



CITY OF ZION
2828 Sheridan Road.
Zion, IL 60099

REQUEST FOR QUALIFICATIONS
ARCHITECTURAL/ENGINEERING SERVICES FOR NEW FIRE STATION

Issued: 4-5-2024

1.0 INTRODUCTION

1.1 Purposes of Request

The City of Zion is seeking proposals from firms to provide complete architectural and all associated and necessary engineering (AE) services for the programming, design, construction documents, and construction administration of a new fire station in Zion. To be qualified, the AE must be licensed to practice architecture in Illinois, have a demonstrated record of experience in the design and engineering of new public buildings, and have specific experience in fire stations combined with experience with construction management delivery for the public sector.

1.2 Background

Historical Perspective

The City of Zion existing Fire Station No.2 is located at 2016 Lewis Avenue in Zion. The Station was constructed in 1969 and dedicated in 1970. Since initial construction the station has fallen into a state of disrepair, and no longer serves the needs and requirements of a modern Fire Department, resulting in the need of construction of new facilities. The City is now in the process of securing property for the construction of the new Station No. 2. The new site will be in the general immediate vicinity of the existing Station. The existing station will remain operational during construction.

1.3 Project Description

This project will consist of space needs analysis, programming, designing, preparing construction documents, (drawings and specifications for permit and bid) and construction administration for a fire station not to exceed approximately 18,000 sq. ft., specifically targeting a facility size between 13,000 to 15,000 sq. ft. to efficiently meet the operational and functional needs of the Fire Department and serve the citizens of Zion.

It is anticipated that the building will be a single-story structure containing a two (2) to three (3) bay double-deep apparatus bay with mezzanine level storage area, complete living quarters for six (6) to eight (8) full-time firefighters, a fitness/wellness area, a combination hose drying and training tower, and sufficient space for miscellaneous equipment and supply storage, office areas, and a training space for 25 to 30 persons. The project will include all necessary design and engineering for site development including, utilities, stormwater management, pavement, and parking facilities appropriate for the size and location of the building. The Owner has no specific "sustainable" or "green" design goals for certification by any agency, however, the design shall be compliant with current energy, conservation, and related codes that have been adopted by the City.

Following the completion and occupancy of the new Station 2, existing Station 2 will be razed. This work is NOT part of the services required of the AE for this qualification statement.

The facility must be designed to integrate into the neighborhood and be aesthetically pleasing and complementary to nearby businesses and residences while also meeting the fire department's functional and operational needs and the City's standards for quality.

It is the City's goal that the project start construction in Spring 2025.

1.4 Professional Services Required

In general, the professional services require, but are not limited to, all architectural and engineering services including construction phase administration needed to accomplish the space needs analysis, space needs programming, design documents, construction documents (specifications, drawings, and any appropriate associated documents), and construction administration in an expeditious and economical manner consistent with the interests of the City as owner. It is anticipated that these services will include, at a minimum, Space Needs Analysis, Space Needs Programming, site review, analysis, and planning, schematic design, design development, presentations to City Council and approval committees, construction documents (complete drawings and specifications), and construction administration throughout the construction phase.

The selected AE must provide all services necessary to meet the goals and objectives of the project. Further information on the services that the City anticipates will be needed for this project is contained in Section 2.0 and 3.0.

1.5 City Contact

Attn: Dave Knabel, City Administrator
City of Zion
2828 Sheridan Road
Zion, IL 60099
(847) 746-4023
(847) 746-7167 (FAX)
davidk@zion.il.us

All questions must be submitted in writing to Mr. Knabel via email prior to the deadline for questions.

1.6 Receipt of Proposals Deadline

The **deadline for the receipt of qualification statements April 22, 2024 at 1:00 p.m.** in the City Clerk's Office at the Zion City Hall, 2828 Sheridan Road, Zion, IL 60099.

1.7 Schedule

- RFQ Issued April 5, 2024
- Questions must be submitted by 1:00 PM April 11, 2024.
- **Written proposals must be submitted by 1:00 p.m. April 22, 2024, in the City Clerk's Office, Zion City Hall, at 2828 Sheridan Rd.**
- Interviews (if needed) April 29th and/or 30th, 2024 (times to be determined)
- Fee Negotiations with highest ranked firm May 1 to May 10, 2024.
- Recommendation to City Council for approval May 21, 2024
- Start A/E services May 22, 2024
- Construction Documents (CD's) 100% complete and ready for bidding January 6, 2025.

