



Waxhaw Community Volunteer Fire  
Department and Rescue Squad, Inc.

REQUEST FOR PROPOSALS  
FOR  
FIRE STATION DESIGN & CONSTRUCTION

Sealed proposals addressed to Gregory Sharpe, Fire Chief, Waxhaw Community Volunteer Fire Department and Rescue Squad, Inc. 3500 Waxhaw Pkwy, Waxhaw, NC 28173, and marked "RESPONSE TO RFP FOR NEW FIRE STATIONS ARCHITECTURAL SERVICES."

**Waxhaw Community Volunteer Fire Department & Rescue Squad, Inc.**  
**FIRE STATION DESIGN & CONSTRUCTION**  
**REQUEST FOR PROPOSALS**

**ADVERTISEMENT**

The Waxhaw Community Volunteer Fire Department & Rescue Squad, Inc. (Fire Dept) is soliciting responses to a Request for Proposals (RFP) from firms to provide professional architectural design and construction for a up to 3 new fire stations over the next 10 years. The RFP defines the proposed scope of services and the basis for selecting the firm.

The RFP and information related to this solicitation will be posted to the Internet at [www.waxhawvfd.org](http://www.waxhawvfd.org). For questions related to this solicitation or for an electronic copy of the RFP, contact Gregory Sharpe (gsharpe@waxhawvfd.org). All Minority, Woman and Small Businesses are strongly encouraged to apply.

The deadline for submission of Proposals is 5:00 PM on July 24, 2020 at 3500 Waxhaw Parkway, Waxhaw, NC 28173.

The Fire Dept. reserves the right to reject any offer for failure to comply with all requirements of this notice or of any of the contract documents; however, it may waive any minor defects or informalities at its discretion. The Fire Dept. further reserves the right to reject all offers or award a contract which, in its judgment, is in the best interest of the Fire Dept.

**INTRODUCTION AND PROJECT OVERVIEW**

The Fire Dept. is seeking a firm whose combination of experience and personnel will provide timely, cost-effective and quality professional services for these projects. Areas of expertise should include feasibility studies, construction cost estimation for new construction and renovation projects, site plan layout, familiarity with construction administration and architectural design with emphasis on municipal building construction.

The Fire Dept. will contract with one (1) firm to provide professional services for new Fire Station construction projects. The Fire Dept. seeks fiscal responsibility through the design of a prototype fire station that, with minor alterations, can be constructed in each of the three selected sites to best meet the emergency response needs of that area of the fire district.

**FIRE STATION PROJECT SCOPE OF WORK**

The new fire stations will be constructed on property owned by the Fire Dept. to serve the Fire District's southern area, northern area, and southeastern area. The new fire stations are anticipated to be a one-story building with two (2) bays that are drive-through two (2) by two (2) bays, sleeping quarters, restroom facilities & locker room to accommodate both male and female firefighter/EMTs, kitchen/dining area, offices, exercise room, commons/living room area, storage, and a clean space between the bays and living quarters. We anticipate the fire stations to be approximately 8,000 – 11,000 square feet in size. The first fire station projected for construction will require a well and septic system and the building parking lot layout will need to accommodate this future use. The proposal should also take into account a need for a third apparatus bay for a total of three (3) two (2) by two (2) bays.

**Waxhaw Community Volunteer Fire Department & Rescue Squad, Inc.**  
**FIRE STATION DESIGN & CONSTRUCTION**  
**REQUEST FOR PROPOSALS**

**PROPOSAL PACKAGE EVALUATION CRITERIA**

Proposal packages will be evaluated by the Waxhaw VFD fire station design and construction committee and the proposal packages will be evaluated on the firms' ability to meet the requirements of this Request for Proposals (RFP). Some heavily weighted, specific evaluation criteria, among other factors, will include:

- Experience with non-profit facility projects;
- Emergency Service buildings new construction;
- Ability to meet established schedules;
- Fiscal responsibility;
- Qualifications, certifications, abilities, architectural disciplines and geographic location of key individuals identified in the Proposals Package;
- Familiarity with construction administration;
- Public involvement experience;
- References;
- An office in the Waxhaw/Monroe/Charlotte region.

**SUBMITTAL REQUIREMENTS**

If your firm would like to be considered for providing the required services for the Fire Dept, please submit three (3) bound copies and one (1) electronic copy of your Proposal Package to:

Gregory Sharpe Fire Chief  
Waxhaw Community Volunteer Fire Dept & Rescue Squad, Inc  
3500 Waxhaw Parkway  
Waxhaw, NC 28173

Title on Package: RFP – New Fire Station Design & Construction

Each firm is solely responsible for the timely delivery of its Proposal Package. No Proposal Packages will be accepted after the deadline. Firms accept all risks of late delivery of Proposal Packages regardless of fault.

