

**NORTH MASON REGIONAL FIRE AUTHORITY**  
REQUEST FOR STATEMENT OF QUALIFICATIONS  
HEADQUARTERS FIRE STATION

**NOTICE**

The North Mason Regional Fire Authority (NMRFA) is Requesting a Statement of Qualifications (RFQ) from qualified individuals and or firms for the provision of design and construction cost estimation services for a 15,000 to 20,000 s.f. Headquarters fire station facility, located at 490 NE Old Belfair Highway, Belfair, WA.

This project is required to have substantial design and construction cost estimation completed by July 31st, 2019.

**SUBMISSION OF PROPOSAL**

To receive consideration, responses must be submitted in accordance with the following instructions:

1. All response submittals shall be sealed and delivered to the:  

North Mason Regional Fire Authority – Attention Fire Chief  
PO Box 277  
Belfair, WA 98528-0277
2. Submit three (3) copies of the response by 2:00 pm March 15th, 2019; and
3. The envelope must be clearly marked “HEADQUARTERS FIRE STATION”; and
4. Modifications to submissions may be submitted prior to the date and time specified for receipt of submissions; and
5. Mandatory attendance at a Pre-Submittal Conference at 9:00 am on February 27th, 2019. Conference location: Station 21 Headquarters - 460 NE Old Belfair Highway, Belfair, WA 98528
6. The Authority reserves the right to reject any and all responses, and has the right, at its sole discretion, to accept the submittal it considers most favorable to the Authority’s interest and the right to waive minor irregularities in procedures.

February 19th, 2019  
Beau Bakken, Fire Chief

# **North Mason Regional Fire Authority**

HEADQUARTERS FIRE STATION

INSTRUCTIONS TO SUBMITTERS

## **I. INTRODUCTION AND BACKGROUND**

The North Mason Regional Fire Authority is requesting a statement of qualifications (RFQ) from qualified individuals and firms for services that will assist the Authority with the design and cost estimation of a new 15,000 to 20,000 s.f. Headquarters fire station on Authority-owned property located at 490 NE Old Belfair Highway, Belfair WA 98528.

## **II. SCOPE OF SERVICES**

### **A. Services – Generally**

The conceptual design is for a 15,000 to 20,000 square foot steel public building that includes a finished interior of emergency vehicle bays, offices, sleeping quarters, day room, medical treatment room, training room, conference rooms, public restroom facilities, staff restrooms that include a locker room and shower facilities and workout facilities.

### **B. Project Goals**

- Design a facility that minimizes total cost of ownership by designing for low initial cost, low energy consumption and low, long-term maintenance cost;
- Create a facility that maximizes the opportunities of the existing site including traffic flow, circulation, and utilities;
- Promote collaborative spatial utilization between different work groups; e.g., administration, customer service, line staff, and volunteers;
- Provide the Authority with a desired fire station design that can be used for a formal cost estimating procedure.

The design should include:

- A site plan;
- Utility plan;

- Building exterior elevations: vertical cross sections detailing exterior wall components as well as thermal and weather seal envelope components;
- Structural that includes recommended building materials and corresponding foundation design, roof structure, supporting walls and columns;
- Building interior: all floor plans, indicating room names, square footage, circulation (horizontal and vertical); ADA Accessibility Requirements; Building Services indicating all mechanical, electrical, IT and other service areas;
- Plumbing: Fixtures – show locations of all plumbing fixtures;
- Mechanical: provide HVAC system plan, indicating any shafts, duct mainlines and specific air handling equipment;
- Fire Protection: show connections to utilities on the mechanical plans; Fire Alarm: show panel locations;
- Electrical: provide interior and exterior lighting plan; show main distribution room locations and transformer locations;
- Telecommunications: show locations of closets and cable trays;
- Landscape and vehicle parking plan.

Provide the Authority with a reliable cost estimate for fire station construction, to include costs for site preparation, utilities, permits, construction and cost contingencies.

