

Snohomish County Fire Protection District No. 21

Request for Qualifications (RFQ)

ARCHITECTURAL/ENGINEERING CONSULTING SERVICES FOR New Fire Station

Snohomish County Fire Protection District No. 21 “District” is accepting proposals from qualified architectural / engineering firms to provide design, development and consultant services for a new fire station.

The Request for Qualifications is presented as outlined below:

- I. Background
- II. Scope of Services
- III. Required Insurance
- IV. Proposal Format and Content
- V. Evaluation Criteria and Selection Process
- VI. Questions and Responses
- VII. Submittal
- VIII. General Terms

I. Background:

Snohomish County Fire Protection District No. 21 is located in northern Snohomish County, Washington and services approximately 70 square miles adjacent to the City of Arlington. District 21 currently has one fire station that currently serves the northern part of the District, and is in the process of acquiring a site for a second fire station to serve the southern part of the District. The site is located in the rural area of unincorporated Snohomish County, along McElroy Rd between Burn Rd and 164th St NE.

The District is now seeking the services of an experienced architectural/engineering firm to proceed with preliminary site plans, determination of permit requirements, and estimate of cost, with the possibility of then continuing into construction plans, permitting

and project completion. The architectural/engineering firm must demonstrate experience in the site planning and design of public building facilities.

II. Scope of Services

The project consists of furnishing all labor, materials, equipment, tools, supervision and travel necessary to complete the following:

- 1) Site development and building needs assessment
 - a) Investigation of existing site conditions (critical area studies, topographic survey), and determination of permit requirements for site development & construction.
 - b) Interview various District personnel and apply professional knowledge and standards to determine space needs for the following potential station areas:
 - i) Apparatus bays
 - ii) Storage areas
 - iii) Fitness/workout room
 - iv) Sleeping quarters
 - v) Kitchen
 - vi) Restrooms & showers
 - vii) Meeting room
 - viii) Administrative offices
 - ix) Public entrance area
 - x) Radio & computer room
 - xi) Compressor room
 - xii) Vehicle fueling station
 - xiii) Hose tower
 - xiv) Training area

- c) Determine and utilize all applicable building and fire codes and applicable NFPA safety standards.
- 2) Consultant services may include but not be limited to:
- a) Site Plan
 - b) Schematic Design
 - c) Design Development
 - d) Construction Documents
 - e) Design Review presentations
 - f) Cost estimating (at each phase)
 - g) Permitting
 - h) Bid assistance and evaluation for selection of General Contractor
 - i) Construction administration
 - j) Warrantee consultation
- 3) The Architecture and Engineering consultant may be required to coordinate public processes, attend bid walkthroughs, review submittals, modification proposals, change orders, pay requests, coordinate project closeout, and provide as-built drawings as directed by the District's designated project manager.

III. Required Insurance

- 1) Worker's Compensation insurance in accordance with the statutory coverage required by the State of Washington and Employers Liability Insurance with limits not less than \$1,000,000 and, where applicable, insurance in compliance with any other statutory obligations, whether State or Federal, pertaining to the compensation of injured employees assigned to the work, including but not limited to Voluntary Compensation, Federal Longshoremen and Harbor Workers Act, Maritime and the Outer Continental Shelf's Land Act.

- 2) Commercial General Liability with limits not less than \$1,000,000 per Occurrence and \$2,000,000 Aggregate for Bodily Injury and Property Damage, including coverage for Premises and Operations Liability, Products and Completed Operations Liability, 3. Contractual Liability, Broad Form Property Damage Liability and Personal Injury Liability.
- 3) Commercial Automobile Liability on all owned, non-owned, hired and rented vehicles with limits of liability of not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage per each accident or loss.
- 4) Umbrella/Excess Liability insurance coverage of not less than \$1,000,000 per occurrence and annual aggregate providing coverage in excess of General Liability, Auto Liability, and Employers Liability.
- 5) Professional Liability insurance with limits of not less than \$1,000,000 per claim and \$1,000,000 aggregate, subject to a maximum deductible \$10,000 per claim. The District has the right to negotiate increase of deductibles subject to acceptable financial information of the policyholder. Each policy of insurance required by this section shall provide for no less than 30-days advance notice to the District prior to cancellation.

