



SCOPE OF SERVICES

Solicitation Number: CLMP281

Project Name: Architectural Services for EMS Station Renovations

PROJECT FOR:

CITY OF AUSTIN, AUSTIN-TRAVIS COUNTY EMERGENCY MEDICAL SERVICES (EMS) AND AUSTIN FIRE DEPARTMENT (AFD), THROUGH ITS CAPITAL CONTRACTING OFFICE

PROJECT TITLE:

ARCHITECTURAL SERVICES FOR EMS STATION RENOVATIONS

OBJECTIVES OF THE PROJECT:

The primary objective of the project is to provide renovations and additions to existing EMS Stations 1, 5, 7 (a part of Fire Station 8), 10 (a part of Fire Station 25), and 13 (a part of Fire Station 23). A Feasibility Study Report has been prepared and is available online at <http://austintexas.gov/department/CLMP281>. This report provides the details of building space needs for EMS Stations 1, 5, 7, and 10 with some modifications to programs. For EMS Station 13, 2,550 square feet of interior space is to be renovated and a 200 square foot addition is to be provided. The City has done boundary surveys of each site. The total area of the sites for EMS Stations 1, 5, 7, and 10 is indicated in the Feasibility Study Report. The total area of the site for EMS Station 13 is approximately 0.66 acres.

BACKGROUND:

As stated in the Feasibility Study Report, "The [five] EMS stations that [are a part of this Project] are among the earliest facilities built for the EMS department in Austin. Though state of the art when originally designed, the vehicle bays and staff spaces are now cramped, and the building systems are at the end of their service life. At two to three decades old, the buildings are also non-conforming with current building and accessibility code requirements. EMS Station 1, 3616 S. 1st Street, dates from 1981, and has two small ambulance bays, a makeshift crew sleeping room in a small study and a group-use toilet room. EMS Station 5, 5710 N. Lamar, dates from 1982, and has two small ambulance bays, and a makeshift Commander room in a small sleeping room. EMS Station 7, 8989 Research Boulevard, dates from 1986, when a portion of a 1971-vintage fire station was renovated for a small EMS station. The facility has a dormitory-style bedroom, and single toilet room and a makeshift kitchen in a small study. EMS Station 10, 5228 Duval Road, dates from 1994, when a small addition was made to a 1980-vintage fire station. The ambulance bay is at the rear of the site and requires traversing along a long parking aisle drive before reaching the street. The facility has a single dormitory-style bedroom, and single toilet room and a tiny kitchen and dayroom space." EMS Station 13, 1330 E. Rundberg Lane, dates from the late 1970s and has a dormitory-style crew sleeping area for both male and female EMS and AFD crews, a Women's changing area - for both EMS and AFD use - which is remote from the sleeping area, and a single-user EMS-use 1/2 bath.

As stated in the Feasibility Study Report, “Commensurate with the age of the buildings, the mechanical equipment and roofing systems are in need of replacement.”

This project was approved by Austin voters as part of 2018 Bond Election. A consultant was hired from the City’s architectural rotation list to provide preliminary phase services which include the building space requirements and site studies. Boundary surveys have been completed for each site. The Feasibility Study Report is available on the web at <http://austintexas.gov/department/CLMP281>.

For the purposes of this RFQ, the Scope of Work at each EMS Station is as follows:

1. The Scope of Work at EMS Stations 1, 5, 7, and 10 is as defined in the Feasibility Study Report.
2. The Scope of Work at EMS Station 13 is to consist of a 2,550 SF first-floor interior renovation (all portions of the first floor, excluding the apparatus bays) and a 200 SF one-story, first-floor addition).

ANTICIPATED SERVICES:

This project will include Architectural/Engineering consultant services for all phases of the project including review of the building program and site studies as included in the Feasibility Study Report, the review of the building program as depicted in this RFQ for EMS Station 13, design, bid, construction and post construction phase services. Consider including multiple subconsultant firms for working concurrently on multiple stations to speed the design phase services. The design, bid, and construction phase services include all basic services, which are part of the City of Austin’s professional services contract. It is recommended that project teams familiarize themselves with this contract. Please review a contract template in attached RFQ package. The selected firm will also participate in making presentations to the community surrounding each of the five stations during design and construction phases and presentations to boards and commissions as required by the site development permitting process. It is the intention of the City to solicit a Construction Manager-at-Risk (CMR) early in the design phase for design-phase cost control, and then construction

The City of Austin is committed to a sustainability standard per resolution 20071129-045. The project would need to achieve LEED Silver certification at a minimum for each station.

