SHORELINE FIRE DEPARTMENT

REQUEST FOR QUALIFICATIONS (RFQ)

ARCHITECTURAL & ENGINEERING SERVICES

INTRODUCTION/PURPOSE OF REQUEST

Shoreline Fire Department is seeking architectural and engineering services from qualified architectural firms for a three year on-call contract to assist with miscellaneous design, architectural, engineering, and/or construction administration projects. The following information is intended to guide the development of a proposal by responding firms.

DEPARTMENT BACKGROUND

Shoreline Fire Department serves the communities of Shoreline, Lake Forest Park, Kenmore, and the Town of Woodway. The Department covers a service area of approximately 25-square miles and a population of 96,500 residents.

We employ more than 180 full-time personnel, providing the following services: fire suppression, emergency medical services, special operations, fire prevention, community education and outreach.

We are proud of our close connections within our communities and of the support given to us over the past many years. Our Department continues to grow and evolve to meet new challenges and changes in the communities we serve.

SCOPE OF WORK

The following Scope of Work is intended to inform the submitter of services desired, with final terms to be negotiated between the Shoreline Fire Department and the responding Contractor.

Current projects include, but are not limited to:

1. Station 61 fleet maintenance shop expansion and upgrades
2. Station 51 office remodel
3. Station 57 HVAC replacement
4. Station 51 carport
5. Station 51 2nd floor sagging kitchen floor evaluation

Future projects may include but are not limited to:

1. Station 57 second floor

2. Station 64 remodel
3. Station 65 remodel
4. Station 62 design

Current and Future work may include, but is not limited to, the following activities:

1. Project scoping
2. Conceptual design
3. Schematic design
4. Design development
5. Project costing
6. Permitting
7. Construction documents
8. Construction bidding
9. Construction administration

SUBMITTAL REQUIREMENTS

Proposals shall be sent electronically in PDF format via email to both project coordinators **on or before May 31, 2025 at 4:00 PM.** Late submittals will not be accepted. Responding companies accept all risks of late delivery of submittals, regardless of fault. The Shoreline Fire Department assumes no responsibility for any circumstances resulting in late submittals.

Submittals must include the following information to be considered complete:

1. The name of your firm, principal shareholders, partners, or members; the period of time your firm has been operating and offering architectural and engineering consulting services.
2. A description of your firm's knowledge and expertise of fire station facilities, including considerations related to operations, support services, and training; knowledge of current fire station design issues, building code requirements, and best practices related to fire station construction.
3. Examples, with a brief scope description, of recent fire station projects in which your firm provided architecture and engineering services from early conceptual design through final construction, including the names and roles of the key team members. The examples should include:
    a. At least one of the same key team members (architectural staff) as proposed for these projects.
    b. Your firm's specific responsibilities on these projects and the key team members and their specific involvement.
    c. Identification of key subconsultants on the project and what role they served.
    d. Any useful information in demonstrating the project's success.
    e. Names and phone numbers of client references who would be most knowledgeable of your firm's performance on these projects.

4. Discussion of your firm's internal project management practices, including but not limited to:
    a. An explanation of your firm's approach to managing concurrent projects.
    b. A discussion of your firm's workload over the next 1-4 years, and the ability to manage and staff multiple projects.
    c. A description of your firm's process for scoping subconsultants to reduce additional fee requirements as the design progresses.
5. At least three references, including entity name, contact person, and telephone number.
6. A fee schedule with generalized overall costs.
7. Responding Contractor information, including the Contractor's name, proof of licensing and certification, address, telephone number, website, and name and contact information for an identified representative for purposes of this RFQ.
8. Any exceptions to this RFQ. If no exceptions are listed, the responding Contractor agrees to comply with all the terms and conditions of this RFQ.

The information included in this RFQ is intended to guide the development of submittals by responding firms with the understanding that final terms will be negotiated when an agency is selected.

