

ADVERTISEMENT FOR REQUEST FOR PROPOSALS

The City of Jefferson City will be accepting proposals from an individual or firm for architectural design, plans, specifications, cost estimates, contract documents, and construction administration of a new satellite fire station facility.

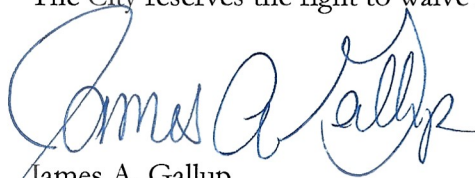
There will be a Pre-Proposal meeting at Jefferson City Hall, 112 City Center Drive, Jefferson City, Tennessee on April 21, 2023, at 10:00 AM. Interested parties with questions and clarifications should be in attendance.

Complete proposals shall be received by the City of Jefferson City, Tennessee at the Office of the City Manager until May 31, 2023 at 4:00 PM.

For a copy of the Request for Proposal (RFP) contact Fire Chief Lee Turner at lturner@jeffcitytn.com. RFPs will also be available at Jefferson City Hall, 112 City Center Drive, Jefferson City, Tennessee, Monday-Friday, 8:30 AM 4:00 PM.

All bid submissions shall be clearly marked in a sealed envelope – “Request for Proposal – JCFD Station 2 Design Services”.

The City reserves the right to waive informalities or minor defects or reject all proposals.



James A. Gallup
City Manager

REQUEST FOR PROPOSALS
FOR THE
CITY OF JEFFERSON CITY, TENNESSEE
FIRE STATION 2 DESIGN SERVICES



City of Jefferson City, Tennessee
Request for Proposal

Table of Contents

- I. Description of Requirements and Specifications
- II. Introduction
- III. Project Overview/General Scope
- IV. Proposed Content
- V. Submittal
- VI. Selection Procedures

City of Jefferson City, Tennessee

Description of Requirements and Specifications

New Fire Station 2 Design Services

Introduction

The City of Jefferson City, Tennessee, herein referred to as “City”, is seeking the services of an individual or firm to provide architectural and engineering design services, plans, specifications, cost estimates, contract documents and construction administration of a new Fire Station 2 facility to be located on Odyssey Road in Jefferson City, Tennessee. The intent of the City is to execute an agreement with a firm with experience in projects of this nature for municipal and/or other governmental entities.

Project Overview/General Scope

This will be a new construction of a new fire station to provide coverage to the Northeastern and Eastern portions of the City of Jefferson City. The new fire station will be staffed 24-hours a day, 365 days a year by a minimum of 3 professional personnel.

The scope of the project is further defined below. The selected firm will be responsible for the final design and layout based upon their experiences and input from City staff.

- The new facility will be single story with a three-bay apparatus area (4,000 sq. ft. and living quarters (4,000 sq. ft.). The total square footage will be approximately 8,000 sq. ft.
- The timeline for the project anticipates award of the design contract at the August 2023 City Council meeting and award of the construction contract at the January 2024 City Council meeting.
- The design shall meet the City’s current adopted International Code Council (ICC) codes related to buildings and building regulations, NFPA 101 Life Safety Code, and NFPA 1581 Infection Control Program.
- As much as practical, the design should conform to the guidelines identified in the latest version of the United States Fire Administration Publication, *Safety and Health Considerations for the Design of Fire and Emergency Medical Services Stations* and the guidelines identified in Chapter 14 of the latest version of the NFPA *Fire Protection Handbook*.
- The facility/building must be in compliance with the *Tennessee Code Annotated Title 68 – Health, Safety and Environmental Protection, Safety, Chapter 120 – Building Regulations, Part 2 – Tennessee Public Building Accessibility Act, 68-120-204. Buildings and public entertainment facilities to be accessible to disabled –Minimum specifications.*
- Construction administration and other services that may be required.

Proposal Content

The proposal should provide a straight forward, concise description of the firm's capability to complete the required architectural design, plans, specifications, cost estimates, contract documents and construction administration for the new fire station 2 facility. The following is the requested format:

- A. Fire name, Business Address, and Telephone Number including a point of contact for additional information.
- B. Type of organization (Individual, partnership or corporation) and year of establishment.
- C. Profile of the firm's experience, qualifications and technical capabilities in conducting similar projects. Firms should list contact references for representative projects.
- D. Number of employees by discipline and/or primary function.
- E. Project team members including their vitae.
- F. The firm's approach to completing the required architectural design.
- G. The firm's estimated project schedule and total number of days estimated to complete the architectural design.
- H. The proposal shall be signed by an authorized representative of the firm.
- I. Title VI Disclosure (Voluntary)
- J. Experience working with Jefferson County/City and with authorities having jurisdiction.

Submittal

Information or questions concerning this Request for Proposals may be directed to:

James Gallup
City Manager
City of Jefferson City, Tennessee
Phone: (865) 475-9071
Email: jgallup@jeffcitytn.com

- A. There will be a pre-proposal meeting at Jefferson City Hall, 112 City Center Drive, Jefferson City, Tennessee on April 21, 2023 at 10:00 AM. Interested parties with questions and clarifications should be in attendance.
- B. All submittals must be received by the City prior to 4:00 PM on May 31, 2023. One (1) original and five (5) copies of the proposal shall be enclosed in a seal envelope and clearly marked "Jefferson City Fire Department New Fire Station 2 Design Services". All submittals must be delivered to:

City of Jefferson City Hall
Attn: Mr. James Gallup, City Manager
112 City Center Drive
Jefferson City, Tennessee 37760

- C. The proposals will not be opened publicly. All proposals will be treated as confidential throughout the evaluation process to the fullest extent permitted by law. After completion of the evaluation of proposals, all submitted materials will constitute public records which are subject to public inspection and copying under Tennessee law.
- D. The City reserves the right to reject any or all proposals, to waive technicalities or informalities and to accept any proposal deemed to be in the best interest of the City.
- E. This request for proposals does not commit the City of Jefferson City, Tennessee to execute an agreement, to pay any costs incurred in the preparation of a proposal, or to contract for services.

**Jefferson City Fire Department
Fire Station 2
Suggested Space Criteria**

<u>Apparatus Room</u>	
3 Bays (60'X65', 20' Width, 65' Length)	3,720 sq. ft.
<u>Living Quarters</u>	
4 Private Bedrooms (15'X18')	1,080 sq. ft.
<u>Restrooms</u>	
Restrooms/Showers	300 sq. ft.
<u>PPE Storage</u>	
PPE Lockers for 15 personnel (15'X15')	225 sq. ft.
Watch Room (10'X20')	200 sq. ft.
Fitness Room	220 sq. ft.
Laundry	100 sq. ft.
Day Room	300 sq. ft.
Kitchen/Kitchen Storage	250 sq. ft.
Lobby (30'X15')	450 sq. ft.
Janitor's Closet	30 sq. ft.
Supply Closet	20 sq. ft.
Telecom/IT/Mechanical Room (s)	200 sq. ft.
Decon Room	225 sq. ft.
Public/Private Corridors (25%)	900 sq. ft.
Police Department Substation/Restroom	<u>220 sq. ft.</u>
Total (Living Quarters)	4,220 sq. ft.
Total (Apparatus Bay)	3,720 sq. ft.