

**KITSAP COUNTY FIRE DISTRICT #18/POULSBO FIRE DEPARTMENT  
REQUEST FOR QUALIFICATIONS – POULSBO FIRE STATION 76  
SUBMITTALS DUE: Thursday, May 18, 2023 @3:00 p.m. EXACTLY, Pacific Local Time**

Public notice is hereby given the Kitsap County Fire District #18/Poulsbo Fire Department (POULSBO FIRE) has issued the above request for qualifications (RFQ) for Design-Build Project Teams interested in providing Progressive Design-Build services for the Poulsbo Fire Station 76 project under the design-build delivery method. Full notice and complete details of the RFQ are available to download at [www.poulsbofire.org](http://www.poulsbofire.org) or by contacting Becky Blankenship, Hill International, at (509) 385-9127 or by email at [beckyblankenship@hillintl.com](mailto:beckyblankenship@hillintl.com). In the event it becomes necessary to revise any part of this RFQ, addenda will be posted on POULSBO FIRE's website no later than 5/15/23. Please note: this is the same RFQ that was posted on POULSBO FIRE'S website on 1/17/23.

POULSBO FIRE will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

Date of Publication: **April 12, 2023**

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# 1. INTRODUCTION

## 1.1. BACKGROUND AND PURPOSE

Kitsap County Fire District #18 (hereinafter “Poulsbo Fire”) located on the Kitsap Peninsula, covers 52 square miles including the City of Poulsbo and the unincorporated areas of Kitsap County from Keyport to Port Gamble. The Department provides all-hazards emergency response to the 27,000 residents, from four fire stations, three of which are staffed 24 hours a day. The department employs 59 full-time employees, of which 50 are uniformed emergency response/prevention personnel, supported by 8 emergency response volunteers.

- 1.1.1. POULSBO FIRE is initiating this Request for Qualifications (RFQ) to solicit Statements of Qualifications (SOQs) from Design-Build Project Teams interested in providing Progressive Design-Build services pursuant to (RCW 39.10.300-.320) (“DB Delivery Method or DB”) for the proposed Fire Station 76 project.
- 1.1.2. The Fire Station 76 Construction Project will take place on two parcels of land that total 4.43 acres, which the department purchased in 2021. Due to setbacks and limitations the net useable area is 1.63 acres. A feasibility study was performed by Loving Engineering and Consulting, which confirmed the suitability of the site to support the construction and operation of a fire station. The proposed project will include site improvements, utilities, storm water, building construction, landscape and parking. The facility itself is anticipated to be a 1 or 2-story building estimated to be between 5,500 and 6,000 square feet in size, dependent on material costs and market conditions. Through the use of Target Value Design and the Progressive Design Build process, we will further clarify the final scope and square footage. The facility is planned to accommodate both daytime and overnight staff, requiring adequate office space and living space including kitchen/dining area, fitness room, day room and sleeping quarters. An attached apparatus bay will house a variety of vehicles including fire engines, command vehicles and ambulances.
- 1.1.3. The new station project is a critical component of providing for public safety to the community, as identified in the department's adopted strategic plan and 10-year capital improvement plan. A new fire station on Viking Way is critical to maintaining the level of service for the entire fire district, decreasing emergency response time to Scandia, Viking Ave, and Finn Hill areas; and improving reliability for the other stations that currently provide first response to that area. The proposed project will support the department's operations for the next 50 years and beyond.
- 1.1.4. On July 7, 2022, POULSBO FIRE issued a \$4,240,000 general obligation bond for the purpose of providing funds for the acquisition, construction and equipping of a new fire station. The District also has additional reserves available as of October 20, 2022, in the amount of \$9 million, some of which will be used to fund project costs outside construction, construction contingency and Washington State Sales Tax.

