

SOUTH THURSTON FIRE & EMS
REQUEST FOR STATEMENTS OF QUALIFICATIONS ARCHITECTURAL AND
ENGINEERING SERVICES
HEADQUARTER STATION REPLACEMENT PROJECT

I. BACKGROUND.

South Thurston Fire & EMS is a fire protection district located in the City of Tenino in western Washington, located between Seattle and Portland, Oregon. The district protects residents in rural communities and the City of Tenino. The District is primarily rural residential with a mixture of farmland and forest. However, there is certain industrial component to the District as well.

The current headquarters station is located in downtown Tenino. Headquarters is an approximately 7,400 square foot building that was built in 1961 that serves as an administrative office, public meeting area and an operational center. The building has gone through additions and remodels three different times in the last fifty years and has become outdated and can no longer fully function as needed. The proposed replacement building would be an approximately 17,000 square foot facility, which will include office space for administration and operations, and will also include six (6) individual dorm rooms for firefighters, and a 1,500 square foot public use area and training room.

II. PURPOSE OF REQUEST. South Thurston Fire & EMS (“Fire District”) is requesting Statements of Qualifications “SOQ” from qualified architects and engineers (“Consultants”) to design and administrating the construction of a new headquarters building. A Detailed Scope of Work is identified in Exhibit A attached to this RFQ. It is District’s intent to select the Consultant based on qualifications, abilities, past performance, the ability to perform the necessary work, and to complete projects within timeframes specified. Once the District has reviewed the qualifications, one or more Consultants may be requested to provide additional information and/or participate in an interview process.

III. TIME SCHEDULE.

Issue RFQ:

Deadline for Submittal of Qualifications: May ___ 2022

Notify Consultant Chosen: June ___ 2022

IV. INSTRUCTIONS TO PROPOSERS.

A. The SOQ must be received by 4:30 p.m. on [_____ , 2022]. Proposals shall be submitted in PDF format via e-mailed to: _____. It is the responsibility of the consultant to ensure the SOQ arrives on time and received by the District. If a link to a drop box is required to retrieve the SOQ it is the responsibility of the consultant to assure that the link to the drop box is functional and does not require the downloading of any specialized software to retrieve the

information. Any SOQ received after the scheduled closing time may not be considered by the District in its discretion.

B. All SOQs shall be clearly marked as “South Thurston Fire & EMS Station 41 Architect/Engineer RFQ” and shall be mailed or delivered to: Headquarter Station:
187 Hodgden St. S, Tenino, WA 98589

C. Any additional information or addendums to this RFQ may be issued by Fire District prior to the submittal deadline. Fire District will mail or e-mail such information directly to known interested parties.

D. SOQ’s should be prepared simply and economically, providing a straightforward, concise description of Consultant’s capabilities to satisfy the requirements of the request.

E. All qualifications must include the following information:

1. A cover letter/statement of interest indicating the Consultant’s interest in working for Fire District, highlighting its qualifications to perform services related to public works projects, and especially identifying related experience in projects similar to this project in size and function (list the past projects with some details, if possible). Provide information on the percentage of public works projects among Consultant’s overall projects and list the public agencies of such past projects. Identify Consultant’s role in each such public works project.

2. A brief overview of the company, including how long in business, office locations, disciplines/licenses, privately or publicly owned, number of principals and employees, whether women, minority, and veteran-owned, etc.

3. If Consultant is not licensed to provide both architectural and engineer services but will be able to collaborate with another Consultant to complete the design services identified in Exhibit A, Consultant shall specifically identify such other professional and provide the information required in this section for such professional. Alternatively, two Consultants who intend to work together to provide the services identified in Exhibit A may submit a joint SOQ with the information required for each Consultant.

4. At least three (3) references related to prior public works projects performed by Consultant, including entity name, contact person and telephone number/email address.

5. A staffing plan that identifies the names, qualifications and specific duties of Key staff and principal in charge that may perform work for the project including but not limited to responsible staff members that will provide the services identified in Exhibit A. Consultant is not allowed to provide the services through the use of subcontractors without Fire District’s written consent.

