

TOWN OF SOUTH KINGSTOWN
PLANNING DEPARTMENT

REQUEST FOR QUALIFICATIONS (RFQ)
ARCHITECTURAL DESIGN SERVICES



BID REFERENCE SK0015PL

January 2024

Town of South Kingstown, Rhode Island

180 High Street, Wakefield, RI 02879

Phone: (401) 789-9331

REQUEST FOR QUALIFICATIONS (RFQ) ARCHITECTURAL DESIGN SERVICES

Bid Reference SK0015PL

The Town of South Kingstown, RI, is requesting Statements of Qualifications from professional architectural design services for conceptual layout on 3 to 4 properties within the Town for the purposes of developing one or more affordable housing projects.

Firms interested in submitting their qualifications must register on-line to download and print the requirements. For further details please visit: <https://www.bidnetdirect.com/rhode-island/southkingstown>.

Three (3) copies of the qualification statements and a thumb drive shall be submitted to:

Town of South Kingstown
Attn: Julie A. Mason, Procurement Administrator
180 High Street
Wakefield, RI 02879

This is a request for qualification, not a request for bid. Responses will be evaluated based on their qualifications; there will be no public opening or reading of the qualification statements received pursuant to this request. Interested parties must provide a qualification package **on or before February 2, 2024 (Friday), by 4:00 pm.**

For questions related to this request, please contact Julie A. Mason, Procurement Administrator by email: jmason@southkingstownri.gov

Individuals requesting American Sign Language Interpreter or CART Service must call the Town Clerk's Office at (401)789-9331 at least seventy-two (72) hours in advance of the stated submittal deadline.

I. Introduction:

The South Kingstown Town Council has held multiple public meetings in recent months to discuss affordable housing issues and has discussed the possibility of developing one or more existing properties (Town owned) as an affordable housing project. The Town Council has authorized staff to engage the appropriate design professionals to assist the Town in exploring development options associated with 3 to 4 town owned properties. The properties are as follows:

Development Site A: South Road Elementary School, 1157 South Road (5-10 Acres)

Development Site B: Wakefield Elementary School, 101 High Street (3-4 Acres)

Development Site C: Oliver Watson House, 274 Waites Corner Road (2.7 acres)

Development Site D: Vacant Land (approximately 10-20 acres).

II. Conceptual Development Program:

This section should identify the respondent's cohesive vision for each of the identified properties. For each proposed project site include:

1. An identification of the proposed development site.
2. A narrative description of the proposed development concept that includes the following:
 - a. Project Units:
 - i. The total number of units;
 - ii. The bedroom mix;
 - iii. The income and affordability standards.
 - iv. The number and type of parking spaces (i.e., market rate units and low moderate-income units/LMI);
 - v. Any public amenities proposed to be provided;
 - vi. A statement on how the proposed concept relates with the surrounding area.
3. Conceptual development plans shall illustrate the proposed sites infrastructure (i.e., road, sidewalks, lighting, hardscape) along with building configurations, general landscape areas and areas reserved for storm water management.
4. Conceptual architecture associated with building type (i.e., single family detached, single family attached, townhouse, stacked flat/apartment) shall also be prepared.

The following Request for Qualifications (RFQ) is being distributed to identify qualified professionals that can prepare conceptual development programs that meet the Town's goals and objectives of creating additional affordable housing units within the Community.

III. Qualification Statements:

The Town of South Kingstown is looking for a design team of professional licensed architect(s), and/or professional engineers, and/or landscaped architects with the skill set to develop conceptual layouts scenarios for residential housing developments (market rate and affordable) on one or more parcels of land that will blend in with and complement the historic

vernacular of the town. The design team should have strong visualization skills to articulate massing and architectural style/vernacular. Submission should include individual/firm(s) work that is representative of projects that align with the proposed affordable housing project to be undertaken in South Kingstown.

Consultants should submit qualifications and experience relevant to the specific needs of this Request for Qualifications. Qualification Statements shall include, as a minimum, the following:

Company Profile: The consultant shall provide a general description of the company and the services that can be provided, office location(s) which would be used for the above referenced projects, number and type of personnel who will be involved in the architectural discipline proposed by the consultant. If the same individual will be assigned to different categories of services, please define this in your proposal. All subcontractors providing any of the basic services shall be identified in the order listed below.

