

East Side Fire District

**REQUEST FOR QUALIFICATIONS (RFQ) for
DESIGN & CONSTRUCTION SERVICES**

Issued By:
East Side Fire District

Submit Qualification Statements to:
East Side Fire District
20338 S Highway 97
Harrison, Idaho 83833
Telephone: (208) 769-4269
eastsidefire.lakecda@gmail.com

Statements of Qualifications must be received by 12 p.m. Friday, January 20, 2023

**Return in a sealed envelope marked:
“Request for East Side Fire District for
New Fire Station at Arrow Point”**

Statements received after said time/date will be returned unopened.

I. INTRODUCTION

Notice is hereby given that East Side Fire District (ESFD) is soliciting Statements of Qualifications from qualified Design-Build Contractors interested in providing design and construction services for the new Fire Station facility at our Arrow Point location. This Request for Qualifications (“RFQ”) serves as a tool to formalize entering into an agreement with the chosen Design-Build contractor, if any is chosen. This RFQ provides complete information on the services being sought, the submittal requirements, and the timeline.

This project is being directed by:

Jerry Lynn
Fire Chief
20338 S Hwy 97
Harrison, ID 83833
Email: eastsidefire.lakecda@gmail.com
Telephone: (208) 769-4269

At minimum, successful submittals shall demonstrate experience and technical competence with the following requirements:

1. Responsively and successfully designing a building program employing a prototype basis of design.
2. Demonstrated history of successful collaboration and construction of facilities utilizing a Design-Build methodology.
3. Obtaining permits through a public entity.
4. Incorporating environmentally responsible building practices.
5. Effectively providing construction administration services.
6. Responsiveness to the RFQ requirements.
7. References of the Design-Build Contractor.
8. Other factors, as deemed important, in the district’s sole discretion.

The following information must be submitted as part of your statement of qualifications: Complete and comprehensive responses to each part of Section III. PROJECT INFORMATION and Section IV. RFQ CHECKLIST of this RFQ. Any statement submitted that does not provide a response to each of the required sections may be rejected as non-responsive.

A. General Project Requirements

East Side Fire District desires to contract with a Design-Build Contractor to provide design and construction services for the new Arrow Point Fire Station.

ESFD expects that the chosen Design-Build Contractor will provide design services to include, but not limited to, architectural services, structural engineering, and building construction. The Design-Build Contractor shall ensure that all drawings and engineering comply with all local and State building codes and statutes, and that a complete set of construction documents are available for use by subcontractors.

B. The Project Site

The project is located at 20338 S Hwy 97. The site is an undeveloped +/- 1.5-acre lot.

C. Project Background and Scope

East Side Fire District purchased the property in 2020 as a potential future fire station site.

The construction of the new Fire Station will accomplish the following goals:

1. Improve medical response times for residents in the area.
2. Provide adequate space for apparatus storage.
3. The facility will utilize a prototype building design with a program comprised of approximately 4,800 foot, single story, 3-bay building with an attached 3,000 sq ft single story administrative and training building.
4. Complete the project in a timely manner without undue delays. Construction on the new facility is slated to begin Spring 2023.

D. Scope of Work

The Design-Build Contractor will be expected to provide concurrent design and construction turnkey activities for this project resulting in a finished facility that satisfies all project requirements terms. The Design-Build Contractor is the sole responsible source for total project compliance and construction related performance (including architectural design, engineering, and construction services).

The following is a preliminary scope of work:

Design Development (DD)

1. Building Design: review and confirm building plan configuration and elevation elements including exterior building skin materials, roof material/color, doors, windows, and concrete slab.

Construction Documents (CD)

1. Based on the approved DD plans, satisfactorily resolve all review comments and prepare and finalize all construction drawings and specifications to minimally include building design that will form the basis for the project's construction documents sufficiently complete to obtain necessary permits and construct the project.

Permitting, Reviews and Approvals

1. Review and / or present design concepts to Kootenai County Planning Department and any other regulatory agencies whose approval is necessary for the construction of the building.
2. Submit plans and applications to regulatory agencies as necessary.
3. Attend meetings as necessary for all approvals. Provide responses and modifications to regulatory comments.

