TOWN OF FENWICK ISLAND
ARCHITECTURAL AND ENGINEERING SERVICES
SELECTION PROCEDURES

Purpose

The purpose of these procedures is to ensure that clear and consistent methods are established by the Town of Fenwick Island for the selection of professional service contracts.

General Statement

The Town of Fenwick Island recognizes **Delaware Code,** Title 29, Chapter 69 as the governing authority for Professional Services contracts that exceed a value of $50,000. Although services required for the project under consideration have an undetermined value, the selection process will be consistent with this standard.

Guidelines

The selection of a firm to provide architectural and engineering services shall be qualification-based. An advertisement for professional services shall be published in a general circulation newspaper for two weeks. Firms shall submit a proposal for services which will be reviewed by the Public Safety Building Committee. This proposal will provide details about:

1) General experience and reputation;
2) Capabilities of the firm;
3) Other criteria specific to this project.

The committee may choose to interview a representative of the firm. The committee shall utilize a standard form and grading scale to ensure consistency in all evaluations of proposals and interviews. Firms not selected will be notified in writing. The decision of the committee is final.

Equal Opportunity, Disqualification, Severability and *Force Majeure*

The Town of Fenwick Island shall procure goods and services without regard to the race, creed, color, sex, age or national origin of the vendor or provider. Such vendors and providers are similarly expected to exercise Equal Employment Opportunity practices within their respective firms. Firms that have been debarred or are otherwise deemed ineligible to conduct business in the State of Delaware are ineligible to conduct business in Fenwick Island, as well. Vendors and providers who engage in fraud, collusion, or are found to have a conflict of interest with regard to the Town will be disqualified from the selection process.

In the event that any of the terms and conditions of this selection process shall be deemed contrary to applicable state and federal law, the remaining provisions shall remain intact until amended by the Fenwick Island Town Council. Each party shall notify the other, in writing, of any situation that may prevent performance under the terms and conditions of this contract.

TOWN OF FENWICK ISLAND
PUBLIC SAFETY BUILDING, A&E SERVICES

Project Description

The Town of Fenwick Island proposes to construct a free-standing building to serve as the administrative and operational center of public safety departments in the Town of Fenwick Island. The Fenwick Island Police Department will be the primary occupants of the building. The building may serve the needs of the Fenwick Island Beach Patrol and the Bethany Beach Volunteer Fire Company in a manner to be determined by the Town Council and committee.

This building may be either stick-built or of modular construction. It will be situated on a parcel of land which is approximately 32' deep and 106' wide and adjacent to the existing public works building. Preliminary design plans have been drafted and are available for review.

Scope of Services

Proposals should provide a cost-effective strategy for project completion. The vendor selected will have demonstrated competency in project management as well as expertise in architectural and engineering disciplines. Experience with public projects is a primary consideration.

Pre-design services shall include a compilation of site and facilities surveys. With site and facilities surveys as a point of reference, the firm shall develop a master plan and timeline for this project. It will be presented to the Building Committee for approval.

The firm will then complete a schematic design of the proposed building. This design will include a narrative description of features. Mechanical, electrical, and computerized building management systems shall be presented in suitable detail and accompanied by a schematic format. Outline specifications will be provided, using CSI/AIA format. Detailed and accurate Construction Cost Estimates should be broken out by CSI Division.

With approval from the Town (Council, Building Committee or designated representative), the firm shall advertise and review construction bids for this building design. Bids must include a performance bond and provide a life cycle cost analysis for the completed building.

The selected firm should be able to provide construction management and contract administration services. The firm must be an advocate for the Town of Fenwick Island through the construction phase. Any potential conflict of interest with regard to contracted services requires the full and timely disclosure in writing by the firm's designated representative.

The Pre-design, Schematic Design, Bid and Construction Management phases of this project described here and further detailed in other documents constitutes the scope of services.

