

**City of Mount Vernon  
Request for Statements of Qualifications for  
Construction Management Services**

**Mount Vernon Fire Station Renovation**



910 Cleveland Avenue  
Mount Vernon, WA 98273

**Submittal Date & Time:**

Electronic submittal must be received by  
12:00 p.m., PST, on Monday, December 6, 2021

**Contact Person:**

Bryan Brice, Fire Chief  
(360) 336-6277 – [bryanb@mountvernonwa.gov](mailto:bryanb@mountvernonwa.gov)

## Overview

The City of Mount Vernon (City) is accepting submittals from architectural/engineering firms interested in providing construction management and inspection services to the City of Mount Vernon for the Fire Station project; renovation of two fire stations. The successful firm will have experience in managing construction of building structures, associated civil, structural, and landscaping components, coordinating building inspections, special inspections, and materials testing. The City invites interested parties to respond to this Request for Qualifications (RFQ) by submitting their qualifications and expertise to this type of project.

## Project Status & Site Description

Makenzie Architects was selected to provide the architectural and design services for this project. The City has been working for the past three years on a facilities needs assessment and plans for renovating two of the City's fire stations to meet the demands of the community and prepare itself for the future.

The City is committed to using debt services through a bond to finance the project estimated at approximately \$11 million. Information can be found on the city's website under the Fire Stations/EMS Infrastructure Needs <http://mountvernonwa.gov/946/Fire-StationsEMS-Infrastructure-Needs>. A summary is listed below:

Station 2 primary improvements include:

- The project building improvements are outlined within the January 29, 2020 supplemental report.
- Approximately 2,114 sf of building footprint expansion to accommodate planning space needs programming for training room, public restrooms, administrative offices, dining/day room, and exercise room.
- Approximately 12,676 sf of interior improvements as outlined to provide transitional space between contamination zones to clean zones, and interior reorganization of existing personal decontamination, bunker gear storage, administrative office space, and public reception.
- Structural upgrades as outlined in the December 14, 2018 Needs Assessment and Station Planning Report.
- Mechanical/Plumbing/Electrical/Communications upgrades as outlined in the December 14, 2018 Needs Assessment and Station Planning Report.
- Building access control, surveillance and security improvements at parking areas, entry points and public/private zones.
- The project building improvements are outlined within the December 14, 2018 Needs Assessment and Station Planning report.

Fire Station 3 primary improvements include:

- Approximately 2,469 sf of building footprint expansion to accommodate planning space needs programming for lobby and public restrooms, training, dining, exercise room,

bunker gear storage, EMS storage, equipment decontamination, storage mezzanine, and EMS apparatus bay.

- Approximately 6,480 sf of interior improvements as outlined to provide transitional space between contamination zones to clean zones, and interior reorganization of existing work room, kitchen, and office spaces to allow for additional bunk rooms.
- Structural upgrades as outlined in the report.
- Mechanical/Plumbing/Electrical/Communications upgrades as outlined in the report.
- Building access control, surveillance and security improvements at parking areas, entry points and public/private zones.

## **Scope of Services**

The City is seeking professional construction management and technical services for management and administration of contractor construction activities for the Fire Stations Project. The work requires familiarity with all current design standards, current International Building Code; knowledge of Passive House and energy reduction standards preferred.

Construction Management Services will include:

- Attend, document, and lead all construction related meetings with the construction contractor and/or project engineer on a weekly or as needed basis.
- Manage and prepare submittals, record of materials, RFIs, change orders, monthly pay requests, etc.
- Maintain all relevant project records.
- Provide inspection, field observation, reporting, and materials delivery verification.
- Providing (digital format) project photo-documentation (pre-construction and daily construction activities).
- Schedule and coordinate materials testing (including special testing requirements), building inspections, and any require special inspections.
- Provide administrative and support services during construction including contract administration, project cost tracking quality assurance/quality control and budget control.
- Assist with project close-out documentation and commissioning activities.
- Provide public involvement support and communications with adjacent property owners, the public at large, and other stakeholders throughout the course of the project.
- Maintain record drawings throughout construction and prepare as-build drawings as part of project close-out.