- 1.1.5. The project Design-Build Budget. The established Guaranteed Maximum Price (GMP) for this Project is \$4,000,000. This value includes City plan review/permit, construction contingencies, commissioning, special inspections, and Washington State sales tax. It does not include off-site costs or furniture, fixtures and equipment, which are included in a separate budget.
- 1.1.6. Schedule. Anticipated Notice to Proceed: June 2023, Owner Occupancy: December 2024, Closeout Phase: December 2024 – January 2025.
- 1.1.7. Procurement Approach. POULSBO FIRE recently received approval from the Capital Project Advisory Review Board Project Committee to use the progressive design-build (DB) delivery method for this project.
- 1.1.8. POULSBO FIRE will select up to three firms to enter the Request for Proposals (“RFP”) phase. POULSBO FIRE’s intent is to limit the Design-Build Team’s efforts required during the RFP phase (including submittal requirements) and select the most qualified team based on criteria described in detail in this RFQ and the subsequently issued RFP.
- 1.1.9. Existing Information. POULSBO FIRE engaged Loving Engineering and Consulting to perform a basic feasibility study for the Fire Station 76 project to verify the suitability of the site for the project. The resulting documents were created solely for the purposes of feasibility verification and do not reflect POULSBO FIRE’s intent for the site approach. POULSBO FIRE fully expects the DB team to engage with POULSBO FIRE and key stakeholders to validate program needs and to develop the project design. These documents will be provided to finalists selected to enter the RFP phase. POULSBO FIRE has made a determination that the work performed by Loving Engineering and Consulting is preliminary in nature and will not give them an advantage over other teams. Therefore, POULSBO FIRE will allow Loving Engineering and Consulting to participate on a DB team to compete on this project.
- 1.1.10. The Project Goals will be used to evaluate the Proposers and Finalists, and Proposers and Finalists should focus their submittals on the Project Goals identified below. Evaluators will score based on their assessment as to the Proposer’s and Finalists’ strengths and weaknesses regarding whether Proposers and Finalists are more or less likely to exceed the Project Goals.
  - A. **Efficient and Effective Design.** The Design-Build Team will provide designs that maximize the square footage available to meet the needs of POULSBO FIRE, so the station can effectively serve the community, including:
    - a. Include the functions and amenities in an efficient workspace including administration spaces within the limited footprint of the building and incorporate as many of required functional areas and facilities as the budget allows;
    - b. Provide comfortable spaces for staff that are both livable, provide health benefits such as exercise facilities, and incorporate best practices from the “Healthy In/Healthy Out” guide produced by the Washington State Council of Fire Fighters <https://www.wscff.org/health-wellness/healthy-in->

[healthy-out/](#); in addition to the safety standards outlined in WAC 296-305 and NFPA 1500.

- c. Create functional and comfortable public spaces and buildings that fit into and enhance the adjacent public safety building as well as the successful future development of the surrounding community;
- d. Design for easy long and short term maintenance and upkeep, taking into account the life cycle of the building;
- e. Siting the building in an optimal location while minimizing the need for extensive permitting; and
- f. Creating a design that takes into account the anticipated future use of the building.

B. **Exceed Schedule Expectations.** The Design-Builder will develop a design and construction phasing plan and schedule that will achieve completion as soon as practicable within the budget.

C. **Efficient Pricing.** The Design-Build Team will provide transparent pricing that takes advantage of the efficiency of progressive design-build, including the following:

- a. Fast track design and construction to maximize the Owner's budget and minimize the schedule; and
- b. Utilize materials and equipment that are easily maintained from reliable suppliers with excellent warranty service.

D. **High Functioning Team.** The Design-Build Team will develop and promote a high functioning, collaborative relationship between itself, the Owner, and the Stakeholders to exceed the Project Goals within the Owner's budget and schedule and demonstrate exemplary project management.

E. **Design for Safety.** The Design-Build Team will create designs that enhance the safety of the project(s) in both construction and in the operation of the facility. The design and construction process will reduce re-work and interference with operations with a goal of no recordable incidents.

## 1.2. MINIMUM QUALIFICATIONS

The Design-Builder must be licensed to do business in the State of Washington, and provide verification of the following:

- Valid certificate of registration
- Valid Washington State UBI Number
- State excise tax registration number
- Maintenance of workers compensation coverage and unemployment insurance coverage for all employees
- Statutory training on public works and prevailing wages, or completion of three public works projects with the current business license

Additionally, Design-Builder must not have:

- Been disqualified from bidding on any previous public works contract
- Violated the state apprenticeship utilization requirements on any public works project during the one-year period prior to the district's project

This is also stated in 4.3.5

### **1.3. PERIOD OF PERFORMANCE**

The period of performance of any contract resulting from this RFQ and RFP process is tentatively scheduled to begin on or about June 30, 2023 and end in approximately late January, 2025.

### **1.4. DEFINITIONS**

1.4.1. Definitions for the purposes of this RFQ include:

1.4.2. POULSBO FIRE – POULSBO FIRE is Kitsap County Fire District #18/Poulsbo Fire Department, a Washington State entity that is issuing this RFQ.

1.4.3. Design-Build Team – Individual/s or company/team whose Proposal has been accepted by POULSBO FIRE and is awarded a fully executed, written contract.

1.4.4. Design-Build Team Member – A company who is part of the Design-Build Team.

1.4.5. Key Team Member – An individual who works for a Design-Build Team Member.

1.4.6. Projects of Similar Scope and Complexity - The definition of "Projects of Similar Scope and Complexity" are projects that had completion dates within the past 6 years and that have many or all of the following characteristics:

- A. Projects of a similar size that include design and construction of fire stations;
- B. Projects where the design and construction were fast tracked and achieved schedule efficiencies;
- C. Projects that utilize an integrated delivery method (GC/CM, DB, private Integrated Project Delivery, etc.) that require strong coordination and integration of the design and construction team and early involvement of the contractor during design;
- D. Projects where the Design-Builder was selected prior to the establishment of the final scope, price, and schedule and where the Design-Builder collaborated with the Owner to develop the final scope, price, and schedule; and
- E. Projects where the design-builder evaluated the site and assisted the owner in site selection;
- F. Projects requiring excellent communications skills and where Design-Build Team Members assisted the Owner with community outreach;

G. Projects where the design maximized function within a limited space.

H. Projects that achieved the owner's sustainability goals.

1.4.7. Proposal – A formal offer submitted in response to a solicitation.

1.4.8. Proposer -- Individual or company submitting a Proposal in order to attain a contract with POULSBO FIRE.

1.4.9. Finalist – Proposer selected to proceed to the RFP phase.

1.4.10. Request for Qualifications (RFQ) – Formal procurement document in which a service or need is identified. The purpose of an RFQ is to solicit the Design Build community to submit their qualifications and, experience for evaluation and short list Design Builders to proceed to the RFP phase.