EVALUATION CRITERIA

Submittals will be evaluated based on the following criteria:

1. Demonstrated experience and expertise in fire service-related public works projects.
2. Demonstrated experience in planning, designing, and managing fire station construction projects.
3. Previous overall experience of the firm.
4. References.
5. General impressions and presentation of qualifications.
6. Demonstrated ability to meet the requirements outlined in Section II above.
7. Clarity and thoroughness of proposed approach.
8. Qualifications and experience of key team members.
9. Cost-effectiveness and value for money.

TERMS AND CONDITIONS

Shoreline Fire Department will engage in a qualifications-based selection process when selecting a firm, including evaluating the firm's qualifications, abilities, past performance, and the ability to perform the necessary work on-time and on-budget.

Shoreline Fire Department reserves the right to request clarification of information submitted, and to request additional information from any architect including, but not limited to, interviewing candidate firms.

Shoreline Fire Department 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 Shoreline Fire Department to pay any costs incurred by respondents in the preparation and submission of qualifications.

The RFQ does not obligate Shoreline Fire Department to accept or contract for expressed or implied services.

Shoreline Fire Department reserves the right to retain the services of the next most qualified firm if the successful firm is unable or unwilling to provide services, for any reason, when requested by Shoreline Fire Department.

The Shoreline Fire Department reserves the right to:

- Accept only the parts of a proposal deemed most advantageous to Shoreline Fire Department.
- Amend, cancel, or reissue the RFQ in any manner prior to beginning negotiations with a responding agency.
- The issuance of this RFQ does not obligate the Shoreline Fire Department to contract for the services requested in this RFQ.

RFQ COORDINATORS/COMMUNICATIONS

Upon release of this RFQ, all communications and/or questions should be directed in writing to both RFQ Coordinators listed below. Unauthorized contact regarding this RFQ with other Shoreline Fire Department employees may result in disqualification. Any oral communications will be considered unofficial and non-binding to the Shoreline Fire Department.

The RFQ Coordinators are:

- DC Matt Hochstein: mhochstein@shorelinefire.com
- Support Services Project Manager Anders Hansson: ahansson@shorelinefire.com

Site visits allowed with pre-approval and scheduling with RFQ Coordinators.

CONTRACT NEGOTIATION AND AWARD

The Shoreline Fire Department reserves the right to negotiate with the selected responding agency that, in the opinion of the Shoreline Fire Department is the most qualified firm. Once a firm is selected, a price for the contract will be negotiated between the Department and the firm. It is the intent of the Shoreline Fire Department to ensure it has the flexibility it needs to arrive at a mutually acceptable agreement. Negotiations may include, but not be limited to, matters such as: minor changes to scope of work, contract details, contract payment details, and service requirements.

Proposals must clearly identify all exceptions that a responding agency takes to this request including but not limited to, any terms and conditions listed in the document.

The Shoreline Fire Department shall not be bound, nor in any way be obligated, until both parties have executed a contract. No party may incur any chargeable costs prior to the execution of the final contract.

ADDITIONAL INFORMATION

Shoreline Fire Department intends to award a three-year contract with an option to renew for an additional three years.

Non-endorsement. If selected, the firm may not refer to Shoreline Fire Department in any literature, promotional material, brochure, sales presentation, or the like without the express written consent of Shoreline Fire Department.

Non-collusion. Submittal 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 firm has not induced or solicited other to submit a sham offer or refrain from proposing.

Compliance with laws and regulations. The firm that is retained to provide services to Shoreline Fire Department under this RFQ shall comply with federal, state, and local laws, statutes, and ordinances relative to the execution of 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.

EQUAL OPPORTUNITY EMPLOYMENT

A successful Contractor must comply with Shoreline Fire Department equal opportunity requirements. Shoreline Fire Department is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation.

TITLE VI

It is the Shoreline Fire Department's policy to assure that no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation

in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

COMPLIANCE WITH LAWS AND REGULATIONS

In addition to nondiscrimination compliance requirements previously listed, a successful Contractor shall comply with applicable federal, state, and local laws, statutes, and ordinances.