

## **Snohomish County Fire District 7**

### **Request for Proposals and Qualifications**

#### **ARCHITECTURAL/ENGINEERING CONSULTING SERVICES FOR**

#### **Regional Emergency Response Training Center**

Snohomish County Fire District 7 is accepting proposals from qualified architectural / engineering firms to provide design, development and consultant services for a regional emergency response training center.

The Request for Proposals is presented as outlined below:

- I. Background
- II. Scope of Services
- III. Required Insurance
- IV. Proposal Format and Content
- V. Evaluation Criteria and Selection Process
- VI. Submittal

#### **I. Background:**

Snohomish County Fire District 7 is located in southeast Snohomish County, Washington and services approximately 50 square miles including the city of Mill Creek. District 7 has recently experienced rapid population growth and development and currently serves a population of 65,000. Matching this growth has been an abrupt increase in staffed stations and personnel. Traditional training sites are now insufficient or unavailable while the need for extensive, structured training has increased dramatically.

Snohomish County Fire District 7 is in the process of partnering with other local emergency service agencies to build an emergency response training center. District 7 currently has 30 acres for a Regional Emergency Response Training Center and is currently negotiating to purchase an additional twenty adjacent acres.

Snohomish County Fire District 7 is now seeking the services of an experienced architectural/engineering firm to proceed with a master plan for the new training center, with the possibility of continuing into site development and project completion. The architectural/engineering firm must demonstrate significant experience in the site planning and design of specialty firefighting training facilities, including experience with "Class A & B" burn training facilities, recycling/cleaning water from live fire training, and onsite surface water detention and treatment.

#### **II. Scope of Services**

The project consists of furnishing all labor, materials, equipment, tools, supervision and travel necessary to complete the following:

- 1) Space development needs assessment
  - a) Interview various training center partners and apply professional knowledge and standards to determine current and future space needs for the following:
    - i) Training Center Administration Offices
    - ii) District 7 Fire Administration Offices

- iii) Possible Vehicle Maintenance Facility
- iv) Required technical training features as identified by training center partners, possibly including but not limited to:
  - (1) Hydrant system
  - (2) Burn Tower
  - (3) EVAP Driving Range
  - (4) Drill Tower
  - (5) Urban Search and Rescue props
  - (6) Confined Space props
  - (7) Trench Rescue props
  - (8) HazMat Training props
  - (9) Auto Extrication props
  - (10) Water pumping, detention and retention features
- v) Auditorium Space
- vi) Classroom Space, standard and “dirty”
- vii) Training Lockers/Shower Rooms
- viii) Multimedia Studio
- ix) Information technology offices and laboratory/workspace
- x) Facility Maintenance and Storage
- b) Determine appropriate space for offices, cubicles, work areas, and training areas.
- c) Determine adjacency requirements between various administrative, working and training areas to maximize operational efficiency, comfort and support for building users.
- d) Determine and utilize all applicable building and fire codes and applicable NFPA safety standards.
- 2) Consultant services may include but not be limited to:
  - a) Investigation of existing site conditions (topographical survey complete)
  - b) Master Site Plan review
  - c) Coordinate and facilitate community involvement
  - d) Involvement in General Contractor selection
  - e) Schematic Design
  - f) Design Development
  - g) Construction Documents
  - h) Design Review presentations
  - i) Cost estimating (at each phase)
  - j) Permitting
  - k) Bid assistance and evaluation
  - l) Construction administration
  - m) Building commissioning
  - n) Warrantee consultation
- 3) The Architecture and Engineering consultant may be required to coordinate public processes and neighborhood involvement. He/she shall be required to attend bid walkthroughs, review submittals, modification proposals, change orders, pay requests, coordinate project closeout, and provide as-built drawings as directed by designated manager.

