

City of Lovington



REQUEST FOR PROPOSALS

PRE-BID CONFERENCE MINUTES

REQUEST FOR COMPETITIVE SEALED PROPOSALS FOR:

**17th STREET FIRE STATION ENGINEERING AND DESIGN
PROPOSAL #2016FSD**

Proposal Due Date & Time

**MONDAY, JULY 11, 2016
10:00 A.M. (MST)**

SUBMIT PROPOSALS TO:

**Mr. Gary Lee Chapman
Finance Director
City of Lovington
214 South Love Street
P.O. Box 1268
Lovington, NM 88260
gchapman@lovington.org**

The City of Lovington has issued the following notice to the 17th Street Fire Station Engineering and Design Proposal #2016FSD.

1.

Minutes of Pre-Bid Conference for Procurement of Fire Station Design RFP#2016FSD

Location: City Hall in the Commission Chamber

Date: June 8, 2016

Time 9:00 am

Staff Present:

Finance Director Gary Chapman, Fire Chief Terrance Lizardo, and Administrative Assistant Anna Juarez

Representatives of the following companies attended the Pre Bid Conference:

1. Souder, Miller & Associates - Russell Doss
2. Teske Architects - David C. Teske
3. Durham Mackay Architects - Frank H. Mackay, Jr.
4. ASA Architects - Hal E. Barnett
5. NPSR - Larry Rocha & Brad Nesser

Fire Chief Lizardo informed the bidders that the Fire Station will house 6 employees, 4/6 apparatus, 2 drive thru base to accompany a third (for the extra apparatus), living quarters, training room and an office.

Finance Director Chapman informed the bidders that the evaluation rating sheet will remain in the overall criteria rating of the RFP. Finance Director Chapman explained to bidders want a partner to ensure the project/envision is engineered as the City plans.

The queries raised by the bidders during the pre-bid meeting of June 8, 2016 and via subsequent emails and clarifications with regard to Bid documents for the Procurement of Fire Station Design are given as under:

	Query Raised	Reply/Clarification
1.	Budget for the project Rough cost for construction	Finance Director responded: \$300,000 for the design phase; Cost for construction in excess of \$2 Million listed in our ICIP Discussed having the conceptual design by November/December to submit to legislators
2	Survey for the project site Special inspections	Finance Director responded: project is surveyed No, to special inspections - comply with State

	Payment on completion of project	<p>codes.</p> <p>From experience, City would want someone with knowledge and ability to carry out the completion of project.</p>
3	<p>Construction management package – proposal from constructor</p> <p>Standard bid process</p> <p>Posting of Addendum</p>	<p>Put together a good RFP to get a contractor that will bid a good facility</p> <p>Finance Director responded: yes</p> <p>Finance Director responded: will be emailed and posted on website</p> <p>RFP is to be mailed to Finance Director</p>
4	Are any other surveys needed besides what is being provided?	<p>Finance Director responded: during the time of construction the engineer is able to make sure project administration verify everything fits.</p> <p>Bidder suggested to Staff to include: specify in the construction document to burden on contractor if any surveys are needed</p>
5	If there is a schedule for the design phase or the construction?	<p>Finance Director & Fire Chief responded: not sure, but will get with City Manager.</p> <p>At this time funding is available for the design phase.</p> <p>SMA bidder stated if going through grant funding agency the construction will be break ground by next year fiscal budget.</p>
6	Discussed Planning Services	<p>Finance Director clarified: planning tied to aid the City to acquire someone to construct phase understanding of material to use</p> <p>SMA bidder recommended adding an addendum on page 1 to include plan services to be provided during construction. Construction administration to help during design document phase.</p>
7	In reference to soil investigation or geotechnical study, to be conducted to help	Finance Director responded: study has not been conducted to his knowledge

	<p>assist with planning design</p> <p>Additional service, or have geotechnical study done</p> <p>Environmental documental or history of land</p> <p>Bidder stated to clarify in contract whom will be providing Geotechnical services.</p> <p>What are the perimeters for design?</p>	<p>No knowledge at this time; will need to get back to bidders with a response.</p> <p>No history of land development; water and sewer lines is on survey.</p> <p>Will be clarified by City Manager.</p> <p>Will be added to proposal</p>
8	<p>SMA bidder recommended unchecking the Study and Report Phase (PER) a special document, which the City is looking more into a preliminary design for conceptual work on a fire station.</p>	<p>Finance Director will look into it.</p>
9	<p>What form will be used for an agreement design contract?</p>	<p>Finance Director responded: not at this time, consider a standard contract; an agreement that will protect the City.</p> <p>American Architect it has been a standard, reviewed, and updated.</p>
10	<p>Discuss items in training space</p>	<p>Chief Lizardo responded: class room environment with moveable tables with overhead projectors, EMS supply room, equipment storage room, compressor for SCBA's, and an emergency generator.</p> <p>Individual rooms</p>
11	<p>Any interviews or selection process?</p>	<p>On July 11, 2016 open proposal; go through the general reviews, from there it will depend on proposals if interviews will take place; it is not planned.</p> <p>Selection no later than second meeting in August 2016.</p>
12	<p>What would the City consider as the minimum, if projects need to be phased?</p>	<p>Chief Lizardo responded: at least 2 drive thru bay that would hold the 4 apparatus with the possibility of expanding to another drive thru bay to hold pieces of equipment is the minimum.</p>

		To hold 1 ambulance, an engine, 1 grass rig, and possibly a ladder truck.
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In case of any further information/clarification, they may send email and ask through gchapman@lovington.org; individual visits are not entertained.

The meeting ended with a vote of thanks to the City of Lovington.

2. The following are additional questions asked on June 9th by Dave Williams with RMKM.

	Query Raised	Reply/Clarification
1.	Would the station have an exhaust extractor?	Yes for the Truck Hall
2	What kind of kitchen would the department want?	Commercial Kitchen with 3 Fridges and Shelving, Hood System
3	Will there be direct community interaction with the day room?	No a window up front for any interation.
4	Generator- Who would the City use for the generator?	We are currently using Kirkmeyer through CES for the current station.
5	Would this building be for just the Fire Department?	Yes, would house Fire and EMS
6	What type of delivery method?	Traditional
7	How many bottles we will need for the SCBA Compressor?	The department's current compressor has 6 bottles.
8	Would there be secure parking for the staff?	Yes.
9	Would the bunker gear need separate lockers for the gear?	Yes.
	Query Raised	Reply/Clarification
10	Would this station have a hose dryer?	Yes.

11	Would this station have an extractor for the bunker gear?	Yes.