

TOWNSHIP OF CUMRU

BERKS COUNTY, PENNSYLVANIA
1775 WELSH ROAD
MOHNTON, PA. 19540

www.cumrutownship.org

REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS CUMRU TOWNSHIP FIRE DEPARTMENT, BERKS COUNTY, PA MASTER-PLANNING AND FULL DESIGN SERVICES RFQ #1

The Township of Cumru, Berks County, PA, invites highly qualified architectural consulting firms to submit a letter of interest and associated supporting materials for consideration in the selection of a consultant team to provide Master-planning services towards the new construction of a Central Fire Station for Cumru Township Fire Department **with the option, at the Township's discretion**, for architectural and engineering design services, including full design, Construction Documents, and Construction Administration services. All responses to this Request for Qualifications (RFQ) must submit all appropriate documentation listed in this notice.

Purpose and Background of Project:

The Township is proceeding with phased planning for a new Central Fire Station to include, but not limited to, apparatus bay, living quarters for personnel, parking, supply and equipment storage, fire administration and fire prevention offices, fitness room, and other fire station associated features.

The Cumru Township Fire Department is a combination Fire Department, supported by both volunteer and career personnel. The Department provides its services and programs with 42 volunteer members, three full-time and two part-time career staff that all work out of three fire stations.

The Cumru Township Fire Department is a municipal agency providing fire suppression, prevention, vehicle rescue, and hazardous material response to a population of 15,000 in an area of approximately 21 square miles.

The overall project is anticipated to range between 17,000 GSF and 20,000 GSF. The exact square footage will be determined after Programming is completed.

The Master-planning effort will include evaluation of and an in-depth examination of both programmatic needs and the site, including traffic, existing wet lands, a surface runoff pond, water supply, an adjacent municipal owned parcel containing a house, and opportunities from the adjacent public works facility and parking lot.

Qualifications:

Firms must demonstrate significant experience in master planning and programming for Fire Stations, as well as designing, documenting, and providing construction administration for Fire Station projects, preferably in the region. Part of the qualification process will include evaluating the proposed consultants on the proposed team and their prior experience with **Fire Stations**.



Selection Process Schedule:

- RFQ Advertised..... Wednesday, June 1, 2016
- RFQ response deadline..... Tuesday, July 5, 2016, 4:30 p.m.**
- Short list firms notified..... Wednesday, August 31, 2016
- RFP issued to shortlisted firms Thursday, September 22, 2016
- Pre-Proposal Site Visit..... Thursday, Oct 6, 2016
- RFP submission deadline..... Friday, October 28, 2016
- Shortlisted firms interviews..... Tuesday, Nov 8, 2016
- Notification of selected Firm... Monday, December 5, 2016

****Late submissions will not be accepted for any reason.**

Submittal Requirements and Process:

Where possible, all materials submitted should be fully recyclable. Submissions must be collated, three-hole-punched, on standard 8.5 x 11 letter-sized paper and be clipped together **without** staples or binding. Double-sided printing is strongly encouraged. In addition, provide the submissions in .pdf. format on CD-ROMs/thumb drives described in item no. 3 below. CD-ROMs or thumb drives should be labeled with the Firm's name and "Cumru Township Fire Station RFQ #1," and affixed in a sleeve or envelope in the first section of the paper version of the submission. Interested firms must submit **three (3)** of each of the following:

1. Letter of Interest addressed to the Fire Department Board of Directors, which is no longer than two (2) pages in length, and which states specifically the firm's successful experience in planning and designing Fire Stations.
2. Statement of Qualifications
3. CD-ROM or thumb drive shall contain Items 1 and 2 above and a Microsoft Power-Point presentation (provide in .pdf. format) with images of at least five (5) relevant projects and related, explanatory text. The projects must collectively demonstrate the firm's experience with the planning and design of relevant structures. The RFQ PP presentation must not exceed twelve (12) slides. *Note: Short-listed firms will present these slides, among other presentation materials, at the RFP process interviews.*
4. If proposal is a joint venture or association of two or more firms, the proposed division of A/E services clearly indicated by firm and by individual staff members is required.
5. Sub-consultants must be listed with address and relevant information indicated for each.
6. Current references and current contact information for each project (five project minimum) featured in the Power Point presentation. Include contact information for an owner's representative, a user client, and a project manager from a contractor or CM firm for each project.

Submittals will be evaluated based on the demonstrated significant experience of the firm and its proposed personnel with similar facilities and projects with **Fire Stations**; the ability to meet specific project objectives, e.g., budget, schedule, quality, etc.; experience with completion of sequential trade packages for construction; and other criteria as the Fire Department Board of Directors may determine. The following factors, listed in order of importance, will be considered by the Township of Cumru during evaluation of the firms submitting acceptable Letters of Interest:

- a. Specialized expertise and technical compliance for Fire Station projects;
- b. Project team composition;
- c. Project team experience;
- d. Demonstrated ability to maintain schedule and budget;
- e. Past performance;
- f. Current workload;
- g. References
- h. Location of lead consultant.

Subsequently, the short-listed firms will receive a detailed Request for Proposal (RFP) and be invited to present a more detailed response and make an oral presentation.

Three (3) copies of written materials and three (3) copies of the CD ROM/thumb drive must be received no later than **4:30 p.m., prevailing time, on July 5, 2016,** at the following address:

Township of Cumru
Jeanne E. Johnston
Township Manager
1775 Welsh Road
Mohnton, PA 19540

The receipt of a response does not bind the Township to any contract for said services, nor does it guarantee that a contract for the project will be awarded.

To enable the Township to efficiently evaluate the responses, it is important that respondents follow the required format in preparing their responses. **RESPONSES THAT DO NOT CONFORM TO THE PRESCRIBED FORMAT MAY NOT BE EVALUATED.**