

REQUEST FOR QUALIFICATIONS

I. PURPOSE OF REQUEST

Snohomish County Fire Protection District No. 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 headquarter fire station known as “Granite Falls Fire Station No. 87 Headquarters”.

The District owns approximately 3.2 acres at 20217 Gun Club Road, Granite Falls, WA. of which they plan to build a new headquarters fire station to replace the existing downtown Fire Station No. 87. A Pre-Engineered Storage Building and a Pre-Engineered Training Tower is located on the property. Primary power, sewer and water have been installed to accommodate the new Headquarter Station. A space needs assessment and preliminary conceptual design has been completed. Phase 1 will require Architectural and Engineering Services to reevaluate the space needs assessment and preliminary conceptual design previously completed, and providing exterior elevations, associated code agency interface, preliminary costs; and bond assistance (Phase 1). Phase 2 shall consist of Architectural and Engineering Services, Cost Estimates for the Design, Permitting, Construction Administration, and Project Close-out phase of the project (Phase 2).

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.

Review of the RFQ (Proposals) will be done by a Committee; with final approval by the District’s Board of Commissioners. Once the RFQ (Proposals) have been reviewed, one or more Firms may be requested to provide additional information and/or participate in an interview process; and provide a tour of a building(s) by the short-listed Firm that is most similar to this project.

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 “Granite Falls Fire Station No. 87 Headquarters” project.

Dates of RFQ Publications.....	September 12, 2022
Deadline for Submittal of Qualifications.....	October 3, 2022
Additional information and/or interview.....	October 10, 2022
Notification to Firm chosen.....	October 24, 2022
Execution of Agreement with Architect.....	October 31, 2022
Completion of Phase 1.....	December 16, 2022
Completion of Preliminary Design and Estimated Costs.....	December 30, 2022
Start of Phase 2 Design Documents.....	January 2, 2023

III. INSTRUCTIONS TO APPLICANTS

- A. **Respondents shall furnish three (3) copies of their proposal which must be received by no later than 1:00 p.m. on October 3, 2022**

It is the responsibility of the Firm to ensure the Proposal arrives on time and to the correct location in sealed envelopes marked "Snohomish County Fire Protection District No. 17 - RFQ (Proposals) for Architectural Services." Any RFQ (Proposals) received after the scheduled closing date and time shall be rejected. The District reserves the right to not accept faxed or e-mailed Proposals.

- B. RFQ (Proposals) may be delivered via hand-delivery, or by courier to:

Snohomish County Fire Protection District No. 17
116 S. Granite Avenue
Granite Falls, WA 98252
Attn: Fire Chief Jim Haverfield

If sent by U.S. Mail, mail to:

Snohomish County Fire Protection District No. 17
Post Office Box 1049
Granite Falls, WA 98252
Attn: Fire Chief Jim Haverfield

To ensure all bidders are receiving consistent information, absolutely no informal communications shall occur regarding this RFQ. All requests for information shall be done in written format. If additional information is requested or there is an addendum to this RFQ issued by the District prior to the submittal deadline, the District will mail or e-mail such information directly to known interested parties.

- C. RFQ (Proposals) should be prepared simply, providing a straightforward and concise description of the provider's capabilities to satisfy the requirement of the request.
- D. Proposals will be 8-1/2" x 11" and will be limited to thirty five (35) single-sided pages excluding the introductory letter, title page, table of contents, divider pages, and front and back cover.
- E. All responsive submissions must meet the requirement set for in the RFQ. It must include at least the following information to be considered responsive:
- 1) Cover letter/statement of interest indicating the Firm's interest in the project and highlighting its qualifications to perform the project.
 - 2) A brief overview of the Firm, including how long the Firm's been in business, is it privately or publicly owned, etc.
 - 3) A proposed approach to the project, including key activities, milestones, and products.