Construction Administration

1. Provide construction administration and observation associated with the site.

Construction

1. Building construction to include:
 - a. Concrete slab on grade with continuous spread 6" concrete footings for sill plate and thickened concrete floor slabs in apparatus bay area to accommodate a 40,000lb fire apparatus.
 - b. Post Frame Construction
 - c. Exterior walls consisting of Hardy Plank siding.
 - d. Roof structure consisting of a standing seam metal roof with matching fascia.
 - e. Structure should be built to support a loft in the back half of the apparatus building with a 7-foot height.
 - f. Exterior building enclosure including exterior window systems, metal doors and upward acting sectional doors.

Post Construction Phase/Deliverables

1. Prepare as-built documents.
2. Assist in project closeout and establishment of warranties.

Final Deliverables should include, at minimum:

1. Elevation Drawings (Exterior)
2. Schedules (Door, Window)
3. Structural Drawings
4. Exterior 3-D model rendering

E. Selection

ESFD will review submitted statement of qualifications to assure that a qualified Design-Build Contractor, if any, is chosen. ESFD will determine which firm is best qualified to provide the required services, ranked in order of preference, pursuant to the criteria contained within this RFQ. The criteria will include the Design Build Contractor's ability to fully respond to each of the provisions of this RFQ and meet the contract requirements as listed.

Each submitter will be evaluated and short-listed based on their Statement of Qualifications score (100 points maximum) as determined through a qualification review process and scoring criteria. The most highly qualified contractors will be shortlisted and may be asked to interview with an evaluation committee established by ESFD to help determine the final ranking before final selection is made.

Interviews may be used to meet the proposed Design-Build Contractor, become familiar with key personnel, and to understand the project approach presented. If selected, the Design-Build Contractors should be prepared to discuss with ESFD their capabilities to conduct this work in compliance with the project timeline, budget, and good-faith obligations. ESFD will notify each short-listed Contractor to schedule individual times for the interviews.

Once the qualifications have been reviewed and ranked accordingly, the Design-Build Contractors will be notified if in the top 3 qualifiers. Top qualifiers should be prepared to provide a detailed, written proposal to include scope of work, action plan, detailed design, construction schedule with fee proposal. ESFD will make the final selection based on proposal and qualifications best deemed to meet the needs of the project and the district.

Should the project to be done in phases, the bays in phase 1 and the admin/training building in phase 2, it may be ESFD's intention to use this same contract for both phases. The selected Design-Build Contractor may be asked to perform that work and/or provide an Add-Alternate for this work within this scope of services.

F. Questions/Clarifications to RFQ

Questions to the RFQ and all clarifications regarding this RFQ will be considered only if they are submitted **in writing** and received by ESFD no later than **12 p.m. Friday, January 11, 2023**. All questions and clarifications to the RFQ will be addressed in a written addendum. No verbal answers or clarifications will be binding on ESFD or the Design-Build Contractor. ESFD will respond to timely submitted questions by issuing an addendum to this RFQ by **Friday, January 13, 2023**. Questions should be submitted to ESFD by email. Questions received after this date, or that are submitted to other parties, will not receive a response, or be included in the addenda.

G. Time

All references to the hours of a day shall refer to Pacific Standard time.

H. Procedure

Sealed statements of qualifications clearly marked, submitted pursuant to this solicitation must be received by ESFD 20338 S Hwy 97 Harrison, ID 83833, no later than **12:00 p.m. Friday January 20, 2023**. Late qualifications will not be accepted, opened, or considered. Each submittal shall include the legal name of the Design-Build Contractor and shall be signed by the person or persons legally authorized to do so. During the evaluation process ESFD has the right to require any clarification it needs to understand the Design-Build Contractor’s view and approach to the project and scope of the work.