The Architect shall also provide original endorsements naming the District and its officers, elected officials, employees, agents, and volunteers as additional insureds on the Comprehensive General Liability, Automobile Liability, umbrella, or excess policies, and a "Waiver of Subrogation" shall be included in favor of Snohomish County Fire Protection District No. 21.

The insurance shall be placed with insurers with a Best's rating of at least VII. Certificates of insurance, including all of these requirements, are required prior to signature of the contract.

IV. Proposal Format and Content

Proposals must address all the items listed in this section.

- 1) Letter of transmittal introducing firm and nature of proposal.

- 2) Narrative items
 - a. Brief resumes' of principal-in-charge and key technical/professional personnel to be assigned to the project. Discuss experience and how experience will be applied to this project.
 - b. Program of work satisfying the requirements of the Scope of Services section. Program should include a Completion Schedule (bar chart) and a Work Plan identifying discrete tasks and outlining
 - Activity/task description
 - Person completing the task
 - Deliverables

- 3) Prior Work - Examples of work from similar projects completed by your firm.

- 4) References - Provide names and telephone numbers of three references who will attest to your firm's ability to undertake and complete projects similar to this on time and within budget.

V. Evaluation Criteria and Selection Process

Consultant selection and award will be made on the basis of the following:

- 1) Qualifications of the firm (Staff strength & similarity of projects)
- 2) Program of Work and general approach
- 3) General knowledge of Snohomish County and/or Fire District 21
- 4) Past performance/references

VI. Questions, Interpretations, and Addenda

- A. Any interested party that receives this RFQ shall contact the District and provide the following information to become a party of record in the event the District issues addenda, written answers to questions, or interpretations:

Party's name, address, telephone and facsimile number, and appropriate e-mail address

- B. Questions shall be submitted to Eric Nordstrom, at enordstrom@firedistrict21.com not later than 5:00 pm, September 8, 2017. A list of any questions will be recorded and necessary formal responses will be sent to all prospective firms who have made contact and become parties of record for this RFQ.
- C. Questions must be in written form (e-mail). If necessary, an amendment to this RFQ will be issued by the District as a result of the questions generated under this solicitation.

VII. Submittal

One (1) SIGNED ORIGINAL and four (4) complete COPIES of the proposal, along with an ELECTRONIC COPY in PDF format, are due to the District no later than 5:00 p.m. on September 11, 2017. Proposals are to be submitted in a sealed envelope and clearly marked "RFQ – New Station Proposal" on the outside of the envelope. Proposals submitted by any means other than mailing, courier or hand delivery will not be accepted.

Submittal Address:

Snohomish County Fire District 21
Attention: Commissioner Eric Nordstrom
12131 228th St NE
Arlington, Washington 98223

Hand Delivery: (call ahead of time - see note below)

Snohomish County Fire District 21
Attention: Commissioner Eric Nordstrom
12131 228th St NE
Arlington, Washington 98223

(360) 435-3311 *call ahead of time to ensure someone will be at the station to receive the submittal

VIII. General Terms

This Request for Qualifications (RFQ) does not commit the District to enter into an agreement or to pay any costs incurred in the preparation of this proposal or in subsequent negotiations.

RESERVATION OF RIGHTS BY SNOHOMISH COUNTY FIRE PROTECTION DISTRICT NO. 21

The issuance of this RFQ does not constitute any assurance that the District will enter into a contract. Snohomish County Fire Protection District No. 21 expressly reserves the right to:

- Waive any immaterial defect or informality in any response or response procedure.
- Reject any and all proposals.
- Reissue the RFQ.
- Request additional information and data from any or all proposers.
- Extend the date for submission of responses.
- Supplement, amend, or otherwise modify the RFQ and cancel this request with or without the substitution of another RFQ.
- Disqualify any proposer who fails to provide information or data requested herein or who provides inaccurate or misleading information or data.

RFQ TIMELINE (Estimated/Subject to Change)

- RFQ issuance: August 31, 2017
- Questions deadline: September 8, 2017 at 5:00 pm
- Proposal (submittal) due date: September 11, 2017 at 5:00 pm
- Completion of evaluation of proposals: September 12, 2017
- Completion of contract negotiations: September 22, 2017
- Approval to award: September 25, 2017

Submittals received in response to this solicitation become District property and are subject to Public Disclosure Laws.