- 4) Related experience with similar types of projects and specific qualifications and resumes of key team members. Information should include public facility background, fire station facility background, and five (5) project references (with phone numbers) of key staff that will be assigned to the project. Identify how many years this staff has been employed by your firm and other firms. Define any other project responsibilities that key staff assigned to this project are currently involved with or will be involved with during the design of this project.
- 5) A staffing plan that identifies the Firm's proposed project manager, the proposed project architect, and, as appropriate, the names and specific consultants proposed to specifically design and conduct the work, plus appended resumes.
- 6) Six examples of similar projects completed by the Firm, preferably by the proposed project manager, with references and telephone numbers.
- 7) At least three (3) references including entity name, contact person, and telephone number.
- 8) Ability to execute contract upon award.
- 9) Description of partnerships if that approach is taken given the Scope of Work concerning multiple construction projects.
- 10) Provide a statement verifying that the Firm has not been suspended or disbarred from Federal/Government work.
- 11) Identify if the Firm(s) have ever been involved in any claims, litigations, or arbitration and/or has filed bankruptcy or foreclosure.
- 12) Demonstrate related experience and ability to maintain schedule timelines provided by the District. Provide six examples of projects.
- 13) Demonstrate related experience and ability to Design within MACC/Budget. Provide a list of other public projects similar in size, type, and budget. Include project MACC/budget, initial construction contract amount, change order amount, and total construction contract amount. Provide five examples of such projects that the Firm has provided Architectural/Engineering services in the past seven years.
- 14) The Firm and all subconsultants will be required to provide proof of insurance and license.
- 15) Sample Contract/Agreement: The District plans to modify and use an AIA Owner-Architect Agreement Contract Form.

F. Team Make-Up:

- 1) Firms should carefully assemble their teams to address the specific requirements of this project. The teams, as a minimum, shall include individuals or firms as follows:
 - Architect
 - Cost Consultant
 - Civil Engineer/Landscape Architect
 - Geo-Tech
 - Structural Engineer
 - Mechanical Engineer (HVAC, Plumbing, Vehicle Exhaust System, HVAC Controls and Fire Suppression)
 - Electrical Engineer
 - Hardware and Hardware Security
 - Systems Specialist/Electrical Engineer (telephone, data, security systems, TV, public address systems, alerting systems, sound systems, fire alarm, lighting control, PA system)
- 2) Identify the Firm's approach to selection of subconsultants.

IV. SELECTION CRITERIA

The following may be used to evaluate the applicants:

- 1) Demonstration of experience and expertise in the design of similar public facilities and, in particular, fire stations.
- 2) Specific successful experience and qualifications of proposed team members assigned to the project.
- 3) Description of Design Team – proposed subconsultants team and design team experience together.
- 4) References.
- 5) General impressions and presentation of qualifications.
- 6) Demonstration of understanding of the project as described in this RFQ.
- 7) List of Similar Projects.
- 8) Demonstration of ability to Maintain Project Budget & Schedule.
- 9) Demonstration of Project Approach.
- 10) Demonstration of Financial Capabilities.

V. TERMS AND CONDITIONS

- 1) The District reserves the right to reject any and all RFQ (Proposals) in part or whole, or to withhold selections of shortlisted teams for any reasons it may determine, or to waive or decline irregularities in any submittal.
- 2) The District reserves the right to request clarification of information submitted and to request additional information from any Firm.
- 3) The District reserves the right to award any contract to the next most qualified Firm if the successful Firm does not execute a contract within 15 days after notification by the District that it has been selected. If after consideration, the District finds the fee unacceptable, they will terminate negotiations with the top ranked Firm and, at their sole discretion, enter into negotiations with the second ranked Firm, withhold the award for any reason, and elect not to proceed with any of the proponents, or re-solicit new Proposals.
- 4) The contract resulting from acceptance of a RFQ (Proposal) by the District shall be on a suitable AIA standard form, as modified by the District, and shall reflect the specifications in this RFQ. The District reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ and which is not approved by the District's attorney.
- 5) The District shall not be responsible for any costs incurred by the Firm in the preparing, submitting or presenting its response to the RFQ (Proposal) or in preparing and negotiating a contract.
- 6) The District reserves the right to modify the RFQ's terms and conditions at any point prior to the submittal deadline.

