



City of Bothell™

## INFORMATION SHEET

### REQUEST FOR STATEMENT OF QUALIFICATIONS AND PERFORMANCE DATA

# Project Management of Fire Stations 45 and 42 Rebuild

## Description of Project

The City of Bothell proposes to begin work on the following project.

- Description: The City of Bothell is starting a multi-year project to raze and rebuild with new construction, two Fire Stations on existing sites. Each fire station will be done individually and in succession to one another, with timeline, design, and build to be determined.

Funding for this project includes local sources. All aspects of this project will need to comply with the requirements of the funding agencies.

## Description of Work

The City will engage a Consultant who will serve as Project Manager for the project from start to finish. The Consultant shall have the capability to serve as Project Manager for the design, environmental and permitting, and construction phases of the project. The Consultant shall have the ability to serve as Project Manager throughout all phases of the project, however, the City may engage the Consultant contractually in phases, or only for a particular phase, as best serves its needs. Design work will begin in early 2019 with the goal to complete final design and obtain necessary environmental and permitting clearances to begin construction of Station 45 by spring 2020. The City desires to complete construction of the Fire Station 45 by early 2021 and Fire Station 42 by early 2023.

Interested firms may obtain an information sheet and Pre-Bond Facilities Analysis from City of Bothell's website, [www.bothellwa.gov](http://www.bothellwa.gov). The information sheet provides an overview of the project and discusses the criteria that the City will use to select a consultant.

Design/Environmental & Permitting Phase: The Consultant will provide all project management services required to complete the design of the project as well as obtain all environmental and permits required for the project. The work will include but is not limited to:

1. Work with the City to determine the best fit of contracting methods: Traditional design then build; design/build; or general contractor/construction manager.
2. Develop all RFQ's/RFP's necessary to complete this phase including facilitation of selection or bidding processes.
3. Facilitate the selection of consultants, as necessary.
4. Develop all scopes of work and cost estimates as necessary and represent the City in negotiations.
5. Coordinate or perform evaluation of construction drawings, specifications, and cost estimates including constructability and value engineering.
6. Ensure that the Fire Stations will achieve a LEED Silver Certification, at a minimum.
7. Coordinate with the Fire Department and other internal and external stakeholders and to facilitate development of a facility that will serve the needs of the Fire Department will being efficient and sustainable. Ensure all concerns and issues are addressed and resolved.
8. Work with consultants and City to develop phasing plan that allows the Fire Department to function while under demolition and construction.
9. Work with consultants to obtain all necessary environmental approvals and permits necessary to construct the new facilities.
10. Work to achieve the desired facilities within the desired schedule and budget.
11. Act as the City's representative for any public input/outreach.
12. Coordinate with necessary external agencies and utilities as necessary for the new facilities.

Construction Phase:

The Consultant will provide all construction management services required to complete the construction of the project. The work will include but is not limited to:

1. Develop all RFQ's/RFP's necessary to complete this phase including facilitation of selection or bidding processes.
2. Facilitate the selection of consultants as necessary.
3. Develop all scopes of work and cost estimates as necessary and represent the City in negotiations.
4. Act as construction manager if bid out using traditional design and then build process.

5. Act as owner's representative if employing the design/build or general contractor/construction manager methods.
6. Run all meetings.
7. Evaluate and assist in negotiation of all change orders.
8. Ensure quality control and verification of quantities for payment.
9. Ensure schedule control.
10. Ensure adequate documentation, measurement, and cost control.
11. All other tasks as required to ensure contractor compliance with contract requirements.
12. Ensure adequate record drawings submitted.

## **Consultant Structure**

The Consultant will need to have the resources that will enable it to complete tasks quickly and be extremely responsive. The Consultant must be flexible and able to adjust to changing priorities or direction.

As such, while the City will award this work as one contract, the Consultant must be able to structure its team to meet the needs of the project. The City is open to different consultant team concepts including, but not limited to, a prime consultant with all capabilities and resources in-house; a prime consultant with sub-consultants; and a team of prime consultants with sub-consultants.

Due to the City's large workload, the Consultant will need to be able to accomplish this work independent of City staff support, other than oversight by the City's Fleet and Facilities Manager. The Consultant will have to have the ability to complete tasks such as obtaining rights of entry to properties, organizing and setting up public meetings, etc.

This contract is not for the architect/engineering consultant work but the overall project manager. The City desires a Consultant with the ability to manage the design of a fire station rebuild through both design and construction. The Consultant shall have the resources in multiple disciplines to ensure that the City can rely on the expertise of the Consultant for all types of issues.

## **City Responsibilities**

The City of Bothell's Fleet and Facilities Manager will lead the overall process and will be the nexus through which all public involvement and agency coordination occurs.

## **Selection**

The selection process will consist of short-listing using the submitted Statement of Qualifications (SOQ). This will be followed by an interview with finalist candidates.

Contract negotiations will take place with the top-rated consultant. If negotiations are unsuccessful, the City reserves the right to terminate negotiations and open discussion with

the next-highest rated consultant. This process will continue until successful contracts are negotiated or the City terminates the process.

## **Major Criteria for Selection**

1. Capabilities of team leader.
2. Ability to meet desired schedules and budget.
3. Responsiveness and effectiveness.
4. Key personnel experience, including the ability to perform tasks independently of City.
5. Experience in traditional design and build; design/build; and general contractor/construction manager methods.
6. Innovativeness.
7. Past experience with design and construction of Fire Stations of similar size and complexity.
8. Environmental and permitting expertise.
9. Working with cities of similar size/experience in the State of Washington.
10. QC/QA.

## **Statement of Qualifications (SOQ)**

If you are interested in the project, please submit a Statement of Qualifications. The Statement should address the major criteria listed above and contain the following:

1. Identification of the team leader with contact information.
2. The structure of the consultant team, including a list of the prime consultant(s) and all sub-consultants with a brief description of each company, a description of the organizational structure of the team, and previous experience working together as a team.
3. A list of each key team member of the prime consultant(s) and sub-consultants with a brief description of each key member's qualifications and experience, and their role on this project.
4. A list of previous work performed in the last seven (7) years similar to this project with project name, brief description of the project, date of project, contact name, and contact telephone number.
5. A brief narrative indicating why your firm/team is qualified for this project based on the Description of Work and the Major Criteria for Selection.

## **RFQ Schedule**

The following dates are estimates and subject to change by the City.

<b><u>Event</u></b>	<b><u>Date</u></b>
RFQ Release	December 17, 2018
Submittals Due	January 8, 2019
Consultant Evaluation Complete	January 18, 2019

Announce Short-Listed Consultants  
Formal Presentations/Interviews  
Selection and Notification

January 18, 2019  
The week of January 22, 2019  
January 28, 2019

## **Submittal of Statement of Qualifications and Performance Data**

The SOQ shall be no more than 25 pages, excluding the title page (pages containing information on both sides are considered two pages). To be considered for this work, interested firms must submit a **clearly identified response package of ten (10 copies)** of the SOQ to Bothell City Hall **no later than 5:00 pm (PST) on January 8, 2019**. Postmarks are not acceptable and no submittals will be accepted after that date and time. Submittals are to be delivered to this address only:

**City of Bothell**  
**Public Works Department**  
**18415 101<sup>st</sup> Ave NE**  
**Bothell, WA 98011**

Please direct questions to Jeff Sperry at 425.806.6856 or [jeff.sperry@bothellwa.gov](mailto:jeff.sperry@bothellwa.gov).

The City of Bothell in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 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.

RFQ ad published in The Seattle Times and Seattle Daily Journal of Commerce on December 17, 2018 and December 24, 2019.