

**CITY OF BRIDGEPORT  
BRIDGEPORT CEMETERY  
COMPREHENSIVE INFORMATION FOR ARCHITECTUAL AND/OR  
ENGINEERING SERVICES  
PROPOSED MAUSELEUM**

**Introduction**

The City of Bridgeport, located in Central WV, owns and operates a cemetery of approximately 85 acres with approximately 30,000 interred bodies. The City of Bridgeport recognizes there is a need for a mausoleum in the City and would like to build such a facility to provide other options for our customers in addition to the current cemetery. It is anticipated that this project may involve the construction of a mausoleum that would have 144 single crypt and 288 total tandem crypts with 24 per level covering 6 levels. It is anticipated to have 160 niche banks incorporated into the project. It also the intention to have a chapel area that would provide an area for services to be held inside. The structure may also house restrooms for visitors and a 'drive up' covered entry for loading/unloading. It also anticipated that ample storage for lift devices and maintenance items would be included in the project. It is the intent of the City to construct this mausoleum with the intent to require the least amount of maintenance over years. Additionally, it is the intention of the City to be fiscally responsible in the determination of the entire project and would expect to have an ale carte of options as discussed herein, i.e. the potential to build a stand-alone chapel with a drive-up area for unloading and loading with only niche banks as a potential option. The contact person in the City for this proposal is Asst. City Manager, Jimmy Smith.

**Scope of Work**

The City of Bridgeport is requesting the services of an architect and/or engineer to perform the following work:

- Provide complete and accurate architectural and engineering services as required for approval of this project and issuance of a Building Permit, as well as Certificate of Occupancy, by the City of Bridgeport and any other requirements of the State of WV.
- Provide the name and qualifications of the Principal of the firm and the Architect or Engineer of record for this project and assure that those individuals are knowledgeable about mausoleum construction in the region. In the event that the Principal and/or Architect or Engineer of record leaves the firm before completion of the project, the firm will provide similarly qualified individuals to complete the work related to this project at no additional expense to the City of Bridgeport. The City will be notified of the intent of the Principal or Architect/Engineer of record to leave, if known by the firm in advance, at least two weeks before the individual leaves the firm, or as soon as possible after the person actually leaves. The firm will also provide the name(s) of the replacement Principal or Architect/Engineer of record within three business days of the departure of the original or previous individual.
- Prepare Preliminary Plans in accordance with all rules, regulations and laws by the City of Bridgeport and the State of WV as well as other documents required for Preliminary Approval by the State.
- Assure that the project will be completed on a timely basis, meeting any and all deadlines established by the City.
- Keep the total cost of the project within the budget.
- Prepare Final Plans and Specifications along with other required documents for submission to the City/State in order to obtain a Building Permit and submit to the City's contact person all

documents related to the project clearly describing such documents.

- Provide the following additional services:
  - 1) Geotechnical Investigation and Report.
  - 2) Topographical and Surveys.
  - 3) Architectural Design, renderings and Specifications-
    - a) Schematic Design.
    - b) Design Development.
    - c) Construction Documents.
      - i) Architectural Drawings.
      - ii) Site / Civil Engineering and Drawings.
      - iii) Mechanical Engineering and Drawings.
      - iv) Electrical Engineering and Drawings.
    - d) Bidding.
      - v) Prepare all bidding and contract documents.
      - vi) Generation of Addendums.
      - vii) Bid analysis and recommendations.
      - viii) Respond to all bidders
  - 4) Construction Administration.
    - a) Generation of:
      - (1) General contractor contract.
      - (2) General contractor compliance with Bonds, insurances and W-9.
      - (3) Notice to Proceed.
    - b) Submittals review.
    - c) Project meetings (monthly) (1)
      - Chair meeting.
      - (2) Generate project meeting minutes.
    - d) Change Order generation.
    - e) Final punch lists.
    - f) Project Close-out.

The RFP's received for Architectural and/or Engineering Services will be evaluated using the following criteria:

- Experience of the firm, the Principal to be assigned, and/or the Architect or Engineer of record (i.e., number of years and number of projects) in dealing with mausoleum construction projects of the same or similar scope as the proposed project, along with the size of the firm.
- Fee structure to be charged by the firm.
- Total years in business and financial stability of the firm.
- Accuracy of estimating costs for previous mausoleum construction projects.
- Timeliness in completing previous mausoleum construction projects.
- How well the firm's representatives presented themselves to the city.
- Communication techniques.
- Recommendations from previous customers.
- Extent of services offered.
- Percentage of change orders initiated by the firm based on revisions required by plans and specifications for previously completed mausoleum construction projects.

**Qualifications and Experience of Firm**

We need to know the qualifications of the firm, the Principal to be assigned, and the Architect or Engineer of record for this project, in terms of educational background and work experience relative to this type of project. Firms submitting proposals shall also provide information about their size.

**Financial Stability of Firm**

We are requiring documentation to prove the firm is financially stable, such as copies of profit and loss statements for the previous three years, reference letters from creditors, and certification of the number of years the firm has been performing this type of work.

**Pre- and Post-Considerations**

The firm will be required to make periodic written reports and oral presentations to the City. Costs will be monitored continually to be sure that the budget is not exceeded. Actual expenses incurred will be compared to budgeted amounts in a report format to be approved by the City and presented to the contact person in the City for this project at regular intervals, no less than once per month, on a building basis. Change orders will be reported on a monthly basis with amounts assigned by task/project. After all contractors have been sent their final payments, the firm will provide the City with a breakdown of costs, including change orders and any overruns and/or savings item. Provisions for Handling Disputes

Major or significant disagreements will be brought immediately to the attention of the City. If an agreement cannot be reached, the City will not be subject to arbitration, but will seek resolution through litigation.

**Termination or Extension of Contract Procedures Termination**

Failure to meet deadlines, technical incompetence, excessive change orders due to errors in plans or specifications, cost overruns, and poor quality of work will be considered grounds for terminating the contract with the firm. Intermediate steps will be taken to resolve problems, but failing that, the firm will be given a 30 day written notice of the intent to terminate the contract, clearly specifying the reason(s) for such termination.

The City reserves the right to amend the RFP. Please contact Jimmy Smith 304-842-8217 for any questions.

Submission of Proposals Deadline for submission of proposals is 3:00pm on August 24<sup>th</sup>, 2018. Any proposals received after this deadline will be returned unopened to the firm. All proposals and accompanying documentation become the property of the City of Bridgeport. Each firm shall submit one original proposal and four (4) copies in an envelope labeled "Mausoleum Proposal for Architectural and/or Engineering Services" to: Jimmy Smith, Assistant City Manager, PO Box 1310, Bridgeport, WV 26330

**Interviews**

Those firms considered to be most qualified will be invited to the City for an interview. During this interview candidates should be prepared to discuss various Mausoleum options that will meet the City's needs. Therefore, it is imperative that firms submitting proposals attend the scheduled site tour prior to the interviews. It is also imperative that a fee structure be submitted during the interview for the proposed services. The City of Bridgeport reserves the right to accept or reject any or all proposals or any parts of proposals.