1. Include a brief listing of areas of proficiency including, but not limited to the following (please note which utilize subcontractor services): Transportation Engineering, Drainage, Structural Engineering, Bridge Inspection, Architecture, Professional Land Use Planning, Landscape Architecture and other areas that may compliment those services requested by the Town.
2. Organizational Support and Key Personnel: The consultant shall identify all proposed staffing personnel, including but not limited to, project manager(s) or lead consultant, in addition to all proposed support personnel, specifying which service (s) each will support. Resumes shall be provided for all personnel as well as for subcontractors, (if to be used on behalf of the consultant). Each resume shall identify examples of recent relevant experience for the services proposed.
3. Relevant Experience of Firm: Please provide examples of recent relevant experience for the services proposed. The same information shall be provided for subcontractors, if utilized.
4. References: A minimum of three (3) municipal references with recently verified telephone numbers and addresses shall be provided by the consultant. The same information shall be provided for subcontractors, if utilized.
5. Project organizational chart identifying: Principal(s), Project Manager, Project staff, Technician, Typist/Clerical and/or any other professionals assigned to the project.

NOTE: If your company uses different titles than specified above, please correlate your titles with those above.

Budget/Costs: It is the intent of the Town to award a “lump sum” award for this project upon review and award of detailed proposals selected from short listed consultants. Miscellaneous expenses such as travel, meetings, telephone, etc. shall be incorporated into the short-listed consultants fixed fee proposal for future projects. Project/contract costs will be negotiated

with the selected firm. If the Town cannot come to terms with the selected consultant the town may negotiate with the next most qualified respondent or choose to resolicit responses.

IV. Proposal Format:

The respondent should address the following in their statements:

- A. Expertise in providing Architectural services for single family and multifamily developments in suburban, urban and rural settings.
 - i. Brief firm introduction: Provide a description of the team and firm that will enter into the contract, including origin, background, current size, available resources, locations, and general organization for design; Include an authorized contact person for the proposal process. Provide copies of your Rhode Island Professional License, Licenses of design professionals proposed, bonding capacity, and a summary of the firm's financial stability. Each respondent shall certify that each licensed design professional who is a member of the design and Architectural team, including sub-consultants, was selected based upon demonstrated competence and qualifications in the manner provided by Rhode Island Law.
- B. Past performance on similar work
 - i. List three to three most relevant government projects by your firm as the Architect on record.
 - ii. Examples of firm(s) providing design and planning services, constructability reviews, and value management
 - iii. Examples of coordination with multiple agencies
 - iv. List of references (a minimum of 3 references)
- C. Adequate staff and team for assignment to this Project
 - i. Organizational chart of the Architectural team.
 - ii. Resumes of all key team members proposed to be assigned. If any sub-consultants are proposed, please indicate the person, firm, and provide information in Section "a. Expertise" for each firm. Note: Selected firm/consultant shall obtain written approval from the Town prior to changing key personnel after the contract has been awarded.
- D. Approach to providing a unified Project
 - i. Experience in collaborative relationships
 - ii. Examples of Architectural contracts that were constructed within budgetary parameters of customers.
- E. Location of office and familiarity with the area
 - i. Knowledge of local codes and ordinances; previous experience in the region; Location of firm(s).
- F. State any conflicts of interest your firm or any key team member may have with this Project.
- G. Financial Information, including
 - i. Financial Statement for past 2 years
 - ii. Proof of ability to obtain performance bonds if required.

V. Evaluation of Qualification Statements:

Qualification submittals will be evaluated by a Town Administrative Selection Committee for short listed architects for this project using the following criteria:

1. Compliance with needs requested of the RFQ;
2. Clarity of the submittal;
3. Firm's experience with similar projects;
4. Qualifications and experience of consultant staff; Each respondent shall submit with its proposal an explanation of its project team selection consisting of licensed design professionals the respondent plans to retain;
5. Ability and depth of staff to work on multiple projects simultaneously;
6. Qualifications and experience of consultant and available services;
7. Quality of work previously performed by the firm for the Town of South Kingstown;
8. Past performance as reflected by the evaluation of private persons and officials of other governmental entities that have retained the services of the firm with respect to such factors as control of costs, quality of work and ability to meet deadlines;
9. Ability to meet or exceed insurance requirements, including proof of Errors and Omissions Insurance coverage .

The Town of South Kingstown reserves the right to reject any and all submittals.

Qualifications selection criteria and criteria weighting: An Evaluation Committee will evaluate the proposals using the following criteria.