These dates are estimates and are subject to change.

2.0 GENERAL SCOPE OF PROJECT

This project will be delivered under a Construction Manager (CM) as Constructor delivery method. The City has completed the CM selection process and chosen Camosy Construction Incorporated as the CM. Construction of this project shall be accomplished via bidding of multiple “trades” packages with contracts between the CM and the construction companies that will perform the work. The Owner – Architect agreement will be the AIA B133-2019 and the AIA A201-2017 General Conditions, each with modifications. Copies of the proposed contract documents will be provided to shortlisted firms.

3.0 SCOPE OF SERVICES

3.1 Owner provided services

- a) Land surveying
 - a. With assistance from the A/E and CM to establish a Scope of Services.
- b) Geotechnical Investigation and report
 - a. With assistance from the A/E and CM to establish a Scope of Services.
- c) Building Systems Commissioning (if appropriate for the final design)
 - a. With assistance from the A/E and CM to establish a Scope of Services.

3.2 A/E Services

The AE firm must provide all services necessary to meet the goals and objectives of the project. The City expects services should, as a minimum, include all services standard and normal for a project of this nature and as called for in the B133-2019, and also include but not be limited to, the services outlined below.

1. Civil engineering – including stormwater management. Services must include site visits as appropriate to be familiar with site conditions and how such conditions may affect the design.
2. Structural engineering
3. Mechanical engineering (HVAC)
4. Plumbing systems engineering
5. Electrical engineering, including Fire Alarm and Station alerting systems.
6. Fire Protection (fire sprinkler)
7. Low Voltage Systems Design (AV, phone, data) (equipment by owner)
8. Landscape Architecture/Design
9. Interior Design
10. Fixtures, Furnishings, Equipment (FFE) design

NOTES:

1. If the submitting AE firm requires any specialty consultants for any of the above noted services, submitting firm shall include information demonstrating the experience of the consultant with work of a similar nature, preferably with the AE firm and for fire service projects and/or clients.
2. Fire Sprinkler system design may be based on performance specification approach; however, AE must provide information on head types, layout, etc. as part of the bidding documents drawings and specifications.
3. Other than Fire Sprinkler, there shall NOT be “pass down” of design responsibility to the CM, or any subcontractor in any way.

3.2.1: Develop Initial Project Understanding

- a) The AE will review and become familiar with all existing project related information.
- b) The AE will meet with Project Team representatives from the City, Fire Department, Camosy, and other potential stakeholders to discuss the project and the Owner's goals and expectations.
- c) The AE will prepare, in consultation with the City, Fire Department, and CM, a detailed schedule including appropriate milestone dates, for the overall Programming, Design, Construction Documents, and Permitting Phases to the point of the Construction Documents (drawings, specifications and any associated documents) being 100% complete and ready for bidding.
- d) The AE will regularly update their schedule to show the AE's services are "on-schedule", and if not, to propose means to recover time to meet the approved CD completion date.

3.2.2 Space Needs Analysis and Space Needs Programming Phase

- a) The AE will meet with Project Team representatives from the City, Fire Department, Camosy, and other potential stakeholders to discuss the project and the Owner's anticipated requirements for the new station as part of an overall Space Needs Analysis for the new station.
- b) AE shall plan and coordinate tours with Owner's and CM's staff of other local Fire Stations with features as may be similar or appropriate for Zion Station 2.
- c) The A/E will prepare a Space Needs Program based on the Space Needs Analysis that identifies all the required and recommended spaces in the station and the associated suggested square foot area for each space.
- d) The program shall include appropriate area allocation for "non-assigned" spaces such as walls, corridors, etc. resulting in a recommended gross total square foot area for the station.
- e) The A/E shall include with the Space Needs Program a written narrative describing the overall Space Needs Analysis and Space Needs Programming process and results.
- f) The A/E will present the results of the work at a City Council meeting and include such graphic aids as may be necessary and beneficial for the understanding and information of the Council, audience, and public.

