



Central Whidbey Island Fire & Rescue

1164 Race Road
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

(360) 678-3602

www.cwfire.org

Request for Proposal

Fire Station Planning and Design

for

Central Whidbey Island Fire & Rescue

December 6, 2017

Professional Services Required

Consistent with the requirements of RCW 39.80, Central Whidbey Island Fire & Rescue is requesting proposals from qualified architectural firms for renovation and expansion of our headquarters fire station (Station 53, located at 1164 Race Road, Coupeville, WA). The District is seeking the services of an experienced architectural/engineering firm to update existing conceptual plans, develop initial site plans, determine of permit requirements, complete updated cost estimates, develop construction plans, assist in permitting, and project completion. Details of this project are outlined in the Scope of Work of this request for qualifications (RFP).

CWIFR does not expect or require a large amount of preliminary work to be performed by the applicants for this phase of the selection process. It is the District's intent to select an Architectural Firm based on qualifications, abilities, past performance and the ability to perform the necessary work and to complete the project within the timeframe specified. Once the District has reviewed the qualifications, one or more firms may be requested to provide additional information and/or participate in an interview process.

Background

Central Whidbey Island Fire & Rescue (CWIFR) operates as a legally organized fire protection district under the Revised Code of Washington (RCW) Title 52 and is governed by a three-member Board of Fire Commissioners. CWIFR serves an area of 50 square miles with a 2015 population of approximately 8,164 from three fire stations. CWIFR's response stretches from just south of Libby Road to just north of Mutiny Bay road and spans the breadth of the island (see Figure 1). This predominantly rural area includes the Town of Coupeville and the unincorporated community of Greenbank.

Figure 1, Central Whidbey Island Fire & Rescue Locus Map



In 2015, Central Whidbey Island Fire & Rescue (CWIFR) conducted a facility needs assessment to provide guidance for long-range facility planning. This assessment resulted in conceptual designs for renovation and expansion of the District's existing facilities as well as a conceptual design for a future freestanding apparatus maintenance facility co-located with the District's headquarters station. The Facility Needs Assessment and conceptual designs can be viewed on our website at www.cwfire.org. The recommended plan for Station 53 illustrated on page 6-5 of the Capital Facilities Plan was prepared for preliminary reference and planning purposes only and should not be considered to present specific or complete project requirements.

Scope of Work

There are three (3) basic phases to the proposed scope of work that will result in renovation and expansion of the District's headquarters station. These three phases are defined as follows:

Phase I - Design Development

Under this phase, the architect will be required, using industry standards, project experience, and input from fire Department staff, to translate the existing conceptual design for the District's headquarters station into a final station design concept. This recommendation shall be presented to the Department for review and comment. Once the District has selected a final design concept, the consultant shall proceed with Phase II of the contract.

Phase II - Preparation of plans, specifications, and estimates

This phase involves preparation of plans, specifications, and estimates adequate to bid a contract for the construction of the fire stations, including utilities and all site improvements. In addition to preparation of construction documents, specifications, construction cost estimates, and timelines, under this phase the architect shall respond to all questions posed by prospective bidders during the construction bid process. The architect shall also prepare and distribute any necessary addenda, shall evaluate all bids and shall make a recommendation to the Department regarding who the architect believes is the best responsive bid and why.

Phase III – Construction Administration.

The architect shall expedite building permits and required approvals during this phase. The architect will also administer the construction contract and make periodic site visits during construction, as negotiated.

Qualifications

Submissions should include information that demonstrates clear, concise ideas and relates directly to this project. The successful consultant must have the ability to create assessments and plans that fulfill project goals, work with a variety of stakeholders and effectively address their interests, and meet project deadlines. Required expertise includes:

- A strong background in fire station facilities planning and facility design, including success in designing facilities that are completed within budget.
- The ability to foresee and effectively address potential issues and concerns.
- Creativity in layout and design.
- Site development in coordination with town and county codes, neighborhood character, and fire district needs.