Negotiated Fee

As previously noted, the selection shall be qualification-based. Proposals will be evaluated by the Public Safety Building Committee. The committee may request an interview with a representative of the highest rated three firms. At the conclusion of this process, a representative of the Town may engage in fee negotiations with the highest rated firm. If negotiations fail, the second-highest rated firm may be contacted for the same purpose. This practice will be continued until it has been successfully concluded.

TOWN OF FENWICK ISLAND
A&E SERVICES SELECTION CRITERIA

Vendor _____

Representative _____

Contact information _____

Evaluator _____

PROPOSAL EVALUATION

Component, detailed	Value Range	Evaluator Rating	Notes
Proposal is complete and addresses each part of the Scope of Services as detailed in Project Description	0 – 5		
Proposal offers a cost-effective strategy for design and construction	0 – 5		
Firm has demonstrated competence with projects of a similar scope and nature	0 – 5		
Firm has experience with public projects in the State of Delaware (specific references provided)	0 – 5		

Firm has the organizational capacity to fulfill the requirements of the project	0 – 5		
Firm has experience in a team venture; proposal establishes decision-making processes	0 – 5		
Firm's location relative to project site; proposal details support services	0 – 5		
Proposal demonstrates familiarity with energy-efficient and environmentally-sensitive products and design components	0 - 5		
Quality of Proposal and supporting documentation	0 – 5		
Interview rating (if selected for interview)	0 - 5		

ADDITIONAL NOTES

Evaluator's Signature _____

1.0 PRE-DESIGN SERVICES – PHASE I

1.0.1 GENERAL

In this phase, the Architect will establish: 1.) the facility program and 2.) the budget and time constraints for the project.

1.0.2 Pre-design Services

1. **Project Administration:** consisting of initial consultation, project research, conferences, progress reports, etc.

2. **Agency Consulting/Review/Approval:** consisting of code research and reporting.

3. **Owner Data Coordination:** consisting of review of existing drawings, equipment list, and other documents.

4. **Master Planning** for multiple building on the site.

5. **Facility Programming:** including site requirements, special equipment and systems, space relationships, etc.

6. **Existing Facilities Surveys:** including photos, field measurements, evaluation of existing structural, mechanical, electrical, and plumbing systems, etc.

7. **Project Development Scheduling:** consisting of establishing schedules for documentation, design, decision-making based on Architect services and the TOWN's responsibilities.

8. **Presentations** of Pre-design analysis and recommendations to the Town of Fenwick Island.

2.0 SCHEMATIC DESIGN – Phase II

2.0.1 General

In the Schematic Design Phase, the Architect shall prepare Site Analysis and Schematic Design Documents consisting of drawings and other documents illustrating the general scope, scale and relationship of project components for approval by the TOWN. Designs shall be conceptual in character based on program requirements developed by the Architect and the TOWN as described in Phase I.

2.02 Schematic Design

1. A narrative description, analysis, and sketches of the design and construction concepts for site, architectural, structural, mechanical (HVAC and plumbing), fire protection, electrical, security, communications, and electronic systems.

2. A plan showing how the project fits into the Master Plan for facility development.

3. Site plan showing existing and proposed roads, pedestrian and vehicular circulation, utility systems, and special site features.

4. Studies relative to the site: its topography and other relevant features contributing to the solution or requiring alterations of the existing site.

5. A description of land use, zoning, or other factors restricting development, as well as recommendations to resolve them.

6. Results of fire flow test (as appropriate) run to determine if water service improvements are necessary to handle fire protection requirements.

