

City of Stevenson
Request for Qualifications
New Fire Hall

1.0 INTRODUCTION

The City of Stevenson, Washington (the City) is soliciting Statements of Qualifications from prospective Architects for the design of a new fire station building. The fire station building is proposed to be constructed on parcel number 02070200310000 within the city limits of Stevenson.

Pursuant to RCW 39.80, Contracts for Architectural and Engineering Services, the City intends to award a contract for the design phase to the most qualified contractor.

The Selection Committee that will evaluate competitors will be made up of elected officials and staff members from the City of Stevenson, Skamania County Emergency Management Department and Skamania County Fire District #2. Proposers should assume some Selection Committee members are without previous capital projects or Fire Department experience.

Statement of Qualifications submittal deadline:

May 22, 2018 5:00 p.m. Pacific Time

City of Stevenson City Hall
7121 E. Loop Rd
PO Box 371
Stevenson, WA 98648

2.0 PROJECT HISTORY

The Stevenson Volunteer Fire Department primarily operates out of a ~4,300 sf building on 1st Street in downtown Stevenson. The fire hall site has been home to the department's activities since it was initially acquired in 1912, and the current building has housed its equipment since construction in 1967. These investments have seen fire response change from bucket brigades called to action by a large bell, to air-raid sirens rallying volunteers into open jump seats, to our current wireless connectivity and region-wide mutual aid expectations.

Despite the changes in technology and response areas over these 100 and 50 years the Department's investments in land and buildings have largely satisfied the it's requirements. However, time and urban growth are beginning to expose the site's shortcomings and more serious structural concerns—highlighted by a minor 2011 collision involving ~\$600 damage to a firetruck's equipment panel and ~\$20,000 damage to the building—are revealing the inadequacies of the building.

In 2013 there was a study conducted that looked at how emergency services are provided in the county and whether the Skamania County Hospital District, Skamania County Department of Emergency Management, Skamania County Fire District #2 and the Stevenson Volunteer Fire Department would benefit by consolidating services in one building. The 2013 study determined the feasibility of sharing a centralized building from a constructability standpoint and estimated construction savings of ~17% for 1 facility instead of 3. However, in the process of considering their future needs, the Skamania County Hospital District, whose service area is far larger than the Fire Department's and whose headquarters had seen substantial recent investments, found greater value in establishing satellite ambulance halls instead of constructing a new headquarters building.

The Hospital District's decision to prioritize other projects removed a number of the 2013 report's site selection factors. The size of the facility and the lot needed for it was reduced. Proximity to Highway 14 waned in importance based on circulation within the Fire Department's smaller service area. Financial capacity to construct the facility became more limited. However, the Fire Department's need for a new facility remained, and a Strike Team was formed after the City Council chose to conduct a more thorough in-house review of current needs before devoting funds for outside consultant support on the decision-making process.

The 2015 Strike Team consisted of representatives from the City of Stevenson, Skamania County Department of Emergency Management, Skamania County Fire District #2 and the Stevenson Volunteer Fire Department. Their goal was to "identify the best footprint and the best piece of dirt for a new fire hall." In 2017 the City purchased parcel number 02070200310000 off Rock Creek Dr. in Stevenson as the new location for the Fire Hall and Skamania County Emergency Operations Center.

The intent of the City is to construct an approximately 9,700 (plus or minus) square foot structure with room to expand to over 11,000 square feet. The station will house two brush trucks, one tender and up to three fire engines; the Skamania County Emergency Operations Center to include a full-time staff member; a joint training room; and other support rooms and facilities outlined in the 2016 Stevenson Fire Hall Strike Team Report. A copy of the report can be found on the city's website at ci.stevenson.wa.us/government/planning-department/recent-projects/.