6. A statement whether Consultant was sued by owners for breach of contract or filed claims under professional liability insurance in the past seven years; if so, provide reasonable details of the circumstances and outcome. A representation whether there is any pending claim for breach of contract or pending insurance claim.

7. Consultant shall provide detailed scope of services and deliverables to meet the requirements of the project, including all design phases from programming to construction administration.

V. SELECTION CRITERIA. The following may be used to evaluate the applicants:

- A. Demonstrated experience and expertise in fire station related public works projects.
- B. Previous overall experience of Consultant in managing similar public works projects.
- C. References.
- D. General impressions and presentation of qualifications.
- E. Preference will be given for Consultants located in the Puget Sound Region.
- F. Demonstrated ability to meet requirements listed in Exhibit A.
- G. Proved good track record of performance of design service contracts.
- H. Other qualities such as detail oriented, responsive, and organized.

VI. GENERAL TERMS AND CONDITIONS.

A. The District shall have the right to reject any and all SOQs or request clarification of information submitted and/or additional information from any Consultant.

B. The District reserves the right to retain the services of the next most qualified Consultant, if the selected Consultant for any reason is unable to or refuses to provide services when specifically requested by Fire District or if the selected Consultant and Fire District are unable to agree on terms of engagement.

C. The District shall not be responsible for any costs incurred by the Consultant in preparing, submitting or presenting its response to the RFQ.

D. All materials submitted in response to this RFQ will be subject to public disclosure under the Washington State Public Records Act.

E. The selected Consultant will be required to enter into a contract in an appropriate contract form as approved by District's legal counsel.

F. The selected Consultant shall maintain insurance that is sufficient to protect the Consultant's business against all applicable risks in a manner acceptable to District, including but not limited to adequate commercial general liability insurance and professional liability insurance. Consultant shall be required to provide District with proof of insurance coverage and limits prior to execution of Agreement and may, but is not required, to include this information in its SOQ.

G. All information and data furnished to the consultant by the District and all other documents to which the consultant's employees have access during the preparation and submittal shall be treated as confidential. Any unauthorized oral or written disclosure is prohibited.

VII. SCOPE OF WORK. See Exhibit A for additional project details and detailed Scope of Work required under this RFQ.

VIII. OTHER INFORMATION.

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

Women, Minority, and Veteran-Owned Consultants: The District has made an effort to give maximum opportunities to women, minority, and veteran-owned Consultants to make sure that their participation levels are consistent with their general availability within given field. The District encourages women, minority, and veteran-owned firms to participate in this RFQ.

Non-Endorsement: As a result of the selection of a Consultant to supply services to the District, the Consultant 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 Consultant has not induced or solicited others to submit a sham offer, or to refrain from proposing.

Compliance with Laws and Regulations: The selected consultant shall comply with federal, state and local laws, statutes and ordinances relative to the execution of all work performed. This requirement includes, but is not limited to, 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 this RFQ, please contact:

VII. PUBLICATION.

Name of Publication:

Date: _____, 2022

EXHIBIT A SCOPE OF WORK

South Thurston Fire & EMS is seeking submittals for a full scope of architectural design, engineering and construction oversight services in anticipation of a replacement of the District's existing Headquarters Station located at 187 Hodgden Street South, Tenino, WA 98589. The selected firm/firms would assist the District with pre-design programming and budgeting, provide architectural and engineering design services in accordance with the approved program and budget, prepare plans, specifications, cost estimates, site and utility improvement drawings and general construction documents and solicit bids from contractors. The selected firm/firms would also assist the Fire District with construction oversight and inspection services during construction and until issuance of certificate of occupancy. The District envisions constructing a new building of approximately 17,000 square feet. The project may include some or all of the following:

Administrative Offices

Public meeting / training room

Public Bathrooms

Dorm Rooms

Showers/Bathrooms for staff

Apparatus Bays

Lockers for personal protective gear

Decontamination area

Equipment storage

Communication and Emergency Operations Center

Training Ground