1.4.11. Request for Proposals (RFP) – Formal procurement document in which a service or need is identified. The purpose of an RFP is to solicit the shortlisted Design Builders to submit their management approach, and pricing component for evaluation and selection of the highest scored proposer.

## **2. PROJECT DELIVERY AND SELECTION PROCESS**

### **2.1. PROJECT DELIVERY**

2.1.1. This Project has been approved by the Washington State Project Review Committee for use of the "Progressive Design-Build" delivery system pursuant to RCW 39.10.280. Use of the DB delivery method provides an economic benefit by providing cost-effective design and construction. POULSBO FIRE is also using the DB delivery method in order to contract with a single entity for both design and construction. The design and construction services shall be set forth in a Design-Build Agreement, the proposed form of which is provided with this RFQ.

### **2.2. SELECTION PROCESS**

2.2.1. RFQ Phase. Proposers shall submit a Statement of Qualifications "SOQ" pursuant to this RFQ and any addenda. POULSBO FIRE shall initially determine whether DB Teams are "Responsive and Responsible" with respect to the submission of the SOQ.

2.2.2. Short List. POULSBO FIRE will establish a selection committee and evaluate each Project Team responding to this RFQ solely upon the factors, weighting and process identified in this RFQ and any addenda thereto. Based on the selection committee's findings, POULSBO FIRE intends to short list no more than three responsive and responsible finalists to submit proposals.

- 2.2.3. POULSBO FIRE will notify all Proposers of the Finalists selected to move to the next phase of the selection process. The procurement process will not proceed to the next phase until two business days after all Proposers are notified of the committee's selection decision. At the written request of a Proposer not selected as a Finalist, POULSBO FIRE will provide the requesting Proposer with a scoring summary of the evaluation factors for its SOQ.
- 2.2.4. RFP Phase. POULSBO FIRE will provide the short-listed firms a Request for Proposal ("RFP"), including addenda, that will contain a description of the Project generally as described in this RFQ and any addenda, including POULSBO FIRE 's criteria requirements with a detailed description of the project including programmatic, performance, and technical requirements; functional and operational elements; and the established GMP for the design-build portion of the project and matters listed in RCW 39.10.330(3).
- 2.2.5. Proposal. The short-listed Project Teams will submit a proposal responsive to the RFP and any addenda, which is anticipated to require, at a minimum, a brief narrative of the technical approach, a description of the DB Team's management approach to meet the time and budget requirements and other factors including, but not limited to GMP Development and Construction Management, Proposed Project Team members. Finalists will also be required to submit a Price Proposal for general conditions and fees.
- 2.2.6. Proprietary Interactive Meetings ("Interactive Meetings"). Prior to submitting a response to the RFP, the short-listed Project Teams will be invited to meet individually with POULSBO FIRE. POULSBO FIRE is anticipating holding one Interactive Meeting with each finalist. The purpose of the Interactive Meeting is to permit the Finalists to ask POULSBO FIRE questions to help prepare responses to the RFP and for the Selection Committee to meet and become familiar with key members of the proposed Project Team and their design ideas. The Selection Committee will also ask the Finalists questions. The Finalists should treat the Interactive Meeting as the first project meeting and should come prepared to address challenges specific to the Project and how the Project Team will address those challenges. Only Key Team Members who are expected to perform substantial work on the Project should attend the Interactive Meeting, and the number of Key Team Members in attendance is limited to seven. POULSBO FIRE will notify each short-listed Project Team of the specific time for the Interactive Meeting.
- 2.2.7. Interview. After submitting their Proposals, the Finalists will participate in an interview with POULSBO FIRE. The purpose of the interview will be for the Project Teams to communicate their understanding of the Project approach and their Project Team's ability to meet POULSBO FIRE's stated objectives for the Project. The Project Team should be prepared to discuss with specificity the Project Team's capacity to conduct this work in compliance with POULSBO FIRE's timetable, budget, and expectations. In addition, Project Teams will be provided an opportunity to present previous projects and explain how the Key Team Members achieved project excellence in budget, management and design. Only Key Team Members who are expected to perform



substantial work on the Project should attend the Interview, and the number of Key Team Members in attendance is limited to seven. POULSBO FIRE will notify each short-listed Project Team of the specific time for the interviews.