### **III. Required Insurance**

1. Worker’s Compensation insurance in accordance with the statutory coverage required by the State of Washington and Employers Liability Insurance with limits not less than \$1,000,000 and, where applicable, insurance in compliance with any other statutory obligations, whether State or Federal, pertaining to the compensation of injured employees assigned to the work, including but not limited to

Voluntary Compensation, Federal Longshoremen and Harbor Workers Act, Maritime and the Outer Continental Shelf's Land Act.

2. Commercial General Liability with limits not less than \$1,000,000 per Occurrence and \$2,000,000 Aggregate for Bodily Injury and Property Damage, including coverage for Premises and Operations Liability, Products and Completed Operations Liability,
3. Contractual Liability, Broad Form Property Damage Liability and Personal Injury Liability.
4. Commercial Automobile Liability on all owned, non-owned, hired and rented vehicles with limits of liability of not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage per each accident or loss.
5. Umbrella/Excess Liability insurance coverage of not less than \$1,000,000 per occurrence and annual aggregate providing coverage in excess of General Liability, Auto Liability, and Employers Liability.
6. Professional Liability insurance with limits of not less than \$1,000,000 per claim and \$1,000,000 aggregate, subject to a maximum deductible \$10,000 per claim. Snohomish County Fire District 7 has the right to negotiate increase of deductibles subject to acceptable financial information of the policyholder.

Each policy of insurance required by this section shall provide for no less than 30-days advance notice to Snohomish County Fire District 7 prior to cancellation.

In addition, Snohomish County Fire District 7, its officers, employees, and volunteers shall be named as "Additional Insured's" by all contractors and subcontractors and a "Waiver of Subrogation" shall be included in favor of Snohomish County Fire District 7.

The insurance shall be placed with insurers with a Best's rating of at least VII. Certificates of insurance, including all of these requirements, are required prior to signature of the contract.

#### **IV. Proposal Format and Content**

Proposals are to follow the format and are to contain information listed in this section. In order to be responsive, proposals must address all the items listed in this section.

1. Letter of transmittal introducing firm and nature of proposal.
2. Narrative items
  - a. Brief resumes' of principal-in-charge and key technical/professional personnel to be assigned to the project. Discuss experience and how experience will be applied to this project.
  - b. Program of work satisfying the requirements of the Scope of Services section. Program should include a Completion Schedule (bar chart) and a Work Plan identifying discrete tasks and outlining
    - Activity/task description
    - Person completing the task
    - Deliverables

3. Prior Work

A copy of work from a previous similar projects completed by your firm.

4. References

Provide names and telephone numbers of three references who will attest to your firm's ability to undertake and complete projects similar to this on time and within budget.

**V. Evaluation Criteria and Selection Process**

Consultant selection and award of contract will be made on the basis of the following:

1. Qualifications of the firm (Staff strength & similarity of projects)
2. Program of Work and general approach
3. General knowledge of Snohomish County
4. Past performance/references

**VI. Submittal**

Eight (8) copies of the proposals are due to Snohomish County Fire District 7 no later than 10:00 a.m. on March 23, 2009. Proposals are to be submitted in a sealed envelope and marked "Regional Emergency Response Training Center Proposal". Proposals submitted by any means other than mailing, courier or hand delivery will not be accepted.

Submittal Address:

Snohomish County Fire District 7  
Attention: Deputy Chief Craig Clinton  
8010 180<sup>th</sup> St SE  
Snohomish, Washington 98296

Hand Delivery:

Snohomish County Fire District 7  
Attention: Deputy Chief Craig Clinton  
8010 180<sup>th</sup> St SE  
Snohomish, Washington 98296

(360) 668-5357

(360) 668-6234 fax

All proposals must be clearly marked on the outside of the envelope: "Regional Emergency Response Training Center Proposal".

Inquiries regarding the RFP can be directed to Craig Clinton, Deputy Chief, Training, at (360) 668-5357 or the address listed above.

Publication date(s) in the [Everett Herald 2/25/2009 and 3/4/2009]:

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