- Expertise, qualifications, and current/past experience of the Offeror, particularly with all aspects of governmental building, project management, and other projects of similar nature. (40 points)
- Ability of respondent to provide responsive services. (20 points)
- Demonstrates technical understanding of the project. (20 points)
- Past performance on contracts of similar size and scope. (20 points)

VI. Contract:

The terms and fees associated with project scope/deliverables will be negotiated after the selection of the qualified firm/individual(s). The Firm whose detailed proposal is selected for award by the Town shall be required to execute a services contract as prepared by the Town.

All proponents are advised to review this document during the preparation of their statement of qualification and reaffirm what, if any, provisions and/or conditions of the contract are deemed unacceptable to the proponent.

VII. Use of Subcontractors

The use of subcontractors or joint ventures are allowed as part of the submission. However, if the proposal includes the use of subcontractors, then the proposal shall include the qualifications of those firms and/or individuals and a description of how they will be utilized.

This request for qualifications (RFQ) solicitation does not commit the Town of South Kingstown to award a contract, to pay any cost incurred in the preparation of this proposal, or to procure or contract for these services. Pursuant to Rhode Island Law, the Town utilizes a “qualifications-based” selection process without consideration of fee during the initial phase in hiring Architectural firm(s). The Town’s primary purpose in using the RFQ process is to obtain detailed design and construction documents that will allow the Town to procure a qualified contractor to construct the proposed facility.

VIII. Additional Information

For information purposes, this RFQ includes the following information on the following items:

1. Project sites (Attachment A)
 - Site A: South Rd Elementary School
 - Site B: Wakefield Elementary School
 - Site C: Oliver Watson House
 - Site D: Vacant Land
2. Anticipated project budget: Estimated up to \$10,000-\$20,000.
3. Project schedule: Pending approval by South Kingstown Town Council. Work is anticipated to begin in March/April 2024.
4. Schedule/Process; Following evaluation of the qualifications of the firm(s), the three most highly qualified design firms shall be ranked. If after the solicitation for services not as many as two responses have been received from qualified firms, the Town shall again solicit for an architectural firm(s). If as a result of such second solicitation not as many as two responses are received, the Town may then begin negotiations with the highest-ranked firm under Rhode Island Law even though fewer than two responses were received. If the Town deems appropriate, it may invite some or all responders to interviews. Interviews are not anticipated at this time but may be requested if deemed necessary.
5. Insurance:
 - a) LIABILITY INSURANCE. On all work to be done, the Consultant or sub consultants shall obtain before work has commenced and keep in effect until the work is completed and accepted, the following type of liability insurance, and in addition to any other forms of insurance or bonds required under the terms of the contract and specifications. The Town shall be listed as the primary insured on the certificate.

Original Certificates of Insurance shall be furnished Prior to award of contract and attached to the executed copies of the Contract when executed. The Town shall immediately be notified by the Consultant and the insurance company of the termination or cancellation of the policy, and the protection shall be renewed before further work will be permitted at the site by the Consultant.

The Consultant shall not cause any policy to be canceled or permit them to lapse and shall not be subject to cancellation or a reduction in the required amounts of liability or amounts of insurance until notice has been mailed by registered mail to the Finance Director stating when, not less than ten (10) days thereafter, such cancellation or reduction shall be effective.

OTHER DATA: In the event the form of any policy or certificates or the amount of insurance of the companies writing it are not satisfactory to the Town, the Consultant shall secure other policies or certificates in form and amount and with companies satisfactory to the Town. The Consultant shall not cause policies to be canceled or permit them to lapse and all insurance policies shall include a clause to the effect that the policy shall not be subject to cancellation or a reduction in the required limits of liability or, amounts of insurance until notice has been sent by registered mail to the Town stating when, not less than ten (10) days thereafter, such cancellation or reduction shall be effective. All certificates of insurance shall contain true transcripts from the policy, authenticated by the proper officer of the insurer evidencing in particular those insured, the extent of the insurance, the location and operations to which the insurance applies, the expiration date and the above-mentioned notice of cancellation clause. All policies and certificates by the accepted successful Proposer shall be delivered to the Town immediately before preparation of the final contracts.

- b) WORKER'S COMPENSATION INSURANCE. The Consultant shall provide adequate Worker's Compensation insurance for all employees employed on the project who may come within the protection of such laws. Said insurance shall be written with such company as may be acceptable to the Town and the policy shall be submitted to the Town for examination. Satisfactory certificates of said insurance shall be filed with the Town prior to the commencement of operations by the Consultant. The Consultant will be charged with the responsibility for proper and adequate Workmen's Compensation coverage for all their subcontract operations, and in the event the Consultant's policy does not cover each and every sub consultant, certificates of insurance issued on policies by companies that may be acceptable to the Town covering each and every sub consultant shall be filed with the Town prior to the commencement of such subcontract operations.

