



REQUEST FOR QUALIFICATIONS (RFQ) FOR ARCHITECTURAL SERVICES

The Town of Mina is seeking assistance for architectural services for a preliminary feasibility report for construction of a Town of Mina Highway Building and Salt Shed and renovation of the existing Highway Building for use as a Fire Station. The project involved is proposed to be funded by state and federal grants including the United States Department of Agriculture / Rural Development.

PART ONE: SCOPE OF SERVICES

The Town of Mina is soliciting qualification statements for architectural services to assist the Town of Mina with the development of an architectural feasibility report as outlined in Rural Development Instruction 1942-A, Guide 6. The level of detail is commensurate with the project type and complexity. The agreement will be on a lump sum, fixed price basis (or cost reimbursement "not to exceed" basis), with payment terms to be negotiated with the selected firm. Reimbursement for services will be contingent on the Town of Mina receiving funding from various grant and loan sources.

The feasibility report to be provided will include, but not be limited to:

1. Need for the Facilities
2. Condition of Existing Facilities
3. Proposed New Highway Facility
4. Proposed New Salt Shed
5. Removal of Existing Storage Building
6. Renovation of Existing Facility for Reuse as Fire Station
7. Description of Proposed Building Site
8. Schematic Site Plan & Renderings
9. Schematic Building Plans and Elevations
10. Preliminary Cost Estimates
11. Annual Operating Budget
12. Proposed Construction Contract Method
13. Build America, Buy America Act: 2 CFR 200 and 2 CFR 184
14. Photographs
15. Conclusions and Recommendations

PART TWO: REQUEST FOR QUALIFICATION STATEMENTS

The following information should be included under the title "Request for Qualification Statements for Engineering Services":

1. Name of Respondent
2. Respondent's Address
3. Respondent's Telephone Number
4. Respondent's Email Address
5. Respondent's Federal Tax Identification Number
6. Name, Title, Address, Telephone Number, Fax Number and Email Address of the Contact Person Authorized to Contractually Obligate the Respondent on Behalf of the Respondent.

Contents of the RFQ

Respondents should letter and number responses exactly as the questions are presented herein. Interested Respondents are invited to submit RFQs that contain the following information:

1. Introduction (transmittal letter)
2. Background and Experience
3. Specialized Knowledge
4. Personnel/Professional Qualifications

1. Introduction (transmittal letter)

By signing the letter, the Respondent certifies that the signatory is authorized to bind the Respondent. The RFQ response should include:

- a. A brief statement of the Respondent's understanding of the scope of the work to be performed;
- b. A confirmation that the Respondent meets the appropriate state licensing requirements to practice in the State of New York;
- c. A confirmation that the Respondent has not had a record of substandard work within the last five years;
- d. A confirmation that the Respondent has not engaged in any unethical practices within the last five years;
- e. A confirmation that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;

- f. Any other information that the Respondent feels appropriate;
- g. The signature of an individual who is authorized to provide information of this nature in the name of the Respondent submitting the RFQ.

2. Background and Experience

Respondents should:

- a. Describe Respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.
- b. Describe any prior engagements in which Respondent's firm assisted a governmental entity in dealings with designing municipal or similar buildings. Respondent should include all examples of work on similar projects as described in Part One. Preference is for the types of projects similar to those described in Part One. Respondent should provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted. Respondent is encouraged to include written references (letters or forms are acceptable) from previous clients attesting to the quality of work and compliance with performance schedules Respondent cites in this section.
- c. Describe the firm's workload and current capacity to accomplish the work in the required time.
- d. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Respondent's firm to handle the proposed project(s).
- e. Provide current information on professional errors and omissions coverage carried by Respondent's firm, including the amount of coverage.

3. Specialized Knowledge

Respondents should:

- a. Describe their knowledge and experience in the particular types of projects described in Part One.

4. Personnel/Professional Qualifications

Respondents should:

- a. Identify staff members (as applicable), who would be assigned to act for Respondent's firm in key management and field positions providing the services described in Part One: Scope of Services, and the functions to be performed by each.
- b. Include resumes or curriculum vitae of each such staff member designated above, including name, position, telephone number, fax number, email address, education, and years and type of experience. Describe, for each such person, the projects relevant to municipal or similar types of projects on which they have worked. Provide the names, telephone numbers, and email addresses of contact persons with the firms or organizations with whom these staff members worked on those projects.
- c. Estimate the number of persons to be assigned to this project, indicating the number working in New York State and the number working elsewhere.

PART THREE: SELECTION CRITERIA

The Town of Mina shall evaluate each potential contractor in terms of its:

1. Professional qualifications necessary for satisfactory performance of required services;
2. Specialized experience and technical competence in the type of work required;
3. Capacity to accomplish the work in the required time;
4. Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules;
5. Location in the general geographical area of the project and knowledge of the locality of the project; provided, that application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the project.**

SUGGESTED RATING POINTS

Respondents will be evaluated on the basis of the written materials submitted and according to the following factors:

1. Experience of the firm with this particular type of construction/renovation project as described in Part One (40 points)
2. Experience of the firm with other similar types projects (15 points)
3. Current capacity to accomplish the work in the required time (15 points)
4. Reference from other clients attesting to the firm's:
 - a. Quality of work (15 points)
 - b. Compliance with performance schedules (15 points)

In the event of a tie, oral interviews will be held with those firms. As a result of the interviews, the Town of Mina will determine which firm will be selected to enter into contract negotiations. Unsuccessful firms will be notified as soon as possible.

Questions should be addressed to Rebecca Brumagin, Town Supervisor at 716-769-7204. Responses to this RFQ should be:

- Hand-delivered to the Town of Mina Town Clerk's Office at the Mina-Findley Lake Community Center, 2883 North Road, Findley Lake, NY, during normal business hours (Monday, Tuesday and Thursday 8:30 am-noon and 1:00-4:30 pm; Friday 8:30-11:30 am), or
- Mailed to Rebecca Brumagin, Town Supervisor at Town of Mina, PO Box 38, Findley Lake, NY 14736, or
- Emailed to Rebecca Brumagin, Town Supervisor at Supervisor@townofmina.org

Responses to this RFQ must be received no later than Thursday, August 22, 2024 at 4:00 pm. Please state "Highway Building & Fire Station Architectural Feasibility Report RFQ" on the cover.

*The corresponding point system and breakdown of points must be specifically identified. **Geographic preference may be used as a selection factor for engineering services if adequate competitions (two or more firms that are responsive and responsible) are located within the distances identified.