



Marysville Fire District
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Request for Qualifications

to

**Provide Project Management and Architectural Services for Fire
Station Improvement Project**

Issue Date: April 21, 2026
Due Date: May 19, 2026 – 3:00 p.m. Pacific Time

REQUEST FOR QUALIFICATIONS

Notice is hereby given that qualifications will be received by the Marysville Fire District for:

Project Management and Architectural Services

Qualifications received later than **3:00 p.m. May 19, 2026**, will not be considered.

A copy of this Request for Qualifications (RFQ) may be obtained from the District's website at <https://www.marysvillefiredistrict.org/public-information/bids-and-surplus/>.

The Marysville Fire District reserves the right to reject any and all submissions, and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the District to pay any costs incurred by respondents in the preparation and submission of qualifications. Furthermore, the RFQ does not obligate the District to accept or contract for any expressed or implied services.

Marysville Fire District is committed to a program of equal opportunity. Minority and Women Owned Business Enterprises (MWBE), small business, and veteran owned firms are encouraged to apply.

Marysville Fire District

Marysville Fire District (District) is dedicated to improving the lives of our community and keeping residents safe. As a Regional Fire Authority created by voters, we provide fire suppression and prevention, emergency medical response, technical rescue, hazmat, surface water rescue and other related services to a growing population of over 90,000 residents.

The District has a 56-square-mile area that includes Marysville, Seven Lakes, a portion of the Tulalip Indian Reservation, and unincorporated areas of Snohomish County.

Project Purpose

It is the intent of the Marysville Fire District to utilize the services of a competent individual, or architectural services firm to design, specify furnishings, and remodel the Fire Station 61 Administration Facility located at 1635 Grove Street, Marysville, WA 98270. The improvement project will include the design and tenant improvements to one locker room, a dispatch center, a kitchen, two large office and meeting rooms and associated hallways, adding a public entrance, and the decommissioning of an abandoned jail. A single firm is expected to be able to provide all the design and management services throughout the duration of this project.

Consultants should specify the area of expertise that best describes the professional services to be provided. The selected consultant will be evaluated on the ability to demonstrate the following listed qualifications to include, but are not limited to:

Project Management

- General experience and knowledge planning, organizing and directing the completion of a variety of construction projects and ensuring that the projects are on time, on budget, and within scope.
- Experience with document controls, financial controls, budget management, schedule management, and coordinating value engineering reviews.
- Experience clearly defining the scope and scope management of project with all stakeholders.
- Establish a detailed project management and construction management plan that clearly define roles, key tasks, project schedule, and project management tools.
- Develop a communication organization chart for communication flow and decision making.
- Monitor project schedules, reporting deviations to the District, and resolving schedule issues.
- Preparing a comprehensive project budget, updating the project budget regularly and prepare project status reports.
- Coordinate with the District finance and accounting departments on related budget and financial matters.
- Provide project recommendations and facilitate, as needed, District decisions regarding the project.
- Assist the District in presentations to the District board, commissions, stakeholders and community.
- Acting as a liaison between the project team members and District to provide progress reports for the design, construction, and completion of the project.

Design and Architecture

- Create a space needs assessment with District staff.
- Produce final floor plans, mechanical plans, electrical plans, and massing elevations. Plans shall be construction permit ready.
- Prepare a preliminary cost estimation to be presented with each preliminary design and assist the District in the development of a project budget.

Services and Deliverables

Services and deliverables for this contract shall be based on AIA guidance and best practices. Anticipated services, and their accompanying deliverables, include:

- Predesign and Programming
- Schematic Design
- Design Development

- Permitting
- Construction Documents
- Construction Bidding
- Construction Administration

RFQ Schedule

An approximate schedule for the selection process is provided for reference and availability purposes:

- May 1, 2026 by 5:00 PM..... Questions Due
- May 8, 2026 Answers will be Posted on the District Website
- May 19, 2026 by 3:00 PM..... Consultant Selection Project-Specific SOQs Due
- May 26, 2026..... Notifications of Selections for Interview by District
- June 2, 2026..... Consultant Selection Interviews
- June 17, 2026..... Notice of Award of Consultant; Begin Scope and Fee Negotiations
- June 2026 Notice to Proceed for Consultant

Project Schedule

An approximate project schedule for the duration of the construction process is provided for reference and availability purposes:

- May – June 2026..... RFQ Evaluation and Award
- June 2026 Schematic Design
- June – July 2026..... Specification Development
- July 2026 Bid & Award
- July – August 2026 Contract Documents
- August – September 2026 Permitting
- Sept. 2026 – Jan. 2027 Construction

Statement of Qualifications Submittal

The format of the summary of qualifications shall be at the discretion of the presenter; however, it shall be **limited to twenty (20)** total pages in length with page sizes not exceeding 8-1/2 inches by 11 inches. A cover letter, title page, nor table of contents will count against this maximum size requirement.

