

REQUEST FOR PROPOSAL

Kent County Department of Public Safety
Emergency Medical Services Division



Architectural & Engineering Services
RE: Proposed EMS Paramedic Substation Facility

Kent County Levy Court
555 Bay Road
Dover, Delaware 19901

PROPOSAL REQUIREMENTS DOCUMENT
Issue Date: February 13, 2019



**Kent County Levy Court
Department of Public Safety
Emergency Medical Services Division
Request for Proposal (RFP)
EMS Paramedic Substation
February 13, 2019**



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Request for Proposal - Kent County EMS Paramedic Substation

**KENT COUNTY DEPARTMENT OF PUBLIC SAFETY
REQUEST FOR PROPOSAL
ARCHITECTURAL & ENGINEERING PROFESSIONAL SERVICES**

Kent County Levy Court, Department of Public Safety is soliciting detailed proposals from qualified Architecture Firms capable of providing architectural, engineering, and landscape design services for the complete renovation/re-design of an existing former retail building for conversion to an Emergency Medical Services Paramedic Station on the property located at 2490 Forrest Avenue, Dover, DE 19901 (ED-00-075.02-01-13.00-0001).

Submissions shall be received no later than **5:00 p.m. (EST) - Tuesday, March 19, 2019.** Submissions shall be mailed or hand-delivered to Kent County Levy Court Office (Room 243), Kent County Administration Complex, 555 S. Bay Road, Dover, DE 19901. Submissions received after the deadline will NOT be accepted or considered.

Proposals shall detail the professional qualifications and experience of the Firm and/or Project Team which shall include, but are not limited to the following professional disciplines: Architecture; Site Design; Civil Engineering; and Site Utility Design; Construction Plan and Specifications Development and Bid Package Specifications; Agency Permitting Processing; and Construction Phase Services.

The detailed "Proposal Requirements" document including the Project Scope of Work and Consultant Selection Process Criteria may be obtained at no cost by contacting Chief Colin Faulkner at (302)735-2200 or by email at colin.faulkner@co.kent.de.us.

Kent County reserves the right to negotiate and award a contract in the best interest of the County, to waive any informality or irregularity in proposals received, and to accept or reject any items or portions of any proposals, or may choose not to award a contract.

**Request for Proposals
Kent County Levy Court
February 13, 2019**



Subject: Kent County EMS Substation

Proposal Specifications

1. INTRODUCTION

Kent County Levy Court, Department of Public Safety is soliciting detailed proposals from qualified and experienced Architecture and Engineering firms capable of providing architectural, engineering, and landscape design services for the design and engineering of an Emergency Medical Services Paramedic Station on property located at 2490 Forrest Avenue, Dover, DE 19901.

All submissions shall be received no later than **5:00 p.m. (EST) - Tuesday, March 19, 2019.** Submissions shall be mailed or hand-delivered to the Levy Court Office (Room 243), Kent County Administration Complex, 555 S. Bay Road, Dover, DE. Submissions received after the deadline will NOT be accepted or considered.

NOTE: For purposes of this Request for Proposal (hereinafter referred to as “RFP”), the word “firm” as it may appear in this RFP shall mean “individual firm, company, corporation, or partnership, as well as groups of firms, companies, corporations, associations or partnerships that are assembled as a Project Team for purposes of responding to this Request for Proposal.”

2. PROJECT OVERVIEW

Kent County Levy Court (Owner) has acquired the property located at 2490 Forrest Avenue, Dover, Delaware for the purpose of establishing an Emergency Medical Services (EMS) Paramedic Station at this location. The subject property is situated along the northerly side of Forrest Avenue (DE Route 8) approximately 530 Feet +/- west of Sharon Hill Road and consists of 0.98 Acres +/- of land zoned B-G (General Business) under the jurisdiction of Kent County, Delaware. The property is occupied by a Single Story Building with 1,843 SF of floor area that was formerly occupied by a general retail business.

The Emergency Medical Services (EMS) Division of the Kent County Department of Public Safety, is comprised of paramedic personnel who are tasked with providing emergency medical services on demand to the general public.

Request for Proposal - Kent County EMS Paramedic Substation

The Owner intends to completely renovate, update, and convert the existing Single Story Building for use as a full service Emergency Medical Service Paramedic Substation. This facility will accommodate a complete, two (2) person Paramedic Unit, 24 hours per day, 7 days per week. The renovated Building shall include Garage Space with alarm actuated overhead door for storage of at least one (1) Paramedic Vehicle within the existing building footprint, with a preference for Garage Space to accommodate two (2) Paramedic Vehicles. The Building shall also include two (2) Paramedic Office Workstations; Kitchenette, Sitting Room, Bunkroom, and Restrooms. The Building will be served by a new on-site well and on-site septic system. The Property is within the Delmarva Power Company service territory for electricity.