General Conditions

The following general conditions apply to this submittal:

General Guidelines for Content: The response to the RFP shall be clear, concise, and detailed enough to enable the Selection Committee to make a thorough evaluation and arrive at a sound determination as to whether the team meets the requirements of the District. The response to the RFP should demonstrate that the respondent has a thorough understanding of CWIFR's requirements.

Duty to Inquire: Before submitting a response to the RFP, respondents must carefully read all sections of this RFP and fully inform themselves as to all conditions and limitations. Should a respondent find discrepancies in or omissions from the RFP documents, or should the respondent be in doubt as to their meaning, the respondent shall at once notify the District. Such notifications and questions must be in writing, and must be received by CWIFR at least five (5) calendar days before the submittal date. All CWIFR responses will be shared with each of the known firms who were sent the RFP.

Explanation to Respondents: The District reserves the right to interpret or change any provision of this RFP at any time prior to the submission date. Such interpretations shall be in the form of an addendum, and will be made available to each person or organization that has received the RFP. Oral explanations will not be issued. Any requests for clarification shall be made in writing, and responses will be sent to all participants in the RFP process. The District, at its sole discretion, may determine that a time extension is required for submission of the response to the RFP. In such a case, an addendum shall include a new response to the RFP submission deadline.

Right to Judge Representations: The District shall be the sole judge of the acceptability of a respondent's written or oral representations.

Failure to Conform/Proof of Presentation: Any response to the RFP that modifies or fails to conform to the essential requirements or specifications of the RFP will be considered non-responsive and unacceptable.

Financial Information: The District may require whatever evidence is necessary relative to the respondents' financial stability. CWIFR also reserves the right to request, either orally or in writing, further information from the authorized representative of a respondent. Written requests will be addressed to the authorized representative of the respondent.

Truth and Accuracy of Representations: False, incomplete, or non-responsive statements will be cause for rejection of the response to the RFP. The evaluation and determination of the fulfillment of the above requirements will be the District's responsibility, and their judgment will be final.

Rights to RFP Information: Information disclosed in the response to the RFP and attendant submissions will become the property of the District.

Disclaimer: This solicitation does not commit the District to award a contract, to pay costs incurred in the preparation of a response, or to procure a contract for any services. CWIFR, at its sole discretion, may reject any and all submittals.

Insurance Requirements

Consultant agrees to carry as a minimum the following insurance, in such form and with carriers who have a current A.M. Best rating of not less than A: VII, or who have another current industry rating which is satisfactory to the District:

- Workers' compensation and employer's liability insurance in amounts sufficient pursuant to the laws of the State of Washington.
- Commercial general liability insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01, or a substitute form providing equivalent liability coverage, and shall cover liability arising from premises, operations, independent contractors, and personal injury and advertising injury. CWIFR shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the District. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
- Automobile liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage, with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
- Professional liability insurance appropriate to the Consultant's profession with limits of no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

The insurance policies for Commercial General Liability and Automobile Liability shall contain the following endorsements or provisions:

- The Consultant's insurance coverage shall be primary insurance with respect to CWIFR. Any insurance, self-insurance, or insurance pool coverage maintained by the District shall be excess of the Consultant's insurance and shall not contribute with it.

- The Consultant’s insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days’ prior written notice by certified mail, return receipt requested, has been given to the District. Consultant shall furnish CWIFR with original certificates and a copy of the amendatory endorsements, including without limitation the additional insured endorsement evidencing the insurance requirement of the Consultant, before commencement of services. Consultant’s failure to maintain such insurance policies shall be grounds for the District’s immediate termination of the Agreement.

Procurement of Professional Services

General Selection Process

A Selection Committee appointed by the Fire Chief will evaluate all submittals based on the following criteria: relevant experience of Consultant, expertise of key personnel assigned to the project, commitment to provide effective project management, ability to deliver the project on-time, and references.

Evaluation of Proposals

A Selection Committee will review Proposals that are received. Proposals that are non-responsive to the requirements shall not be included for evaluation.

