

## REQUEST FOR QUALIFICATIONS

### I. PURPOSE OF REQUEST

Snohomish County Fire Protection District No. 17, (SCFPD #17) hereby known as the “District” is requesting letters of interest and statements of qualifications (“Proposals”) from Architectural Design and Engineering Firms to provide Architectural, Engineering and Cost Estimating services in relation to the Design of a New Classroom Building known as “Classroom Building”.

The District owns approximately 3.2 acres at 20217 Gun Club Road, Granite Falls, WA. of which they plan to build a new approximately 40 x 50 SF Classroom building.

A preliminary conceptual floor plan of the Headquarters Classroom Building has been completed, which includes a lobby, the classroom area, two restrooms with showers, a custodial room and a small office. Design services will include integrating the Architectural design concept of the existing structures onsite and providing the Civil, Landscaping, Structural, Mechanical and Electrical/Communications design to complete these systems. Services shall consist of Architectural and Engineering Services, Cost Estimates for the Design, Permitting, Construction Administration, and Project Close-out phase of the project.

It is the District’s intent to select an Architect Firm, hereby known as the “Firm” based on qualifications, abilities, and past performance. The chosen Firm must have demonstrated experience in similar public agency facilities.

### II. TIME SCHEDULE

It is the District’s intent to complete the elements of this RFQ by the following dates, therefore, allowing the District to move forward with the “Classroom Building” project.

Dates of RFQ Publications.....	January 22, 2026
<b>Deadline for Submittal of Qualifications</b> .....	February 2, 2026
Notification to Firm chosen.....	February 10, 2026
Execution of Agreement with Architect.....	February 13, 2026
Completion of Preliminary Design and Estimated Cost.....	February 27, 2026
Start Design Documents.....	March 1, 2026
Completion of Design Documents.....	April 30, 2026

### III. INSTRUCTIONS TO APPLICANTS

- A. **One (1) digital copy of their SOQ, either as an attachment or a downloadable link proposal which must be received by no later than 1:00 p.m. on February 2, 2026.**

Send SOQ responses to <Jim.Haverfield@gffd17.org>; title submission email, “SCFPD #17 RFQ- Architectural Services,” and title your SOQ “Granite Falls Fire RFQ *firm name*” It is the responsibility of the Consultant to ensure the SOQ successfully arrives on time. Any SOQ received after the scheduled closing time shall be rejected.

- B. SOQ's should be prepared simply and economically, providing a straightforward, concise description of providers' capabilities to satisfy the requirements of the request.
- C. All qualifications must include the following information:
  - 1. A cover letter/statement of interest indicating the Consultant's interest in performing the services and highlighting its qualifications to perform service related to fire facility projects.
  - 2. A brief overview of the company, including how long in business, whether privately or publicly owned, etc.
  - 3. Related experience with fire service related and specific qualifications and resumes of key team members.
  - 4. A staffing matrix that identifies the responsible Consultant and, as appropriate, the names and specific duties of other key staff that may perform work on the project.
  - 5. Provide a minimum of six examples of fire facility projects with references, email addresses, and telephone numbers over the last ten years.
  - 6. At least three (3) references, including entity name, contact person, telephone number, and email address.

#### **IV. SELECTION CRITERIA.**

The following may be used to evaluate the applicants:

- A. Demonstrated experience and expertise in fire service projects.
- B. Previous overall experience of the Consultant in managing similar projects.
- C. References.
- D. General impressions and presentation of qualifications.

#### **V. TERMS AND CONDITIONS.**

- A. SCFPD #17 reserves the right to reject any and all SOQs.
- B. SCFPD #17 reserves the right to request clarification of information submitted and additional information from any Consultant.
- C. SCFPD #17 shall not be responsible for any costs incurred by the Consultant in preparing, submitting, or presenting its response to the RFQ.

## VI. NEGOTIATION OF AGREEMENTS

SCFPD #17 reserves the right to negotiate contracts that are in the best interest of SCFPD #17 considering all factors, including, but not limited to, cost-effectiveness and quality control for each of the fire station projects. Once a tentative selection has been made by SCFPD #17 and the Board of Commissioners has authorized SCFPD #17 to proceed on a specific project, SCFPD #17 will attempt to negotiate an agreement with the preferred applicant for that project. If a negotiation is not successful, SCFPD #17 may begin negotiations with another qualified applicant. Once an agreement on a project is reached, the contract will be forwarded to SCFPD #17's Board of Fire Commissioners for final approval.

### OTHER INFORMATION.

**Equal Opportunity Employment:** The successful Consultant must comply with Washington State equal opportunity requirements. SCFPD #17 is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, or disability.

For additional information or an explanation of the contents or intent of these specifications, please email: [Jim.Haverfield@gffd17.org](mailto:Jim.Haverfield@gffd17.org)

Insurance Requirements: The selected Consultant and its subconsultants shall maintain insurance that is sufficient to protect the Consultant's business against all applicable risks, as set forth in the Standard Insurance Requirements for Professional Service Contracts (see Attachment A). Please review the insurance requirements prior to submitting a statement of qualifications. If the selected Consultant is unable to meet these standard requirements, please note current or proposed insurance coverage in submittal. Standard requirements may be negotiated if it is in the best interest of SCFPD #17.

Non-Endorsement: As a result of the selection of a Consultant to supply products and/or services to SCFPD #17, the Consultant agrees to make no reference to SCFPD #17 in any literature, promotional material, brochures, sales presentation or the like without the express written consent of SCFPD #17.

Non-Collusion: Submittal and signature of a statement of qualifications swears that the document is genuine and not a sham or collusive, and not made in the interest of any person not named, and that the Consultant has not induced or solicited others to submit a sham offer, or to refrain from proposing.

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**ATTACHMENT A  
TO REQUEST FOR QUALIFICATIONS**

**STANDARD INSURANCE REQUIREMENTS FOR  
PROFESSIONAL SERVICE CONTRACTS**

The Firm shall procure and maintain, for the duration of this agreement, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Firm, its agents, representatives, employees, or subcontractors. The Firm shall pay the cost of such insurance. Insurance shall meet or exceed the following unless otherwise approved by the District.

1) Minimum Insurance

- a. Commercial general liability coverage with limits not less than \$1,000,000 per occurrence / \$1,000,000 annual aggregate.
- b. Stop gap / employers liability coverage with limits not less than \$1,000,000 per accident / disease.
- c. Business automobile liability coverage with limits not less than \$1,000,000 per accident for any auto.
- d. Workers' compensation coverage as required by the Industrial Insurance Laws of the State of Washington.
- e. Architects' Errors & Omissions or Professional Liability with limits not less than \$1,000,000 per claim and \$3,000,000 as an annual aggregate.

2) Self-Insured Retentions

Self-insured retentions must be declared to and approved by the District.

3) Other Provisions

Commercial general liability policies shall be endorsed to:

- a. Include the District, its officials, employees, and volunteers as insureds.
- b. Provide that such insurance shall be primary as respects any insurance or self-insurance maintained by the District.
- c. Each insurance policy shall provide that coverage shall not be canceled except after thirty (30) days' written notice has been given to the District.

4) Acceptability of Insurers

Insurance shall be placed with insurers with a rating acceptable to the District.

5) Verification of Coverage

The Firm shall furnish the District with certificates of insurance required by this clause. The certificates are to be received and approved by the District before work commences. The District reserves the right to require complete, certified copies of all required insurance policies at any time.

6) Subcontractors

The Firm shall require subcontractors to provide coverage, which complies with the requirements stated herein.

End of RFQ