

Central Pierce Fire & Rescue
2020 REQUEST FOR QUALIFICATIONS:
ARCHITECTURAL, ENGINEERING AND
ARCHITECTURAL LANDSCAPING AND CONSULTING SERVICES

I. PURPOSE OF REQUEST

Central Pierce Fire & Rescue is soliciting annual statements of qualifications and performance data (RFQ) from architects, engineers, architectural landscaping and consulting/professional firms in connection with performing professional services for the district pursuant to Chapter 39.80 RCW.

II. TIME SCHEDULE

Central Pierce Fire & Rescue will follow the following timetable:

Issue RFQ	September 30, 2020
<u>Deadline for Submittal of Responses to RFQ</u>	October 21, 2020
<u>shall be postmarked by October 21, 2020. Due to Covid 19, no responses will be accepted by hand.</u>	

III. INSTRUCTIONS TO PROPOSERS

A. All original responses shall be submitted by mail and postmarked by October 21, 2020:

Mailing Address:

Central Pierce Fire & Rescue
ATTN: Paul Stueve, Assistant Chief, Logistics
PO Box 940
Spanaway, WA 98387

- B. Place one (1) original of your RFQ in a sealed envelope clearly labeled in the lower left corner "Statement of Qualifications for A & E Services". In addition to the original, one (1) electronic copy of the complete submission document must be received at pstueve@cp-fr.org prior to the deadline.
- C. Qualifications should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with the Central Pierce Fire & Rescue is desirable whenever practicable. Use of both sides of paper sheets for any submittals to Central Pierce Fire & Rescue is desirable whenever practicable.

- D. An authorized representative of the firm must complete and sign the attached application (Exhibit A) and return it with your statement of qualifications.
- E. Any questions concerning Central Pierce Fire & Rescue's specifications or RFQ process shall be directed to Paul Stueve, Assistant Chief, Logistics 253-307-2935, pstueve@cp-fr.org
- F. The firm must include a completed U.S. Standard Form 330.
- G. The firm must include evidence that it maintains the following minimum insurance:
 - 1. Workers' compensation and employer's liability in amounts required by law;
 - 2. Commercial general liability with limits of liability not less than \$2,000,000;
 - 3. Automobile liability insurance with limits of liability not less than \$2,000,000 and;
 - 4. Professional Liability with limits of liability not less than \$2,000,000.

IV. SELECTION CRITERIA

In the event your firm is selected to commence negotiations with Central Pierce Fire & Rescue regarding any contract your RFQ and/or proposals will be evaluated on the following criteria:

Factor

- 1. Responsiveness of the request for qualifications and/or proposal to the purpose and scope of services.
- 2. Ability and history of:
 - Successfully completing contracts of this type
 - Meeting projected deadlines & costs
 - Environmentally sustainable and energy efficient projects
 - Similar project experience
- 3. Performance data, references, key personnel.

V. TERMS AND CONDITIONS

- A. Central Pierce Fire & Rescue reserves the right to reject any and all responses, and to waive minor irregularities in any RFQ/proposal.
- B. Central Pierce Fire & Rescue reserves the right to request clarification of information submitted, and to request additional information from any contractor.
- C. Central Pierce Fire & Rescue reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the selection of the contractor.

- D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to provide to Central Pierce Fire & Rescue the services described in the attached specifications, or until one or more of the proposals have been approved by Central Pierce Fire & Rescue administration, whichever occurs first.
- E. The contract resulting from acceptance of a proposal by Central Pierce Fire & Rescue shall be in a form supplied or approved by Central Pierce Fire & Rescue, and shall reflect the specifications in this RFQ. Central Pierce Fire & Rescue reserves the right to reject any proposed agreement of the contract that does not conform to the specifications contained in this RFQ, and which is not approved by Central Pierce Fire & Rescue's attorney.
- F. Central Pierce Fire & Rescue shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFQ.
- G. Central Pierce Fire & Rescue encourages minority and women-owned firms to submit qualifications consistent with Central Pierce Fire & Rescue's policy to insure that minority and women-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for services.
- H. All received proposals are subject to the Washington State Public Records Act, Chapter 42.56 RCW. Any information in the Proposal that the Proposer desires to claim as proprietary and thus exempt from disclosure under the provisions of existing state law, shall be clearly designated. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on it. Marking the entire Proposal exempt from disclosure will not be honored. If the District receives a public record request for any information that the Proposer has designated as proprietary, the District's sole obligation will be to notify the Proposer that a request has been received and that the District will release such information within ten business days of notifying the Proposer unless Proposer obtains a court order enjoining disclosure under RCW 42.56.540.
- J. Equal Opportunity Employment: The successful firm must comply with Washington State equal opportunity requirements. The District is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.
- K. Non-Endorsement: As a result of the selection of a firm to supply services to the District, the Firm agrees to make no reference to the District in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the District.
- L. Non-Collusion: Submittal and signature of a proposal 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 Vendor has not induced or solicited others to submit a sham offer, or to refrain from proposing.
- M. Compliance with Laws and Regulations: The firm that is retained to provide services

to the District 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.

