

Request for Proposals

Architectural Design for Estacada Fire District Fire Station



General Information

The purpose of this Request for Proposals (RFP) is to solicit competitive proposals from qualified professional Architectural/Engineering Firms to provide a comprehensive, quality and value-based design for a new, approximately 22,000 square foot Fire Station.

RFP's Submittal

Proposals must be received by Estacada Rural Fire District #69 at 445 SE Currin Street Estacada OR 97023, no later than 5:00 PM Monday June 10, 2024, Local Time. Late proposals will not be accepted.

Information Clarification

Any questions that proposers wish to have addressed, and which might require an addendum, may be directed to Ian O'Connor Estacada Fire Chief, in writing at ioconnor@estacadafire.org. Questions must be submitted in writing by no later than 4:00 PM on Monday May 13, 2024. If required, a written addendum will be issued.

Site Location

The proposed new station will be located at approximately 445 SE Currin Street Estacada OR 97023. The building sites at this location would involve the following parcels:

Site #1 – Parcel ID 34E29AA00600

Site #2 – Parcel ID 34E29AA00500

Site #3 – Parcel ID 34E28BB03600

Site #4 – Parcel ID 34E28BB03700

Site #5 – Parcel ID 34E28BB03800

Site #6 – Parcel ID 34E29AA00700

Currin Street between SE 4th Ave and SE Jeremy Loveless Ave

All parcels are within the city limits of the City of Estacada and are owned by the Estacada Fire District.

Project Overview and Description of Project Objective

- An approximate 22,000 square foot, two level building, consisting of:
 - Apparatus Quarters:
 - Truck bays at approximately 90 feet wide and 80 feet deep to accommodate 5 (five) drive through bays double deep
 - Hose Tower for hanging and drying fire hose
 - Fire pole from second floor
 - Storage rooms
 - SCBA room for maintenance, refilling SCBA bottles and Oxygen bottle storage
 - PPE / Turnout Locker Room
 - Decontamination room with turnout extractor/dryer
 - PPE/Turnout storage room
 - Shop room for tool storage and work area for small engine equipment
 - Shop room for misc. maintenance. (Workbench and tools)
 - EMS supply storage room
 - Medical decontamination area with biohazard bin storage
 - Hose storage
 - Mechanical room
 - Electrical panels
 - Riser and fire alarm controls
 - HVAC system with mini splits to each bedroom, office, living space and meeting rooms all allowing for individual room control.
 - Fire detection and suppression systems.
 - Parking:
 - Fenced in and gate-controlled access to parking area in rear of building.