The Selection Committee will review and score each submittal received based on the Evaluation Criteria below in order specified in this RFP to determine a maximum of three firms for the interview phase of the selection process. Each Selection Committee member shall score each proposal on the following evaluation criteria:

Methodology	35 points
References from Similar Projects	25 points
Firm’s Capabilities	25 points
Understanding of Work	15 points
Total	100 point

Each Selection Committee member shall determine which of the following descriptions applies to each of the foregoing proposal Evaluation Criteria:

Exceptional (1.0): The proposal provided information for a given criteria that fully satisfied the requirements and described specifically how and what will be accomplished in such a manner that exhibited a *superior* degree of understanding, skill, and competency, both qualitatively and quantitatively. The proposal provided an innovative, detailed, cost-saving approach or established superior capability by references and presentation of material.

Good (0.8): The proposal provided information for a given criteria that satisfied the requirements and described specifically how and what will be accomplished in such a manner that exhibited a very high degree of understanding, skill, and competency, both qualitatively and quantitatively. The proposal satisfies the requirements and describes specifically how and/or what is to be accomplished.

Marginal (0.6): The proposal provided information for a given criteria that satisfied the requirements and described sufficiently how and what will be accomplished in a manner that exhibited some degree of understanding, skill, and competency, both qualitatively and quantitatively. The proposal satisfied most of the requirements and describes how and/or what is to be accomplished.

Poor (0.4): The proposal provided information for a given criteria that did not satisfy the requirements and described in an inadequate manner how and what will be accomplished. The information provided simply reiterated a requirement, contained inaccurate statements or references, lacked adequate information, or was of inferior quality.

Unacceptable (0.0): The proposal was non-responsive or failed to provide any information for a given criteria, provided information that could not be understood, or did not provide the information for a given category as requested.

After a Selection Committee member has determined the description applicable to the Proposal evaluation criteria, the number of points available for each criterion (e.g., 25 points for “Firm’s Capabilities”) shall be multiplied by the factor associated with the applicable description (e.g., the multiplier of 0.8 for the “Good” description) to produce the number of points allocated for that evaluation criterion. For example, a Selection Committee member classifies the Firm’s Capabilities Criterion of Proposal #1 as “Good.” The points that Selection Committee member allocated for that evaluation criterion would be 20, calculated as follows: 25 available points x 0.8 applicable description multiplier = 20 points). A Selection Committee member’s total score for each Proposal shall equal the sum of the total points allocated for each Evaluation Criteria.

A separate evaluation process for the interview phase will determine the highest-qualified team for the contract negotiations. CWIFR reserves the right to dispense with the oral interviews and proceed directly to negotiations with the highest ranked firm.

The Selection Committee will forward a final recommendation for selection to the Fire Chief for his approval and submittal to the Board of Fire Commissioners. Final approval is expected to take place no later than-February 15, 2018.

Upon completion of the selection process, CWIFR will commence negotiations with the selected firm to establish a final scope of services and an appropriate fee to be paid to the Consultant for such services. Negotiations will be suspended from any firm being considered and may commence with any other firm if an agreement cannot not be reached.

The District’s Attorney shall prepare the proposed final agreement between CWIFR and the selected firm.

CWIFR Reserves the Following Rights

Conduct pre-award discussion with any or all responsive and responsible Proposers who submit proposals determined to be reasonably acceptable of being selected for award; to conduct personal interviews or require presentations of any or all Proposers prior to selection.

Request that Proposer(s) modify their proposal to more fully meet the needs of CWIFR or to furnish additional information as the District may reasonably require.

Afford fair and equal treatment with respect to any opportunity for discussions and revisions of proposals. Such revisions may be permitted after submission of proposals and prior to award.

Process the selection of the successful Proposer without further discussion.

Limit and/or determine the actual contract services to be included in a contract, if applicable.

Obtain information from any source for use in evaluating submittals.

CWIFR shall be the sole judge of Proposers' qualifications.

The District may accept or reject, either in whole or part, any and all submittals in response to this request, waive irregularities, or take whatever action deemed necessary to protect the District's best interests.

All material submitted regarding this RFP becomes the property of CWIFR. Such materials/documents are available for public inspection after the final selection has been made.

CWIFR shall not be responsible for any costs incurred by the consultants prior to conveying this agreement.

The District may check references with any client listed in the documents for further information and verification of the consultant's qualifications.