- 2.2.8. Selection. The selection committee will evaluate the Proposals based solely on the factors, weighting, and process identified in the RFQ, the RFP and in any addenda. POULSBO FIRE will then initiate negotiations with the firm submitting the highest scored proposal. If POULSBO FIRE is unable to execute a contract with the firm submitting the highest scored proposal, negotiations with that firm may be suspended or terminated, and POULSBO FIRE may proceed to negotiate with the next highest scored firm. POULSBO FIRE shall continue in accordance with this procedure until a contract agreement is reached or the selection process is terminated. POULSBO FIRE shall notify all finalists of the selection decision and make a selection summary of the final proposals available to all proposers within two business days of such notification.
- 2.2.9. Honorarium. Responsible Finalists who submit responsive Proposals and who are not selected will each receive a \$5,000 stipend 60 days after the later of 1) highest-ranking Project Team is selected and confirmed at a meeting of the POULSBO FIRE Board of Commissioners and 2) successful negotiation of the design-build contract.
- 2.2.10. Expenses. POULSBO FIRE accepts no liability for the costs and expenses incurred by firms in responding to this Procurement. Each Proposer that enters into the Procurement process shall prepare the required materials, the SOQ and the Proposal at its own expense and with the express understanding that it cannot make any claims whatsoever for reimbursement from the Owner for the costs and expenses associated with the process even in the event POULSBO FIRE cancels this Project or rejects all Proposals. Proposers and Finalists will pay their own expenses for travel and participation in the Interviews.

### 3. GENERAL INFORMATION

#### 3.1. RFQ COORDINATOR

- 3.1.1. The RFQ Coordinator is the sole point of contact for POULSBO FIRE for this procurement. All communication between the Proposer and POULSBO FIRE upon receipt of this RFQ shall be with the RFQ Coordinator, as follows:

Name	Becky Blankenship
Phone Number	(509) 385-9127
E-Mail Address	<a href="mailto:beckyblankenship@hillintl.com">beckyblankenship@hillintl.com</a>

- 3.1.2. Any other communication will be considered unofficial and non-binding on POULSBO FIRE. Proposers are to rely on written statements issued by the RFQ Coordinator on

behalf of POULSBO FIRE. Communication directed to parties other than the RFQ Coordinator may result in disqualification of the Proposer.

### 3.1.3. ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

ITEM	DATE	TIME	LOCATION
DB RFQ Advertisement	04/12/2023		
Last Date to Submit RFQ Questions	05/10/2023		
RFQ Last Addendum Issued	05/15/2023		
Statement of Qualifications Due	05/18/2023	3:00 PM	
Short-List Announced	05/26/2023		
RFP Issued	05/31/2023		
Site Walk	06/06/2023	TBD	*Poulsbo, WA
Proprietary Interactive Meetings	06/12/2023	TBD	911 NE Liberty Rd, Poulsbo, WA
Last Day for Questions	06/13/2023		
RFP Last Addendum Issued	06/15/2023		
Proposals Due	06/19/2023	3:00 PM	
Interviews	06/21/2023	TBD	911 NE Liberty Rd, Poulsbo, WA
Selection of Design-Build Project Team	06/23/2023		
Anticipate NTP	06/30/2023		
***Substantial Completion	Dec. 2024		
***Final Completion	Jan. 2025		

\* Site walk location will be provided in the RFP.

POULSBO FIRE reserves the right to revise the above schedule.

## 3.2. SUBMISSION OF STATEMENTS OF QUALIFICATIONS (SOQ)

### 3.2.1. Preparation of Submission

- A. Submittals shall be submitted electronically by email to the RFQ Coordinator in a searchable PDF format. Submittals delivered by hand, fax, telephone or any postal carrier will not be accepted. Submittals shall be submitted no later than Thursday, May 18, 2023 at 3:00 pm to [beckyblankenship@hillintl.com](mailto:beckyblankenship@hillintl.com).
- B. Electronic submittals shall be limited to the documents specified in the RFQ document and shall not include additional brochures, booklets or other sales material that are not specifically requested in the RFQ. Electronic submittals shall

clearly indicate in the title of the email the title of the Project, the name of the Proposer, and the date of the Proposal.

- C. It is the Proposer's responsibility to make sure that submissions are received in a timely fashion and to ensure attached files are not corrupt or damaged. If the RFQ Coordinator is unable to open an attachment because it is damaged, corrupt, infected, etc., POULSBO FIRE may disqualify the Responder's submission.

### **3.3. PROPRIETARY INFORMATION / PUBLIC DISCLOSURE**

- 3.3.1. Materials submitted in response to this competitive procurement shall become the property of POULSBO FIRE and will not be returned.
- 3.3.2. All received submittals, including but not limited to SOQs, Proposals, and the required attachments shall remain confidential until the award of contract recommendation has been approved by the POULSBO FIRE Board of Commissioners. Thereafter, the SOQs/Proposals shall be deemed public records as defined in RCW 42.56, "Public Records."
- 3.3.3. Any information in the SOQ that the Proposer desires to claim as proprietary and exempt from disclosure under the provisions of state law shall be clearly designated. Each page claimed to be exempt from disclosure must be clearly identified with the word "Confidential" printed on it. Marking the entire SOQ exempt from disclosure will not be honored.
- 3.3.4. POULSBO FIRE will consider a Proposer's request for exemption from disclosure; however, POULSBO FIRE will make a decision predicated upon state law and regulations. If any information is marked as proprietary in the SOQ, it will not be made available until the affected Proposer has been given an opportunity to seek a court injunction against the requested disclosure.
- 3.3.5. All requests for information should be directed to the RFQ Coordinator.

