

RENTON REGIONAL FIRE AUTHORITY
REQUEST FOR STATEMENTS OF QUALIFICATIONS
(ARCHITECT – FIRE STATION IMPROVEMENTS)

I. PURPOSE OF REQUEST.

Renton Regional Fire Authority “RFA”, is requesting Statements of Qualifications “SOQ” from qualified Architects to assist with general architectural, engineering, and design services for future fire station improvement projects. (Including but not limited to the consideration of the issues identified in the attached **Exhibit A**).

It is the RFA’s intent to select the Architect based on qualifications, abilities, past performance and the ability to perform the necessary work and to complete projects within timeframes specified. Once the RFA has reviewed the qualifications, one or more Architects may be requested to provide additional information and/or participate in an interview process.

II. TIME SCHEDULE.

Issue RFQ	<u>March 1st, 2019</u>
Deadline for Submittal of Qualifications	<u>March 15th, 2019</u>
Notify Architect Chosen	<u>March 22nd, 2019</u>

III. INSTRUCTIONS TO PROPOSERS.

- A. Three (3) copies of the SOQ must be received by 4:00 p.m. on March 15th. No faxed or e-mail documents will be accepted. It is the responsibility of the Architect to ensure the SOQ arrives on time and to the correct location. Any SOQ received after the scheduled closing time shall be returned to the Architect unopened.
- B. All SOQ’s shall be clearly marked as “Renton Regional Fire Authority TI Architect RFQ” and shall be sent to: Renton Regional Fire Authority, 18002 108th Avenue SE, Renton, WA 98055
- C. Any additional information or addendums to this RFQ will be issued by the RFA prior to the submittal deadline. The RFA will mail or e-mail such information directly to known interested parties.
- D. SOQ’s should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request.
- E. All qualifications must include the following information:
 1. A cover letter/statement of interest indicating the Architect’s interest in working for the RFA and highlighting its qualifications to perform service related to public works projects.

2. A brief overview of the company, including how long in business, privately or publicly owned, etc.
3. Related experience with fire service related public works projects and specific qualifications and resumes of key team members.
4. A staffing plan that identifies the responsible Architect and, as appropriate, the names and specific duties of other key staff that may perform work for the RFA.
5. Provide three examples of fire service related public works projects with references and telephone numbers.
6. At least three (3) references, including entity name, contact person and telephone number.

IV. SELECTION CRITERIA.

The following may be used to evaluate the applicants:

- A. Demonstrated experience and expertise in fire service related public works projects.
- B. Demonstrated experience with commercial fire station improvement projects.
- C. Previous overall experience of Architect.
- D. References.
- E. General impressions and presentation of qualifications.
- F. Demonstrated ability to meet requirements listed in Exhibit A.

V. TERMS AND CONDITIONS.

- A. The RFA reserves the right to reject any and all SOQs.
- B. The RFA reserves the right to request clarification of information submitted, and to request additional information from any Architect.
- C. The RFA reserves the right to retain the services of the next most qualified Architect, if the successful Architect for any reason is unable to or refuses to provide services when specifically requested by the RFA.
- E. The RFA shall not be responsible for any costs incurred by the Architect in preparing, submitting or presenting its response to the RFQ.

VI. SCOPE OF WORK.

Summary: The RFA requires the services of an Architect to provide architectural, engineering, and design services for future fire station improvement projects. (Including but not limited to the consideration of the issues identified in the attached **Exhibit A**).

VII. OTHER INFORMATION.

Contract Time: The RFA intends to award a 3 year contract for general fire station improvement projects that arise in the three year period with an option to review for an additional three (3) years.

Equal Opportunity Employment: The successful Architect must comply with Washington State equal opportunity requirements. The RFA is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.

Insurance Requirements: The selected Architect shall maintain insurance that is sufficient to protect the Architect's business against all applicable risks in a manner acceptable to the RFA. Architect shall be required to provide the RFA with proof of insurance coverage and limits prior to execution of Agreement and may, but is not required, to include this information in its SOQ.

Non-Endorsement: As a result of the selection of an Architect to supply services to the RFA, the Architect agrees to make no reference to the RFA in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the RFA.

Non-Collusion: Submittal and signature of a statement of qualifications swears that the document is genuine and not a sham or collusive, and not made in the interest of any person not named, and that the Architect has not induced or solicited others to submit a sham offer, or to refrain from proposing.

Compliance With Laws and Regulations: The Architect that is retained to provide services to the RFA under this RFQ shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the all work performed. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

For additional information or explanation of the contents or intent of these specifications, please contact: Facilities Manager, Kyle Kauzlarich at; 425-430-7740

VII. PUBLICATION.

Name of Publication:

Date:

Renton Reporter

March 1st, 2019

EXHIBIT A

RENTON REGIONAL FIRE AUTHORITY

REQUEST FOR STATEMENTS OF QUALIFICATIONS (ARCHITECT - FIRE STATION IMPROVEMENTS)

Provide architectural services for the improvement of existing and future fire station remodeling projects.

Provide engineer services for the improvement of existing and future fire station remodeling projects.

Provide design services for the improvement of existing and future fire station remodeling projects.

Provide permit and construction ready drawings

Review submittals

Coordinate pre-construction meetings

Coordinate construction meetings

Review and approve progress payment vouchers