Please direct all questions and requests for information by email to Gregory Sharpe at [gsharpe@waxhawvfd.org](mailto:gsharpe@waxhawvfd.org) by 5:00 pm on Friday July 10, 2020. The question deadline will allow an addendum to be issued to clarify the project, if need be. All requests for clarification/information shall be in writing. No verbal correspondence is considered binding.

Any clarification or revisions to this RFP will be made only by an addendum which will be posted to the Fire Dept's website. It is the Proposer's responsibility to monitor the website for addendums. The Proposer must acknowledge receipt of any/all addendums with their submission.

The Proposal Package should consist of a cover Letter of Interest and the three tabbed sections described

**Waxhaw Community Volunteer Fire Department & Rescue Squad, Inc.**  
**FIRE STATION DESIGN & CONSTRUCTION**  
**REQUEST FOR PROPOSALS**

below. Due to demands on the time of the Selection Committee members, please limit your submittal to twenty-five (25) pages, 8.5" x 11" format. Front and back copying is acceptable, but each side counts as a page. Cover letters of interest, table of contents, tabs or dividers are not included in the page count. Longer submissions may be removed from consideration. The cover Letter of Interest must identify a contact person for questions during the RFP process and provide contact information including telephone number, fax, email and postal address.

**Intentionally Left Blank**

**Waxhaw Community Volunteer Fire Department & Rescue Squad, Inc.**  
**FIRE STATION DESIGN & CONSTRUCTION**  
**REQUEST FOR PROPOSALS**

**TAB ONE: INFORMATION ABOUT THE TEAM**

Please provide the information requested in the following order under Tab One:

Identify the legal entity that would enter into the contract with the Fire Dept and include location of company headquarters, local office location, type of business (sole proprietorship, partnership, corporation), state of incorporation or organization and Federal Employer Identification Number, and the name and title of the person authorized to enter into an agreement.

Provide an organizational chart identifying members of the team, including consultants who would be assigned to this project. The chart should clearly delineate roles and responsibilities of the various team members. Please indicate the geographical location of any team member whose office is outside the Waxhaw/Monroe/Charlotte region.

For proposed consultants, please provide the name of each firm, the office location, contact name and telephone number, and the services to be provided.

State any conflicts of interest your firm or any key individual may have with the Fire Dept.

List any contracts performed in the past (8) years by your firm for projects that were similar in size or type to this project. Include a brief description of each project, list the date services were performed, the owner's contact information (name, phone number, email address and physical address), the dollar amount and total time period involved. Also list any Errors and Omissions on each project in dollars and total construction cost percentage.

List the projects performed in the past that consisted of the Design and Construction project delivery method. Include any consultants who performed as the Construction Administrator, if any. Include a brief description of each project, list the date services were performed, the Construction Administrator contact information (name, phone number, email address and physical address). List the project's Guaranteed Maximum Price and the final project amount.

**TAB TWO: INFORMATION REGARDING THE SERVICES**

Please provide the requested information in the following order under Tab Two:

Indicate the number of professional staff available and qualified to perform services. Include detailed background information for each key member of the team including:

- Job classification;
- Roles and responsibilities;
- Professional registrations and certifications listing applicable state(s);
- Office location;
- Years of service with the firm;
- Role in past projects; and
- Present and anticipated workload and ability to handle additional projects for the next 36 month period.

Describe the proposed project team's experience and capability in these areas:

- Conceptual and technical approach to the work;
- Proposed schedule for completing the work;
- Architectural design;
- Structural design;
- Mechanical (HVAC) design;
- Electrical design;
- Plumbing design;
- Demonstrated use of energy-saving or "green" designs;
- Coordination with regulatory permitting agencies;
- Public involvement;
- Utility coordination; and any other applicable skills.

Litigation History-Include a statement detailing whether your firm is currently in litigation or has been in litigation in the past five (5) years. If there is litigation history, please explain each occurrence and the circumstances with the outcome.

Describe the lead firm's ability to support the project team in the following areas: Procedures and processes to manage the work; Backup and support personnel, specialty experts, and other resources and their locations; meeting schedules and budgets; and quality control procedures.

If a significant portion of work on any project task is expected to be performed in any office other than in Waxhaw/Monroe/Charlotte region office listed, list each task and the associated office from which work will be performed.

