



central county
FIRE & RESCUE

**REQUEST FOR SEALED PROPOSALS
(RFP)**

Central County Fire & Rescue
1220 Cave Springs Boulevard
St. Peters, MO 63376
(636) 970-9700

1.0 INTRODUCTION

1.1 Request for Proposal

Central County Fire & Rescue (CCFR) a fire protection district located in St. Charles County is requesting Proposals from architectural and engineering firms that desire to contract with CCFR for the architectural, design build, and construction documents for a new fire station. The cost of preparing such proposals shall be borne solely by the firm submitting such proposals.

1.2 General Requirements

1. Proposals will be for complete architectural and engineering services, as outlined in this RFP is for a new facility to be located at:
1151 Jung's Station Road, St. Charles, MO 63303
or an additional location to remain Confidential.
2. This RFP must be returned with the proposal. Any and all exceptions to the RFP outlined herein must be noted on the RFP and thoroughly explained in the bid proposal. Failure to do so may result in rejection of your proposal for Noncompliance.
3. Proposals will be accepted until 4:30 pm CST, May 7, 2024. The proposals will be opened at the second scheduled May 2024, Board of Directors' meeting. Located at CCFR, 1220 Cave Springs Boulevard, St. Peters, MO 63376. The scheduled date will be made available via the District webpage or by contacting the Headquarters office at (636) 970-9700. The proposal must be sealed and clearly marked "RFP FOR FIRE STATION 6". The committee will review the proposals and a

recommendation will be made to the Board of Directors. The District reserves the right to reject any or all proposals, to waive any and all technicalities, and to award the contract to the best bidder.

4. CCFR reserves the right to interview any of the submitted firms.

2.0 SELECTION PROCESS/PROCEDURE

CCFR plans to engage the services of an Architectural Engineering (A/E) consulting firm to perform the following:

Pre-design assistance to achieve optimal site development, including demolition of existing structure, or a Schematic Design (or for an optional additional location to remain confidential).

Construction documents for a new fire station with the below specifications.

- Three (3) bay, firehouse (single and two-story options as site requires)
- Six (6) bedrooms
- Two (2) bathrooms with lockers
- One (1) public bathroom
- Dayroom
- Kitchen
- Captain's Office
- One (1) gear room
- One (1) workout gym
- One (1) workshop room
- One (1) residential laundry
- One (1) commercial extractor laundry
- One (1) shelter

Location: 1151 Jungs Station Road, St. Charles, MO 63303

Supervision of the construction bidding process.

Monitoring of the construction phase to ensure compliance with the design specification.

It is the intention of CCFR to begin construction of one station on September 1, 2024.

The Staff and building committee of CCFR have been assigned the responsibility to evaluate, interview, and recommend an A/E(s) to the Board of Directors. The Board shall not accept any submittal unless deemed at its sole discretion, to be in the best interest of

the Fire District. The following evaluation procedure, criteria, and factors will be utilized in determining the successful firms to be recommended to the Board of Directors.

2.1 Final Selection Process

The proposal will include a submitted list of at least 10 references of projects completed with names, addresses, and phone numbers of contact person(s). Indicate the type, size, and dollar value of projects completed.

Interviews of any or all finalists will be scheduled by CCFR. An hour will be allowed for each finalist's presentation with follow-up questions.

Information for evaluation by the building committee and staff should include but not limited to:

- Qualifications of firm
- Qualifications, experience, and resumes of project team members
- Project team's previous work history together
- Detailed discussion and information on similar projects
- Introductory discussion of the CCFR project including:
 - Challenges
 - Prospect for innovation
 - Overall knowledge of CCFR's needs
 - Detailed information on the process from planning to construction completion

Based upon the submittals, and the District's assessment, the building committee and staff will make a recommendation to the Board of Directors for their approval. The award of the final consulting agreement will be based on the top-ranked proposals, which are considered to be in the best interest of the Fire District. CCFR reserves the right to reject any and all proposals.

Firms interested in this proposal shall send their submittals to:

John LeDoux, Assistant Chief
Central County Fire & Rescue
1220 Cave Springs Blvd.
St. Peters, MO 63376
Phone (636) 970-9700
jledoux@centralcountyfire.org

2.2 PREPARATION OF PROPOSAL

A proposal, to be entertained, must be properly made out and signed by the Firm and must contain no erasures. All requested information must be an official request via district email, a typewritten hard copy request, or a handwritten request in ink. Each proposal must be submitted in a sealed envelope bearing on the outside the name and the title for which the proposal is submitted. The fact that a Consultant submits a proposal will be construed by the Board to mean that the Consultant agrees to carry out all the provisions set forth in this RFP according to their full intent and meaning. This proposal shall become an addendum to any final Consulting Agreement entered into between CCFR and the Consultant.