I. RFQ Preparation Costs

Costs for developing submittals pursuant to this RFQ are entirely the responsibility of the Design-Build Contractor and shall not be chargeable to ESFD. By submitting a statement of qualifications, the Design-Build Contractor agrees that the contents of the submittals, suggested approaches contained therein, and any supporting analysis, will become the property of ESFD.

J. Delivery to ESFD

No facsimile or electronic qualifications will be accepted. It is the Design-Build Contractor’s responsibility to ensure that qualifications are received on time.

K. Calendar of Events

The following is a schedule of events concerning the process. ESFD reserves the right to adjust the schedule as necessary.

- a. Distribution of the RFQ..... December 28, 2022
- b. Questions/Clarifications to RFQ Due.....12:00p.m..January 11, 2023
- c. Addendum #1 (if necessary).....January 13, 2023
- d. Qualification Statements Closed12:00 p.m. January 20, 2023
- e. ESFD completes evaluation to establish shortlist.....January 23, 2023
- f. Notify selected Design-Build Contractor(s) shortlisted.....January 23, 2023
- g. Design Build Contractors proposal due by.....January 30, 2023
- h. ESFD Commissioners approval.....February 1,2023
- i. Notify selected Design Build Contractor/Begin contractingFebruary 1, 2023
- j. Construction Begins.....June 2023

L. Acceptance and Rejection

ESFD reserves the following rights:

- a. To reject any or all submittals, or any part thereof;
- b. To waive any minor defects in the submittal if this is to the advantage of ESFD;
- c. To accept the submittal that is in the best interest of ESFD.

ESFD's decision shall be final. The waiver of a minor defect shall in no way modify the RFQ or excuse the Design-Build Contractor from full compliance with its specifications if the Design-Build Contractor is awarded the contract.

Qualifications that contain false or misleading statements or that provide references, which do not support an attribute or condition claimed by the Design-Build Contractor, may be rejected. If, in the opinion of ESFD such information was intended to mislead in its evaluation of the Design-Build Contractor, the statement shall be rejected.

II. GENERAL TERMS AND CONDITIONS

A. Introduction

Design-Build Contractor's response to each of the requirements in **Section III. PROJECT INFORMATION** is mandatory. Failure to respond to a requirement in this section, or non-adherence to a requirement in this section, may cause the statement to be rejected.

B. Governing Laws

The Design-Build Contractor must have a current State of Idaho Contractor's registration with an unlimited building classification.

C. Insurance

The chosen Design-Build Contractor will be required to demonstrate that they possess all necessary licenses and performance bonding capabilities to complete the project.

1. Workers' compensation and employer's liability insurance as required by the state where the work is performed.
2. Commercial general liability insurance covering claims for injuries to members of the public or damage to property or others arising out of any covered negligent act of omission of Design-Build Contractor or of any of its employees, agents, or subcontractors.

D. Equal Employment Opportunity

The selected Design-Build Contractor shall comply with all provisions of federal, state, and local regulations to ensure that no employee or applicant for employment is discriminated against because of race, religion, color, sex, marital status, age, disability, or national origin.

III. PROJECT INFORMATION

We are seeking the Design-Build Contractor most qualified to provide the services stated in this RFQ. The various sections of this RFQ are intended to provide each potential Design-Build Contractor with the opportunity to document/demonstrate its qualifications. Responders should identify any experience with public or privately built emergency response design-build projects and specifically describe those projects that best characterize the proposers' capabilities including work quality.

Submittals must adhere to the structure outlined in this section of the RFQ. Responses that do not adhere to the structure may be disqualified from review. Design-Build Contractors must respond to each item of this section. The RFQs will be ranked based on the points noted in parentheses assigned to each item.

Consideration will be given to submittals that are accurate, responsive, organized, clear, and complete. Respondents are encouraged to prepare high quality documents that make it clear to the evaluation contractor what value the Design-Build Contractor has to offer. Submissions should be loose format (not bound) using 8-1/2 x 11-inch sheets. Format should be single-sided and 12-point font minimum.

