Request for Statements of Qualifications

West Lafayette City Hall Architecture/Engineering Services

CITY OF
WEST LAFAYETTE

REDEVELOPMENT COMMISSION

ADDENDUM No. 1, August 8, 2018

Release Date: July 18, 2018

Deadline for Questions: August 3, 2018– 4:30 p.m. (EDT)

Questions must be emailed to
ecarlson@westlafayette.in.gov
Subject Line: "City Hall Architect Q&A"

Deadline for Proposals: August 15, 2018 – 8:30 a.m. (EDT)

Notification of Award: September 19, 2018

Contact:
Erik A. Carlson
Director of Development,
City of West Lafayette
ecarlson@westlafayette.in.gov

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Invitation

Qualified firms are invited to submit a Statement of Qualifications for the completion of Architecture/Engineering services for the West Lafayette City Hall project. This project involves the adaptive re-use of the Morton Center (222 N. Chauncey Avenue) into the West Lafayette City Hall and continued Community Center use. A summary of the project, services requested, submission requirements and selection process are included herein.

Background

Even before toxic mold forced staff out of West Lafayette's City Hall in 2014, the administration had been operating out of disparate locations due to space constrains in the now demolished building. Today, the City is operating out of a range of structures spread throughout the City. This includes a century's-old firehouse, its police headquarters, a former agriculture barn, and a Great Depression-era elementary school.

In 2017, the City embarked on the West Lafayette City Hall Viability Study to evaluate current City facilities, identify space needs for each City department, compare alternative sites and provide recommendations for future facilities. This study was completed by Pizzuti from Columbus, Ohio. Pizzuti recommended the City move forward with the targeted renovation and adaptive reuse of the Morton Center to accommodate City Hall functionality while continuing to operate the facility as a community center. A copy of this plan is available on the City's website at the following link: http://www.westlafayette.in.gov/egov/documents/1530198772_70455.PDF

The City has accepted these recommendations and is now moving forward to implement this plan. As the first action in planning for the renovation, the City has issued separate Requests for Statements of Qualification for services needed to plan, build and oversee the project. These include: (1) Architecture/Engineering Services (2) Construction Manager At-Risk services, and (3) Owner's Representative services.

Project Summary

The proposed project includes the strategic renovation and adaptive reuse of the Morton Center facility (former Morton Elementary School) for community center and city hall functionality. A summary of key aspects of the proposed project follow.

Site: The project would include site improvements in the block bordered by Chauncey Avenue, Columbia Street, Salisbury Street and North Street. Site improvements would include a modified accessible main entrance, potential building expansion, drop-off area, council chambers entrance, outdoor programming areas, parking improvements and related work. The building and site are owned by the City. Additionally, the schematic design of the project will consider the conversion of Chauncey Avenue into a pedestrian plaza and greenspace between the Morton Community Center and the West Lafayette Public Library.

Building: The existing building is a 36,000 square foot, two-story, flat-roofed brick and limestone structure. It was dedicated in February 1930 and was listed on the National Register of Historic places in 1999. The City's goal is to make this a green/sustainable facility. Specific goals and objectives for the level of green and sustainable design will be determined early in the design phase. Building improvements are expected to include:

- New, high efficiency HVAC system

- New windows
- Improved integration of technology, including AV in the multi-purpose and conference rooms and facility-wide WiFi access
- Accessibility improvements (entrances, bathrooms, play areas, etc.)
- Updated playground and plaza space
- Shared plaza/greenspace with the library
- Catering kitchen
- Improved signage/wayfinding
- Additional public art
- Updated interior finishes (carpet, paint, tile, etc.).

Temporary Accommodations: The building and site will be vacated by January 2019. The City has secured temporary space at an off-site location for operations during construction. No services related to temporary accommodations are required.

Cost/Funding: Pizzuti estimated a cost of $6.92 to $8.64 million for the project, not including site costs and with a 10-15% margin of error. For these reasons, the City is budgeting up to $12.0 million toward the project inclusive of all construction and non-construction costs. It is anticipated that the City will sell bonds for this project upon validation of the project budget following the schematic design phase of the project.

Schedule: The City's goal is to begin construction in the spring of 2019, with completion in 2020.