PROPOSED PROJECT SCHEDULE:

- Design Services Contract Execution – January 2020
- Selection of CMR - February 2020
- Completion of Station 1 Design Phase including Permitting - January 31, 2021
- Completion of Station 5 Design Phase including Permitting - January 31, 2021
- Completion of Station 13 Design Phase including Permitting - January 31, 2021
- Station 1 Construction Phase – March 1, 2021 – December 31, 2021
- Station 5 Construction Phase – March 1, 2021 – December 31, 2021
- Station 13 Construction Phase – March 1, 2021 – October 31, 2021

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- Completion of Station 7 Design Phase including Permitting – June 30, 2021
 - Completion of Station 10 Design Phase including Permitting - June 30, 2021
 - Station 7 Construction Phase – July 1, 2021 – April 30, 2022
 - Station 10 Construction Phase – July 1, 2021 – June 30, 2022

PROCUREMENT SCHEDULE:

- Pre-Response Meeting – August 14, 2019
- Statement of Qualifications due – September 11, 2019
- Conduct Interviews, if necessary – week of October 29 – November 5, 2019
- Recommendation to City Council – December 5, 2019
- Contract Execution – January 30, 2020

COST ESTIMATE:

The total estimated construction cost including new construction, demolition and site work for the overall project is **\$11,800,000** and estimated total consultant services fees are approximately **\$3,600,000**.

MAJOR AND OTHER SCOPES OF WORK:

Below is a list of the major scopes of work the City has identified for this project. There must be representation for all major scopes of work listed in the Prime Consultant's Statement of Qualifications (SOQ). The experience of the firms performing the Major Scopes of Work, whether a subconsultant or prime firm, will be evaluated under Consideration Item 6 – Major Scopes of Work – Comparable Project Experience. In addition, the City has identified Other Scopes of Work that MAY materialize during the course of the project. The City does not guarantee scopes listed under Other Scopes of Work will materialize on this contract.

If the prime consultant intends to enter into a subconsulting agreement on a scope of work not listed below, the prime consultant is required to contact SMBR and request an updated availability list of certified firms in each of the scopes of work for which the prime consultant intends to utilize a subconsultant.

Major Scopes of Work

- Architectural Design Services
- Mechanical, Electrical & Plumbing (M.E.P.) Engineering
- Structural Engineering
- System Implementation Engineering (telecom, GAATN, alerting, etc)

Other Scopes of Work

- Landscape Architecture
- Civil Engineering

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- Cost estimation
 - LEED Consulting
 - Accessibility Investigation

CITY OF AUSTIN PUBLIC PARTICIPATION PRINCIPLES:**Accountability and Transparency**

The City will enable the public to participate in decision-making processes by providing clear information on the issues, the ways to participate, and how their participation contributes to the decision.

Fairness & Respect

The City will maintain a safe environment that cultivates and supports respectful public engagement and will expect participants to do so in turn.

Accessibility

The City will respect and encourage participation by providing ample public notice of opportunities and resources and accommodations that enable all to participate.

Predictability & Consistency

The City will prepare the public to participate by providing meeting agendas, discussion guidelines, notes, and information on next steps.

Creativity & Community Collaboration

(Inclusivity and Diversity)

The City will use innovative, proven, and customized engagement solutions that are appropriate to the needs of the projects and the participants.

Stewards of Resources

The City will balance its commitment to provide ample opportunities for public involvement with its commitment to delivering government services efficiently and using City resources wisely.

Notes:

- Construction Inspection and Public Information and Communications are **NOT** subconsultant opportunities. These services will be performed in-house or under a separate contract, if needed, and will be determined when project assignment is made.
- Please review the City of Austin's Public Participation Principles

<http://austintexas.gov/page/public-participation-principles>

- Participation at the prime or subconsultant level may create a conflict of interest and thus necessitate exclusion from any contracts resulting from the work performed in the design phase.
- If the City determines that a conflict of interest exists at the prime or subconsultant level, the City reserves the right to replace/remove the prime or instruct the prime consultant to remove the subconsultant with the conflict of interest and to instruct the prime consultant to seek a post-award change to the prime consultant's compliance plan as described in City Code § 2-9B-23. Such substitutions will be dealt with on a case-by-case basis and will be considered for approval by Small and Minority Business Resources (SMBR) in the usual course of business. The City's decision to remove a prime or subconsultant because of a conflict of interest shall be final.
- A consultant performance evaluation will be performed on all professional services contracts. This evaluation will be conducted at the end of each Preliminary, Design and Construction phase.