A. Cover Letter – (1-2) Page(s) (5 Points)

1. Use firm's letterhead. Address the cover letter to: East Side Fire District
20338 S Hwy 97
Harrison, ID 83833
2. Indicate the lead Design-Build contact. Provide the physical address, email, and phone number for the main point of contact. This will be the individual that receives correspondence regarding the project moving forward.
3. Provide a brief narrative statement of understanding of the scope of work, key challenges, and any additional explanatory information that will be necessary or helpful.
4. Signature of company representative(s) authorized to sign contracts.

B. Proposed Builder Contractor Experience and Qualifications (30 Points)

1. List the qualifications and experience of the building contractor, including experience in projects of this type and with municipalities. Evaluation criteria will focus on the submittals' clear identification of each proposed Firm/Company, the expertise each will bring to the Design-Build process, their track record with 'on-time and on budget' projects and achieving acceptable levels of quality, any current, pending or past project legal matters or litigation and submitting Firm/Company safety records and professional reputation credentials.

2. Summarize the history of the organization, management structure, current workload, and ability to complete projects.
3. List any active or pending litigation with owners, subcontractors, and other construction-related entities and explain. List and briefly describe any and all legal actions for the past three years in which there have been deficient performance under contract.

C. Project Understanding and Approach (30 Points)

1. Provide a detailed statement of the Design-Build Contractor's proposed approach and action plan to successfully complete the work. Describe the challenges anticipated for performing the requested services that may impact the scope, schedule, or budget, and the proposed solutions to address these concerns.
2. Provide a comprehensive narrative statement illustrating clear and concise understanding of the requirements of the project and the proposed methodology for meeting those goals and objectives.
3. Clearly address your approach to dealing with key tasks, activities, and issues (including the permitting process) required to complete the project including deliverables and proposed construction schedule.

D. Statement of why the Design-Build Contractor should be selected (10 Points)

1. Points for this criterion will be awarded based on an evaluation of the Design-Build Contractor's statement indicating why they should be selected, which should illustrate specific professional capacities or unique qualifications relating to this project that differentiates the Design-Build Contractor from other qualified submitters.

E. List of Similar Projects (20 Points)

1. Describe local, regional, or national projects of a similar size and scope in which the potential Design-Build Contractor has been involved. This must include a minimum of three projects. Specifically identify if for a municipality or emergency response design build project.
2. Include the following information for each project:
 - a. Name of the organization which the services were provided.
 - b. Project location.
 - c. Completion dates, if applicable.
 - d. Brief description of the project, including square feet and site size. Identify a current contact reference including organization title, address, phone number(s), and email address. This reference may be contacted by ESFD.

F. Project Schedule (5 Points)

1. Provide your proposed approach to this project, including milestone scheduling, quality

control and management for deliverables and the design and construction processes. A clear, concise proposed project schedule that illustrates total project time (in weeks) from award of contract through project completion (in graphic or written form) should be provided.

IV. RFQ CHECKLIST (0 Points)

The Design-Build Contractors must use this checklist and include this checklist at the end of their RFQ submittal. The sections of the RFQ that require a response from the Design-Build Contractor are listed below. The Design-Build Contractor must check each section acknowledging whether the required information is included. Failure to acknowledge or respond to any of the sections listed below may result in rejection of the qualifications from further consideration.