And, at a minimum, it should include the following information:

1. The name of your firm, identifying its principal shareholders, partners or members. The period of time your firm has been operating and offering project management services.
2. Identify key differences in management approach and/or specific elements that make fire station projects different than other government buildings. Include a description of your firms’ knowledge and expertise of fire station

facilities; fire station design, operations, and training; and knowledge of current design issues and building code requirements facing fire departments in building fire stations. In addition, describe the following:

3. How to approach the project, given the schedule and budget constraints, with current market conditions – notably material shortages and delays and construction escalation.
4. Examples, with a brief scope description, of similar and recent (include dates) fire station projects in which your firm provided project management and/or architecture and engineering services from early design through final construction, including the names and roles of the key team members.
 - a. The example projects should include at least one of the same key team members as proposed for these projects.
 - b. The example projects should include at least one design bid build project.
 - c. Include your firm's specific responsibility on those projects and the key team members and their specific involvement.
 - d. Note key subconsultants utilized on the project and what role they served.
 - e. Note any information useful in demonstrating the project's success. Please include construction budget, estimated bid, actual accepted bid, change order percentages, final cost, project schedule including design time, and awards received.
 - f. Provide the names and phone numbers of client references who would be most knowledgeable of your firm's performance on these projects.
5. A discussion of your firm's internal management of the projects. Including, but not limited to:
 - a. Anticipated schedule for each phase. Include the availability of key team members.
 - b. How you approach designing fire stations to a budget.
 - c. An explanation of your firm's experience and approach to collaborating with a General Contractor.
 - d. A discussion of your firm's workload over the next year and the ability to manage and staff this projects.
 - e. Describe your process for adequately scoping subconsultants to reduce additional fee requirements as the design progresses.
 - f. Describe your process for successfully managing the construction administration phase of the project.

Contract

The selected firm will work under a not-to-exceed contract. SOQs submitted to the Marysville Fire District shall become the property of the District upon delivery to the Marysville Fire District.

Evaluation Criteria

Qualifications will be evaluated and scored by a selection committee consisting of personnel from the Marysville Fire District. Firms for the interview shortlist will be selected based on the criteria and points as shown below. Final consultant selection will be based on a combined score from the SOQ and interview.

- Presentation, completeness, clarity, organization, and conformance to the RFQ content and requirement. (5%)
- Consultant's proposed work plan and approach. (5%)
- Demonstrated ability and specific experience performing development plan review problem solving, development of solutions, project management, quality control/quality assurance, and successful management of multiple projects of varying sizes. Strongest examples will include those identifying and representing the specific type project for the District proposed project. (15%)
- Prior experience and ability to work with governmental agency staff and direct interactions with community members and other stakeholders. (15%)
- Availability and depth of staff and resources to deliver quality products on schedule, including work and short notice and under time constraints. (15%)
- Qualifications and experience of the firm's key personnel, particularly those being proposed as project managers and architects. (25%)
- Demonstrated professional work examples and references. (15%)
- Strength of written and verbal communication/presentation skills. (5%)

In addition, references of the top scoring firm may be contacted before the final selection is determined.

Qualification Submittal Instructions

If qualified and interested, individuals or firms shall submit a summary of qualifications for providing Project Management and Architectural services for the above-referenced project. This is a qualifications-based selection. Do not submit fee proposals.

Once all SOQs are received and reviewed, the District will rank submittals and place the top three submittals on the interview shortlist. The top ranked individuals or firm will be notified on or about Tuesday May 26, 2026, and invited to participate in an interview on June 2, 2026. The interviews are tentatively scheduled in-person at Marysville Fire District.