### **3.4. REVISIONS TO THE RFQ**

- 3.4.1. In the event it becomes necessary to revise any part of this RFQ, addenda will be posted at [www.poulsbofire.org](http://www.poulsbofire.org) no later than 05/15/23.
- 3.4.2. POULSBO FIRE also reserves the right to cancel or to reissue the RFQ in whole or in part, prior to final award of a contract.

### **3.5. MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION**

- 3.5.1. POULSBO FIRE encourages participation in all of its contracts by entities certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE). Proposers may contact OMWBE at [www.OMWBE.wa.gov](http://www.OMWBE.wa.gov) to obtain information on certified entities.

### **3.6. ACCEPTANCE PERIOD**

3.6.1. Statements of Qualifications shall remain in effect for ninety (90) days for acceptance by POULSBO FIRE from the due date for receipt of SOQs.

### **3.7. RESPONSIVENESS**

3.7.1. The Proposer is specifically notified that failure to comply with any part of the RFQ may result in rejection of the SOQ as non-responsive. POULSBO FIRE also reserves the right, however, at its sole discretion to waive minor administrative irregularities. POULSBO FIRE reserves the right to contact a Proposer for clarification of its SOQ.

### **3.8. REJECTION OF STATEMENT OF QUALIFICATIONS**

3.8.1. POULSBO FIRE reserves the right to cancel at any time for any reason this solicitation and to reject all SOQs. POULSBO FIRE shall have no liability to any respondent arising out of such cancellation or rejection. POULSBO FIRE reserves the right to waive minor variations in the selection process.

### **3.9. SUBSTITUTION OF DESIGN-BUILDER AND KEY TEAM MEMBERS**

3.9.1. Design-Build Team Members and Key Team Members included by the Design-Builder in the SOQ (collectively "Team Members"), will be used as a basis for selection. Substitution of Team Members at any time during the solicitation process and in the performance of the work will not be allowed without written authorization from POULSBO FIRE, which shall not be unreasonably withheld. Proposers and Finalists must submit the qualifications information of all proposed substituted Team Members to POULSBO FIRE. Even with written authorization from the Owner, a change to any submitted Team Member will result in re-evaluation and may result in a change to the evaluation and ranking of the Proposer, which may result in the removal of a Finalist from the short list.

## **4. STATEMENT OF QUALIFICATION CONTENTS**

### **4.1. SOQ ORGANIZATION AND REQUIREMENTS**

4.1.1. Each firm's SOQ must include a Table of Contents and be organized by discrete sections corresponding to the scoring criteria and in the same order as below. SOQs not following the prescribed format will lose points. There is a 25 page - single sided - limit requirement. The following are excluded from the 25 page limit:

- A. Covers, tabs and dividers, provided that they do not contain substantive content;
- B. Resumes;
- C. Required attachments, including but not limited to the Corporate Structure Questionnaire and Proposer Responsibility Statement and the insurance and bond submittals;

D. The Identification of Projects Table; and

E. The Cover Letter.

4.1.2. The font shall not be smaller than 10 point.

4.1.3. SOQs should be easy to read, concise and not contain repetitive language.

4.1.4. With the exception of the Identification of Projects Table. A “page” is defined as (when printed) a single sided 8.5 x 11 inch piece of paper. For the Identification of Projects Table, Proposers may use 11 x 17 inch paper.

## **4.2. LETTER OF SUBMITTAL**

4.2.1. The Letter of Submittal shall be signed and dated by a person authorized to legally bind the Design Builder to a contractual relationship, e.g., the president or executive director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. Along with introductory remarks, the Letter of Submittal is to include the following information about the Design Builder and any proposed subcontractors:

A. Name, address, principal place of business, telephone number, and fax number/e-mail address of legal entity or individual with whom contract would be written.

B. Legal status of the Design Builder (sole proprietorship, partnership, corporation, etc.).

C. Location of the facility from which the Design Builder would operate.

D. Identify any current or former Authority employees employed by or on the Design Builder’s governing board as of the date of the Proposal or during the previous twelve (12) months.

E. Statement of Acknowledgement that the Design Builder will comply with all terms and conditions set forth in the Request for Qualifications, unless otherwise agreed by POULSBO FIRE.

## **4.3. STATEMENT OF QUALIFICATIONS**

4.3.1 The SOQ shall demonstrate the Design-Build Team’s ability to undertake the Project by providing the following technical and management qualifications of the Proposer, Team Members, and individual Key Team Members. The Proposer is responsible for ensuring that contact information contained in their referenced project profiles is correct. The inability to contact a reference may have a detrimental impact on the evaluating qualifications.