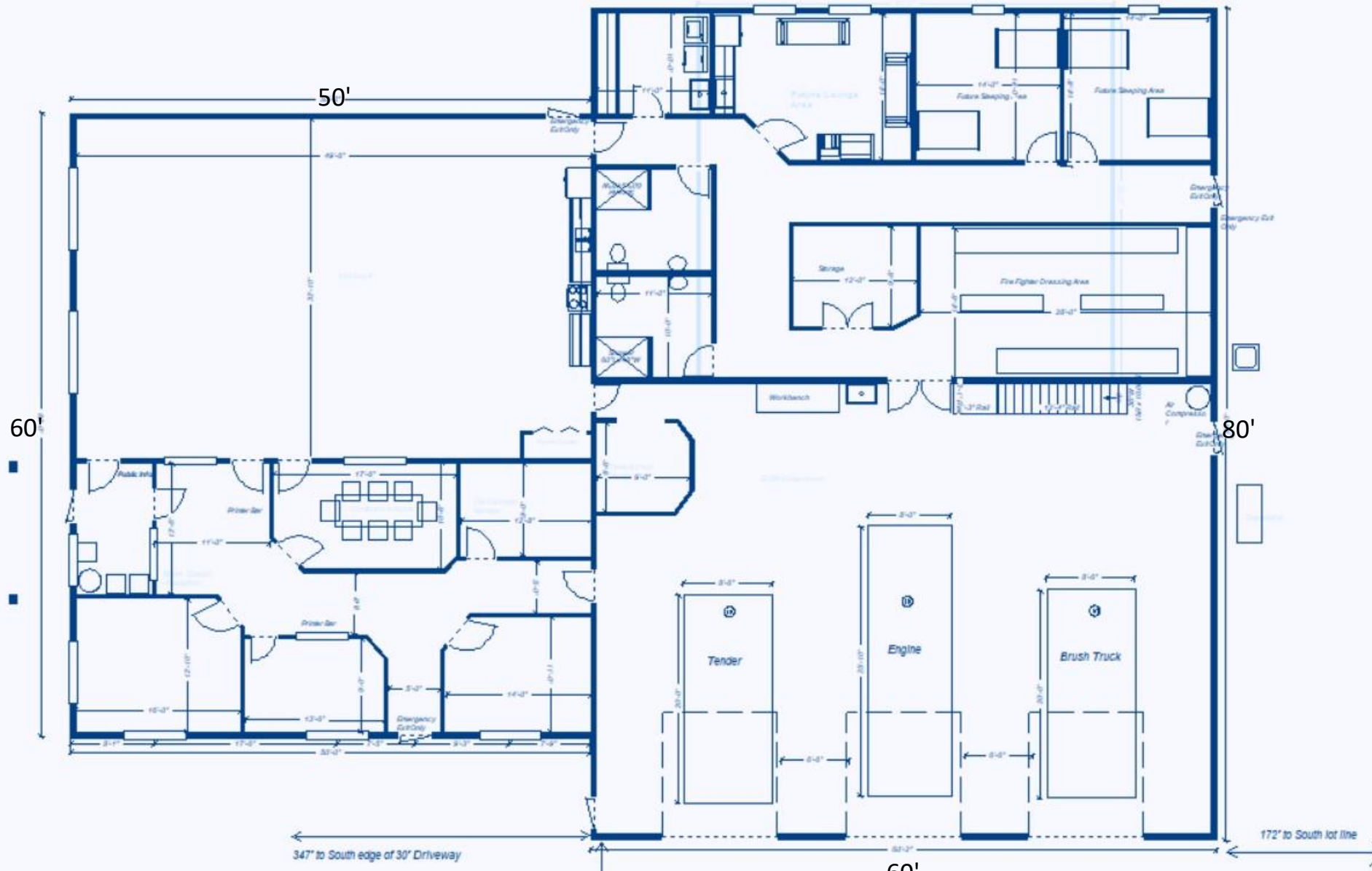
The RFQs will be ranked based on the points noted in parentheses assigned to each item listed below.

Points	FIRM NAME:
	<input type="checkbox"/> RFQ Checklist (0 Points)
	<input type="checkbox"/> Cover Letter with the Correct Contact Information (5 Points)
	<input type="checkbox"/> Proposed Builder Contractor Experience and Qualifications (30 Points)
	<input type="checkbox"/> Project Understanding and Approach (30 Points)
	<input type="checkbox"/> Statement of Why the Design-Build Contractor Should Be Selected (10 Points)
	<input type="checkbox"/> List of Similar Projects (20 Points)
	<input type="checkbox"/> Project Schedule (5 Points)



East Side Fire District

Fire - EMS - Rescue



347' to South edge of 30' Driveway

60' to Highway

6.6

60'

172' to South lot line