

FIRE-RESCUE
MISSOULA RURAL FIRE DISTRICT

Request for Qualifications (RFQ)
For Architectural & Engineering Services
For Design, Bid, and Construction Management Services of the

MISSOULA RURAL FIRE DISTRICT
STATION #4 BUILDING

Missoula Rural Fire District
2521 South Avenue West
Missoula, MT 59804

SECTION I – GENERAL INFORMATION

Introduction

Missoula Rural Fire District (District) invites qualified firms to submit qualifications for the design of a new fire station. The project includes site planning, facility programming, design, engineering, bid and construction management/support for a fully functional and operating facility. See SECTION IV for submission requirements.

The deadline for submitting qualifications is **4:30 p.m. MST, March 6, 2020.**

It is the District's intent to select a firm based on qualifications, abilities, past performance, and the ability to perform the necessary work to complete the project within the timeframe specified. Once the District has reviewed the qualifications, firms may be requested to provide additional information and/or participate in an interview process.

Background

The District was established in 1962 and currently serves a population of approximately 40,000 residents. The District's coverage area spans approximately 100 square miles in Missoula County, outside of the Missoula City limits. The District employs 52 full-time, operational personnel and six Administrative staff. The District is also supported by 24 volunteer firefighters. The District responds to approximately 2,800 calls for service each year.

SECTION II – SCOPE OF WORK

The new fire station will replace the existing Station 4 at 9480 Highway 10 East. The existing Station 4 has been through numerous, significant remodels and does not meet space needs and functional needs for crew and apparatus. The new fire station building is proposed to be constructed on 1.5 acres at the old Bonner Mill site near the entrance of the West Log Yard gate.

The firm, in coordination with the District, will guide the design and construction of the new fire station. The project will include, but is not limited to, a fire station building with approximately 12,000 square feet of building area, onsite parking, drainage, lighting and landscaping.

The fire station is envisioned with three double-depth bays, 10 bedrooms, kitchen, restrooms, training/community room, fitness room, living area 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 for an uninterrupted power supply for critical components of the operation.

The firm 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 District's intent to have a facility design which conserves resources, minimizes adverse effects to the environment, and improves occupant productivity, health and comfort and reduce the cost of ownership of the building over the life of the facility.

The selected firm will be required to coordinate with the Fire Chief, or his designee(s), on the project and frequent status meetings will be required throughout the project.

The firm will be required to develop conceptual designs for a fire station that will accommodate the District's anticipated needs using industry standards, project experience, collaboration with experienced fire station design consultants, and input from District staff.

The firm will work with the District to create a building design and construction documents for permit approvals. The firm will also administer the construction contract and make frequent site visits during construction, as identified in the scope of work. An agreement between the District and the selected firm will outline the full requirements and expectations of the project.

Additionally, the District is contemplating the replacement of its Station #1 headquarters and may add, in its sole discretion, a task order for this additional station replacement. The District shall review the performance, timeliness and current product in considering additional work.

SECTION III – PROJECTED SELECTION SCHEDULE

Issue RFQ-----	February 12, 2020
Deadline for Statement of Qualifications (SOQ)-----	March 6, 2020
Interviews -----	March 9, 2020
Award-----	March 10, 2020

SECTION IV – INSTRUCTIONS

- A. Four (4) hard copies and one (1) USB flash drive of the Statement of Qualifications (SOQ) must be received at 2521 South Avenue West, Missoula, MT, 59804, marked to the attention of Fire Chief Chris Newman by **4:30 p.m. MST, on Friday, March 6, 2020**. No faxed or email documents will be accepted. It is the responsibility of the firm to ensure the SOQ arrives on time and to the correct location in a sealed envelope marked

“Statement of Qualifications-Missoula Rural Fire District Station #4 Building Project”. Any SOQ received after the scheduled closing time shall be returned unopened.