- c) CONSULTANTS COMPREHENSIVE PUBLIC LIABILITY AND PROPERTY DAMAGE LIABILITY INSURANCE

The consultant shall furnish evidence to the Town that with respect to the Operations they perform, that they carry regular Consultant's Public Liability Insurance providing for a limit of not less than One Million Dollars (\$1,000,000.00) for all damages arising out

of bodily injuries to or death of one person, and subject to that limit of Two Million Dollars (\$2,000,000.00) for all damages arising out of bodily injuries to or death of two or more persons in any one accident and Consultant's Comprehensive Property damage liability insurance providing for a limit of not less than One Million Dollars (\$1,000,000.00) for all damages arising out of injury to or destruction of property in any one accident and subject to that limit per accident a total (or aggregate) limit of Two Million Dollars (\$2,000,000.00) for all damages arising out of injury to or destruction of property during the policy period.

If any of the work is sublet, similar insurance shall be provided by or in behalf of the sub consultants to cover their operations.

d) SUB-CONSULTANTS COMPREHENSIVE PUBLIC LIABILITY AND PROPERTY DAMAGE LIABILITY INSURANCE

The Consultant shall furnish evidence to the Town that with respect to the operations performed for them by sub consultants, that they carry in their own behalf, consultant's Comprehensive Public Liability Insurance providing for a limit of not less than One Million Dollars (\$1,000,000.00) for all damages arising out of bodily injuries to or death of one person, and subject to that limit of Two Million Dollars (\$2,000,000.00) for all damages arising out of bodily Injuries to or death of two or more persons in any one accident and Consultant's Comprehensive Property damage liability insurance providing for a limit of not less than One Million Dollars (\$1,000,000.00) for all damages arising out of injury to or destruction of property in any one accident and subject to that limit per accident a total (or aggregate) limit of Two Million Dollars (\$2,000,000.00) for all damages arising out of injury to or destruction of property during the policy period.

d) ERRORS AND OMISSIONS INSURANCE

The Consultant shall furnish evidence to the Town that with respect to the operations they perform, and for them by subconsultants, that they carry on their behalf and the subconsultant's, Error's and Omission's insurance in an amount to cover the particular project amount.

Other Conditions: The Town reserves the right to cancel or reject any or all proposals and to negotiate and award a contract deemed to be in the Town's best interest. The Town shall not be liable for any expenses incurred by any firm responding to this RFQ. Firms submitting a proposal in response to this RFQ agree that the materials and submittals are prepared at the firm's own expense with the express understanding that the firm cannot make any claims whatsoever for reimbursement from the Town for the costs and expense associated with preparing and submitting a proposal. Each firm shall hold the Town of South Kingstown harmless and free from any and all liability, costs, claims, or expenses incurred by, or on behalf of, any person or firm responding to this RFQ. The Town is not required to enter into a contract with any respondent if deemed in the best interest of the Town. The respondent certifies that to the best of its knowledge no employee of the Owner nor any member thereof, nor any public agency or official affected by the proposal, has a pecuniary interest in the business of the respondent, and that no person associated with the respondent has any