Time Schedule

Issue RFP	December 6, 2017
Station Tours	December 18-22 2017
Question Submittal Deadline	December 27, 2017
Submittal of Proposals	January 19, 2018
Execution of Agreement with the Selected Firm	February 15, 2018

Please e-mail Chief Ed Hartin (ehartin@cwfire.org) if you wish to schedule a Station Tour between December 18 and December 22, 2017.

Instructions for Submittal

Submittals should not contain more information than requested, must be concise, and must specifically address the requirements of this RFP. Proposals are to be printed double-sided. Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired. Elaborate artwork, expensive visual aids, and other presentation aids are neither necessary nor desired. To facilitate review of the proposals on an equitable basis, a maximum of 25 pages (11-point type and 8.5 x 11-inch page size) may be used for the body of the submittal.

Statement of Qualifications

Tab 1: Table of Contents

Tab 2: Introduction

The Introduction section should include:

- A transmittal letter showing the company name, the name of person who can bind the company, address, telephone number, and email address.
- A summary of the firm's experience and organization, including in-house and full- service capabilities.

Tab 3: Team Members

The Team Members section should include:

- For each member of the declared team, a resume that identifies their role in the project.
- Identification of the sub-consultants on the team, including a description of the coordination and relationships with sub-consultants.

Tab 4: Firm's Capabilities

The Firm's Capabilities section should include:

- An overview of the firm's experience in the last 5 years, including key projects, particularly those conducting fire facility space needs studies and design services.
- Examples of similar projects done by the project team that involved facility needs assessments and fire station designs undertaken for local government clients, including references and contact information. Also, examples of recent work that demonstrates the expertise of team members in designing facilities that achieve LEED certification.
 - Provide specific needs assessment and facilities-planning experience that was prepared for each project.

- Provide the client's name and contact information and the project's estimated and final actual costs. Include photos if available.
- List of the firm's current workload, including a description and scope.
- The number of years in business under the current name.
- List of projects within the last 3 years that were awarded to the firm but were not completed and why.

Tab 5: Understanding of Work

The Understanding of Work section should include:

Your understanding of the work that is to be performed as presented in the Scope of Services section of this RFP. The submittal will include a comprehensive narrative statement that illustrates the firm's understanding of the requirements of the services and outcomes to be achieved.

Tab 6: Methodology and Cost

The Methodology and Cost section should include:

- A comprehensive narrative that sets out methodology for providing the services and illustrates how the plan will serve to accomplish the work addressed in the Scope of Services section.
- A statement of a proposed project approach, including possible design concepts, challenges, and issues of concern.
- An overview of the workflow and monitoring systems, including status reports and other control methods to be used.
- A project schedule along with justification for the schedule and estimated work hours, personnel assigned with their hourly cost, and a timeline by task. Please provide this information for each of the 3 stand-alone items described on page 1.
- Any assumptions for completing the service.

Note: It is expected that there will weekly progress updates in person throughout the project.

CWIFR will negotiate the final schedule and budget with the successful firm based on funding available for the project.

Tab 7: Optional

This section may, if desired, include a corporate brochure to supplement this statement.

Submittal

Five (5) print copies and one electronic copy (pdf) of the statement of qualifications must be received by 4:30 pm on January 15, 2018. It is the responsibility of the firm to ensure that the statement of

qualifications arrives on time and to the correct location in a sealed envelope marked “Proposal for Fire Station Design”. Any proposal received after the scheduled closing time shall be returned unopened.

All RFP’s shall be sent to:

Chief Ed Hartin
Central Whidbey Island Fire & Rescue
1164 Race Road
Coupeville, WA 98239

Questions on the RFP or project may be submitted to Chief Hartin at the above address or via e-mail at ehartin@cwfire.org.

Any additional information or addenda to this RFP will be issued by the District prior to the submittal deadline. The District will mail or e-mail such information directly to known interested parties.

Exceptions

If a proposer wishes to suggest a change to any mandatory term, condition, or qualifications set forth in any part of this RFP, or wishes to request an exemption to any of the mandatory qualifications, it shall be specifically noted on the consultant’s statement of qualifications.