



CITY OF WOONSOCKET, RHODE ISLAND

Request for Qualifications #6102

ARCHITECTURAL SERVICES for the DESIGN of the WATER DIVISION BUILDING

Notice is hereby given that the City of Woonsocket, Rhode Island, Department of Public Works, hereinafter called the "Owner" or "City" seeks Statements of Qualifications from qualified firms for Architectural Services in conjunction with the design and construction of a new building for its Water Division on Roy Ave., Woonsocket, RI.

Interested parties should respond with a letter of interest, demonstration of the firm's capabilities, evidence of the firm's ability to perform work in a timely manner, past performance on similar projects, knowledge of regulatory requirements, profiles of the firm's principles and staff that may be assigned to the project and proof that the firm is registered or licensed in the State of Rhode Island. The Professional Services requested will include architectural work related to developing a design of a single story, metal prefab building of less than 10,000 s.f. for offices and vehicle and equipment storage. Work will also include development of bid documents, supervision services during the contracted work, and other services.

Interested parties are invited to submit Qualifications in sealed envelopes labeled "Architectural Services for the Design of the Water Division Building". The sealed qualifications shall be delivered **before 2:00 p.m. (local time) on Thursday, November 17, 2022**, to the City in the Finance Department, Office of Purchasing, City Hall, 169 Main Street, Woonsocket, RI 02895. Qualifications received after the above time will not be accepted.

All questions pertaining to the technical nature of the RFQ must be emailed to Jon Pratt, P.E., City Engineer at City Hall, 169 Main Street, Woonsocket, RI, at jpratt@woonsocketri.org, and to be considered must be received **NO LATER THAN 12:00 Noon (local time) on Thursday, November 10, 2022**.

Responses will be evaluated on the relative merits of the Statements of Qualifications. The City reserves the right to reject any and all responses, or parts thereof, to waive any irregularity in the responses received and to accept the responses or parts thereof deemed to be most favorable to THE BEST INTEREST OF THE CITY.


Christine Chamberland, Finance Director

POSTED: October 25, 2022

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DEPARTMENT OF PUBLIC WORKS

Request for Qualifications #6102

ARCHITECTURAL SERVICES for the DESIGN of the WATER DIVISION BUILDING

The City of Woonsocket, Rhode Island, Department of Public Works, hereinafter called the "Owner" or "City" seeks Statements of Qualifications from qualified firms for Architectural Services in conjunction with the design and construction of a new building for its Water Division on Roy Ave., Woonsocket, RI. All firms must have the understanding that there may be State & Federal funding involved in the project.

One (1) original sealed statement of qualifications and two (2) additional copies of the sealed qualifications shall be **delivered before 2:00 PM, local time, on Thursday, November 17, 2022**, to the City, in the Finance Department, Office of Purchasing, City Hall, 169 Main Street, Woonsocket, RI 02895.

SCOPE OF SERVICES

The city intends to solicit bids to construct a new prefabricated metal building to house staff, equipment, and vehicles from the Water Division on a site on Roy Avenue. The selected firm shall perform all necessary services required by the City in connection with the proposed project which may include but not be limited to the following:

- Development of preliminary design documents based on a review of the Water Division's requirements.
- Design of foundations, mechanical, plumbing, and electrical systems.
- Completion of construction cost estimates.
- Identification and application preparation for necessary permits.
- Development of construction plans and specifications.
- Preparation of reports.
- Production of bid documents.
- Coordination of the activities of the contractor selection process.
- Assistance in administering construction contracts and project oversight.

The scope of services shall include all necessary services required to prepare a complete design from which the construction can successfully be performed.

ALL SUBMITTALS MUST INCLUDE:

- A complete narrative that describes the firm's understanding of the proposed project.
- A resume that demonstrates knowledge and experience with similar projects.
- Resumes of key personnel.

THE SPECIFIC CRITERIA ARE AS FOLLOWS:

It is required that the submittal provides:

- Evidence that the Architect is currently registered in the State of Rhode Island.

Corporate / Staff experience. Each criterion is worth a maximum of 20 points. **Offerors must attain a minimum technical score of 70 points to warrant further consideration.**

- Evidence of the Architect's ability to perform the work, as indicated by profiles of the principles and staff's professional and technical competence and experience.
- Demonstration of the capability to provide professional services in a timely manner; and capability of key personnel to perform required tasks.
- Evidence that, through experience, the firm is familiar with local and state codes and federal regulations.
- Examples of past performance in terms of cost control, quality of work, and compliance with performance schedules.
- Experience with projects like that anticipated by the city.

EVALUATION OF QUALIFICATIONS:

Those lacking credentials that establish that the proposing firm is currently registered and licensed in the State of Rhode Island or not containing a certified statement that the Architect's firm is not debarred, suspended, or otherwise prohibited from professional practice by any Federal, State, or local agency shall be rejected.

Those with the proper credentials shall be ranked based on their ability to provide the services in accordance with established evaluation criteria.

The City may elect to interview the top three firms in accordance with the proposal review rankings. All qualifications will be ranked again as a result of the oral interviews.

FINAL DETERMINATION AND EXECUTION OF CONTRACT:

Once the City has ranked the firms, the DPW Director will select a firm to provide a scope of work and cost proposal.

The City of Woonsocket reserves the right to reject any or all proposals.