- B. Questions can be emailed to Fire Chief Chris Newman at cnewman@mrfdfire.org
- C. SOQs should be prepared simply and economically, providing a straightforward, concise description of the firm’s capabilities to satisfy the requirements of the request. All qualifications must include the following information:
1. A cover letter/statement of interest indicating the firm’s interest in the project and highlighting its qualifications to perform the work.
 2. A brief overview of the company or individual. The firm should highlight fire station design experience, similar type projects and/or a plan to address the unique design requirements of a fire station.
 3. The company must be licensed to provide services in the State of Montana and provide proof in the SOQ.
 4. A proposed approach to the project including key activities, milestones and potential challenges or areas of concerns.
 5. Related experience with similar types of projects and specific qualifications.
 6. Provide resumes of key team members and sub-consultants including roles and qualifications. Identify the project lead, their availability to start work on the project, and their ability to complete the work without interruption from other projects or commitments. Describe coordination and relationships with sub-consultants.
 7. Examples of at least three (3) relevant fire station projects (or similar type projects) by the firm, including:
 - a. Project Name, Location and Photographs
 - b. Summary of Scope/Services Provided
 - c. Project Size and Construction Value
 - d. Duration of Project
 - e. Owner’s (or Primary Contact) Name and Contact Information
 8. At least three (3) professional references (different than above) including entity name, contact person and telephone number.
 9. A statement verifying the firm’s ability to execute contract upon award.

10. A statement verifying the firm, any of its employees or its stated sub-consultants have not been suspended or disbarred from Federal/Municipal work.
11. Written proof of insurance requirements (Section VII).
12. A statement that the firm is in compliance and continually endeavors to comply with Federal and Montana Civil Rights laws and that it does not discriminate in its hiring practices on the basis of race, creed, religion, color, or national origin or because of age, physical or mental disability, marital status, or sex when the reasonable demands of the position do not require an age, physical or mental disability, marital status, or sex distinction.

SECTION V – SELECTION CRITERIA

The firm will be selected by the Board of Trustees utilizing scored input from the Selection Committee, which will consist of the Fire Chief, Assistant Chief, Battalion Chief and two members of the Board of Trustees. The following will be used to evaluate the applicants:

- A. Demonstrated experience and expertise in fire station design or similar projects. Success in designing facilities that meet all regulatory requirements and are completed within budget. (40%)
- B. Previous overall experience of team members assigned to the project. (20%)
- C. Demonstration of ability to meet timelines. (15%)
- D. Demonstration of understanding of the project and its phases of development. (10%)
- E. General impressions and presentation of qualifications. (10%)
- F. References (5%)

SECTION VI – TERMS AND CONDITIONS

- A. The District reserves the right to reject any and all SOQs.
- B. The District reserves the right to request clarification of information submitted and to request additional information from any firm.

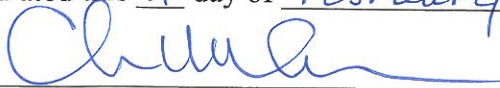
- C. The District reserves the right to award any contract to the next most qualified firm if the successful firm does not execute a contract within two (2) weeks of being awarded the contract.
- D. The contract resulting from the acceptance of a SOQ by the District shall be in a form approved by the District and shall reflect the specifications in this RFQ. The District reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ, and which is not approved by the District's Attorney.
- E. The District shall not be responsible for any costs incurred by the firm 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 firm 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 District:
 - 1. Workers' compensation and employer's liability insurance in amounts sufficient pursuant to the laws of the State of Montana.
 - 2. Commercial general liability insurance shall cover liability arising from premises, operations, independent contractors, personal injury, and advertising injury. The District shall be named as an additional insured under the firm's Commercial General Liability insurance policy with respect to the work performed for the District. 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 for the firm's 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 firm's insurance coverage shall be primary insurance in respect to the District.

2. The firm's 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 District. The firm shall furnish the District with original certificates and a copy of the mandatory endorsements, including without limitation, the additional insured endorsement evidencing the insurance requirement of the firm before commencement of the services. The firm' failure to maintain such insurance policies shall be grounds for the District to immediately terminate the Professional Services Agreement.

Dated this 11 day of February, 2020.



Chris Newman, Fire Chief