

REQUEST FOR STATEMENT OF QUALIFICATIONS: Architectural/Engineering Services

Notice to Proposers:

- Sealed proposals will be received by Graham Fire & Rescue until 1:00 p.m. on November, 6 2018.
- Proposals shall be submitted in a sealed envelope which is plainly marked with “**Statement of Qualifications for Architectural/Engineering Services**” and addressed to:
Graham Fire & Rescue
23014 70th Ave E
Graham, WA 98338
- Proposals that are hand delivered may be dropped off to Graham Fire & Rescue Headquarters station between 9:00am – 4:00 pm, Monday – Friday.
23014 70th Ave E
Graham WA 98338
- Faxed or E-mailed proposals will not be accepted.
- **Proposals shall not be accepted after 1:00 pm on November 6, 2018 regardless of postmark date.**

Questions: All questions and clarifications regarding this Request for Qualifications can be answered by e-mailing srichards@grahamfire.org or contacting Assistant Chief Steve Richards at 253-847-8811.

No Contact Policy: After the date and time established for receipt of proposal, any contact initiated by any proposer with any Graham Fire Department representative, other than the Logistics representative for Graham Fire & Rescue, concerning this Request for Proposal is prohibited. Any such unauthorized contact may cause the disqualification of the bidder from this transaction or any future award.

Statement of Qualifications

Graham Fire & Rescue is requesting a Statement of Qualifications from qualified firms or individuals to assist the Fire Department with architectural/engineering building design, bidding and construction services. Firms or individuals wishing to be considered are requested to submit one copy (Maximum 15 pages) of their Statement of Qualifications. The Statement of Qualifications should include recent relevant project experience within the last five years.

Current Architectural/Engineering projects anticipated by the District include but may not be limited to:

The District intends to renovate current administrative offices and reception areas at Graham Fire & Rescue’s Headquarters Fire Station #94 (23014 70th Ave E Graham WA 98338). The

administrative office and reception areas are approximately 2,100 square foot, requiring renovation and expansion for additional office space and meeting area.

Evaluation Process

An evaluation committee will independently evaluate each Statement of Qualifications to determine the strengths, weaknesses and past project experience with other agencies. Additionally, availability and the capacity of the firm to meet project timelines will serve as basis to the final selection to award the contract.

Minority and women-owned firms and veteran-owned firms shall be afforded equal opportunity to compete for the above public contract for services.