### TAB THREE: INFORMATION REGARDING THE PROJECT

Please provide detailed information on the following about the project:

- Design
  - Proposed cost of design for the stations
  - Proposed schedule for completion of design
  - Proposed payment schedule for the design phase
  - General description of the design for the project – This may be in the form of previous projects similar in nature to this one
- Construction & Site Work
  - Proposed cost of construction administration
  - Proposed cost of site work
  - Proposed cost of station construction
  - Proposed schedule for completion of the station
  - Proposed payment schedule during construction

**Waxhaw Community Volunteer Fire Department & Rescue Squad, Inc.**  
**FIRE STATION DESIGN & CONSTRUCTION**  
**REQUEST FOR PROPOSALS**

**ADDITIONAL INFORMATION ABOUT THIS RFP**

*Selection Committee*

A Selection Committee will evaluate the information submitted. Interviews with short-listed firms are anticipated, but are not mandatory. Please do not contact any other Fire Dept staff member other than the designated contact person; Gregory Sharpe (gsharp@waxhawvfd.org) regarding the project contemplated under this RFP while this RFP is open and a selection has not been finalized. Any attempt to do so may result in disqualification of the firm's submittal for consideration.

*Public Records*

Upon receipt by the Fire Dept, your Proposal Package becomes the property of the Fire Dept and is considered a public record except for material that qualifies as "Trade Secret" information under North Carolina General Statute 66-152. Your Proposal Package will be reviewed by the Fire Dept's Selection Committee, as well as other Fire Dept staff and members of the general public who submit public record requests. To properly designate material as a trade secret under these circumstances, each firm must take the following precautions: (a) any trade secrets submitted by a firm should be submitted in a separate, sealed envelope marked "Trade Secret - Confidential and Proprietary Information Do Not Disclose Except for the Purpose of Evaluating this Proposal Package," and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope.

In submitting a Proposal Package, each firm agrees that the Fire Dept may reveal any trade secret materials contained in such response to all the Fire Dept staff and the Fire Dept officials involved in the selection process and to any outside consultant or other third parties who serve on the Selection Committee or who are hired by the Fire Dept to assist in the selection process. Furthermore, each firm agrees to indemnify and hold harmless the Fire Dept and each of its officers, employees and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that the firm has designated as a trade secret. Any firm that designates its entire Proposal Package as a trade secret may be disqualified from the selection process.

*Clarification of Submittal*

The Fire Dept reserves the right to obtain clarification of any item in a firm's proposal or to obtain additional information.

*Conditions and Reservations*

The Fire Dept expects to select one (1) firm, but reserves the right to request substitutions of consultants. The Fire Dept reserves the right to reject any or all responses to the RFP, to advertise for new RFP responses, or to accept any RFP response deemed to be in the best interest of the Fire Dept. The Fire Dept reserves the right to waive technicalities and informalities.

A response to this RFP should not be construed as a contract, nor indicate a commitment of any kind. The RFP does not commit the Fire Dept to pay for costs incurred in the submission of a response to this RFP or for any cost incurred prior to the execution of a final contract. No recommendations or conclusions from

**Waxhaw Community Volunteer Fire Department & Rescue Squad, Inc.**  
**FIRE STATION DESIGN & CONSTRUCTION**  
**REQUEST FOR PROPOSALS**

this RFP process concerning your firm shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law or statutory law of North Carolina. Neither binding contract, obligation to negotiate, nor any other obligation shall be created on the part of the Fire Dept unless the Fire Dept and your firm execute a contract.

**EXHIBIT 1 PERFORMANCE EXPECTATIONS**

Fulfilling Contract Obligations:

The selected Firm (the Firm) will understand and uphold the Fire Dept's best interest at all times. The Fire Dept's Project Manager in coordination with the Firm shall be responsible to review these Performance Expectations periodically and participate fully in the Project Team Evaluation process. The Fire Dept's Project Manager in coordination with the Firm shall be responsible to read, understand and fulfill all items in the contract. The Firm is responsible to fulfill all of the requirements of the contract, including the QA/QC plan. The Firm is responsible for the schedule, budget and quality of all of the work performed on the project, including that of their consultants. The Firm shall maintain continuity of staff assignments. Written approval from the Fire Dept's Project Manager is required prior to changing staff assignments.

Timeliness/Responsiveness:

Phone calls shall be returned by the end of the next working day. All correspondence which includes a request for response shall be responded to within the specified time frame. The Firm shall inform the Fire Dept's Project Manager in a timely manner of upcoming concerns, problems, etc. such that they can be addressed by the Project Team without delaying the project schedule.

Clarity:

The Fire Dept's Project Manager shall clearly lay out the project goals at the beginning of the project and communicate additional expectations as soon as they are known. The Firm shall request clarification in a timely fashion from the Fire Dept's Project Team whenever required in order to understand the Fire Dept's expectations. All communication shall be presented in a timely, clear and concise manner. Invoicing: With each invoice, a minimum of detail will include date, the Fire Dept's Purchase Order Number, site visit dates, site visit purpose, related testing, etc. Monthly Status Report: With each monthly invoice, the Firm shall provide a signed *Monthly Status Report* and document in that report any project questions/issues/concerns to be addressed by the Project Team. Questions/problems identified in the *Monthly Status Report* shall be promptly addressed by the entire Project Team.