3.2.3 Schematic Design Phase

- a) The AE will schedule and lead regular design meetings with representatives of the City, Fire Department, and CM on an average of every 2 weeks. AE shall prepare and distribute minutes.
- b) Update Space Needs program as needed based on review and follow-up meetings with the Owner.
- c) Review the site and its conditions to determine the best civil design options and site location for the new station.
- d) Prepare preliminary site plan and floor plan design to reflect space needs program, site analysis, and input from the Owner and CM. NOTE: Include no less than 3 versions of the design for Owner's review prior to selection of a design to advance.
- e) With the input and approval of the City and Fire Department, prepare schematic design documents including, site plan, floor plans, building sections & elevations, and preliminary perspective sketches in order to best convey the proposed overall facility including proposed aesthetic appearance.
- f) Advance the design on a regular and ongoing basis to be shared and discussed with representatives of the City, Fire Department, and CM at each Design Meeting
- g) Present the 100% SD design, including appropriate graphic documents to the City Council at a Council meeting.
- h) At the conclusion of the Schematic Design Phase, provide documents sufficient for the CM to prepare the preliminary Cost of Construction budget which shall be the basis of ongoing Design Development.

- i) When the CM's Preliminary Budget is prepared, review the budget in detail and then meet with City, Fire Department, and CM to discuss the budget and mutually agree to, or adjust, target budget costs for the total cost of construction and each critical trade cost.

3.2.4 Design Development Phase

- a) With the City and Fire Department approval to proceed, advance the design work to the Design Development Phase.
- b) The AE will schedule and lead regular design meetings with the City, Fire Department, and CM on an average of every 2 weeks. AE shall prepare and distribute minutes.
- c) Update the proposed Design Phase schedule for Owner and CM review and comment.
- d) Prepare documents that advance and refine the design on an ongoing basis to be shared at each design meeting for owner review and comment.
- e) Documents shall include but are not limited to, site plan, floor plans, building sections and elevations, details, preliminary mechanical, electrical, and plumbing systems, and other building systems as appropriate.
- f) Prepare outline specifications for discussion with the City, Fire Department, and CM and for City, Fire Department, and CM approval for systems type, ease of operation and service, and costs.
- g) Prepare outline specifications as needed to discuss with the Owner and CM proposed finish materials and products, their general quality levels, and associated costs.
- h) Work with City, Fire Department, and CM to develop Value Engineering and Alternate Bid options to aid in management of Construction Costs.
- i) Attend Plan Commission, City Council Meetings, and other similar meetings as required to present and explain the project in accordance with the requirements for such meetings.
- j) Attend Public Comment meetings as required to present and explain the project in accordance with the requirements for such meetings. Two (2) such meetings are anticipated.
- k) At the conclusion of the Design Development Phase, provide documents sufficient for the CM to update the preliminary SD Cost of Construction budget.
- l) When the CM's 100% Design Development Budget is prepared, review the budget in detail and then meet with City, Fire Department, and CM to discuss the budget and mutually agree to, or adjust, target budget costs for the total cost and each critical trade cost. This budget shall be the basis of development of the Construction Documents.

3.2.5 Construction Document Phase

- a) With the Owner's approval to proceed, advance the design to Construction Document Phase.
- b) The AE will schedule and lead regular Construction Document phase update meetings with the representatives of the City, Fire Department, and CM on an average of every 3-4 weeks. AE shall prepare and distribute minutes.
- c) Update the proposed Construction Document Phase schedule for Owner and CM review and comment.
- d) Work with City, Fire Department, and CM to continue to develop Value Engineering and Alternate Bid options to aid in management of Construction Costs. Incorporate such VE and Alternates into the bid documents as needed.
- e) If City and Fire Department elect to "Commission" the building or any of its systems, assist Owner and CM as needed to prepare a solicitation for Commissioning Services to be contracted direct between the City and commissioning agent.
- f) Continue with preparation of the Construction Documents, including drawings and specifications as needed to advance the design consistent with the schedule.