Any proposals not prepared and submitted in accordance with the provisions herein may be considered informal and may be rejected. Proposals that modify, limit, or take exception to the procedure, scope of work, and/or other conditions included herein may be accepted or rejected, at the District's discretion.

This request is not an offer to enter into a contract and CCFR reserves the right to reject, at its sole discretion, any and all submittals. The District further reserves the right to add to, delete, or otherwise amend the provisions of any Consulting Agreement or to negotiate otherwise with any Consultant without further notice or solicitation or proposals. The information provided in this Request for Proposal may change at any time without further notice or solicitation of proposals.

2.3 QUESTIONS AND INTERPRETATIONS

Each party shall examine the documents carefully and shall contact the staff for interpretation or correction of any ambiguity, inconsistency, error, or other wording therein which they may discover. Any and all such interpretations and any supplemental instructions will be in the form of a written addendum to the RFP. All addenda so issued shall become part of the original RFP. For interpretation contact:

John Schneider, Fire Chief

jschneider@centralcountyfire.org

Or

John LeDoux, Assistant Chief

jledoux@centralcountyfire.org

Central County Fire & Rescue
1220 Cave Springs Blvd.
St. Peters, MO 63376
Phone (636) 970-9700

2.4 QUALIFICATIONS OF ARCHITECT/ENGINEER

CCFR reserves the right to make such additional investigations, conduct tours of facilities request background information, etc., as it deems necessary to determine that the Consultant/Firm submitting a proposal is qualified to meet the terms of the RFP. The firm submitting a proposal shall provide the District with all such information and data requested to demonstrate its qualifications and ability to perform the requirements stated in this RFP. The District reserves the right to reject any proposal if the evidence and/or investigation fails to satisfy the District that such a Consultant/Firm is properly qualified to carry out the obligation of this Request for Proposal and execute all phases of the contemplated agreement.

3.0 SCOPE OF ARCHITECT CONSULTING SERVICES

Introduction/Scope

This section outlines the proposed architectural consulting services that CCFR expects the successful firm to provide. We believe this information generally describes the proposed consulting work and the project, which we will undertake.

The initial architectural services agreement will be for pre-design assistance, refinement, and validation of the current master plan to achieve optimum site development and schematic designs, preliminary cost estimates, and professional color renderings; all to be accomplished no later than August 1, 2024. Schematic designs and preliminary cost estimates shall be for the total project.

Architectural design services requested include what is normally considered full design services per AIA Documents B141 (Owner-Architect Agreement) plus pre-design, site analysis, alternative designs, project development cost, and project development scheduling as well as any additional items stipulated in this document. Architectural services are to be accomplished in two task assignments, Task 1 and Task 2, as follows:

Task 1

Master Plan refinement includes but is not limited to pre-design, site analysis, schematic design, and preliminary cost estimates. Site analysis and schematic design shall include three (3) or more alternatives for consideration and a professional artist's rendering of the selected alternative.

Task 2

Under the proposed consulting agreement, the A/E Consultant shall provide full architectural and engineering services to furnish all necessary consulting services for the design of this project. The types of services include but are not necessarily limited to the following:

1. Full interior and exterior architectural design services for the new facility.
2. All civil, structural, surveying, geotechnical/soils, landscaping, and related technical services.
3. All engineering including mechanical, plumbing, HVAC, controls, electrical, telecommunications, fire protection, and security systems.
4. All designs shall meet ADA requirements.
5. Design of interior spaces, kitchen, living quarters, offices, conference, meeting rooms, etc., including built-in equipment and casework.
6. Interior and exterior building signage design.
7. Code review, compliance, and coordination of zoning and right-of-way issues with governmental agencies, any and all permits required including city or county including land disturbance.
8. Preparation and review of construction estimates.
9. Preparation of all contract documents, plans, and specifications for construction.
10. Evaluations of contractors' proposals, bid amounts, and contract negotiations.
11. Construction administration, field inspection, and final close out.
12. Coordinate and where necessary provide equipment/furniture location plans.
13. Include environmental consulting work as needed.
14. Provide the District with CADD discs of the final design.

3.1 GENERAL CONDITIONS FOR ARCHITECTURAL/CONSULTING AGREEMENT

1. Consultant's fee will be based upon the "Detailed A/E Fee Proposal" submitted by May 7, 2024. (See Paragraph 2.0)
2. The fee proposal shall be a "Fixed-Fee," "Percentage of Cost" or "Not-to-Exceed" amount. The proposal shall cover all consulting services listed in the Scope of Consulting Services. The consulting agreement shall be based on the fee proposal submitted to the Board of Directors.

