

## REQUEST FOR QUALIFICATIONS

# Architectural and Engineering Services

### 1. INTRODUCTION

The Marysville Fire District, a Municipal Corporation, located at 1094 Cedar Ave, Marysville, WA, 98270, is soliciting Qualification Proposals from Architect & Engineer (A&E) teams (Firm) to perform any or all of the following; analyze, investigate, provide recommendations, plan, design, project management, and other related services typically provided by such Firms; with regards to various public works projects or potential projects to be initiated or investigated over a consecutive three (3) year period, commencing upon execution of an agreement prescribing such. The projects are located at, or relating to, all real properties acquired, owned, operated, leased, or otherwise managed by the Marysville Fire District, now or at any time during the term of the aforementioned agreement.

### 2. PROJECT DESCRIPTION

The Marysville Fire District currently has jurisdictional control over nine (9) separate buildings, and has ownership of 8 separate real properties. The creation of the Marysville Fire District Regional Fire Authority in 2019, stipulated eventual ownership of one (1) additional structure and real property and the eventual sale of one (1) structure and real property, ultimately providing for ownership and control of eight (8) real properties with nine (9) separate structures, and one (1) real property with no structures.

As the Regional Fire Authority takes control of the Fire District, efforts are to be made addressing current and future facility needs. Such endeavors will likely review or initiate; station locations and potential relocations, living quarters' layout, emergency systems updates, safety concerns, best health and workflow practices, etc.

Projects to be addressed under separate agreements range from, but are not limited to,

- Installation of emergency power backup systems for at Station 63
- Installation of emergency power backup systems for at Station 65
- remodel of fire station living quarters of Station 63
- remodel of fire station living quarters of Station 65
- seismic analysis and retrofit of existing Station 61
- remodel of Station 61
- new construction Station 61

The A&E consultants will also serve as a partner to the District in order to expand the capabilities of the District staff. Specific work will be performed on a task order basis consisting of individually negotiated task orders. Each task order will provide a specific scope, budget, and schedule for the services required. The exact disciplines required and the amount of work for each discipline has not been determined.

The consultant will be expected to respond to short notice requests for technical services to resolve urgent task orders. The consultant should be capable of performing urgent task order assignments while working on several other task orders simultaneously.

It is the intent of the Marysville Fire District to retain general use and all-encompassing A&E services (examples: structural, civil, geotechnical, environmental, construction, surveying, architectural, landscaping, etc.) from a single provider as opposed to assigning multiple agreements for individual areas of expertise.

### **3. PREPARATION OF PROPOSALS**

Exterior of envelopes containing Proposals shall be conspicuously labeled with “A&E Qualifications Proposal” and must be presented so that they may be easily identified as containing a Proposal. They must also include the following the name and address of Architectural and Engineering Firm represented.

All RFP's shall be sent to:

Marysville Fire District  
Attn: A&E Qualifications Proposal  
1094 Cedar Ave  
Marysville, WA 98270

### **4. QUESTIONS AND ADDENDUMS PRIOR TO PROPOSAL SUBMISSION**

Questions can be emailed to Deputy Chief Darryl Neuhoff: dneuhoff@marysvillewa.gov

All questions or request of clarifications regarding this RFQ must be in writing and from a duly authorized agent of a qualifying Firm. All such queries must be presented to Deputy Chief Neuhoff of the Marysville Fire District prior to the established deadline.

All responses to questions received shall be published on the Marysville Fire District web site; any replies to submitters directly are strictly a courtesy and not considered official responses.

### **5. TIME SCHEDULE**

Issue RFQ	December 13, 2019
Question Submittal Deadline	December 18, 2019 3:00 PM
Deadline for Submittal of Proposals	December 30, 2019 3:00 PM
Interview of Top Firms	January 9, 2020
Negotiations with Selected Firm(s)	January 13-17, 2020
Execution of Agreement with Firm	January 13-30, 2020

### **6. PRE-QUALIFICATION**

To be considered as eligible to submit a Proposal, Bidder must be legally licensed under applicable laws in the State of Washington. Copy of appropriate license(s) to be included with proposal.

A&E Firms submitting proposals must specialize or have focused expertise with fire service design needs. Proposals must demonstrate experience and technical expertise with designing new fire stations, fire administration facilities, and fire training facilities, remodeling existing fire stations, fire administration facilities, and fire training facilities, remodeling existing facilities for use as fire stations, fire administration facilities, and fire

training facilities, retrofitting existing structures for seismic bracing to accord structural soundness for critical infrastructure, all in accordance with applicable codes, standards, rules, regulations, and best practices for fire department activities.

Proposals shall also provide evidence of key members recent and routine attendance to training, seminars, trade shows, educational forums etc. showing continuous enhancement of knowledge regarding fire station design and construction practices. Appropriate and recent Certifications of Firm and its' Principals applicable to the required criteria within this request shall be submitted as well.