- g) At 50% complete CD's provide a set of all documents, drawings and specifications, to the CM for preparation of the next Cost of Construction estimate.
- h) Continue with preparation of the Construction Documents, including drawings and specifications as needed for a complete, ready for permit review, set of documents in accordance with the proposed schedule and as may be required by local governing codes.
 - a. Drawings and Specifications shall set forth in detail all aspects of the work necessary for competitive bidding, followed by construction.
- i) At approximately 90% completion of the CD's, submit "Ready for QC Review" documents to the Owner and CM for their review and comment. These documents will also be used to update the Cost of Construction Estimate.
- j) Discuss any QC review comments generated by City, Fire Department, or CM with City, Fire Department and CM and, with mutual agreement, revise documents as may be needed.
- k) Review the CM's 90% CD Cost of Construction Estimate, and then meet with City, Fire Department and CM and, with mutual agreement, confirm CD's and Estimate are in alignment or by mutual agreement, revise documents as may be needed.
- l) Submit "Ready for Permit Review" documents to the local governing authorities, (City, County, State, etc.) for their review and comment.
- m) Respond to any review comments as necessary to secure all necessary Construction Permits.
- n) Prepare a "For Bidding" set of documents (drawings & specifications) incorporating all permit review comment corrections, City, Fire Department, and CM directed revisions, and other such revisions as needed for a complete Bid Set.

3.2.6 Procurement/Bidding Phase

- a) Assist City, Fire Department, and CM to schedule and conduct all Pre-Bid meetings.
- b) Provide response to Requests For Information (RFI's) as may be submitted by bidders through the CM.
- c) Assist CM to prepare Addenda as may be required to clarify issues associated with Bid Documents.
- d) Assist the CM and Owner with receiving the bids and bid review as requested.
- e) Following the completion of Bidding and with the Owner's approval to proceed with Construction, prepare "For Construction" documents (drawings and specifications) which shall formally incorporate all information generated during the bidding period in response to RFI's, code comments, City, Fire Department, or CM requested changes, accepted alternates, and general clarifications and corrections to the Bidding Documents set. Provide the complete "For Construction" documents in a printable electronic format to the CM.

3.2.7 Construction Phase

- a) General Construction Administration as normal for a project of this complexity and size.
- b) Architect's designated Team Manager, or an Owner approved alternate representative, shall attend all regularly scheduled construction progress meetings at the job site. Meetings are planned to be on a bi-weekly basis for the duration of construction.
- c) Review of Shop Drawings, submittals, and other such items on a timely basis (not more than 14 calendar day turnaround) in order to maintain the proposed construction schedule.
- d) Review of monthly and final Certificate of Payment in a timely fashion and according to City schedule for Council meetings.
- e) Review Change Order requests with representatives of the City, Fire Department, and the CM and approve in a timely fashion as appropriate.

3.2.8 Construction Closeout & Warranty

- a) With representatives of the City, Fire Department, and the CM, prepare a Punch List identifying any items to be completed or corrected to achieve Substantial and Final completion of the work.
- b) Review Closeout documents provided by the CM for the Owner's use and records.
- c) Following Final Completion approval, the CM will provide to the AE the "Field Record Documents" documenting the work during construction. The AE shall then incorporate all mark-ups into the "For Construction" documents to create a final electronic "Record Set" of documents for the owner's use.
- d) With representatives of the City, Fire Department, and the CM, conduct an "11th month" warranty inspection of the work to create a Warranty Work list.

4.0 REQUIRED SUBMITTAL CONTENT

4.1 General

Any firm interested in proposing to provide Architectural and Engineering services for this project must submit a written proposal and qualifications statement as described below. Although no specific format is required for the written submittal, this section is intended to provide guidelines on features which the City will look for and expects to be included in the RFQ response. Responses must, however, be organized in the same order as listed herein. Any questions about this project or RFQ must be made in writing or email and directed to City Administrator Dave Knabel. Email: DavidK@zion.il.us

4.2 RFQ Written Response - Part A: Qualifications

In general, your submittal should thoroughly address the project objective; the architecture and engineering services and approach; work products to be provided; personnel to be provided. Also to be included are confirmation of the AE's project team, their qualifications, and an organizational chart of the project team. It is the City's position that the AE submitting in response to the RFQ is committing to provide the project team listed and that any substitutions of, or additions to, that team after its receipt must be approved in advance by the City. For the purpose of evaluating the submittals from the participating AEs, the City will review, at a minimum, the following submittal components:

1. Cover letter (2 page max)

- a. A cover letter, including a statement of interest to provide Architectural Design Services for City of Zion Fire Station 2. Provide a brief overview of the services provided by the firm and a brief insight into the firm's design approach and philosophy for fire station facilities.