Citizen Contacts:

*Citizen Correspondence:*



**Waxhaw Community Volunteer Fire Department & Rescue Squad, Inc.**  
**FIRE STATION DESIGN & CONSTRUCTION**  
**REQUEST FOR PROPOSALS**

The Firm shall provide copies of all correspondence with property owners and third parties associated with the project (other than consultants) according to contract requirements.

The Firm shall not convey to citizens, information on the Fire Dept's policies or procedures unless otherwise directed by the Fire dept's Project Manager.

The Firm shall represent the Fire Dept in a professional manner.

*Meetings:*

The Firm shall participate in a professional manner in all Board of Director, Commission, or public meetings at a level determined by the Fire Dept's Project Manager (e.g. serve as main speaker, share speaking responsibilities with Project Manager, answers questions etc.).

The Firm shall prepare exhibits that provide clear, understandable information meeting the specifications set forth by the Fire Dept's Project Manager and the contract.

The Fire Dept's Project Manager will provide a clear description of all exhibits, PowerPoint presentations, handouts etc. to be included in the public meeting. The Fire Dept's Project Manager will provide a clear explanation of which topics the Firm will be responsible to present at the meeting.

*Construction Committee Meetings:*

A Construction Committee, made up of Fire Dept staff, will meet on a regular basis to discuss the project and status. The Firm will be required to attend the Construction Committee meetings to provide project updates as necessary.

Providing Quality Submittals:

The Firm is responsible to ensure that their QA/QC plan is followed throughout the project.

The Firm shall provide recommendations/solutions that are innovative, appropriate, practical, feasible, cost effective, meeting the goals of the project.

The Firm shall submit high quality work that meets all the Fire Dept's standards, criteria and requirements as set forth in the Contract Scope.

Meeting Milestone Deadlines:

The Firm shall meet all milestone deadlines as identified in the Contract Scope.

The Fire Dept's Project Team shall meet all review milestone deadlines as identified in the Contract Scope.

Meeting Budgets:

The Firm shall work within the parameters of the budget and invoicing procedures as specified.

No transition of funds from one task or another or use of Specified or Unspecified Additional Services monies shall occur without prior written approval from the Fire Dept's Project Manager.

The Firm is responsible for recommending alternative selections, design parameters, proposed alignments, major project features, and special provisions etc. that follow the Fire Dept standard practices and meet the goals of the project. The Firm is responsible to obtain clarification from the Fire Dept's Project Manager prior to spending significant time on major tasks. The Fire Dept will not compensate the Firm for any alternatives, alignments, and submittals etc., developed by the Firm without prior approval from the Fire Dept's Project Manager that does not meet the goals of the project.



Waxhaw Community Volunteer Fire  
Department and Rescue Squad, Inc.

REQUEST FOR PROPOSALS  
FOR  
FIRE STATION DESIGN & CONSTRUCTION

Amendment A

Issued July 7, 2020

Sealed proposals addressed to Gregory Sharpe, Fire Chief, Waxhaw Community Volunteer Fire Department and Rescue Squad, Inc. 3500 Waxhaw Pkwy, Waxhaw, NC 28173, and marked "RESPONSE TO RFP FOR NEW FIRE STATIONS ARCHITECTURAL SERVICES."

**Waxhaw Community Volunteer Fire Department & Rescue Squad, Inc.**  
**FIRE STATION DESIGN & CONSTRUCTION**  
**REQUEST FOR PROPOSALS**

**AMENDMENT A**

**PURPOSE:**

The purpose of this Amendment is to clarify a few of the parameters of the original RFP.

**CLARIFICATIONS:**

1. The RFP was written to encourage all firms interested in assisting the Waxhaw Community Volunteer Fire Department & Rescue Squad, Inc (WVFD) in the design and construction of new fire stations to improve service to the fire district. The goal was to allow the firms to present a proposal based on their normal operations as either the traditional design-bid-build or a design-build contract. Our desire was not to limit the RFP to a specific method and therefore unintentionally exclude firms from presenting a proposal. We will accept proposals that are contractor led or architect led. Our main goal is to have a well-coordinated project with a clearly designated and smooth information flow. We do expect the proposals to include which method the firm is proposing and information on the proposed team. For example, a firm that is a General Contracting Firm their proposal should include information on an architect they plan on using or have experience with for these types of projects, while an Architectural Firm should include information on a general contractor they plan on using or have experience with for these types of projects.
2. **TAB THREE: INFORMATION REGARDING THE PROJECT** – Tab Three is clarified to better define the word cost in the project details. Anywhere the word cost is used it is expected the firm will provide estimates or fee schedules as appropriate. These figures are solely intended to help the Waxhaw VFD fire station design and construction committee understand the estimated budget required to complete the project. They are not intended as sole disqualifiers or to be used in any manner specifically prohibited by any local/county ordinance or state or federal law.

**THIS SPACE INTENTIONALLY LEFT BLANK**