3.0 SCOPE OF WORK

The City anticipates that the selected firm will provide normal professional architectural services required for the site planning, design and construction of a fire station with facilities outlined in the 2016 Stevenson Fire Hall Strike Team Report pages 3-4 to 3-8 at a minimum. Services will include, but are not limited to; architectural services, programming, cost estimating, structural engineering, MEP (mechanical, electrical, plumbing), surveying, civil engineering, geotechnical investigations, landscaping design, interior design, and construction administration for the new fire station.

This project is separated into two phases, a design phase and a construction phase. Awarding of the bid for the design phase is not a guarantee of contractual services for the construction phase. Each Phase is a stand-alone contract. Separate bidding may, at the City's option, be required.

The current bid / RFQ is for the Design Phase Only.

4.0 ANTICIPATED SCHEDULE

Design Phase

Issuance of RFQ.....	April 30, 2018
Last Day for Questions:	May 10, 2018
Statement of Qualifications Due:.....	May 22, 2018
Interviews	Week of May 28, 2018
City Council Approval of Contract	June 2018

Construction Phase

Construction Permit, Bid Documents	June 2019 – December 2019
Construction	March 2020 – Aug 2020
Fire Station Opening.....	Fourth Quarter 2020

5.0 STATEMENT OF QUALIFICATIONS

Please respond to each of the items set forth below in a clear and concise manner. Responses must be in the same order as listed, clearly separated with tabs and labeled by response. Attention should be paid to specific requests for information. The submittals shall be organized in a manner that will enable the selection committee to quickly assess pertinent information.

Submit four (4) hard copies in 8-1/2" x 11" easily recyclable format and one (1) exact duplicate in electronic format on a thumb drive in PDF format.

Submittals shall be limited to single spaced, typewritten pages (minimum 11-point font) and shall be no more than 20 double sided sheets of paper (front and back of one sheet equals two pages) or 40 pages total. The page count does not include the tabs, RFQ cover sheet, resumes, or blank pages.

1. Letter of Interest: The cover letter shall briefly summarize the firm's qualifications and past experience relevant to the scope. A principal or officer of the firm authorized to execute contracts or other similar documents on the firm's behalf must sign the letter.
2. Evidence of firm's ability to perform the required services.
3. Outline your firm's experience on the scope of work required for the appropriate discipline.
4. Describe your firm's overall approach, including organization and work tasks necessary to accomplish the objectives.
5. If it is your firm's practice to have specific sub-categories of the Scope of Work, as described in Section 3 of this RFQ, performed by sub-consultant(s), please identify the sub-consultant(s) you anticipate using for a Contract, indicate their specific role(s), and outline their experience on similar or related work.
6. Describe your quality control process.
7. Note any activity in organizations and/or institutes that would aid you or your firm in maintaining current state of the art expertise in your field.
8. Identify qualifications/expertise of the key personnel on your team; and evidence of availability of staff to begin immediately upon awarding of the Contract.
9. Provide a list of key personnel, including sub-consultant's personnel indicating the specific role of each, and clearly identify the Project Manager.
10. Provide a professional resume for each of the named key personnel, indicating the extent of his/her experience on projects related to this type of work. Each of the key personnel suggested for use on projects must have current professional registration or certification and, if applicable, be currently licensed with the State of Washington.
11. Past performance and record of successful completion of similar work:
 - a. Describe any previous projects (firm and individual) of similar scope to our project and include a description of specific responsibility of such projects.
 - b. Note any information useful in demonstrating successful results on prior projects.

- c. Provide reference contact names, phone numbers, and addresses related to the above prior projects.

6.0 INTERVIEWS

Those firms identified within the Short List from the SOQ process will be invited for Extended Interviews. The firms will be evaluated on the criteria listed in Section 7 and may take into consideration SOQ responses. Extended Interviews may include site and office visits with competing firms by some or all members of the Selection Committee.

The personnel proposed for the Project, including the project manager, project engineers, and superintendents, must attend and must be present at the Extended Interviews.

The Extended Interview process will be used primarily to compare to the relevant strength and Project understanding of short-listed management team members.