2. Table of Contents

- a. A table of contents that includes a clear identification of the material contained in the proposal, by section and page number. **REMINDER: The Qualification Response MUST be presented in the order as described herein, or the submitting firm may be disqualified.**

3. Proposing Firm Information

- a. Name of the AE and location of the principal (home office) that will be managing this project including telephone and email address for the person designated as the main contact for the firm. Include proof that the firm is licensed to practice in Illinois. If any of the services required for this project will be performed at a location other than the firm's local Illinois office, those services shall be noted in detail and include an explanation.
- b. Identify any services your firm will be coordinating through consultants. Provide each consulting firm's area of discipline, name, address, phone. Describe project experience you have working together on similar projects including owner references.

4. Project Team Information

- a. Identification of the AE team manager, Project Designer, and Project Production Manager (person directly responsible for managing production of all documents for all phases), with a resume for each describing background and relevant experience with similar projects. Provide a minimum of three key representative past projects for each project member noted. Include the project description, level of involvement, and Owner reference information for each project.
The AE Team Manager, or an Owner and CM approved alternate, will be required to represent the AE at all design phase meetings and during construction at all Construction Progress meetings.
- b. Identification of other team members (including all consultants) with a clear description of the role each member will serve. A limited resume should be included for each member that describes their most relevant project experience with Owner references for each project.
- c. Provide an Organization Chart for the entire team. Show each person and their project role.

5. Project Approach

- a. Describe how your firm would approach this project, detailing any unique qualifications, technical capabilities, or characteristics that qualify your firm specifically for this project.
- b. Explain the Quality Control process for your Construction Documents. Include an explanation describing how the drawings of the various disciplines (architecture, structural, civil, mechanical, plumbing, electrical, etc.) are checked for coordination between each other.
- c. Describe how you assign tasks to your team members and monitor progress in order to control and meet the schedule for the Design and Construction Documents phases.
- d. Describe how your firm will work with the CM to design the facility within the project's budget established during the design phase. Be specific and include an explanation of how the AE's consultants (structural, hvac, plumbing, electrical, fire sprinkler, etc.) will be managed by the AE to design to budgets established for their respective disciplines.

6. A detailed scope of services.

- a. Although the City in this RFQ attempts to identify the services required, this should not constrain an AE in the development of a scope that they believe is necessary to meet the City's objectives. The City will be receptive to alternative scopes of service. Provide a narrative which explains your scope of services and demonstrates that the AE understands the project's objectives, priorities, challenges, and that they will address them through the proposed design and construction administration approach.

7. Similar Projects

- a. Provide project data information sheets for similar fire station projects designed by the AE within the past seven (7) years. For each project include the fire department name, fire station number (if known), station address, project description, project size (gross area), year completed, final cost of construction, total project cost, special or unique features, etc. Include the AE's role in the planning, design, and construction phases, and station owner's (fire department or municipality) reference contact name and contact information. List the consultant used for each discipline, including civil, structural, HVAC, plumbing, electrical, etc.

8. Schedule

- a. Provide a proposed preliminary schedule for the A/E's scope of services from space needs analysis and space needs programming through design and to the completion of Construction Documents to the point of having a 100% complete "Ready for Bid" set of Construction Documents. Show the proposed duration for each Phase.

9. References

- a. The names and telephone numbers of at least five references from current and similar projects completed within the past five years.

10. Other relevant information

- a. Other relevant material which the proposer feels demonstrate the AE's ability to perform the work and to provide adequate information to the City to evaluate the RFQ response.

4.3 RFQ Written Response - Part B: Acknowledgements

The following Questions shall be acknowledged and answered by the respondent and included with the Submitted Qualifications response.

1. Will all Construction Document drawings be prepared in a 3-D format?

- a. Architectural Yes___ No___
- b. Structural Yes___ No___
- c. Electrical Yes___ No___
- d. HVAC Yes___ No___
- e. Plumbing Yes___ No___
- f. Fire Protection Yes___ No___

2. Controlling the Cost of Construction is a vital part of this project’s success. The City believes this can be best achieved by the entire team (Owner, A/E and CM) working together to achieve this goal. Will you agree to design to a Budget Amount for each of the disciplines, (Civil, Architectural, Structural, Electrical, HVAC, Plumbing and Fire Protection, Specialties)? The Budget Amount for each “trade” will be developed as part of the Pre-Construction process with the collaborative effort of the Owner – Construction Manager and A/E Team.

Yes _____ No _____
If no, please explain why.

