



City of Chehalis

Where Heart and History Shape Our Future

Request for Proposal (RFP)

For Architectural & Engineering Services

For Fire Station Programming Revalidation and Preliminary
Design.

CHEHALIS FIRE DEPARTMENT HEADQUARTERS BUILDING

City of Chehalis

500 NW Sitka

Chehalis, WA 98532

SECTION I – GENERAL INFORMATION

Introduction

The City of Chehalis (City) invites qualified firms or individuals to submit proposals for revalidation and preliminary design of a new headquarters fire station. The project includes facility programming, preliminary design and planning level construction cost estimate and budgeting.

The deadline for submitting qualifications is **4:30 p.m. PST, on Friday, February 8, 2024.**

It is the City's intent to select a Design Professional Services Team based on past performance, and the ability to perform the necessary work to complete the project within the timeframe specified. Once the City has reviewed the proposals, one or more firms may be requested to provide additional information and/or participate in an interview process.

Background

The City was established in 1883 and is in Lewis County in Southwest Washington. The Chehalis Fire Department was first organized in 1890 and had its first paid Fire Chief in 1893. The Department services seven (7) square miles and has a nighttime population of approximately 8,000 residents and a daytime population of up to 30,000. The department has 16 paid members including 14 firefighters, 1 Administrative Assistant, and a Fire Chief. The department responds to over 2,000 calls for service each year.

The City's old fire station was in service for close to 100 years. In August of 2018, structural deficiencies in the building rendered it unsafe for continued use. The department was moved to a neighboring fire district on the edge of town and then relocated twice to temporary structures.

The City has determined the old fire station would be cost prohibitive to repair and the land on which it sits is too small to meet today's demands. The City currently has a proposed site, approximately two (2) acres in size, on which to build a new fire station.

SECTION II – SCOPE OF WORK

The Design Professional Services Team, in coordination with the City, will guide the revalidation of selected site and preliminary design of the new fire station, to determine the overall hard/soft cost of constructing the new facility. The project will include, but is not limited to, a fire station headquarters building with approximately 20,000 square feet area, onsite parking, drainage, lighting, training facility, landscaping; and street frontage improvements.

The fire station is envisioned with a six drive through bay apparatus area, 6 to 8 dorms, kitchen, restrooms, training room, weight room, community center, outside storage buildings, and office areas. The fire station is considered an "essential services facility" as defined in the International

Building Code and will include generator support for the entire building and site for an uninterrupted power supply for critical components of the operation.

The Design Professional Services Team will be required to integrate sustainable strategies and features into the design to minimize the energy consumption of the fire station. In addition, it is the City's intent to have a facility design which conserves resources, minimizes adverse effects to the environment, and improves occupant productivity, health, and comfort to reduce the total cost of ownership of the building over the life of the facility.

The selected Design Professional Services Team will be required to coordinate with the City Fire Chief, or their designee, on the project and frequent status meetings will be required throughout the project.

The Design Professional Services Team will be required to develop conceptual designs for a fire station that will accommodate the City's anticipated needs using industry standards, project experience, and input from City and fire department staff.

SECTION III – PROJECTED SELECTION SCHEDULE

Issue RFP ----- January 25, 2024

Deadline for Request for Proposal (RFP) ----- February 8, 2024, by 4:30 PM

Review RFP ----- February 9, 2024

Anticipated Project Award ----- February 12, 2024

Project Deliverable Due ----- March 30, 2024

SECTION IV – INSTRUCTIONS TO PROPOSERS

- A. Two (2) hard copies of the RFP must be received by **4:30 P.M. on February 8, 2024**. No faxed documents will be accepted. It is the responsibility of the Design Professional Services Team to ensure the RFP arrives on time and to the correct location in a sealed envelope marked "Request for Proposal" – City of Chehalis Fire Station Headquarters Building Project." Any RFP received after the scheduled closing time shall be returned unopened.