7.0 EVALUATION CRITERIA

Consultant's RFQ will be evaluated based on the criteria listed in this section. In preparing the RFQ, it is important to clearly demonstrate expertise in the areas described in this document. The RFQ must demonstrate expertise and firms must have available adequate, experienced, personnel in all of the areas described in the appropriate discipline either through in-house staff or with sub-consultants.

Firms are encouraged to identify and clearly label in their RFQ how each criterion is being fully addressed. Evaluation of responses to this RFQ will be based only on the information provided in the RFQ package, and if applicable, during an interview and reference review phase. The Department reserves the right to request additional information or documentation from the firm regarding its RFQ documents, personnel, or other items in order to complete the selection process.

The following criteria, with a point system of relative importance with an aggregate total of 100 points, will be utilized to evaluate the qualifications of each firm:

Evaluation Criteria Weighting

- a. Evidence of firm's ability to perform the required services: 20
- b. Qualifications/expertise of the key personnel on the team: 30
- c. Past performance and record of successful completion of similar work: 30
- d. Evidence of availability of staff to begin immediately upon being awarded the contract: 20

8.0 SUBMITTAL REQUIREMENTS

8.1 Submittal Delivery

Statement of Qualification submittals shall be delivered to:

City of Stevenson: Fire Hall Project
7121 E. Loop Rd.
PO Box 371
Stevenson, WA 98648

In a sealed envelope or box clearly marked as "Statement of Qualifications, New Fire Station" by the date and time listed above.

8.2 Late Submittals

Submittals, modifications of submittals, received at the office designated in the solicitation after the exact hour and date specified for receipt will not be accepted.

8.3 Cancellation of RFQ or Postponement of Submittal Due Date and Time

The City reserves the right to cancel this RFQ at any time. The City may change the date and time for receiving submittals prior to the date and time established for submittal.

8.4 Pre-submittal Conference

A pre-submittal conference will be held at 4:00 p.m., Thursday, May 10, 2018. Location:

**City of Stevenson Fire Hall
160 SW First St.
Stevenson, WA 98648**

All prospective respondents are strongly encouraged to attend. The intent of the pre-submittal conference is to assist the respondents to more fully understand the requirements of this RFQ. Respondents are encouraged to submit questions in advance to enable the City to prepare responses; these questions should be emailed to the City Administrator. Questions will be encouraged during the pre-submittal conference.

8.5 Cost of Submittals

Respondents are responsible for all costs of participating in this process.

8.6 Collusion or Improper Contact

Contact with City staff, Selection Committee members, regarding this RFQ is or collusion of any kind strictly prohibited. Respondents violating this prohibition will be disqualified from competition.

8.7 Public Disclosure of Submittals

Submittals received by the City in response to this RFQ become public records that are subject to Chapter 42.56 RCW, the Public Records Act. The respondent should clearly identify in its submittal any specific information that it claims to be confidential or proprietary. After a decision to award the contract has been made, the submittals will be available for inspection and copying by the public. If the City receives a Public Records Act request to view the information marked confidential or propriety in a respondent's submittal following an award, the City's sole obligation shall be to notify the respondent (1) of the request and (2) of the date upon which such information will be released to the requester unless the respondent obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If the respondent fails to timely obtain a court order enjoining disclosure, the City will release the requested information on the date specified.

8.8 Non-Closure Obligation

Any data provided by the City either before or after Contract award shall only be used for its intended purpose. Contractors and Subcontractors shall not utilize or distribute City data in any form without the express written approval of the City.

8.9 Addenda

Any changes, revisions, deletions, clarifications, increases, or other modifications to the RFQ will be issued only as a written Addendum to the RFQ. Proposers must register on the City's website for this RFQ to be notified of addendum and new documents on this RFQ. It is the Proposer's responsibility to check for addenda and other new documents on-line.