3. The City believes that competition among subcontractors and suppliers during the bidding phase is critical to ensuring best value results for the bidding of the work. Therefore, it is vitally important that the bidding documents are NOT proprietary or “sole source” in any way. Will you agree to structure the design and specifications to include a minimum of three named manufacturers or suppliers (Please Note: the “basis of design” approach will NOT be an acceptable alternative to providing three manufacturers or suppliers.) for all systems, products, materials, including but not limited to:

- a. HVAC systems and equipment, temperature control systems and equipment,
- b. electrical systems and equipment, not including light fixtures (see below),
- c. plumbing systems and equipment,
- d. building envelope systems and components (roofing, curtainwall, windows, masonry, etc.)
- e. most finish materials (ceiling systems, paint, wall protections, cabinets, etc.)

Only in circumstances where the City specifically authorizes in advance a sole source will a design and specification approach other than that described above be allowed. For example, the City may consider a sole-source approach for: epoxy flooring, vehicle exhaust systems, overhead doors, ceramic tile, carpet, vinyl tile, and lighting fixture selections.

Yes we agree _____ No we do not agree _____

4. The City believes in a negotiable terms approach for errors and omissions within the drawings. At no point will compensation from the AE to the Owner for errors and omissions be waived in the contract between owner and architect. Do you agree to these terms?

Yes _____ No _____

INCLUDE THIS FORM WITH YOUR QUALIFICATIONS RESPONSE

4.4 - CITY OF ZION FIRE STATION 2 - PROJECT PROPOSAL FORM

We hereby agree to furnish to the City, services as outlined in the accompanying RFQ and RFQ response in accordance with provisions, instructions, and specifications of the City. This form must be signed by an authorized agent of the Architect. If the Architect is a corporation, the corporate seal must be affixed.

The successful Architect will be required to agree to sign the City contract and attached appendices (sexual harassment policy, tax liability, etc.).

The proposal shall be binding for ninety (90) days following the proposal due date.

My signature certifies that the Proposal as submitted complies with all terms and conditions as set forth in the Notice of Request for Qualifications for ARCHITECTURAL SERVICES FOR THE NEW FIRE STATION NO. 2.

I/We certify that I/We am/are authorized to sign as an agent(s) of the firm:

PLACE CORPORATE SEAL HERE

By (signature).....: _____

Print Name.....: _____

Position / Title.....: _____

Company Name.....: _____

Address Line 1.....: _____

City, State, ZIP.....: _____

Telephone.....: _____

Email.....: _____

INCLUDE THIS FORM WITH YOUR QUALIFICATIONS RESPONSE

4.5 Submittal of RFQ Response

Submit five (5) bound hard copies of the written RFQ Response and a flash drive with an electronic PDF version of the response to the Zion City Clerk, 2828 Sheridan Rd., Zion, IL 60099, by the date and time indicated herein. All required copies of the complete RFQ response submittal shall be contained in one sealed envelope or package.

Please make sure your firm's name is on the package or envelope exterior.

Label your packages as follows:

**"RFQ for Fire Station 2 - Architecture & Engineering Qualifications Response
Attention Dave Knabel – City Administrator
2828 Sheridan Road
Zion, IL 60099"**

Additionally, provide an electronic copy in PDF format of the Complete Qualifications submittal on a flash drive.

The City may invite the top three or four firms to interview or make presentations. A top-rated firm will be selected.

4.5 Miscellaneous Information

- a) The City of Zion reserves the right to accept or reject, either in whole or in part, any and all submittals in response to this request, with or without cause, and to waive informalities or irregularities in any submittals which are in the best interest of the City.
- b) All material submitted in response to this RFQ becomes the property of the City of Zion. Responses may be reviewed by any person after the final selection has been made. The City of Zion has the right to use any or all ideas presented in reply to this request. Disqualification of a firm does not eliminate this right.
- c) The City of Zion is not liable for any cost incurred by AEs prior to issuance of a written agreement, contract, or purchase order.
- d) The submittal contents of the successful AE may be considered a contractual obligation if the City of Zion wishes to execute a contract based on the negotiated fee. Failure of the successful AE to accept these obligations in a purchase agreement, purchase order, contract, or similar instrument may result in cancellation of the award and such firm may be removed from future solicitations.
- e) All products produced in response to the contract resulting from this RFQ will be the sole property of the City of Zion. This includes any original digital and reproducible drawings prepared for this project.
- f) The City of Zion reserves the right to contact any reference, or any client, whether listed in the documents or not, for information which may be helpful to the City of Zion in evaluating the AE's performance on previous assignments or projects.