B. All RFPs shall be sent to:

City of Chehalis
Attn: Fire Chief Adam Fulbright
500 NW Sitka St
Chehalis, WA 98532

Questions can be emailed to Chief Adam Fulbright at
afulbright@ci.chehalis.wa.us

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

D. RFP should be prepared simply and economically, providing a straightforward, concise description of the Design Professional Services Team capabilities to satisfy the requirements of the request. All qualifications must include the following information:

1. A cover letter/statement of interest indicating the Design Professional Services Team interest in the project and highlighting its qualifications to perform the work.
2. A brief overview of the company. The company must have provided design, bid, and construction services for at least five (5) other fire stations (minimum of two (2) in the last five (5) years), be licensed in the State of Washington, and provide proof upon request.
3. A proposed approach to the project including key activities, milestones, and potential challenges or areas of concern.
4. Related experience with similar types of projects and specific qualifications.
5. Examples of at least three (3) relevant fire station projects completed by the Design Professional Services Team. Including:
 - Project Name, Location, and Photographs
 - Summary of Scope/Services Provided
 - Project Size and Construction Value
 - Duration of Project
 - Fire Chief or Primary Contact's name and contact information
6. At least five (5) references including entity name, contact person, and telephone number.

7. A statement verifying the Design Professional Services Team's ability to execute contract upon award.
8. A statement verifying that your firm has not been suspended or disbarred from Federal/Municipal work.
9. Written proof of insurance requirements (Section VII).

SECTION V – SELECTION CRITERIA

The Design Professional Services Team will be selected by the City Manager and Fire Chief. The following may be used to evaluate the applicants:

- A. Demonstrated experience and expertise in fire station design. Success in designing facilities that meet all regulatory requirements and are completed within budget.
- B. Previous overall experience of team members assigned to the project.
- C. References.
- D. Demonstration of understanding of the project.
- E. Demonstration of ability to meet timelines.

SECTION VI – TERMS AND CONDITIONS

- A. The City reserves the right to reject any and all RFPs.
- B. The City reserves the right to request clarification of information submitted and to request additional information from any firm.
- C. The City reserves the right to award any contract to the next most qualified Design Professional Services Team if the successful Design Professional Services Team does not execute a contract within two (2) weeks of being awarded the contract.
- D. The contract resulting from acceptance of an RFP by the City shall be in a form supplied or approved by the City and shall reflect the specifications in this RFP. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the City's Attorney.
- E. The City shall not be responsible for any costs incurred by the Design Professional Services Team in preparing, submitting, or presenting its response to this document.

SECTION VII – INSURANCE REQUIREMENTS

- A. Proposers will be required to meet the following insurance requirements to be considered for selection. The Design Professional Services Team must place insurance with carriers who have a current A.M. Best rating of not less than A: VII or other industry rating which is satisfactory to the City:
1. Workers' compensation and employer's liability insurance in amounts sufficient pursuant to the laws of the State of Washington.
 2. Commercial general liability insurance shall cover liability arising from premises, operations, independent contractors, personal injury, and advertising injury. The City shall be named as an additional insured under the Design Professional Services Team Commercial General Liability insurance policy with respect to the work performed for the City. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence and \$4,000,000 general aggregate.
 3. Automobile liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be written to provide 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.
 4. Professional liability insurance appropriate to the Design Professional Services Team profession with limits of no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.
- B. The insurance policies for Commercial General Liability and Automobile Liability shall contain the following endorsements or provisions:
1. The Design Professional Services Team insurance coverage shall be primary insurance in respect to the City.
 2. The Design Professional Services Team insurance shall not be cancelled by either party, except after thirty (30) days prior to written notice by certified mail, return receipt requested and has been given to the City. The Design Professional Services Team shall furnish the City with original certificates and a copy of the amendatory endorsements, including without limitation, the additional insured endorsement evidencing the insurance requirement of the Design Professional Services Team before commencement of the services. The Design Professional Services Team failure to maintain such insurance policies shall be grounds for the City to immediately terminate the Professional Services Agreement. All final Construction Contracts will be subject to the City's approval.



Jill Anderson, City Manager