3. CCFR will make available to the A/E Consultant all information of record relating to the various items included in the project. Consultant shall be furnished with basic information available duties, data, program requirements, etc., to allow consultant's work to proceed without undue delay.

4. Consultant shall provide and maintain during the life of any agreement between the District and the Consultants, Worker's Compensation Insurance in the amount of the Statutory Limits; Employers' Liability Insurance in an amount equal to the limit of liability and in the form prescribed by the Laws of Missouri; and Comprehensive General Liability Insurance in an amount of \$1,000,000, for combined single limits for bodily injury and property damage (or bodily injury and property damage for \$1,000,000 each, for all employees of the Consultant engaged in the work covered by this Agreement, to protect against claims for bodily injury, death, or property damage which may arise from the execution of the work under this Agreement.

5. Before proceeding with any work, the Consultant shall furnish to CCFR certificates of insurance, indicating CCFR as an additional insured, executed by insurance companies approved by the District to evidence coverage by the Consultant as set forth above.

6. Consultant represents and shall have responsibility for ensuring that all project design work, including, without limitation, all plans and specifications, comply with the provisions of the Americans with Disabilities Act, 42 United States Code, Sections 12101 et seq., including all regulations and guidelines promulgated thereunder (collectively the "ADA"), and the Consultant shall indemnify, defend, and hold harmless CCFR, its representatives, officers, employees, and Directors from and against all actions, demands, liabilities, and matters of every kind, including, without limitation, attorneys fees, redesign fees/costs, and expenses of litigation, arising out of any failure of the Consultant's design work to comply with the ADA.

7. The final agreement may be terminated without cause, at any time, by either party provided the terminating party provides seven (7) days notice in writing via certified mail, to the non-terminating party to the contact person and address provided by said party. Should either party terminate the Agreement during the pendency of any one project, the Consultant shall be entitled to compensation for only work that has actually been performed, not future services or earnings.

3.2 PHASES OF DESIGN WORK AND SERVICES INCLUDED

Task 1

Phase 1. **"Pre-design Services"** - The Consultant shall conduct studies and

investigations to develop a final specification with budget estimates, etc., upon which to base a final decision. All options shall be discussed with and approved by the building committee and staff before proceeding with any final design. The final specification shall be reviewed and approved by the building committee and staff before proceeding with the next phases.

Phase 2. **"Building Siting and Field Services"** - Surveys, including field inspections of the existing adjacent buildings, soil testing, identifications of existing utilities environmental and code issues, and review of District records, will be necessary. CCFR will supply copies of existing drawings and records if requested. Consultant shall arrange for and conduct field surveys and study existing conditions as needed for the work. The Consultant shall fully develop the site design and plan the exact building locations/outline(s) to satisfy the approved program and specifications requirements.

Phase 3. **"Schematic Design Services"** - Perform all technical/design services necessary to complete a preliminary plan and detailed program for these projects. Present this information to the building committee and staff for review and approval. Preliminary information on the mechanical, exhaust, plumbing, and electrical systems shall be developed at this stage for review. The Consultant shall meet with the building committee and staff to review the preliminary plans and incorporate their comments into the final design. Provide a preliminary cost estimate for approval.

Task 2

Phase 1. **"Design Development Services"**- Based on the approved preliminary plan and cost estimate, the Consultant shall fully develop the design, review/select materials, determine interior design requirements, select final mechanical/electrical equipment, review outline specifications with the staff, obtain final code authority approvals, and submit this information to the building committee and staff for review and approval. The Consultant shall also develop a tentative construction schedule for the project.

Phase 2. **"Construction Documents"** - After approval of the design, prepare necessary construction documentation including working drawings and technical specifications for all architectural work. Structural, civil, plumbing, mechanical, electrical, sprinkler, fire protection, interior construction, signage, cabinet work, telecommunication provisions, etc., as needed. The staff will provide basic information for general condition sections of specifications. Bid documents for construction shall include, as needed, certain "Alternate Bids" to control the final project costs.

Phase 3. **"Bidding State"** – Consultant shall provide a final construction cost estimate, prepare a list of recommended bidders, and print and issue all plans specifications/bid documents. The District shall arrange for all advertising, and conduct the bid opening activity. Consultant shall attend pre-bid and pre-construction meetings. Consultant shall provide information for addenda if necessary and reply to the bidder's questions. Consultant

shall evaluate final bids, analyze alternates, and make appropriate recommendation(s) regarding bid results. If all the bids are more than 10% over the construction estimate, the Consultant shall immediately re-design the project to lower the bid prices and re-issue the contract bid documents at no additional cost to the CCFR. The consultant shall assist the CCFR with the preparation of the “contract forms” to be signed by the successful bidder. CCFR shall issue the “Notice to Proceed.”