5.0 PROCUREMENT OF PROFESSIONAL SERVICES

5.1 General

The City's general method for the procurement of professional services for public buildings is a competitive RFQ process, whereby submittals are reviewed for quality, but the service fee is negotiated after the AE has been selected. The following process will be followed in the review and selection of an AE for this project:

5.2 Request For Proposals

The City shall advertise for AEs to submit qualification statement. The RFQ will include a detailed scope of work and services as well as other supporting documents that provide information to the AE for their use in providing a complete submittal.

5.3 Submittal Evaluation and Final Selection

Upon receipt of each firm's submittal, the AE shall be evaluated according to the following criteria:

a) Overall quality of the RFQ submittal

Completeness and quality of the response of the RFQ. Does the response address the questions and topics as called for in the RFQ? Is the response organized as called for in the RFQ?

Points: 0 – 10

b) Overall Firm Experience and Qualifications.

The overall corporate experience of the proposing firm with recent and current design and completion of similar projects, with specific emphasis on local fire stations and construction management delivery.

Points: 0 – 20

c) Team and Team Manager Qualifications.

The education, experience, and background of the project team's key personnel, and their experience working together, with specific emphasis on the team manager, project designer, and production manager assigned to the project.

Points: 0 – 25

d) Scope of Services Proposed

The degree the AE's proposed scope of services addresses the project's goals and objectives and clearly demonstrates the firm's understanding of the priorities and special conditions of the specific project.

Points: 0 - 20

e) Familiarity With Conditions

Familiarity of the AE with local conditions affecting the project and the demonstrated record of the firm's ability to work with the City, chosen CM, subcontractors, consultants, and other governmental agencies involved in the project.

Points: 0 – 10

f) Presentation and/or interview

Quality of presentation and/or interview (if shortlisted).

Points: 0 - 15

The top three (3) ranked AEs may be selected for a presentation and/or interview. Based on the evaluation of the submittals and presentations/interviews, an initial selection shall be made of the most qualified firm. If the City is unsuccessful in reaching a contract agreement with the top-rated firm, the second-rated firm will be invited to negotiate costs with the City.

5.4 Negotiation Guidelines

The successful AE shall participate in a fee negotiation meeting with the City. The negotiation and discussion will cover the AE's costs, including direct costs, indirect costs, and profit or net fee as may be considered by the City to be reasonable. The City and AE will also agree upon the project schedule and any final adjustments in the project requirements at this time.

5.5 Standard Agreement

Once the fee has been agreed upon, the City Council will consider the agreement for professional services. The agreement shall be in a form acceptable to the City, which will be provided to the selected AE. The remaining pre-qualified AEs shall be notified that the award has been made to the selected AE. The City has used a modified AIA agreement in the past.

5.6 Compensation and Payment

The City shall reimburse the AE as may be necessary to complete the requirements of this assignment as set forth in the final agreement between the parties. The AE shall submit an invoice to the City monthly. Before authorizing payment, the City will review the invoice to ensure that all charges are proper and supported by the AE Project Progress Report attached thereto.

5.7 Insurance

The selected AE shall provide certificates of insurance providing coverage as indicated below. Each policy must list the City and CM as an additional insured. The AE and all consultants waive subrogation rights against the City for all losses. Such insurance shall apply as primary insurance with respect to any other insurance or self-insurance program afforded to the City of Zion. There shall be no endorsement or modification of such insurance to make it excess over other available insurance, and alternatively, if the insurance states that it is excess or pro rata, it shall be endorsed to be primary with respect to the City of Zion.

Professional Liability

Per claim	\$2 million
Aggregate	\$2 million

Commercial Liability

General Aggregate	\$2 Million
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Products Completed Operations

Aggregate	\$1 Million
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Personal Injury and Advertising Limit

Aggregate	\$1 Million
Each Occurrence	\$1 Million

Automotive-for all owned, non-owned, hired, and leased vehicles

Combined single limit	\$1 million
Or	
Bodily injury – each person	\$500,000
Each accident	\$1 million
Property damage – each occurrence	\$1 million

Umbrella

Combined single limit	\$2 million
General Aggregate	\$2 million

Workers Compensation

Statutory	\$1 million
Employer's Liability	\$100,000