

REQUEST FOR QUALIFICATIONS (RFQ)

Snohomish County Fire District 10

Fire Station Renovation

Date of Issuance: **May 10, 2024**

Voluntary site visit: **May 23, 2024**

Due Date for questions: **May 30, 2024**

Due Date for proposals: **June 7, 2024 at 5PM**

Point of Contact:

Butch Noble, Fire Chief, City of Bothell

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DIVERSITY, EQUITY, & INCLUSION

All Minority & Women Business Enterprises (MWBs), Veteran Owned Businesses (VOBs), Disadvantaged Business Enterprises (DBEs), and Small Business Enterprises (SBEs), are strongly encouraged to apply.

PROJECT DESCRIPTION & BACKGROUND

Snohomish County Fire District 10 is seeking to upgrade and improve crew quarters at Queensborough Fire Station 44, located at 330 228th St. SW in Bothell. While the station is owned by the Fire District, it is staffed and operated under contract by the City of Bothell Fire Department.

The fire station has been upgraded over the years with accommodation to include office and day room space, bunk rooms, showers, restrooms, and kitchen facilities. At this time, the District Commissioners would like to investigate the costs and potential for upgrading the current facilities and any possible reconfiguration to improve workflows and habitability within the existing structural footprint. It is felt that engaging an architectural firm is the best path to assist the District define what is possible, cost effective and most beneficial for the dollars spent.

The station remaining open and operational during any remodeling is a priority.

SCOPE OF WORK

The Fire District and Fire Department staff have identified the several areas for potential upgrades. The vendor selected will inspect the facility and meet with Fire Commissioners, Fire Department Administrative staff, and Fire Operations staff to assist in further refining the scope of work.

The areas identified by Fire Department personnel for potential upgrade or remodel include:

- Upgrades to carpeting and flooring
- Upgrades to the station laundry and storage facilities
- Upgrades to showers and restrooms
- Interior painting
- Improved apparatus wash area
- Improved bookshelves and other furnishings
- Improved office area and entry
- Improved bunker gear storage
- Patio improvements

Phase 1: This will involve surveying the facility, identifying potential areas for improvement, and providing drawings and cost estimates for various approaches to the scope of work.

Phase 2: Should the Commissioners elect to move forward with all or a portion of the proposed work, the vendor shall provide construction oversight. This shall include preparation of bid documents, permitting, monitoring costs, and working with contractors to minimize impacts on facility operations.

QUALIFICATIONS

Qualified Consultants shall show experience with the following:

1. Experience with conducting needs assessments regarding workspace redesign projects of similar scope.
2. Experience with architectural and engineering services related to workspace redesign.
3. Experience with conducting Cost-Benefit Analysis, architectural/engineering/workspace redesign project cost estimates, and floor plan creation.
4. Experience with Fire Station design and construction.
5. Possess the required licensing and bonding to work as an Architect in the State of Washington.

EVALUATION CRITERIA

The SOQs will be evaluated based on the following criteria:

1. Project team experience and qualifications.
2. Understanding of the project requirements.
3. Project team's experience with workspace redesign studies of similar scope.
4. Approach to project.
5. Past performance and references.

The RFQs will be evaluated by a committee comprised of the Board of Fire Commissioners and Fire Department Administration. The top three consultants will be invited to interview with the evaluation committee. Interview format will be determined and shared after the SOQs are reviewed. Final selection for this project will be based on a combination of interview results, SOQs, and past performance and references.

TENTATIVE SCHEDULE

- Receipt of proposals: June 7, 2024
- Evaluation of proposals: By June 14, 2024
- Interviews/Selection of firm: Week of June 17, 2024
- Estimated project start date: TBD
- Estimated completion: TBD

STRUCTURE OF SOQs

- Provide résumés for each team member, highlighting the experience outlined in the Qualifications section.

DEADLINE FOR RECEIPT OF SOQs

All SOQs must be received electronically, in .pdf form, via email to **Deputy Chief Butch Noble** no later than 5:00 p.m. on the above due date (**June 7, 2024**). Late submittals will not be accepted.

ANSWERS TO QUESTIONS AND REVISIONS TO REQUEST FOR QUALIFICATIONS

Any revisions, addendums and answers to questions received by the due date for questions will be sent to all Consultants via email.

SITE VISIT

A site visit for this project will be held on **Thursday, May 23, 2024 @ 1 p.m.** Please meet at Fire Station 44 in the rear parking lot (330 228th St. SW, Bothell, WA).

TERMS AND CONDITIONS.

1. District reserves the right to reject any and all SOQs.
2. District reserves the right to request clarification of information submitted, and to request additional information from any Consultant.
3. District reserves the right to retain the services of the next most qualified Consultant, if the successful Consultant for any reason is unable to or refuses to provide services when specifically requested by District or if Consultant and District are unable to agree on terms of engagement.
4. District shall not be responsible for any costs incurred by the Consultant in preparing, submitting or presenting its response to the RFQ.
5. All materials submitted in response to this RFQ will be subject to public disclosure under the Washington State Public Records Act.
6. The successful Consultant must comply with Washington State equal opportunity requirements. District is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.
7. 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. 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.
8. As a result of the selection of a Consultant to supply services to District, the Consultant agrees to make no reference to District in any literature, promotional material, brochures, sales presentation or the like without the express written consent of District.
9. 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.
10. The Consultant that is retained to provide services to District under this RFQ 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.