

Water Utility Operations Building Design Professional Procurement

**Pre-Submittal Meeting
Fountain City Hall
July 14, 2016**





Pre-Submittal Agenda

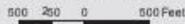
- **Mandatory Attendance – Sign In Please**
- **Introductions**
- **Location of Project**
- **Scope of Professional Services**
- **Schedule**
- **Deliverables**
- **Subconsultants**
- **Choice Process**
- **Questions**
- **Site Visit**



Alluvial Well Field-South



1 inch = 250 feet



- City Wells
- Other Wells
- Wells on Road Potential Site
- Chilcott Ditch
- Fountain Creek
- Fountain Creek Alluvial Aquifer



City of Fountain
2011-2012

Map prepared by the City of Fountain, Planning and Development Department. All rights reserved. No part of this map may be reproduced without the written permission of the City of Fountain.



Water Utility Operations Building

SCOPE:

- **Conduct Programming for the Project**
- **Prepare Design Development Documents, including all sub-disciplines and Site Design**
- **Coordinate with design for the Orleans Road and Wilson Road Improvements that will be developed concurrently**



Water Utility Operations Building

SCOPE:

- **Prepare Bid and Construction Documents**
- **Assist the City in the Permitting for this new land use and building**
- **Assist the City in the Bid and Award Phase**



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SCOPE:

- Perform as the Owner's Representative during the Construction Phase
- Assist the City in the Close-Out Phase
- Assist another firm in the Commissioning Phase



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SCOPE:

- Task 1 - Programming
- Task 2 – Design Development Preparation
- Task 3 – Bid Doc Preparation
- Task 4 – Bid and Award Services
- Task 5 – Construction Administration and Observation



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Contract Administration:

- **Single Contract**
- **Contract Example**
- **Insurance**
- **Deliverables**
- **Subconsultants**
- **Soils Consultant**



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Schedule:

- **Pre-Submittal Conference - 14 July 2016**
- **Final Questions - 20 July 2016**
- **SOQ Submittal - 28 July 2016**
- **Contract Approved by Council - Aug 2016**
- **NTP for Architectural Services - Aug 2016**
- **Complete Task 1: Program - Oct 2016**
- **Complete Task 2: DD - Dec 2016**
- **Complete Task 3: Bid Docs - Feb 2017**
- **Complete Task 4: Bid & Pre-Award Services - April 2017**

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Schedule:

- **Construction Bid Assignment - May 2017**
- **Beneficial Occupancy - Nov 2017**
- **Final Construction Approval - Jan 2018**
- **Warranty Release - Jan 2020**
- **Complete Task 5 - Jan 2020**



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Qualifications Submittal Format:

- **Five (5) Bound Booklets**
- **30 Pages Maximum**
- **Basic Information (Name, Address, etc.)**
- **Organization of the Business**
- **Resumes and Insurance**
- **Workload**
- **References (3 Minimum)**
- **Project Outline (One Page)**
- **Subconsultants Listing**



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Basic Qualifications:

- **Utility Building Experience – 20%**
- **References – 15%**
- **Capacity to Perform Project – 5%**
- **Construction Administration Experience – 15%**
- **Industrial Building Experience – 20%**
- **Municipal Building Experience – 5%**
- **Structural Engineering Experience – 5%**
- **MEP/FP Experience – 10%**
- **LEED™ as Architect of Record – 10%**



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“Extra Credit” Qualifications:

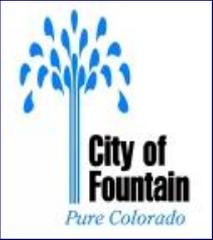
- **LEED™ Accredited Professional (On Staff) + 2%**
- **CEM (On Staff) + 1%**
- **GBE (On Staff) + 1%**
- **CVS, AVS or VMP (On Staff) +1%**
- **Fire Facilities Experience + 10%**
- **Project Approach +10%**



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Other Information

- **Fountain may decide to short-list Architects and conduct interviews to finalize the choice**
- **Fountain may retain the SOQ's and use them as resources for other Design Projects**
- **Fountain may use one of the Submitting Firms as the Commissioning Professional**
- **All Firms that submit will have an opportunity after the Procurement Process to interview the Review Team**



QUESTIONS?