8.10 Questions and Interpretation of the RFQ

No oral interpretations of the RFQ will be made to any respondent. All questions and any explanations must be requested in writing and directed to the City no later than date specified herein or as extended per addendum. Oral explanations or instructions are not binding. Any information modifying a solicitation will be furnished to all respondents solely by written addendum. Communications concerning this RFQ with other than the person listed below may cause the respondent to be disqualified.

All questions regarding this procurement must be submitted via email to:

Leana Johnson, City Administrator
City of Stevenson
leana@ci.stevenson.wa.us

9.0 PROTEST PROCESS

At the conclusion of SOQs, notices will be sent to those firms not invited to continue onto Interviews.

A. Form of Protest. In order to be considered, a protest shall be in writing, addressed to the City Administrator at the address listed above, and shall include:

1. The name, address, and phone number of the respondent protesting, or the authorized representative of the respondent;
2. The Request for Qualifications (RFQ) Title under which the protest is submitted;
3. A detailed description of the specific grounds for protest and any supporting documentation. It is the responsibility of the protesting respondent to supplement its protest with any subsequently discovered documents prior to the City's decision;
4. The specific ruling or relief requested; and
5. Evidence that all persons with a financial interest in the procurement have been given notice of the protest or if such persons are unknown, a statement to that effect.

B. Who May Protest.

1. Protests based on qualifications criteria: Any prospective respondent.
2. Protests following submittal: Any respondent submitting a response to the RFQ showing a substantial financial interest in the solicitation or award of any Contract.

C. Time to Protest.

1. Protests based on qualifications, criteria or other terms in the RFQ documents that are apparent on the face of said documents must be received by the City no later than five calendar days prior to the date established for submittal of Qualifications.
2. Protests based on other circumstances must be received by the City within five calendar days

after the protesting respondent knows or should have known of the facts and circumstances upon which the protest is based. In no event shall a protest be considered if all submittals are rejected or after award of the Contract.

D. Determination of Protest.

1. Upon receipt of a timely written protest, the City Administrator shall investigate the protest and shall respond in writing to the protest prior to the award of the Contract. Except as provided below, the decision of the City Administrator shall be final.

E. Reconsideration of City Administrator's Decision.

A financially interested respondent may request that the City Administrator's adverse decision be review by the Mayor on a reconsideration basis only. The only justification for reconsideration must either be (i) discovery of new information relevant to the underlying grounds for protest and unavailable at the time of the protest to the City Administrator; or (ii) an error of law or regulation made by the City Administrator.

1. The request for reconsideration must be in writing, filed with the Mayor, and include:
 - i. name, address, and telephone number of the person protesting or their authorized representative;
 - ii. a copy of the written decision of the City Administrator; and
 - iii. justification for reconsideration by the City Administrator's decision, including all pertinent facts and law on which the respondent is relying.
2. The financially interested respondent must file the request for reconsideration no later than five calendar days after receiving the City Administrator's decision on the protest.
3. Upon receipt of a request for reconsideration, the Mayor or designee shall review:
 - i. the information submitted to and reviewed by the City Administrator; and
 - ii. the decision of the City Administrator and shall thereafter issue a final determination regarding the request for reconsideration. No other information will be reviewed unless the basis for the request for reconsideration is new information.

F. Failure to Comply.

Failure to comply with the procedures set forth herein may render a protest untimely or inadequate and may result in rejection thereof by the City.

The City of Stevenson reserves the right to reject any and all Proposals and to waive irregularities and informalities in the submittal and evaluation process. This solicitation for Professional Services does not obligate the City of Stevenson to pay any costs incurred by respondents in preparation and submission of a Proposal. This solicitation does not obligate the City of Stevenson to accept or contract for any expressed or implied services. Furthermore, the City of Stevenson reserves the right to award the contract to the next most qualified Consultant if the selected Consultant does not execute a contract within thirty (30) days after award of the proposal.

The City of Stevenson is an Equal Opportunity and Affirmative Action Employer. Small, Minority, and Women owned firms are encouraged to submit bids.

The following is applicable to federal aid projects:

The City of Stevenson, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation issued pursuant to such act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.