The Owner envisions the installation of an on-site parking area with approximately six (6) parking spaces, solid waste storage enclosure, and frontage landscaping. A wall-mounted sign is anticipated for building identification purposes.

3. PRE-SUBMISSION REQUIREMENTS

All interested firms are required to:

- A. Carefully and thoroughly evaluate this RFP Document, the Project Description, the Available Information, and other relevant data contained in this RFP. All submissions shall be in compliance with all requirements set forth herein.
- B. If a Prospective Respondent suspects an error, omission or discrepancy in this RFP Document or other Available Information, it is incumbent upon the Prospective Respondent to immediately notify the RFP Contact. The RFP Contact will issue written clarifications, corrections and/or instructions, as may be appropriate in accordance with the provisions set forth in Section 11 below.
- C. While not required, it is highly recommended that Prospective Respondents visit the Project Site to become familiar with the general, local and site specific conditions.
- D. Consider federal, state and local laws and regulations and labor availability and contracts that may affect cost, progress, performance and furnishing of the services and the Work of the Project.
- E. Study and carefully coordinate knowledge and observations with the Available Documents (Section 7) and related data.
- F. After completion of the aforementioned pre-submission requirements, Prospective Respondents are required to deliver on their own letterhead, a "*Letter of Intent to Submit a Proposal*" signed by a duly authorized agent of the Prospective Respondent, by electronic mail to the RFP Contact referenced in Section 13 below or hand-delivered to the Levy Court Office (Room 243), Kent County Administration Complex, 555 S. Bay Road, Dover, DE 19901 on or before **Monday, February 25, 2019 - 5:00 p.m.**

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- G. **There will be a mandatory Pre-Submission Meeting on Friday, March 1, 2019 at 11:00 a.m.** in the Caucus Room at Kent County Levy Court Administration Complex, 555 S. Bay Road, Dover, DE 19901. Only those who submit a "*Letter of Intent to Submit a Proposal*" by 5PM on February 25, 2019 shall be permitted to attend.

4. SUBMISSION REQUIREMENTS & DUE DATE

- A. Submissions must include a Letter of Submittal on the Respondent’s letterhead signed by a duly authorized agent or representative of the Respondent along with a total of five (5) bound (e.g. spiral; 3-Ring; etc.) original submission documents prepared on 8 1/2" x 11" paper.
- B. All submissions must be mailed or hand-delivered in an opaque envelope or container addressed to the Kent County Levy Court Office (Room 243), Kent County Administration Complex, 555 S. Bay Road, Dover, DE 19901 and shall be labeled “**ATTN - Kent County EMS Substation RFP**”.
- C. Kent County Department of Public Safety will open all documents that are submitted in a proper and timely manner. All submittals become the property of Kent County Levy Court and will not be returned except in the case of a late submission.
- D. All costs associated with submission preparation will be the sole responsibility of the vendor and no reimbursements will be provided by the Owner.
- E. **Due Date:** All responses must be received no later than **5:00 p.m. (EST) Tuesday, March 19, 2019.** Submissions received after the deadline will NOT be accepted or considered.

5. PROJECT TIMELINE

The following dates are set forth for informational and planning purposes only. The schedule is subject to change as circumstances dictate or as determined necessary by or in the best interest of Kent County.

<u>RFP Schedule</u>	<u>DATE</u>
Advertise RFP	February 13, 2019 and February 17, 2019
Letter of Intent to Submit Proposal Deadline.....	February 25, 2019 - 5:00 p.m. (EST)
Proposal Submission Deadline.....	March 19, 2019 - 5:00 p.m. (EST)
Proposals Evaluated & Ranked	March 28, 2019
Oral Interviews of Finalists (if necessary)	April 1 through 5, 2019
Anticipated Award of Project	On or before April 9, 2019

6. SCOPE OF SERVICES REQUIRED

Professional Service required for this RFP include but are not limited to the following:

- A. Architectural Design, Construction Plans and Specifications
- B. Site/Civil Design, Engineering, and Specifications
- C. Landscape Design
- D. Site Utilities and On-Site Septic Design and Specification
- E. Stormwater Management & Erosion and Sediment Control Plans (as may be necessary)
- F. Construction Plan Development and Bid Package Specifications
- G. Agency Permitting Processing
- H. Construction Phase Services

Qualifications demonstrating specific experience in Public Safety facilities, buildings, and ancillary structures will be of particular importance to this project.

7. AVAILABLE DOCUMENTS

The following documents and other information are provided as attachments in the appendix to the RFP and should be reviewed prior to submission of qualifications:

- A. Site Survey dated September 18, 2018
- B. Phase I Environmental Site Assessment Report dated June 2018
- C. Existing Building Assessment Report dated 05-22-2018
- D. Soils Evaluation Report for On-Site Septic dated 10-04-18

Electronic (PDF) versions of these documents are available upon request.