Services Requested

The City of West Lafayette is looking to contract with an experienced architecture and engineering project team from an established firm(s) to provide the full range of design, bidding and construction administration services. The following is an outline of services to be provided:

Schematic Design Services:

In order to establish the scope of work and budget for the project, it is first expected that the Architecture/Engineering team would complete Schematic Design Services. This is expected to include:

- Programming: Validate programming completed to date
- Building Evaluation: Complete detailed evaluation of existing building systems and recommend needed improvements. A written report and recommendations are expected.
- Floor Plans: Prepare floor plan options for review and prepare a final floor plan. This will include renovation and expansion areas.
- Exterior Elevations: Prepare alternatives and final recommendations for building recommended additions and modifications.
- Site Plans: Prepare alternatives and final recommendations for site improvements to provide outdoor programming space, parking improvements accessible entrances and related improvements.
- Graphics: Provide illustrative plans and interior/exterior renderings as visualization tools.
- Coordination with Construction Manager as Constructor: The Architecture/Engineering team is expected to work collaboratively with the Construction Manager as Constructor in reviewing preliminary cost estimates and in the completion of value engineering exercises

as necessary to meet the target budget. Final deliverables for this phase should reflect the project budget.

- Coordination with Owner's Representative: The Architecture/Engineering team is expected to work cooperatively with the Owner's Representative in the coordination of services relative to the project.

Construction Documents Phase Services

It is expected that the Architecture/Engineering team would include full services needed to complete the project including the following disciplines:

- Architecture
- Interior Design
- Structural Engineering
- Civil/Site Engineering
- Landscape Architecture
- Mechanical/Electrical/Plumbing Engineering
- Furniture Selection

Bidding Phase Services

It is expected that the Architecture/Engineering team would include full services to answer bidder questions, attend pre-bid meeting(s), issue addenda and review bids received for the project.

Construction Administration Services

It is expected that the Architecture/Engineering team would include services to review submittals, respond to RFI's, issue clarifications, complete periodic site visits, prepare a punch list and related work.

Submittal Requirements

Eight hard copy responses and a PDF version on a flash drive shall be submitted by 8:30am (EDT) on August 15, 2018. ***Documents received following that date and time will not be considered.*** Please seal all submittal documents in a separate interior envelope or box labeled as follows.

West Lafayette City Hall
Statement of Qualifications for
Architecture/Engineering Services

Responses are to be sent to:

City of West Lafayette
Department of Development
Attention: Redevelopment Commission
222 N. Chauncey Ave.
Room 102
West Lafayette, IN 47906

The submittal shall include the following components, submitted in this order. The total submission shall not exceed 25 pages.

1. Cover Letter
2. Firm Background – including lines of service, general approach to projects
3. Project Team
    a. Include brief resumes for each team member including their role in the project, firm and date of employment.
    b. Include client's main point of contact.
    c. Identify percentage of time each individual will commit to the project.
    d. Identify hourly rate of each individual.
    e. Identify individuals or firms responsible for architecture, civil engineering, structural engineering, interior design, landscape architecture and mechanical/electrical/plumbing engineering.
    f. Identify participation rates broken out by M/W/VBE firms.
4. Similar Projects Completed
    a. This should demonstrate significant firm experience related to the project, including a summary of the firm's experience on city hall/public works architecture, historic renovation and adaptive reuse projects of similar size and complexity.
5. References
6. Project Approach – This should include responses to the following:
    a. Indicate your approach to achieving a green and sustainable project.
    b. Describe your approach to workplace strategy. Specifically, how will you design this facility to create an efficient workplace and not a cookie cutter city hall.
    c. Describe your approach for considering LEED or LEED equivalency for the project.
7. Project Scope of Work
8. Project Schedule Proposal (Gantt Chart)
9. Certificate of Insurance requirements satisfied as listed in the Bonds and Insurance section.

10. Acknowledgements
    a. Acknowledge firm capacity to complete this project per the schedule submitted.
    b. Acknowledge verification of receipt of all addendums to this posting.
    c. Acknowledge ability to meet requirements of Standard Contract terms included at the end of this posting.

This submittal should not include a cost/fee proposal. However, the City may request short-listed firms provide a separate fee proposal at the time of an interview.

Bonds and Insurance

Provide documentation from your surety or bonding agent regarding your firm's bonding capacity. The selected Construction Manager as Constructor will be required to provide a payment and performance bond in the amount of the Guaranteed Maximum Price.

Construction Manager as Constructor shall maintain the following minimum insurance:

Commercial General Liability (Occurrence Form)

- Each Occurrence $1,000,000
- Products/Completed Operations Aggregate $3,000,000
- General Aggregate (other than Prod/Comp Ops Liability) $3,000,000
- Personal & Advertising Injury Liability $1,000,000

Name The City of West Lafayette, Indiana and the Owner's Representative as an Additional Insured.

Architectural Liability or Contractor's Professional Errors & Omissions

Architectural plans require architect's errors and omissions liability with a limit of $1,000,000
Construction Manager shall carry Contractor's Professional Errors and omissions with a limit of $1,000,000

Automobile Liability

- Combined Single Limit $1,000,000

Name The City of West Lafayette, Indiana and the Owner's Representative as an Additional Insured.

