

Request for Statement of Qualifications

City Hall and Police Station Needs Assessment City of Emporia

September 13, 2015

The City of Emporia is seeking a Statement of Qualifications from individuals and firms interested in conducting an architectural and engineering evaluation of the existing City Hall and Police Station to document the existing conditions, determine space needs for the departments, and determine the potential for renovation and/or expansion of the existing facilities.

Interested parties should submit three copies of a Statement of Qualifications no later than 4:00 pm, Wednesday, October 14, 2015 to Mr. Brian S. Thrower, City Manager, City of Emporia, 201 South Main Street, Emporia, Virginia, 23847.

Procurement Process

The anticipated fees for this project are more than \$10,000, but less than \$50,000. Additional services may be required as future extensions of the agreement with the individual or firm selected for this initial study and report.

The respondents shall submit a statement of interest in the project and updated AE-1 through AE-6 demonstrating qualifications to perform the scope of work listed below.

The City of Emporia will review submissions and conduct on-site interviews with representatives of approximately three respondents. The selection committee will consider current personnel qualifications, location relative to the work, expertise, workload, capability to meet the proposed schedule, past performance on similar projects and ability to provide the service within budgeted costs.

Consideration will also be given to the number and value of previous agency and state contracts awarded to the respondents.

The City of Emporia will select an A/E for the work, and negotiate the fee for service. If the negotiated fee is not fair and reasonable, the City will provide the Scope of Work to another Respondent, and repeat the process until a fair and reasonable fee is negotiated.

Scope of Work

The consultant will perform the following services as part of the Scope of Work:

- Visit the site to review the existing architectural, structural, and MEP systems in the buildings
- Provide a written report documenting the observed conditions of the building systems including the age, capacity, anticipated life span, and potential for reuse in a renovation or expansion.

- Document any anticipated major maintenance or replacement needs.
- Meet with directors of the major departments to define space needs for the City Hall and the Police Department
- Prepare a program space needs summary of existing and needed square footage for each facility.
- Provide cost estimates for two alternative scenarios: (a) proposed improvements to each building with a schedule for phasing the improvements; and , (b) new facilities based on estimated space needs
- Provide a written report indicating results of study

Upon completion of the Study and Scope of work listed above, the consultant will make a presentation to City staff and the City Council summarizing the findings. Additional work may be desired and negotiated as a follow-up to discussion of the report

Questions should be addressed in writing to the contact listed below prior to Oct. 8, 2015. The buildings may be viewed by contacting Dr. Daley or Mr. Mike Allen, Facilities Manager, mike.allen@ci.emporia.va.us, prior to Oct. 9, 2015.

Contact:

Dr. Ed Daley
City of Emporia
201 S. Main Street
Emporia, VA 23847
(434) 634-3332
edaley@ci.emporia.va.us