8. SUBMITTAL EVALUATION CRITERIA

The following criteria will be used to evaluate Proposals received along with possible interviews and such other information as Kent County Department of Public Safety deems necessary in order to responsibly evaluate Proposals.

Respondents shall be required to comply with all federal, state and local laws, rules and regulations applicable to the performance of its services offered.

A. Experience & Reputation of Firm

- a. Statement of Interest
- b. Name of firm or firms, Business Address, Telephone Number and Fax Number for principal place of business as well as the office managing this Project.
- c. Type of Organization; Partnership, Individual, Corporation, or other. List if your firm is owned by any other organization or individuals, and state the name and address of said

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organization or individuals.

- d. Professional history of the firm(s) and principals, including their association with other firms. For project teams or partnerships, submit history of the working relationship with each other on projects of similar size and scope as this Project.
- e. Provide any information regarding your firm's involvement in litigation, arbitration, or mediation with a project similar in size and scope.
- f. During the past five (5) years, has your firm had a contract for services terminated for any reason? If so, provide full details related to the termination.

B. Project Expertise

- a. Describe firm's professional qualification and expertise in Architectural and Engineering design services for public facilities, and public safety facilities in particular.
- b. The names and education, training and qualifications of all personnel to be assigned to this project including: proposed Principal-in-Charge or the proposed Project Manager for this project; and other personnel of the firm(s). Also include the same information for associated consultants that would be involved in the project.
- c. Provide a list of no less than five (5) Architectural and Engineering projects your firm has completed within the last five (5) years, specifically related to the size and scope of the Project described.
- d. Provide a list of no less than five (5) client or professional references with the primary contact person, associated addresses, and phone numbers that can attest to Respondents experience and ability to provide the professional services sought by this RFP.

C. Capacity to Meet Requirements

- a. Describe how your firm would approach this Project detailing any unique qualifications, technical capabilities or characteristics which qualify your firm specifically for this Project. Also explain the capacity of the firm to dedicate resources to this project while maintaining current workload and project backlog.
- b. Describe communication methods and approach that your firm will use to insure project expectations are met and to ensure the Architectural and Engineering Manager will develop and maintain a good working relationship with the Project Team.
- c. Provide Kent County with evidence of insurance coverage and limits: Professional Liability, Property/Casualty, and Errors and Omissions Insurances.

D. Demonstrated Ability

- a. Explain what distinguishes your firm from others in the field and what makes your firm the best candidate to work with Kent County on this project.
- b. Identify project team members, their specific roles, tasks to be assigned, and responsibilities with respect to this project
- c. Summarize your firm’s preferred approach and commitment with respect to resolution of disputes between firms, between your firm and contractors, and between Kent County and contractors.
- d. Summarize your firm’s approach and commitment to resolution with respect to claimed errors, omissions, ambiguities and inconsistencies discovered in Contract Documents prepared by your firm or subcontractors of or consultants to your firm and how your firm responds to such.
- e. Attach any other material which might help in giving your firm proper consideration.

E. Fee Proposal

- a. The Respondent shall include with their submission a Time and Materials Fee Proposal with a Total Cost Estimate for Services Requested that may serve as a “Not-to-Exceed Unless Authorized” amount. Please include a Schedule of Hourly Rates proposed to be applied to this Project.

9. SELECTION PROCEDURE

Kent County intends to conduct a comprehensive, fair and impartial evaluation of each proposal received in the response to this RFP. The selection of the Architectural and Engineering firm will be made using established evaluation criteria as follows:

A. Written Submission Evaluations

- a. Kent County will assemble a Consultant Selection Team (hereinafter referred to as “Team”) to review and evaluate all Proposals properly submitted in response to this RFP in accordance with the Submittal Evaluation Criteria set forth in Section 8 above and based on such other information and matters as the Team deems necessary or desirable to determine the qualifications, responsibility, and suitability of each firm submitting a proposal in response to this RFP.
- b. The Consultant Selection Team will consist of no less than three (3) individuals selected by Kent County. The Consultant Selection Team will be responsible for reviewing and rating each qualified Written Submission.
- c. Written submissions will be evaluated and scored using the Proposal Scoring System set forth in Section 10 of this RFP.

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B. Interviews & Presentations

Following the rating of Written Submissions, Kent County may (or may not), at its sole discretion, choose to conduct oral interviews with some or all of the qualified respondents.