The proposed schedule includes beginning the constructability analysis in mid-January/February and a target date to begin construction in March/April of 2022.

## Statement of Qualifications

Firms interested in providing construction management services for this project please submit the following information:

- Statement of approach to the project.
- Overall experience and qualifications of the firm, team members, and/or sub-consultants to provide requested professional services including:
  - Contract Administration
  - Inspection and materials testing services anticipated for this project.
  - Response to construction/contractor/plan irregularities.
  - Project and budget management methods.
  - Public information and relations regarding project status and critical updates.
- Roles, qualifications, and experience of key team members and sub-consultants on similar projects
- Availability: Describe your firm's ability to complete the project within the proposed schedule. Please do not include rates, overhead and fee information in the document.
- Any unique or specialized services that make your firm qualified for this project

## Submittal Requirements

The document shall not exceed 16 pages of letter sized paper, single-sided only, minimum size 11 font and in PDF format. Submittals shall be submitted via electronic submittal to [bryanb@mountvernonwa.gov](mailto:bryanb@mountvernonwa.gov). Conformance to these requirements will be considered part of the consultant's capabilities.

- Submit an electronic copy of the firm's statement of qualifications
- Statements of qualifications must be received by 12:00pm, Monday, December 6, 2021 and addressed to:

**Bryan Brice**  
**Mount Vernon Fire Chief**  
**[bryanb@mountvernonwa.gov](mailto:bryanb@mountvernonwa.gov)**

- All documents submitted become the property of the City of Mount Vernon and are subject to the provisions of the Public Disclosure Law.
- Fax or hardcopy submittals will not be accepted or considered.
- Late statements of qualifications will be kept by the City, but not considered for award.
- The City accepts no responsibility for misdirected or lost documents.
- The City reserves the right to reject any or all submittals and to waive any irregularities and/or informalities.

- Firms will be notified of Addenda. However, it is the submitters' responsibility to verify whether any Addenda were issued.

A respondent may withdraw a qualification submittal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new qualification submittal prior to the final submission date or submit written modifications or additions to a qualification submittal prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final qualification submittal cannot be changed or withdrawn after the final submission date. Note: the City of Mount Vernon shall not be responsible for qualification submittal preparation costs, including oral interviews.

## **Evaluation and Selection Process**

The selection committee will evaluate all submittals based on evaluation criteria to include:

- Overall presentation and content of submittal
- Project understanding, delivery, scheduling, and management approach
- Qualifications of the firm and project team relevant to the Scope of Services, Statement of Qualifications, and references.
  - Project team members level of involvement in firms example projects.
  - Ease of access to the firm's project staff.
  - Contract management competency; confirmed by references.
- Relevancy of similar projects and references.
- Experience with applicable permitting/agency coordination

Rankings may lead directly to negotiation with the most highly qualified firm or development of a short list of firms to be interviewed. The City reserves the right to select the most highly qualified firm based solely on the written response to the evaluation criteria. The City will be the sole judge in the determination of the most highly qualified firm.

The highest ranked consultant may be invited to enter into contract negotiation with the City. If an agreement cannot be reached, the next highest ranked consultant may be contacted for negotiations. The City reserves the right to terminate negotiations with any consultant should it be in the City's best interest.

**Disadvantaged, minority, and women-owned consultant firms are encouraged to respond and will be given maximum practical opportunity to participate.** The City of Mount Vernon in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing [mvengineering@mountvernonwa.gov](mailto:mvengineering@mountvernonwa.gov) or calling (360) 336-620. The City of Mount Vernon 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 ensure 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.

## **Attachments**

### **Project Page**

<http://mountvernonwa.gov/946/Fire-StationsEMS-Infrastructure-Needs>