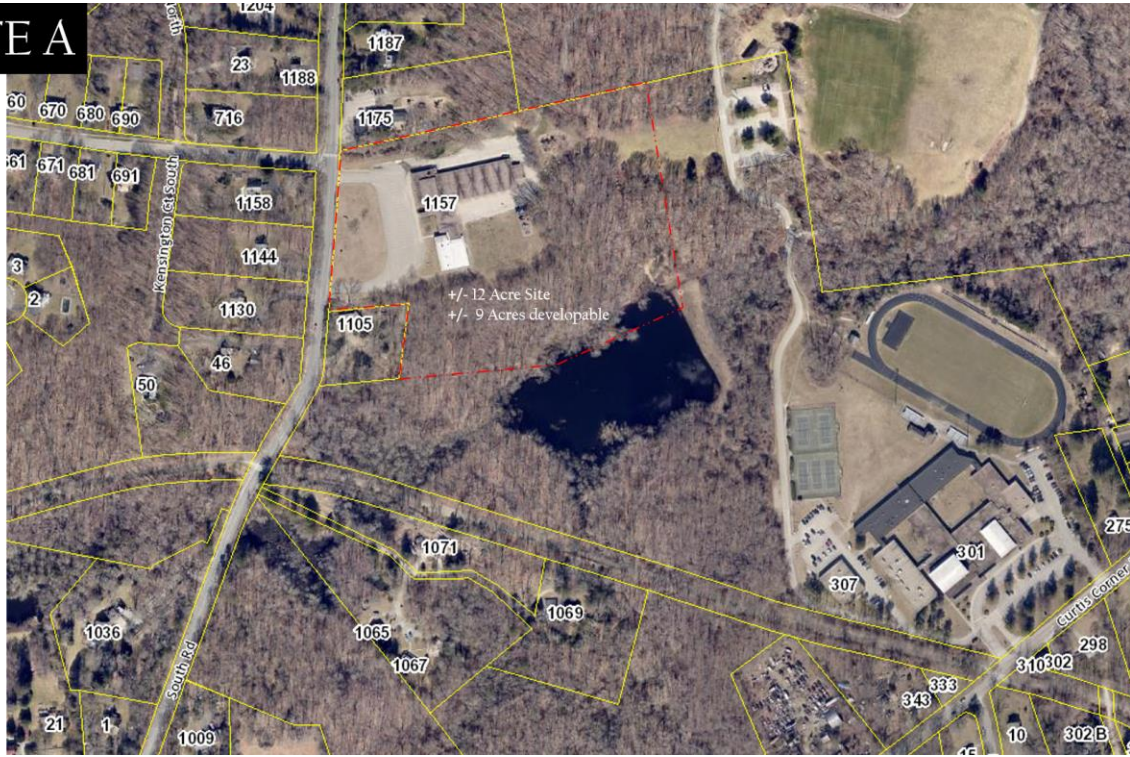
interest that would conflict in any manner with the performance of the proposal. This public body does not discriminate against faith-based organizations or against a bidder or respondent because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

VIII. Submissions

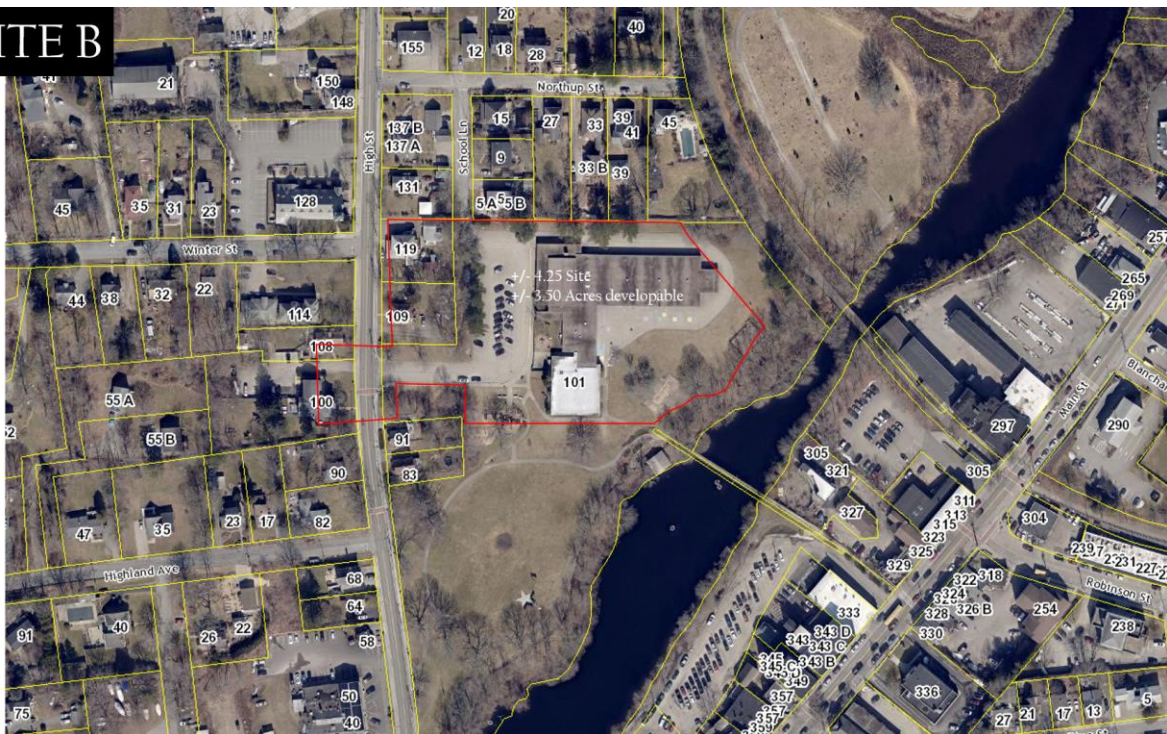
1. Three copies and a thumb USB drive with digital copy of your qualifications shall be delivered to the Town of South Kingstown, Finance Department, Julie A. Mason, Procurement Administrator, 180 High Street, Wakefield, RI 02879 by February 2, 2024 no later than 4P.M. Statements of Qualifications/Proposals received after that time will not be considered. Copies via email will not be accepted. The Town is not responsible for late submissions. Envelopes must be labeled on the outside of the package with the title *“RFQ-Architectural Design Services- 2024 Affordable Housing Initiative #SK0015PI”* with the due date.
2. All questions related to this must be submitted in writing to Julie A. Mason, Procurement Administrator by email jmason@southkingstownri.gov No other staff or elected officials should be contacted related to this RFQ. Improper contact may result in disqualification of your proposal. No pre-proposal conferences, meetings, or site visits shall be conducted. Any questions that are necessary to complete proposals should be sent in writing 5 business days prior to submission deadline to name listed above.