Emphasis will be placed on experience and expertise in performing substantive work on projects that are of Similar Scope and Complexity, as described in the definitions above. The Owner reserves the right to award more points to projects that have more

of the characteristics in the definition of Projects of Similar Scope and Complexity. The Owner also reserves the right to award more points to successful projects in which Proposer, Team Members, and/or individual Key Team Members had substantial responsibility for their respective scopes of work.

#### 4.3.2. Design-Build Team Organization and Responsibilities

A. Provide an organization chart (showing proposed Design-Build Team Members, Key Team Members and their firm affiliation) for all phases of the Project from programming through final acceptance and warranty and maintenance period. Key Team Members include the following individuals:

- a. Corporate executive(s) dedicated to the project,
- b. DB Project Manager,
- c. Constructor Project Manager (if not the DB project manager),
- d. Lead Estimator,
- e. Construction Superintendent,
- f. Design Manager
- g. Lead Designer
- h. Designer Project Manager

Clearly indicate whether any individuals are proposed to fill multiple roles. POULSBO FIRE reserves the right to reject the inclusion of any individual or consultant firm from the winning Design Build team.

B. Provide a resume for all Key Team Members. Resumes should be no longer than 1 page and should include the following information:

- 1) Description of the Key Team Member's proposed Project role and the percentage of time that the Key Team Member will be assigned to the Project for both Phase 1 and Phase 2;
- 2) Identification of Key Team Member's specialized experience and competence on at least three (3) Projects of Similar Scope and Complexity.

C. Provide a narrative describing the qualifications of Design-Build Team Members and Key Team Members and why the Design-Build Team proposed in this SOQ will exceed POULSBO FIRE's Project Goals.

D. Provide litigation/dispute history for the lead contractor and the designer-of-record for the last 5 years.

#### 4.3.3. Demonstrated History of Successful Projects of Similar Scope and Complexity

- A. Describe the proposed Design-Build Team's experience in successfully managing Projects of Similar Scope and Complexity that include management and communications of an integrated team of design consultants, specialty subcontractors, and trade contractors. Include a description of any issues or problems that arose on the projects and how those issues or problems were resolved.
- B. Describe the Design-Build Team's experience in developing and/or managing costs within a Guaranteed Maximum Price. If costs exceeded the budget estimates, what was done to bring the costs back within project requirements?

#### 4.3.4. Budget Adherence

- A. What processes will the proposed Design-Build Team implement to ensure that the project is designed and constructed to a fixed fee and a set GMP? Include in your description projects where the Design-Build Team creatively managed issues regarding sequencing, scheduling, and site access.
- B. Describe the proposed Design-Build Team's approach to the following:
  - Quality assurance/quality management: and
  - Changes in scope
- C. What formal and informal protocols and processes will the proposed Design-Build Team implement to ensure a project that is "designed to the budget" the first time. Include the proposed Design-Build Team's experience in commissioning and testing Projects of Similar Scope and Complexity.
- D. Describe your project buyout process and how you progress from the preliminary budget to final construction budget.

#### 4.3.5. Safety, Financial, Legal: Pass/Fail.

- A. Provide evidence of capacity of the Design-Builder to provide bonding in the amount of the estimated GMP. (An actual bond does not need to be submitted with the SOQ, but inability to provide the required bonding capacity will result in disqualification).
- B. Provide a copy of certificate(s) of insurance showing the current limits of liability for commercial general liability, employer's liability, business automobile liability, and professional liability for the lead contractor and the designer-of-record.
- C. Provide a signed Corporate Structure Questionnaire and Proposer Responsibility Statement set forth in Attachment 1 demonstrating that the Design-Builder meets the responsibility criteria set forth in RCW 39.04.350:
  - a. Have a certificate of registration in compliance with chapter 18.27 RCW

- b. Have a current state unified business identifier number;
  - c. If applicable, have industrial insurance coverage for the Design-Builder's employees working in Washington as required in Title 51 RCW;
  - d. If applicable, have an employment security department number as required in Title 50 RCW;
  - e. If applicable, have a state excise registration number as required in Title 82 RCW;
  - f. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065;
  - g. Not have been found out of compliance by the Washington State apprenticeship and training council for working apprentices out of ratio, without appropriate supervision, or outside their approved work processes as outlined in their standards of apprenticeship under chapter 49.04 RCW for the one-year period immediately preceding the date of the bid solicitation;
  - h. Have received training on the requirements related to public works and prevailing wage under this chapter and chapter 39.12 RCW. The proposer must designate a person or persons to be trained under these requirements. The training must be provided by the department of labor and industries or by a training provider whose curriculum is approved by the department. Proposers that have completed three or more public works projects and have had a valid business license in Washington for three or more years are exempt from this subsection.
  - i. Within a three-year period immediately preceding the date of the bid solicitation, not have been determined by a final and binding citation and notice of assessment issued by the department of labor and industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW
- D. Provide the Table of Contents of the constructor's accident prevention program and a brief overview of its implementation.
- E. Provide the safety and accident prevention record of the construction members of the Design-Build team. Include other relevant information that documents their safety record, including Total Recordable Incidence Rate (TRIR).
- F. Provide a list of all OSHA, WISHA, or other state safety agency citations and their dispositions for the past five (5) years against the Design-Builder.
- G. Disclose past or current bankruptcies, convictions, debarments, or suspensions involving the lead contractor and the designer-of-record.