Workers Compensation and Employer's Liability

- Workers Compensation State Statutory Limits
- Employer's Liability
  - Bodily Injury by Accident $500,000 Each Accident
  - Bodily Injury by Disease $500,000 Policy Limit
  - Bodily Injury by Disease $500,000 Each Employee

Umbrella Liability

- Each Occurrence and Aggregate $4,000,000

Name the City of West Lafayette, Indiana and the Owner's Representative as an Additional Insured

All coverages must be placed with an insurance company with an A.M. Best rating of A-:VII or better.

Additional Notes and Requirements

- The City may invite one or more firms for an interview. Interviews would be conducted between September 4 and September 14, 2018. Firms invited for an interview may be invited to submit a formal fee proposal. At the interview, the City's expectation is to meet with the actual team to be assigned the project, including the project manager.
- Selected consultant will be required to furnish an agreement containing the provisions attached at the end of this Request for Statement of Qualifications. The firm's ability to meet these terms shall be acknowledged in the Statement of Qualifications.
- The Redevelopment Commission has established a 10 percent goal for participation in the overall project by minority/women/veteran owned businesses. Firms certified as minority/women/veteran owned businesses by the City of Indianapolis or the Indiana Department of Transportation will be considered eligible for meeting this goal.
- While the City went through a RFQ process for the Viability Study phase of the project, the design phase is considered a separate project requiring different skills and experience. All firms are open to submit for this phase of the project.
- The evaluation committee will consist of:
    - Mayor John Dennis
    - City Clerk Sana Booker
    - Kathy Lozano
    - Tim Clark
    - Larry Oates
    - Erik Carlson
    - Erin Easter

Questions and Clarifications

In order to provide an equal opportunity to meet and communicate with the evaluation committee, the City will only answer written questions submitted by email during the RFQ period. Verbal inquiries shall not be made to City or selection committee representatives.

Questions shall bid submitted to:

Erik A. Carlson
Director of Development
City of West Lafayette
ecarlson@westlafayette.in.gov
Subject Line: "City Hall Architect Q&A"

Questions must be emailed by August 3, 2018 at 4:30pm (EDT). If clarifications or corrections need to be issued to this RFQ, an addendum with all questions and responses will be posted to the City website at by August 8, 2018 at 8:30 am (EDT) at this link:
http://www.westlafayette.in.gov/department/division.php?structureid=44

City of West Lafayette Provisions Required in All Contracts

This section is included as a courtesy to give advanced notice of requirements on all city contracts. Please acknowledge ability to meet these requirements in the Acknowledgments section of your proposal.

Prevailing Party – Attorney Fees

Notwithstanding any term or condition in this Contract to the contrary, in the event litigation is commenced to enforce any term or condition of this Contract, the prevailing party shall be entitled to costs and expenses of litigation including a reasonable attorney fee.

Engaging in Activities with Iran

By signing this Contract, **[Selected Respondent]** certifies that it is not engaged in investment activities in the country of Iran as set forth in I.C. 5-22-16.5.

E-Verify

[Selected Respondent] shall comply with E-Verify Program as follows:

a. Pursuant to IC 22-5-1.7, **[Selected Respondent]** shall enroll in and verify the work eligibility status of all newly hired employees of **[Selected Respondent]** through the E-Verify Program ("Program"). **[Selected Respondent]** is not required to verify the work eligibility status of all newly hired employees through the Program if the Program no longer exists.

b. **[Selected Respondent]** and its subcontractors shall not knowingly employ or contract with an unauthorized alien or retain an employee or contract with a person that **[Selected Respondent]** or its subcontractors subsequently learns is an unauthorized alien. If **[Selected Respondent]** violates this Section 7(b), The City of West Lafayette shall require **[Selected Respondent]** to remedy the violation not later than thirty (30) days after The City of West Lafayette notifies **[Selected Respondent]**. If **[Selected Respondent]** fails to remedy the violation within the thirty (30) day period, The City of West Lafayette shall terminate the contract for breach of contract. If The City of West Lafayette terminates the contract, **[Selected Respondent]** shall, in addition to any other contractual remedies, be liable to The City of West Lafayette for actual damages. There is a rebuttable presumption that **[Selected Respondent]** did not knowingly employ an unauthorized alien if **[Selected Respondent]** verified the work eligibility status of the employee through the Program.

c. If **[Selected Respondent]** employs or contracts with an unauthorized alien but The City of West Lafayette determines that terminating the contract would be detrimental to the public interest or public property, The City of West Lafayette may allow the contract to remain in effect until The City of West Lafayette procures a new contractor.

