shall prepare all documents, reports and presentations that result from the awarded contract services. All entities contributing to the preparation of any document or presentation will be identified to the Owner at the time of contract signing.
9. Consultant services shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of work provided. Upon request of the Owner, the Consultant shall submit for the Owner’s approval a schedule for the performance and completion of the contract services.

PERFORMANCE DATA & QUALIFICATION STATEMENT FORMS

(The following forms must be filled out in their entirety, including authorization to check references.)

PERFORMANCE DATA FORM

The undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

RESPONDENT: _____

Experience of the firm in like projects completed/and or in progress: If more space is required, please attach additional sheets.

Project/Description/Cost	Status/ Date Completed	Name/Address Of Owner	Name & Phone # of Contact at Owner

QUALIFICATION STATEMENT

The undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading. All Consultant qualifications to be considered in the Request for Proposal must be attached to this submittal.

1 RESPONDENT: _____

ADDRESS: _____

PHONE NO: _____

2 SUBMITTED TO: _____

ADDRESS: _____

3 NAME OF PROJECT: _____

4 ORGANIZATION:

4.1: The submitting company is a () Corporation () Individual
() Partnership () Joint Venture () Other _____

4.2: If your firm is a corporation, answer the following:

4.2.1: Date of Incorporation: _____

4.2.2: State of Incorporation: _____

4.2.3: President's Name: _____

4.2.4: Vice President's Name: _____

4.2.5: Secretary's Name: _____

4.2.6: Treasurer's Name: _____

4.3: If your firm is a partnership, answer the following:

4.3.1: Date of Organization: _____

4.3.2: Name of General Partners: _____

4.4: If your firm is individually owned, answer the following:

4.4.1: Date of Organization: _____

4.4.2: Name of Owner: _____

4.5: How many years has your firm been in business and how many years of experience does your firm have with similar projects?

5 EXPERIENCE:

5.1: Claims and Law Suits: (If the answer to any of the following questions is YES, please attach details.)

5.1.1: Has your firm ever failed to complete any work awarded to it? _____

5.1.2: Are there any judgments, claims, arbitration proceedings or suits against your firm, its principals or officers? _____

5.1.3: Has your firm filed any law suits or requested arbitration with regard to any contracts within the last five years?

5.2: List the people that will be assigned to this project and indicate their specialties. Attach their resumes and field experience. Identify their experience and relation to your firm.

Name: _____ **Specialty:** _____

SUBMITTED this _____ day of _____, 2017

NAME OF FIRM: _____

SIGNED BY: _____ **TITLE:** _____

PRINT NAME: _____

Subscribed and sworn to before me this _____ day of _____, 2017

My commission expires _____

Notary Public

The undersigned hereby authorizes any person, firm or corporation to furnish information requested by the Town of North Kingstown, Rhode Island in verification of the recitals comprising this Statement of Qualifications and Performance Data form.

FIRM NAME: _____

BY: _____
(Signature)

NAME/TITLE: _____
(Please Print)

DATE: _____

TELEPHONE NO: _____

A. OWNER'S RESPONSIBILITIES

The Owner shall:

Designate a representative authorized to act on the Owner's behalf with respect to the Project. The Owner's representative shall render decisions in a timely manner pertaining to documents submitted in order to avoid unreasonable delay in the orderly and sequential progress of services.

Furnish the services of other consultants when such services are not required under the General Requirements and Scope of Work.

B. TERMINATION, SUSPENSION OR ABANDONMENT

The Agreement may be terminated by either party upon not less than thirty days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

The Agreement may be terminated by the Owner upon not less than fourteen days' written notice to the Consultant in the event that the Project is permanently abandoned. If the project is abandoned by the Owner for more than 90 consecutive days, the Consultant may terminate this Agreement by giving written notice.

Failure of the Consultant to provide the required services in the defined time frame shall be considered substantial nonperformance and cause for termination.

**THE FOLLOWING IS THE ONLY CONTRACT THAT WILL BE AGREED TO
BY THE TOWN OF NORTH KINGSTOWN AND THE SUCCESSFUL
ARCHITECTURAL/ENGINEERING FIRM**

CONTRACT FOR CONSULTING SERVICES

AGREEMENT (To be signed at award of contract only)

Made as of the _____ day of _____ in the year of 201__

BETWEEN the Owner: THE TOWN OF NORTH KINGSTOWN
 100 Fairway Drive
 North Kingstown RI 02852-5762

And the Architect/Engineer:
(Name and Address)

For the following Project: PROFESSIONAL ARCHITECTURAL/ENGINEERING CONSULTING SERVICES ASSOCIATED WITH THE FEASIBILITY OF THE POTENTIAL RELOCATION OF MUNICIPAL OFFICE OPERATIONS AND SUBSEQUENT RENOVATIONS TO THE NORTH KINGSTOWN TOWN HALL BUILDING

The Owner and Architect/Engineer agree to perform services as set forth in the “Request for Proposals” for the above noted project, at an agreed upon amount of \$ _____.

OWNER

ARCHITECT/ENGINEER

(Signature)

(Signature)

A. Ralph Mollis, Town Manager
(Printed Name and Title)

(Printed Name and Title)

NOTE: The Town’s Request for Qualifications and Consultant’s response shall be affixed to and considered part of, this Contract.

Consultant’s Response(s) as to pricing and task breakdown shall be affixed to and considered part of, this Contract. (ATTACHMENTS)

Any disclaimers to our minimum insurance requirements will not be considered, and the Town shall consider the Consultant’s proposal “non-responsive”.

B. The undersigned herewith acknowledges the receipt of the following Addenda:

<u>Addendum No.</u>	<u>Description</u>
_____	_____
_____	_____

C. The undersigned hereby certifies that he/she is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work.

(Date) (Print Name of Firm)

By: _____
(Signature of Principal)

(Print Name and Title of Principal)

(Business Address)

(City, State, Zip Code)

(Telephone Number)

(Corporation incorporated under the laws) Composed of
(_____) Officers,
(of the State of _____) Partners, of
(Partnership _____) Owner
(Individual _____) As Follows:

(President)

(Secretary)

(Vice President)

(Treasurer)