Phase 4. “Construction Services” - The Consultant shall perform construction inspections to ensure quality control and compliance with contract documents, and contract administration, and assist the staff with coordinating the work. The Consultant shall review/approve all shop drawings and materials submittals. The Consultant will respond to technical questions regarding the intent of the plans/specifications, plus issue appropriate information for change proposals if revisions to the design are needed. The Consultant will work with the staff and contractor to handle the paperwork for change orders, etc. The Consultant, working with the staff, will schedule the Contractor’s fieldwork. The staff will provide the contractor’s access to the job site. The Consultant will assist as needed with code agency approvals, provide A/E sealed drawings, and interface with the building code and other officials. The Consultant will make at a minimum bi-weekly (every two weeks) job site visits, respond to field problems at the site, and conduct weekly construction progress meetings. Construction periodic progress payments will be reviewed by the Consultant prior to the submission to the staff for payment.

Phase 5 “Close-Out” - The Consultant shall conduct, along with the staff, the final inspection and project closeout. The Consultant in conjunction with the Contractor will prepare as-built drawings, operating instructions, manuals, etc. All as-built drawings shall be on disk in AutoCAD format as well as reproducible drawings. The Consultant shall work with the staff to prepare the final certificate of completion for acceptance of the project including the final punch list.

3.3 Other Conditions and Requirements

1. Time is of the essence. The Consultant must provide a sufficient staff of architects and engineers to pursue all portions of the project and keep a very tight timetable on critical items. A schedule of the various phases of design work shall be developed that would result in the start of the construction by September 1, 2024.
2. As each phase of the project is completed, the Consultant is expected to submit a separate set of plans or a report covering that individual portion of the work.
3. For all the final design drawings: Submit one black-line original copy suitable for reproduction (no sepia prints), one half-size black copy, and a copy on a computer disc (Auto CAD) for use by the District.
4. Expenses: The Consultant shall arrange for and pay for printing of up to 40 sets

of the final plans and specifications as part of this agreement. The Consultant shall include in their proposal the printing of the initial program, all reports, and any other preliminary/miscellaneous plans. The Consultant shall also include all other types of normal and regular expenses in their fee proposal.

5. Fee Proposal shall be complete and include all consulting services necessary (i.e., architectural, civil, soils, structural, surveying, mechanical, electrical, plumbing, fire protection, etc.) for the complete “turn-key” design of the proposed project and as called in this RFP including printing and normal expenses. The proposal shall be either a “fixed fee,” “percentage of cost” or “not-to-exceed” amount. For accounting purposes, the fees will need to be broken down by each phase of the project. Invoices must show the current amount being billed, the total amount billed to date, total amount allocated for the phase.

3.4 Scope of Proposed Project

Under this agreement, the consultant shall design a new construction project for the Following:

Build a fire station at 1151 Jungs Station Road, St. Charles, MO.

1. Budget

The amount of funds available for the project has been estimated at \$6 million, and the available funds must cover the construction of a complete “turn-key” project. A/E fees are included in the \$6 million figure. This budget shall and must include the following:

- Coordination and demolition of existing structure
- Construction of new facility
- Any and all cabinetwork and built-in equipment
- All site work, utilities, relocating underground lines, water-sewer district utilities, DNR, etc.
- Parking and entry relocation
- All ADA items and/or other code requirements requested by the building officials to obtain a permit
- Environmental items (if necessary)
- Telecommunications and alert system provisions for all areas including stairwells
- Hidden costs, change orders, and extras during construction
- Testing services required by the construction work
- Contingency fund

If at any point in the design, the project estimate exceeds \$6 million the consultant will work with the staff and building committee for an estimate of the total project cost. If the total project cost

exceeds budgetary constraints, the consultant shall work with the building committee and staff to bring the final project within budget.

2. General Design Requirements/CCFR Standards/Existing Construction

For all construction projects, CCFR requires the specifications to include a standard arrangement of General Conditions, which will cover, among other things, insurance bonds, coordination of the work, supervision, construction schedule, shop drawings, guarantees, maintenance/operating instructions, as-built drawings, final inspection, and final checkout period for the facility. These provisions or acceptable alternate general conditions shall be incorporated into the final construction documents.

All new construction shall be designed to complement the surrounding neighborhood. All CCFR facilities are to be fully accessible and comply with ADAAG standards. (See paragraph on ADA requirements for more detail.)