d. **[Selected Respondent]** shall, prior to performing any work, require each subcontractor to certify to **[Selected Respondent]** that the subcontractor does not knowingly employ or contract with an unauthorized alien and has enrolled in the Program. **[Selected Respondent]** shall maintain on file a certification from each subcontractor throughout the duration of the Project. If **[Selected Respondent]** determines that a subcontractor is in violation of this Section 7(d), **[Selected Respondent]** may terminate

its contract with the subcontractor for such violation. Such termination may not be considered a breach of contract by **[Selected Respondent]** or the subcontractor.

e. By its signature below, **[Selected Respondent]** swears or affirms that it i) has enrolled and is participating in the E-Verify program, ii) has provided documentation to The City of West Lafayette that it has enrolled and is participating in the E-Verify program, and iii) does not knowingly employ an unauthorized alien.

Non-Discrimination

[Selected Respondent] agrees:

(a) That in the hiring of employees for the performance of work under this contract or any subcontract hereunder, no contractor, or subcontractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, religion, color, sex, national origin or ancestry, discriminate against any citizen of the State of Indiana who is qualified and available to perform the work to which the employment relates;

(b) That no contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, religion, color, sex, national origin or ancestry;

(c) That The City of West Lafayette may deduct from the amount payable to the contractor a penalty of five dollars ($5.00) for each person for each calendar day during which such person was discriminated against or intimidated in violation of the provisions of the contract;

(d) If there is a second or any subsequent violation of the terms or conditions of this section, then this contract may be cancelled or terminated by The City of West Lafayette and all money due or to become due hereunder will be forfeited.

Americans with Disabilities Act Requirements

Pursuant to Title II regulations at 28CFR 35.151; and the 2004 ADAAG CFR part 1191, appendices B and D, the City of West Lafayette adopted the 2010 ADA (Americans with Disabilities Act) Standards for Accessible Design applicable to new construction and alterations for facilities. In addition, the City adopted the Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right of Way (PROWAG) as published July 26, 2011. The City adopted these regulations in December of 2011.

For facilities located within the right of way, including new construction and alterations, minimal standards shall be in accordance with the Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG) as published July 26, 2011. These standards must be met for covered project elements.

It is the intent and goal of the city to ensure that all new construction within the city of West Lafayette shall comply with all applicable accessibility and non-discriminatory guidelines including the ADA and PROWAG guidelines.

Fair Housing Act (FHA) and Section 504 of the Rehabilitation Act, and The Architectural Barriers Act (ABA) standards and guidelines must be met on all projects requiring compliance with the FHA, Section 504, or the ABA.

Projects found to be in violation or non-compliance with any portion of these technical requirements, standards and guidelines will not be issued a Certificate Of Occupancy from the City until all applicable requirements have been met.

CITY OF WEST LAFAYETTE
NON-COLLUSION AFFIRMATION

STATE OF INDIANA
COUNTY OF: TIPPECANOE SS:

The undersigned offeror or agent, duly swears, under penalties for perjury, that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be offered by any person nor to prevent any person from making an offer nor to induce anyone to refrain from making an offer and that this offer is made without reference to any other offer.

_____
Offeror (Firm)

_____
Signature of Offeror or Agent

Before me, a Notary Public in and for said County and State personally appeared, _____, who acknowledged the truth of the statements in the foregoing affirmation on this _____day of _____, 20 ___ .

_____
My Commission Expires:

_____

_____
(written) Notary Public

_____
_____
(printed)

County of Residence:_____

Appendix 1

Q&A

1. **Please clarify the delivery method for the project. Will this project be CMc? Will the bid phase occur at the end of Schematic Design Phase or Construction Documents Phase?**

   This project will be delivered via the CMc method. We intend on the A&E team to work with the Owner, the Owner's Rep and the CMc to design the project. Following agreement on the design, we will go to the bond market to securing funding, concurrently we will work toward final detail plans.

2. **Does the City own the Morton Center property? If so, has the City considered structuring the project to allow a for-profit entity to own the building in order to take advantage of the federal Historic Tax Credit (HTC) program? This program would allow for a 20% tax credit for the Qualified Rehabilitation Expenses (QREs). National Register of Historic Places projects undergoing substantial rehabilitation are eligible for the program.**

   The building is owned by the City and we prefer to keep the structure within City ownership for this project. If there is a change in ownership, it would be to the Redevelopment Commission, but that has not been determined.

3. **Also – where will addendum's and answers to questions be posted?**

   All RFPs and their addendums are available here under the header "Topics of Interest": http://www.westlafayette.in.gov/department/division.php?structureid=44