VI. SCOPE OF SERVICES

Please refer to Exhibit A on page 4

VII. COMPENSATION

- A. Upon selection of the most qualified firm on the basis of demonstrated competence and qualifications for the type of professional services required, Central Pierce Fire & Rescue will negotiate a price, which it determines is fair and reasonable. If Central Pierce Fire & Rescue is unable to negotiate a satisfactory contract with the firm selected, negotiations with that firm will terminate and Central Pierce Fire & Rescue may select another firm.

- B. Payment by Central Pierce Fire & Rescue for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by Central Pierce Fire & Rescue and approved by the appropriate Central Pierce Fire & Rescue representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

VIII. PUBLICATION

This RFQ shall be published as follows:

Daily Journal of Commerce	September 30, 2020
Tacoma News Tribune	September 30, 2020
CPFR Website	

Exhibit A

Scope of Work

The firms who respond to the RFQ shall be placed on CPFR's Architect & Engineer list. CPFR may select firms from this list and from firms responding to published requirements, if any, and enter into negotiations for contracts covering all areas of architect and engineering services including the following:

	ARCHITECTURE
	BUILDING INSPECTION SUPPORT/EXPERTISE
	CIVIL ENGINEERING/STREETS AND STORM DRAINAGE
	COMPREHENSIVE PLANNING
	CONSTRUCTION MANAGEMENT
	CONSULTING/PROFESSIONAL SERVICES
	DRAFTING SERVICES
	ELECTRICAL ENGINEERING
	ENVIRONMENTAL SERVICES
	ENVIRONMENTAL SITE ASSESSMENT (ESA'S)
	FIRE PLAN REVIEW
	GEOTECHNICAL ENGINEERING
	GRAPHIC DESIGN
	HISTORIC RESOURCE ANALYSIS AND PRESERVATION
	HYDROGEOLOGIST
	LANDSCAPE ARCHITECTURE AND PARK DESIGN
	MATERIALS TESTING
	MECHANICAL ENGINEERING
	NATURAL SYSTEMS STUDIES AND ANALYSIS (E.G., GEOLOGY, HYDROLOGY, NEGOTIATION, RIGHT-OF-WAY, FISH AND WILDLIFE)
	PAVEMENT ANALYSIS
	PROJECT MANAGEMENT AND SERVICES
	REAL ESTATE APPRAISAL AND NEGOTIATOR
	SEPA/EIS ANALYSIS
	SOLID WASTE/RECYCLING
	STRUCTURAL ENGINEERING
	SURVEYING, MAPPING AND PHOTOGRAMMETRY
	TRAFFIC AND TRANSPORTATION ENGINEERING
	TRAFFIC SIGNAL ANALYSIS AND DESIGN
	URBAN DESIGN AND PLANNING
	WETLANDS ANALYSIS
	MISCELLANEOUS

Central Pierce Fire & Rescue

PO Box 940
Spanaway, WA
98387

Architectural, Engineering & Consultants Application

APPLICATION INFORMATION

Practicing Washington State License #		Owner's Full Name		
Name of Firm		Business Phone		Business Fax#
Address		City	State	Zip Code
Authorized Agent				Title
Insurance Carrier				
Address		City	State	Zip Code
Policy Number	Expires	Error/Omission Insurance \$1,000,000 or more Yes <input type="checkbox"/> No <input type="checkbox"/>		Claims Made <input type="checkbox"/> Per Occurrence <input type="checkbox"/>
Minority or Women Owned Business <input type="checkbox"/> MBE <input type="checkbox"/> WBE		Federal Tax Payer ID No.	<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietor
Certificate #		Business License:		

REFERENCES

Banking References - Name of Bank			Contact person	
Address		City	State	Phone
Please provide the names and addresses of at least two (2) clients for whom you have performed contract work during the past year (municipal references preferred).				
Client			Contact Person	
Address		City	State	Zip Code
Client			Contact Person	
Address		City	State	Zip Code