Other standards for mechanical, plumbing, electrical, site work, etc., are covered in their individual sections.

3. Survey of Building Site

This project shall have an updated topographical survey performed by a licensed surveyor for use by the consultant in performing the final architectural and site designs. The staff will provide copies of old surveys and site plans (if available) for information only. The fees for these technical services shall be included in the proposal.

The survey shall also include verification of the existing utility line locations for use by the contractor during construction. The District will provide copies of existing plans for use by the surveyor, but all information shall be verified in the field or by contacting utility companies.

“The Survey” shall be a complete land survey of the site areas within the proposed construction limits giving all grades, lines, pavement, easements, contours, existing utilities, adjacent buildings, trees, and all other information required for the design and construction of the new facility. Information copies of “The Survey” shall be provided to the District.

4. Geotechnical and Soil Technical Services

The consultant shall provide all geotechnical and soil analysis-engineering services for the building site. Provide soil test borings (minimum of six), test pits, soil-bearing values, and other appropriate tests as needed for the building design work. All soils and geotechnical information shall be presented in a final report to the architect with a copy sent to the Staff. If drilled piers are required, provide an inspection service for checking the drilled holes. The costs for all the geotechnical/soil services required shall be included

in the fee proposal.

Old reports and soil test data will be made available, if requested, from the District, providing that these reports are still available from the District files.

If soil testing is to be required during the construction phase, refer to the paragraph titled "Testing Services." The costs for all other testing of soils (i.e. for geotechnical report) shall be included in the fee proposal.

5. Testing Services /Miscellaneous Charges

CCFR needs to develop this project on as near a "turn-key" basis as possible. Therefore, the final plans/specs/contract documents shall require the payment for all testing services, materials testing, concrete proof test, soil tests, etc., be included in the "base bid" for the construction.

Other charges that may occur during the construction phase such as permits, application fees and other miscellaneous charges shall be written into the construction contract and paid by the bidder in order to have as near a lump sum as possible.

6. Site Work

As part of the site work, all disturbed areas shall be graded and sodded with an underground irrigation system. New trees and shrubs will be a basic requirement under the construction phase of this project. The consultant shall prepare and submit a recommended planting plan to be used by the District.

Site work shall also include all civil engineering design for drainage, grading, and sewer work. The fee for all portions of the site work shall be included in the proposal.

7. ADA Requirements

The design of all new construction shall comply with the latest ADAAG standards for public buildings.

8. Rest Rooms

Public restrooms shall meet all current ADA standards.

9. Signage

As part of the scope of work, the installation of all new/additional ADA-approved signage shall be included as required. Details of the signage design, materials, graphics, etc., shall be determined by the Staff at a later date. Coordinate all room numbers, titles, wording, etc., with the District for a unified design. The design fees for the new signage

program shall be included in the proposal.

10. Heating, Ventilation, & Air Conditioning System(s) (HVAC)

It is presumed that heating will be by natural gas and cooling will be by electric forced air-cooling.

It is desired to utilize the latest most energy-efficient HVAC systems (i.e. central air systems with variable air volume, economizer cycles, etc.,) The HVAC supply system will require medium or high-efficiency filter system(s) to control (reduce) the amount of dust particles.

The HVAC system shall use a state-of-the-art microprocessor-based control system such as direct digital controls (DDC) The consultant shall study the possibilities of connecting existing systems to the new control system. Details of the new control system and the inter-connection to a central unit shall be studied and various options presented to the staff for final review and approval.

The overall mechanical design shall follow the International Code Council 2021 and the most current locally accepted ASHRAE Code 62.1 with respect to indoor air quality, outside air requirements, and environmental temperatures.

The consultant shall study various HVAC systems and provide recommendations for the best system based on life cycle cost.

11. Electrical System

This project shall incorporate an emergency power generation system to facilitate total building operations during times of public utility power outages.

The project shall have a fire alarm system that meets ADA standards.

This project shall comply with the ADAAG standards.

New fire doors shall incorporate electro-magnetic holdbacks that connect to the fire alarm system.

12. Telecommunications / Audio Visual Television

As part of the design of this new firehouse, the consultant shall provide the routing and empty conduit for a telecommunications system. Advanced technological equipment will be located in all conference rooms/training areas. The new spaces shall be designed with provisions for utilizing projection equipment, video signals, and phone lines as determined by the building committee and staff.

Basic Service Recommendations:

- Provisions for television monitors
- Room design must consider the ability to adjust light sources for projecting images
- Tone alert monitoring system
- Phone line(s) and computer(s) access
- Video conferencing
- Network connection via Ethernet and WiFi access points as requested