VI. SCOPE OF WORK

There are two basic phases to the proposed Scope of Work that will meet the RFQ. These two phases are defined below:

PHASE 1 – REVIEW AND REVISIONS TO EXISTING SPACE NEEDS, AND PRELIMINARY CONCEPTUAL DESIGN. PROVIDE ESTIMATION OF COSTS

The Firm will be required, to review an existing space needs assessment, existing conceptual site plan and existing conceptual floor plan, which may require revisions once the review and evaluation has been completed. Final conceptual floor plan and site layout and exterior massing elevations will be completed. This recommendation shall be presented to the District for review and comment, and then to the Board of Fire Commissioners for consideration and approval.

The Firm shall develop at least one (1) alternative preliminary conceptual design for the proposed fire station, including specific building design; including floor plan, exterior elevations/rendering and site plan on the proposed site. The exterior elevation/rendering shall be used in support of the Bond by the District. In developing these designs, the Firm shall solicit

input from the representative of the District as chosen by the District. It is expected that the design will be a mix of a two story and single story structure.

The Firm shall also prepare a preliminary estimation of costs to be presented with each preliminary design and assist the District in the development of a project budget.

PHASE 2 – CONSTRUCTION DOCUMENTS DESIGN, PERMITTING, CONSTRUCTION ADMINISTRATION AND PROJECT CLOSE-OUT AND COST ESTIMATES

Under this phase, the Firm shall develop up to two floor plan layouts, including exterior elevations/renderings for the proposed fire station during the schematic design. The Firm shall provide architectural and engineering design services to complete the construction bid documents include plans, specs, elevations, permitting documents, required reports and studies, and cost estimates for each stage of the construction design documents. The Firm shall provide construction administration and project close-out as required and participate in a constructability review process. In developing these designs, the Firm shall solicit input from the representative of the District as chosen by the District. It is expected at each phase of the construction documents that the documents shall include plans and specifications, including elevations and details for the Owners review and approval. The Firm shall assist the District and provide the site plan, exterior elevations and floor plans to support the bond efforts.

The Firm shall also prepare a preliminary estimation of costs to be presented with each phase of the design.

VII. NEGOTIATION OF AGREEMENT

The District reserves the right to reject any and all responses, and to wave minor irregularities in any RFQ (Proposal). The District reserves the right to request clarification of irregularities submitted, and to request additional information from any consultant. The District reserves the right to negotiate a final contract that is in the best interest of the District considering all factors, including, but not limited to, cost-effectiveness and quality control. Once a tentative selection has been made by the District, the District will attempt to negotiate a contract with the preferred applicant. If a negotiation is not successful, the District will begin negotiations with another qualified applicant. Once an agreement is reached, the contract will be forwarded to the District's Board of Fire Commissioners for final approval.

VIII. OTHER INFORMATION

Equal Opportunity Employment: The selected Firm must comply with Washington State equal opportunity requirements. The District is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.

Title VI: It is the District's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

Insurance Requirements: The selected Firm and its subconsultants shall maintain insurance that is sufficient to protect the Firm'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 Firm 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 the District.

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

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 Firm has not induced or solicited others to submit a sham offer, or to refrain from proposing.

Compliance with Laws and Regulations: In addition to the nondiscrimination and affirmative action compliance requirements previously listed, the Firm ultimately awarded the contract shall comply with federal, state and local laws, statutes, and ordinances relative to the execution of the work. This requirement includes, but is not limited to, prevailing wage; protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

For additional information or explanation of the contents or intent of these specifications, please e-mail your questions to Jim.Haverfield@gffd17.org.

IX. PUBLICATION

Name of Publication:

Dates:

Everett Herald

September 12, 2022

[A complete set of Request for Qualifications can be obtained from the District's website at:](#)

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