### **III. PROPOSAL REQUIREMENTS**

Following attendance at the mandatory pre-award meeting on February 27th, 2019 starting at 9:00 am at Station 21 Headquarters located at 460 NE Old Belfair Highway, Belfair, WA 98528, each proposal should include the following:

#### **A. Cover Letter**

All statements must include a cover letter to the attention of Beau Bakken, Fire Chief, signed by a person legally authorized to bind the applicant to its proposal. The letter shall include a brief overview of your approach to the project.

#### **B. Experience**

Specialized experience and technical competence of proposer and their team in similar project scope. Identify recent experience and expertise with a similar type of project including:

1. Design and construction management of fire station projects or public facility projects for administrative, civic or public safety types of uses;
2. Design-Build experience with a project of similar size, use, and complexity

3. Experience with various city, county, policy, fire permitting agencies;

**C. Project Team**

Describe the proposed project team. Who will be the key contacts and leaders of the team and discuss who will interact with the Authority. Please provide resumes of all key personnel who will conduct any work on this Project.

Please provide the proposed staffing or the total number of persons you plan to have available to assist with regard to this proposal.

**D. References**

A professional profile of the Contractor including a list of at least three references from public entities the Contractor has provided similar services to. Include the scope of work, budget, timeline and change order report.

**E. Project Schedule**

A project timeline shall be provided to the Authority that outlines the Contractor’s ability to provide the Authority with a draft fire station design and cost estimate by July 31st, 2019. In the event that a Contractor believes that it cannot meet this timeline, the contractor will submit a proposed timeline revision, and it will identify its concerns with the Authority’s requested deadline.

**F. Submission Deadline**

The Authority office must receive all submissions by 2:00 pm, March 15th, 2019.

**IV. EVALUATION PROCESS**

**A. Project Approach – 40%**

Evaluations will be performed to determine proposer understanding of the work to be performed, understanding and commitment to the timeline, overall approach to the project, potential for completing the work as specified in the Scope of Services. Award will be made to the proposer whose conformance to the RFQ is considered most advantageous to the District, considering the Evaluation Criteria in this section.

**B. Personnel Proposals, Project Organization, and Experience – 10%**

Statements will be evaluated considering the proposer’s technical and analytical experience, proposals, and the availability of personnel who are proposed to work on the project that includes their resumes.

**C. Relevant Past and Present Performance Criteria – 35%**

Assessment of the proposer’s past and present performance will be evaluated relative to the capability to meet the requirement contained herein. Additionally, quality of service, customer satisfaction, cost control and timeliness will be evaluated.

**D. Capacity to Perform Work – 15%**

The applicant’s capacity to perform work in the prescribed time frame considering the applicant’s team current and planned workload. Describe the applicant’s ability to provide the technical disciplines and services required to cover the work required by the project.

**V. GENERAL INFORMATION**

**A. Selection Process**

Additional information, interviews and or presentations may be required at the option of the District. In no event shall the Authority or its Board, Officers or employees be liable for any costs incurred for the preparation of and participation in the submission of responses to this request or subsequent interviews of persons or companies.

**B. Compliance with Rules**

Proposers responding to this RFQ must follow its procedures and requirements. Failure to comply with any portion of this RFQ may result in the rejection of your Statement.

**C. Proposal Withdrawal**

Any proposal may be withdrawn at any time before the “Statement Due” date and time by providing a written request for the withdrawal to the Fire Chief. A duly authorized representative of the submitting entity shall make the request. Withdrawal of a Statement will not preclude the proposer from filing a new statement as long as it’s prior to the close date.

**D. Appeals**

Proposers who wish to appeal a disqualification of their proposal or the award of contract may submit the appeal in writing to the Fire Chief’s Office within five (5) working days of the postmarked Notice of Award or disqualification. Disagreement with the process, e.g., scoring by evaluators, or otherwise, is not subject to appeal.

**E. Ownership of Documents**

Any material submitted by a proposer shall become the property of the Authority. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

**F. Public Record**

All Proposers and information submitted by proposers are not open for public inspection until after the notice of intent to award a contract is issued. Except for exempt materials, all Proposers and information submitted by proposers will be available for viewing after the evaluation process is complete and the notice of intent to award is sent to all participating parties.

**G. Confidentiality of Information**

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