The following general requirements are mandatory for all qualifications. Qualifications submitted after the deadline date and time or lacking one or more of the following requirements will not be accepted. It is the responsibility

of the proposer to ensure the Proposal arrives on time and to the correct electronic email address.

Qualifications must be submitted by e-mail and be received no later than 3:00 pm PDT on May 19, 2026.

- E-mailed qualifications should include “Project Management and Architectural Services” in the subject line and be addressed to Josh Farnes at jfarnes@mfdrrfa.org.
- Qualifications shall not exceed 20 pages. A cover letter, title page, nor table of contents will count against this maximum size requirement. All qualifications sent electronically must be in the form of a PDF and cannot exceed 20MB.
- All qualifications must include the legal name of the organization, firm, individual or partnership submitting the SOQ. Include the address of the principal place of business, mailing address, phone numbers, e-mails, and primary contact person.
- To be evaluated, qualifications must address all requirements and instructions contained within.
- Provide all references and materials required by the RFQ instructions within.

Questions: Questions regarding the RFQ, the scope of work or evaluation process must be submitted in writing and should be addressed to Josh Farnes, Fleet & Facilities Supervisor, at jfarnes@mfdrrfa.org. Questions must be submitted by 5:00 PM Pacific Time on May 1, 2026

Publication

This RFQ shall be published as follows:

Everett Herald Legals on April 24, 2026

Marysville Fire District Website

<https://www.marysvillefiredistrict.org/public-information/bids-and-surplus/>

Americans with Disabilities Act (ADA) Information

The Marysville Fire District, in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), is committed to providing equal access and opportunity for individuals with disabilities in all programs, services, and activities. Upon request, reasonable accommodation will be provided, including alternate formats of materials. To request an accommodation or an alternate format, please contact the RFQ Coordinator listed above.

Terms and Conditions

1. The District reserves the right to reject any and all qualifications, and to waive minor irregularities in any qualification.
2. Proposers responding to this RFQ must follow the procedures and requirements stated in the RFQ document. Adherence to the procedures and requirements of this RFQ will ensure a fair and objective analysis of your qualifications. Failure to

comply with or complete any part of this RFQ may result in rejection of your qualifications.

3. The District reserves the right to request clarification of information submitted, and to request additional information on any submission.
4. The District reserves the right to award any contract to the next most qualified agency, if the successful agency does not execute a contract within 30 days of being notified of selection.
5. Any qualification may be withdrawn up until the date and time set above for opening of the qualifications. Any qualification not so timely withdrawn shall constitute an irrevocable offer, for a period of one hundred and twenty (120) days to sell to the District the services described in the attached specifications, or until one or more of the qualifications have been approved by the District administration, whichever occurs first.
6. The contract resulting from acceptance of a qualification by the District shall be in a form supplied or approved by the District and shall reflect the specifications in this RFQ. A copy of the District's standard Professional Services Agreement is available for review. The 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 District Attorney's office.
7. The District shall not be responsible for any costs incurred by the agency in preparing, submitting or presenting its response to the RFQ.
8. Any material submitted by a proposer shall become the property of the District. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.
9. The District reserves the right not to award any portion or all of the project if it finds that none of the qualifications submitted meets the specific needs of the project. The District reserves the right to modify the scope of work and award portions of this RFQ to the selected vendor. The District reserves the right to award this work to multiple vendors if the scope of work would be best completed by multiple vendors and their associated experience.

Cooperative Purchasing

Chapter 39.34 RCW allows cooperative purchasing between public agencies in the State of Washington. Public agencies which have filed an Intergovernmental Cooperative Purchasing Agreement with the District may purchase from District contracts, provided that the consultant agrees to participate. The District does not accept any responsibility for contracts issued by other public agencies.

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.”

Public Disclosure

Once submitted to the District, proposals shall become the property of the District, and all proposals shall be deemed a public record as defined in "The Public Records Act," chapter 42 section 56 of the RCW. Any proposal containing language which copyrights the proposal, declares the entire proposal to be confidential, declares that the document is the exclusive property of the proposer, or is any way contrary to state public disclosure laws or this RFQ, could be removed from consideration. The District will not accept the liability of determining what the proposer considers proprietary or not.

Federal Debarment

The Bidder shall not currently be debarred or suspended by the Federal government. The Bidder shall not be listed as having an “active exclusion” on the U.S. government’s “System for Award Management” database (www.sam.gov).