ATTACHMENT A: (Proposed Site A, B, C, D)

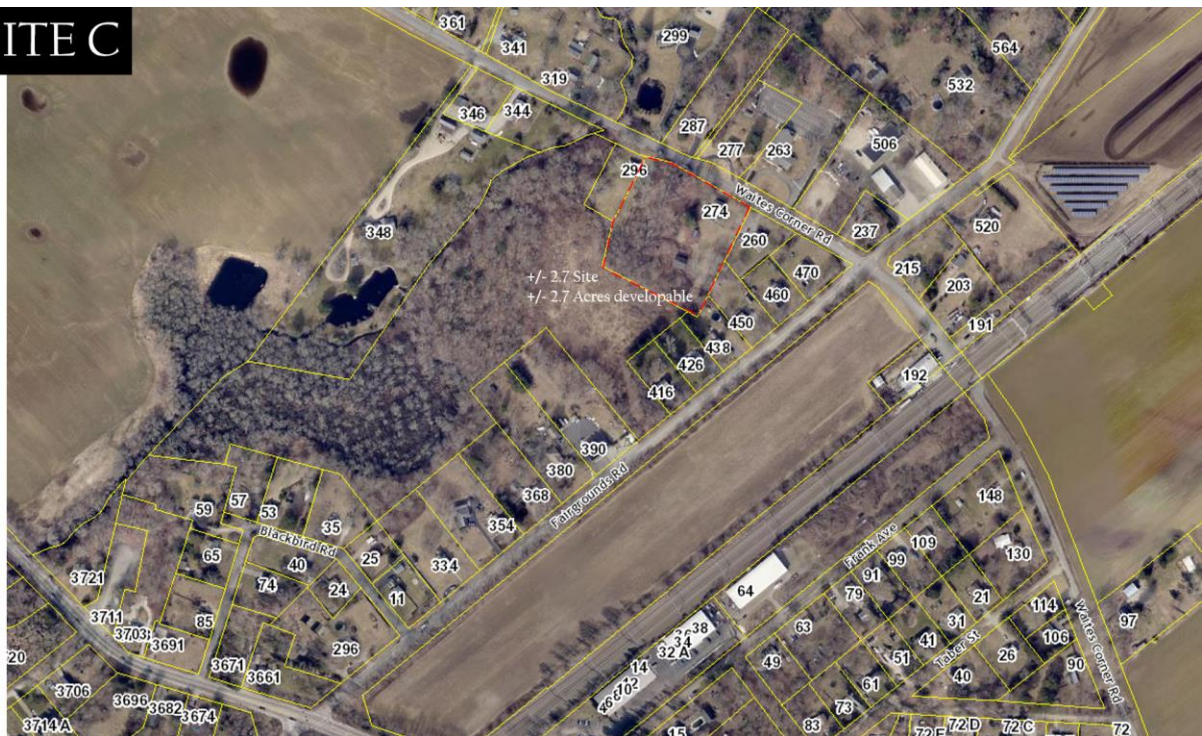
SITE A



SITE B



SITE C



SITE D