#### 4.3.6. Past Utilization of OMWBE Certified Businesses

- A. Describe the Proposer's successful past utilization of businesses certified by the Washington State Office of Minority and Women Business Enterprises. The information provided in response to this section will be evaluated on a pass/fail basis.

#### 4.3.7. Identification of Projects Table (not scored)

- A. The Proposer must submit an Identification of Projects Table with the required information set forth herein. The Identification of Projects Table may be submitted on 11" x 17" paper and may be no more than two pages in length. The Proposer is responsible for ensuring that contact information contained in their Identification of Projects is correct. The inability to contact a reference may have a detrimental impact on the evaluating qualifications. The Owner reserves the right to contact any person listed in the Identification of Projects or any other person with knowledge regarding any Project in which any Design-Build Team Member or Key Team Member participated.
  - a. Name of project;
  - b. Owner/Customer;
  - c. Location of project (include address);
  - d. Description of the delivery method and integration of design and construction and identify the firm(s) role as a prime consultant, subconsultant, contractor, subcontractor or other;
  - e. Project description and applicability and relevance of the referenced project to the evaluation criteria Project.
  - f. Name of each Key Team Member who is proposed for this contract who played a significant role on the project example, including a description of their project responsibilities and functions;
  - g. The initial contract price, the final contract price, and an explanation for any difference between the two amounts;
  - h. The initial date scheduled for substantial completion, the actual date of completion, and an explanation for any difference between the two dates; and
  - i. Project contact of the owner or customer (current address, e-mail, and phone number) who can verify the characteristics of the submitted project example.
- B. The information provided in this section will not be scored separately. Rather, the information will be used to obtain basic information regarding the projects and determine whether projects identified in the SOQ are within the definition of Projects of Similar Scope and Complexity.

## 5. EVALUATION

### 5.3. PRELIMINARY EVALUATION WEIGHTING AND SCORING

5.3.2. In the evaluation and ranking of Proposers, POULSBO FIRE will consider the information submitted pursuant to the RFQ and the RFP with respect to the evaluation criteria set forth below. The result of the evaluation will be a comparative ranking of Proposers.

5.3.3. For the purpose of selecting and evaluating Proposers, the evaluation criteria will be given the following relative weights. Note, this information is subject to change.

<b>SCORING CRITERIA FOR RFQ PHASE ONLY</b>		
<b>SOQ</b>		<b>Total Points:</b>
	Design-Build Team Organization and Responsibilities	20 points
	Demonstrated History of Successful Projects of Similar Scope and Complexity	40 points
	Budget Adherence	20 points
	Safety, Financial and Legal	Pass/Fail
	Past Performance in Utilizing Certified OMWBE Businesses	Pass/Fail
	<b>Total RFQ Points:</b>	<b>80</b>

<i>SCORING CRITERIA FOR RFP PHASE (NOT INCLUDED IN THIS RFQ) THIS IS FOR INFORMATIONAL PURPOSES ONLY</i>		
<i>RFP Management Proposal, Proprietary Meeting, and Interview</i>		
	<i>Overall Management Approach</i>	<i>40 points</i>
	<i>Design Development &amp; Management</i>	<i>15 points</i>
	<i>Project Controls, Cost Tracking and GMP Development</i>	<i>30 points</i>
	<i>Scheduling, Sequencing &amp; Construction Management</i>	<i>10 points</i>
<i>Price Proposal</i>		<i>25 points</i>
		<i>Total RFP Points: 120</i>

<i>FINAL SCORING – SUMMARY OF RFQ AND RFP PHASES</i>	
<i>Total Points of All Elements</i>	<i>200</i>

## 5.4. AWARD OF CONTRACT

5.4.2. This RFQ does not obligate POULSBO FIRE to award a contract. POULSBO FIRE reserves the right to cancel at any time for any reason this solicitation and to reject all SOQs and/or Proposals. POULSBO FIRE shall have no liability to any respondent arising out of such cancellation or rejection. POULSBO FIRE reserves the right to waive minor variations in the selection process.

5.4.3. POULSBO FIRE reserves the option of awarding this contract in any manner most advantageous for POULSBO FIRE.

5.4.4. Award of contract, when made, will be to the proposer whose Proposal is the most favorable to POULSBO FIRE, taking into consideration the evaluation factors. POULSBO FIRE shall make the award of contract.