It is the intent of the Marysville Fire District to acquire the services of a Firm well established and focused primarily on fire stations, fire administration facilities, and fire training facilities design and construction. Firms with a history of designing one or more fire stations but whose primary focus or customer base is not the fire service, will not be considered.

In accordance with the potential for 'on call' requirements; proposals shall also demonstrate the firm's ability to quickly respond to routine as well as urgent issues, such as immediate need public works projects when part of a Declaration of an Emergency. Location of firm's offices will be considered as well as adequate in house staffing levels.

## **7. SCOPE OF WORK**

It is the intent of the Marysville Fire District to enter into an agreement for general consultation, investigation services, and small project design, and; enter into separate agreements when such services are desired for specific public works projects requiring the use of a general contractor.

## **8. FORM OF PROPOSAL**

Proposals must consist of the following information in the order indicated below:

- A. A cover letter/statement indicating the Firm's interest in the projects and highlighting its qualifications to perform the projects.
- B. A brief overview of the Firms' company/companies, including how long in business, privately or publicly owned, etc.
- C. Provide resumes of key team members and sub-consultants including roles and qualifications.
- D. No less than six examples of similar projects completed within previous 2 years of proposal due date, identifying; project name, services provided, project cost, project duration, project manager(s), and general contractor. In addition; contact information, references, and telephone numbers of project owner, project manager(s) (if separately employed by owner), and general contractor.
- E. A list of no less than 20 completed fire stations previously designed and engineered by the Firm under same continuous ownership. Project completions related to previous Firm ownerships' will not be considered acceptable. Marysville Fire District retains sole discretion regarding determination of ownership continuity.
- F. Evidence of License in the State of Washington.
- G. Self-Certification on Firms letterhead, signed by Firm Principal, of ability to execute contract upon award.

- H. A statement verifying Firm has not been suspended or disbarred from Federal/Government work.

## **9. ACCEPTANCE OR REJECTION OF PROPOSAL:**

The Marysville Fire District reserves the right; to reject any and/or all Proposals when such rejection is in the interest of Owner, to reject Proposal of a Firm who has not met the prerequisites of the bid proposal or who has previously failed to perform properly or complete on time contracts of a similar nature, and; to reject proposal of Firm who is, in the opinion of the Owner, not in a position to perform the contract. Marysville Fire District also reserves the right to waive any informalities and technicalities in bidding.

Proposals will be reviewed by Marysville Fire District for compliance with the Request for Proposal and determine which, if any, A&E Firms are acceptable. Selected acceptable Firms will be provided with an opportunity to interview with Marysville Fire District for further analysis of Firm's capabilities and expertise. As the professional relationship between Marysville Fire District and the selected A&E Firm is paramount to successful outcomes, determination of collaborative capacity between Marysville Fire District and Firm shall be instrumental in the selection process. The following may be used to evaluate the applicants:

- A. Demonstrated experience and expertise in fire station design, and success in designing facilities that are completed within budget.
- B. Previous overall experience of team members assigned to the project.
- C. References.
- D. General impressions and presentation of qualifications.
- E. Demonstration of understanding of project and phases of development.
- F. Demonstration of ability to meet timelines.

Upon selection of a Firm, negotiations shall be entered into in an effort to establish an acceptable fee structure. Should such negotiations fail to produce an agreeable fee structure, Marysville Fire District shall dismiss the Firm and entertain negotiations with the next acceptable Firm from the original listing, repeating the process.

Marysville Fire District reserves the right to award contract to whomever it perceives to be in its best interest.

Proposers should carefully review the pre-requisites for the RFQ, which will be adhered to during Marysville Fire District review process. Proposals will be evaluated to determine responsiveness to the solicitation and which is most advantageous to the Marysville Fire District; capacity, experience, and other factors considered.

Awarding of such agreement does not limit the Marysville Fire District from utilization of other Firms, seeking additional RFQ for such services as described here, or limiting utilization to the Firm selected through this RFQ.

## **10. TERMS AND CONDITIONS**

The Marysville Fire District reserves the right to reject any and all RFQ's.

The Marysville Fire District reserves the right to request clarification of information submitted, and to request additional information from any Firm.

The Marysville Fire District reserves the right to disqualify a selected Firm if it does not execute a contract within 30 days of award.

The contract resulting from acceptance of a proposal by the Marysville Fire District shall be in a form approved by the Marysville Fire District and shall reflect the specifications in this RFQ. The Marysville Fire 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 Marysville Fire District's Attorney.

The Marysville Fire District shall not be responsible for any costs incurred by Firms in preparing, submitting or presenting their response to the RFQ.

#### **11. Title VI Statement**

The Marysville Fire District 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.