7. Determination of building occupancy used to establish structural load requirements, plumbing fixture counts, etc.

8. Floor plans, building elevations, sections, and sketches necessary to adequately present the design concept.

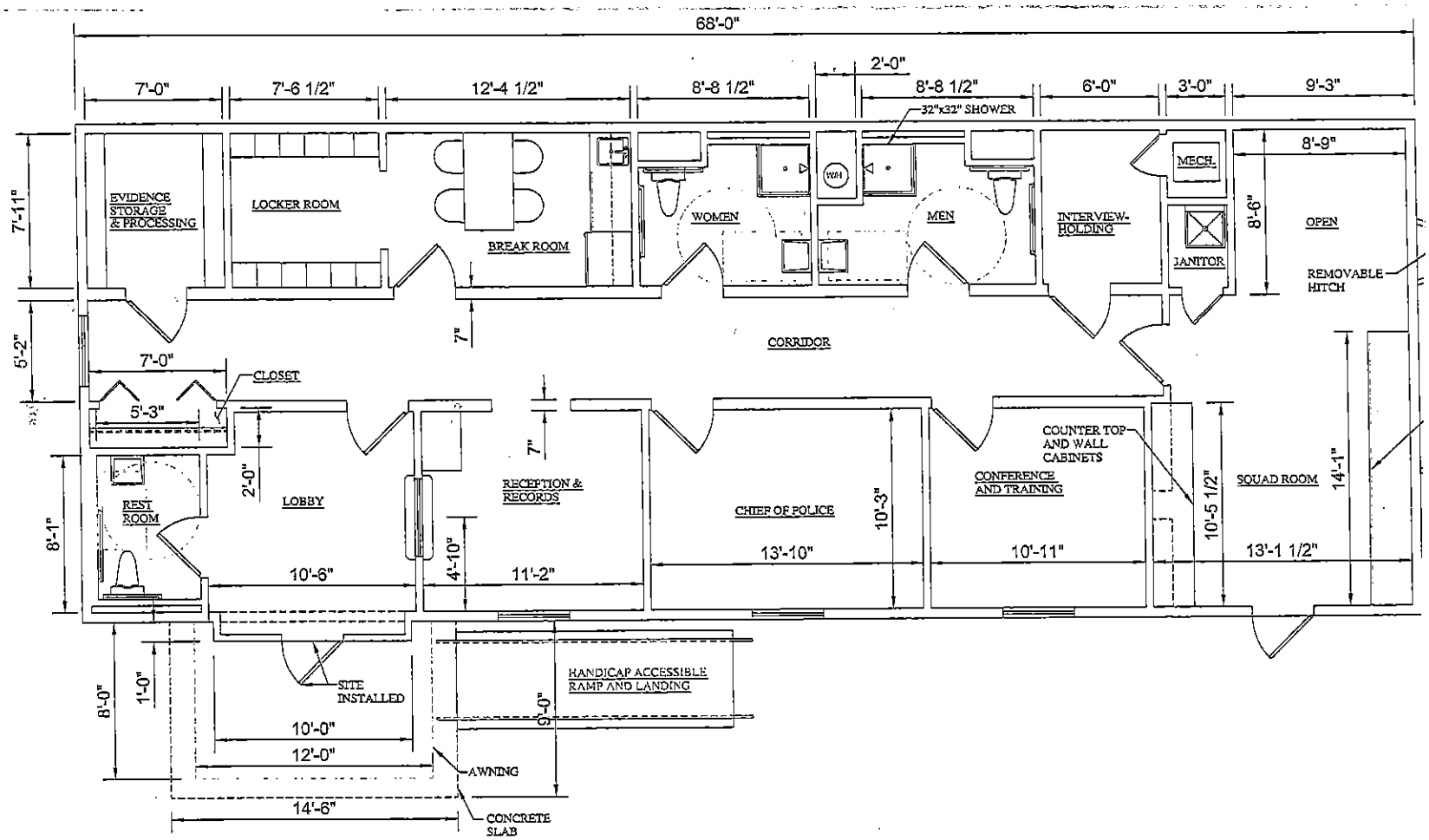
9. If the project is an addition, or otherwise related, the plans shall show existing buildings on the site and their general arrangement and relationships.

10. Mechanical, electrical, and computerized building management systems, and equipment, presented in suitable detail and accompanied by a schematic format.

11. Description of the features and provisions provided in the facility for use by persons with disabilities in compliance with the ADA.

12. Outline specifications, using CSI/AIA format.

13. Provide a preliminary review of codes that impact the project, report specific problems and recommended solutions.

14. Detailed and accurate Construction Cost Estimates broken out by CSI Division.

PRELIMINARY CONCEPT DESIGN
March 30, 2010