5.4.5. Reservation of Rights

POULSBO FIRE reserves without limitation and may exercise at its sole discretion, the following rights and conditions with regard to this Procurement process:

- A. To cancel the Procurement process and reject any and all SOQs and/or Proposals;
- B. To waive any informality or irregularity;
- C. To revise the Procurement Documents and schedule via an addendum;
- D. To reject any Proposer that submits an incomplete or inadequate response or is not responsive to the requirements of this RFQ;
- E. To require confirmation of information furnished by a Proposer, require additional information from a Proposer concerning its SOQ or Proposal and require additional evidence of qualifications to perform the work described in this RFQ or a subsequent RFP;
- F. To provide clarifications or conduct discussions, at any time, with one or more Proposers;
- G. To conduct reference checks for all DB Teams. POULSBO FIRE may, at its sole discretion, consider the information obtained through this process and adjust the team's scores with respect to the factors identified above.
- H. To contact references that are not listed in the Proposer's SOQs and investigate statements on the SOQs and/or qualification of the Proposer and any firms or individuals identified in the SOQ;
- I. To consider alternative technical concepts and/or approaches identified by Proposers;
- J. To take any action affecting the RFQ process, the RFP process, or the Project that is determined to be in POULSBO FIRE's best interests.

- K. Approve or disapprove of the use of particular Design Consultants, Subconsultants, Subcontractors, or Key Team Members and/or substitutions and/or changes to Design Consultants, Subconsultants, Subcontractors, or Key Team Members from those identified in the SOQ or Proposal.

## **5.5. DEBRIEFING OF UNSUCCESSFUL PROPOSERS**

- 5.5.2. Upon request, a debriefing conference will be scheduled with an unsuccessful Proposer. Discussion will be limited to a critique of the requesting Design Builder's Proposal. Comparisons between Proposals or evaluations of the other Proposals will not be allowed. Debriefing conferences may be conducted in person (dependent upon WA State Stay Home/Stay Healthy directive) or on the telephone.

## **5.6. PROTEST PROCEDURE**

- 5.6.2. The following protest procedures shall apply to any protest by any DB Team filing a protest with respect to any decision by POULSBO FIRE regarding this procurement.
- 5.6.3. All protests regarding the form of the RFQ, the form of the RFP, or any actions or activities of POULSBO FIRE in conducting the RFQ and/or RFP must be submitted by the date for submittal of the Statement of Qualifications for the RFQ and the Proposal for the RFP, as applicable. For example, any protest based on the RFQ or any action taken by POULSBO FIRE in the RFQ process must be submitted by the date set forth in the RFQ for submittal of the Statement of Qualifications.
- 5.6.4. Per RCW 39.10.330, POULSBO FIRE shall notify all proposers in writing upon selection of the shortlisted finalists and shall notify all finalists upon selection of the winning DB Team. The proposers not selected for either the short list or as the selected Design-Builder shall have 4 calendar days from notification to submit a protest. If there is a protest, POULSBO FIRE will not advance to the next phase of the procurement (in the case of a Protest at the RFQ phase) or execute the contract with the winning team (in the case of a Protest at the RFP phase) until 2 calendar days after the final Protest decision is transmitted to the protestor.
- 5.6.5. Form of Protest: Form of Protest: In order to be considered, a protest shall be in writing, addressed to the RFQ Coordinator. The protest shall include the following:
  - A. The name, address, and phone number of the proposer protesting, or the authorized representative of the proposer submitting an RFQ or RFP;
  - B. The Solicitation Number and Title under which the Protest is submitted;
  - C. A detailed description of the specific grounds for Protest and any supporting documentation. It is the responsibility of the protesting proposer to supplement its Protest with any subsequently discovered documents prior to the Manager's decision: and
  - D. The specific ruling or relief requested.

- 5.6.6. Timeliness of Protest. Failure to submit a timely protest shall constitute a waiver of the right to submit a Protest.
- 5.6.7. Determination of Protest. Upon receipt of a timely written Protest, POULSBO FIRE shall investigate the Protest and shall respond in writing to the Protest prior to execution of the contract per the RCWs. The decision of POULSBO FIRE shall be final.

## **6. MISCELLANEOUS**

### **6.3. ANTI-KICKBACK**

- 6.3.2. No officer or employee of POULSBO FIRE, having the power or duty to perform an official act or action related to this procurement shall have or acquire any interest in the contract, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in the contract.

## **7. ATTACHMENTS**

Attached to this RFQ and incorporated herein by reference are the following background documents:

- 7.3.2. ATTACHMENT 1 – Corporate Structure Questionnaire and Proposer Responsibility Statement
- 7.3.3. ATTACHMENT 2 – Statement of Acknowledgement
- 7.3.4. ATTACHMENT 3 – Combined Agreement, Insurance, Payment and Performance Bond (DBIA 530, Proposed Progressive Design-Build Agreement Between Owner and Design-Builder – Cost Plus Fee with a Guaranteed Maximum Price, Insurance Requirements, Payment and Performance Bonds; Proposed General Conditions of Progressive Design-Build Contract Between Owner and Design-Builder)