- a. Should the County choose to conduct oral interviews, the firms selected to be interviewed will be contacted and an interview date and time will be scheduled. Details such as location, order and interview team attendees will be determined at the sole discretion of Kent County.
- b. Each firm selected to be interviewed shall be required to explain its submission in detail, including full discussion of how its approach to the Project satisfies the Scope of Services Required set forth in Section 6. In addition, during the interview the firm shall be required to answer questions posed by the interview team. Presentations may include slides, graphics, and other media selected by the Architectural and Engineering firm to illustrate qualifications. Each firm must have all principal members of its proposed Project Team present, unless for good reason other arrangements are made in advance with Kent County.
- c. Upon completion, review and consideration of the oral interviews, the interview team may request additional information if deemed necessary or desirable by the interview team to assist in evaluations.

C. Selection

- a. Based upon the Written Submission Rating, Interview (if conducted), and any supplementary information submitted in response to Kent County's request, and such independent investigation as Kent County determines necessary or desirable to assist it in evaluation, Kent County will rank the Finalists in accordance with Total Evaluation Score.
- b. Following such ranking, Kent County will award the project to the highest ranking firm and will pursue a Professional Services Agreement for this project with said firm.
- c. Should Kent County be unable to negotiate a satisfactory Professional Services Agreement with the highest qualified firm, Kent County may negotiate with the remaining firms by order of ranking.
- d. Following successful negotiations, a Professional Services Contract will be finalized and executed in accordance with Kent County Procurement Policy.

10. PROPOSAL SCORING SYSTEM

Each Proposal will be evaluated to determine the ability to provide the required services in the most efficient and advantageous manner for Kent County. The following weighted criteria will be used to evaluate respondents.

<u>Evaluation Criteria</u>	<u>Weight</u>
Experience/Reputation/Expertise	30
Capacity & Demonstrated Ability	30
Location	5
Fee Proposal	35
Maximum Number of Points	100

11. AMENDMENTS TO THE RFP

Kent County reserves the right to amend this RFP at any time prior to one (1) week before the Submission Deadline. Should the County amend the RFP, the County will notify all parties that have submitted a Letter of Intent to Submit Proposal as outlined in Section 3.F. above of such amendment by electronic mail. The Architectural and Engineering firm must acknowledge receipt of an amendment by electronic mail or US Mail prior to the Submission Deadline.

12. DISQUALIFICATIONS

The following are cause for rejection of proposals, depending on circumstances:

- A. The Architectural and Engineering firm does not deliver its Proposal by the due date and time.
- B. The Architectural and Engineering firm does not meet one or more requirements of the RFP.
- C. The Architectural and Engineering firm materially changes one or more requirements of the RFP.
- D. The Architectural and Engineering firm does not include information necessary to substantiate that it will be able to meet the Professional Service required as set forth in Section 6 above.
- E. The Architectural and Engineering firm does not respond to Kent County's request for additional information, documents, or references.
- F. The Architectural and Engineering firm does not include any signature, certification, authorization, stipulation, or disclosure requested in the RFP.
- H. The Architectural and Engineering firm does not submit the required "Letter of Intent to Submit Proposal" by the specified date and time.

- I. **Except for communications specifically authorized herein pertaining to the preparation and submittal of a Proposal, Respondents to this Request for Proposal or their representatives shall not separately or independently of their own accord discuss, negotiate, promote, market, lobby or solicit with any County Employee or any County Official, verbally or in writing, during the Request for Proposal advertisement period and Proposal Review and Selection Process as indicated in this Request for Proposal. Failure of a Respondent to adhere to this provision may result in the Respondents disqualification from further consideration.**

13. REQUEST FOR PROPOSAL CONTACT & QUESTIONS

The Request for Proposal (RFP) Contact identified below is the primary point of contact regarding the RFP from the date of issuance until selection of the successful vendor.

**Chief Colin T. Faulkner
Director of Public Safety
Kent County Department of Public Safety
911 Public Safety Boulevard
Dover, DE 19901**

**Phone: (302) 735-2200
Email: Colin.Faulkner@co.kent.de.us**

Please direct all questions in writing to the RFP Contact on or before March 1, 2019. When the answer to a question regarding the RFP may clarify the intent of any aspect of the RFP, or may result in a material change to the RFP, the RFP Contact will issue a written response no later than March 8, 2019, first stating the question followed by the answer to the question. Only written answers to questions will be binding on Kent County. Written responses to all questions will be sent by email to all entities that have filed a Letter of Intent to Submit a Proposal on or before 5PM on February 25, 2019 as set forth in Subsection 3.F.below. Questions received by the RFQ Contact after March 1, 2019 may or may not be responded to at the discretion of Kent County.

14. APPENDIX

Exhibit 1 – Site Survey dated September 18, 2018

Exhibit 2 – Phase I Environmental Site Assessment Report dated June 2018

Exhibit 3 – Existing Building Assessment Report dated 05-22-2018

Exhibit 4 - Soils Evaluation Report for On-Site Septic dated 10-04-18