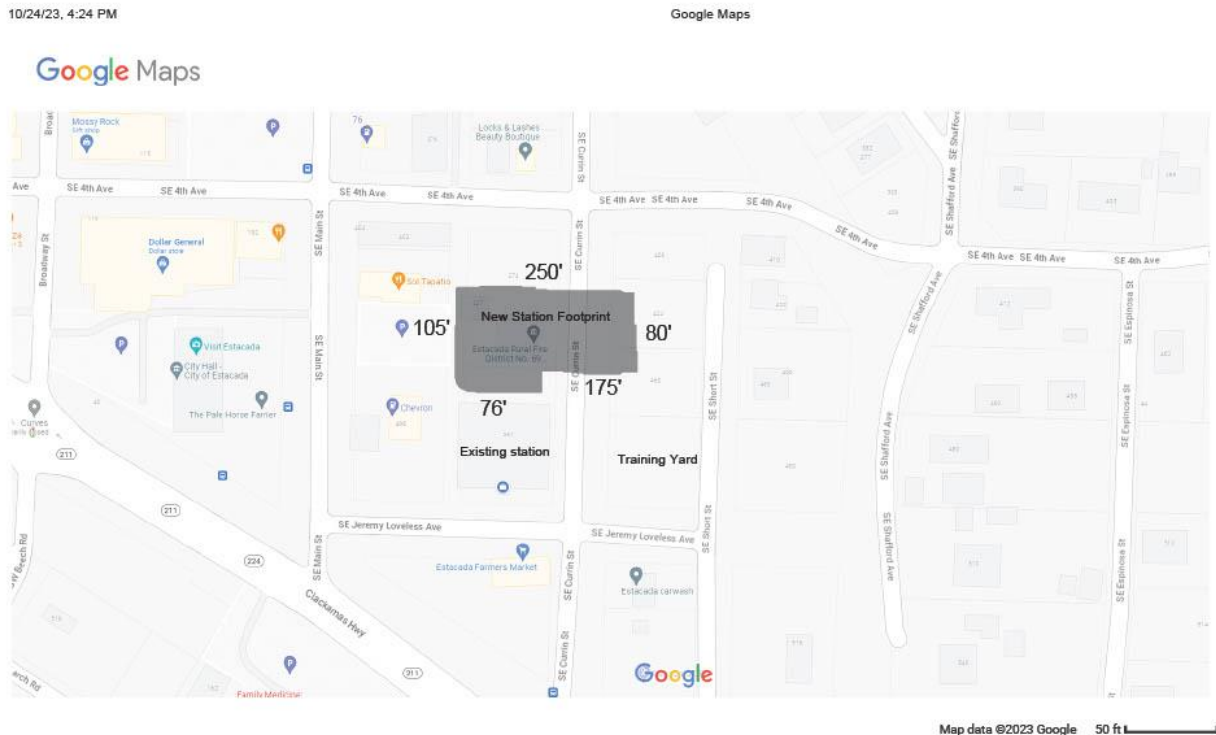
- Quick access parking for volunteer/off duty firefighter response with entry door into turnout locker room.
- Public parking area. This should be included in the front of the new facility following the demolition of the existing fire station.
- Upstairs crew quarters and office space:
 - 10 separate firefighter dorm rooms for sleeping
 - 1 officer office with its own sleeping quarters
 - 1 firefighter office with 7 computers
 - Student Firefighter office/study area
 - 4 bathrooms with showers separate men's and women's
 - Kitchen and dining room
 - Dayroom to accommodate 8 recliners, TV and living area.
 - Closet for IT server and supply storage and adequate ventilation/cooling
 - Outside balcony off living area
 - Fire pole to apparatus bay
- Downstairs offices:
 - 8 separate offices - Fire Chief, Staff Chief, Staff Chief, Fire Marshal, Finance Officer, Administrative Assistant, Volunteer office and common office. Administrative Assistant must have immediate access to lobby.
 - Entryway/lobby with security wall separation
 - Triage/walk in EMS room.
 - Conference Room for up to 15 people
 - Training/community room for (75-person capacity) with moveable room divider
 - Workout gym
 - Storage closet for public information/recruitment materials
 - Storage closet for office supplies
 - Restrooms (men's and women's), one public use and separate, employee use restrooms.
 - Kitchen/dinette for office use
 - Elevator to serve access between first and second floors
- MOPA installed Phoenix G2 station alerting system.
- Power generator large enough to manage all station activities. The fire districts existing propane generator may be large enough and modern enough to serve the new station. Natural gas is not available in the area.
- Xeriscape
- Exterior storage for hazardous materials, power equipment, yard maintenance and supplies

It is the intent of Estacada Fire District to utilize existing District owned property to meet all the land needs described herein. The primary objective of this project is to create a functional, efficient, safe, and secure community fire station for Estacada Fire District.

Estacada Fire District expects that the new station will meet relatively high standards for energy efficiency and will utilize sustainable building principles, as much as is practicable. The project should reflect a practical design with attention to budgeted resources available.

Estacada Fire District anticipates a total project budget to be determined upon design, including design and construction oversight. Estacada Fire District will oversee the design, funding, construction, maintenance, and operation of the facility. Estacada Fire District staff can assist in the location of existing City utilities. Estacada Fire District can pothole any existing utilities desired by the Civil Engineer during design. The street and city utilities on SE Currin Street from SE 4th Ave to SE Jeremy Loveless Ave will be vacated by the City of Estacada at their expense for construction of the new station as part of an intergovernmental agreement resulting from the city's urban renewal district.

ROUGH DRAFT MAP AND DIMENSIONS OF NEW STATION FOOTPRINT



ROUGH DRAFT MAP OF STREET LAYOUT REDESIGN

This is the city of Estacada's street layout concept. Work to be completed by the City of Estacada.



Scope of Services to be Performed by the Architect

The architect along with their subconsultants shall provide finalization of the facility site plan, schematic design, conceptual, preliminary, and final structural footing, foundation and building design for the new building, and construction documents. It is expected that the architect shall provide all the above for all aspects and needs of the Estacada Fire District. All work must be completed by or under the supervision of State of Oregon licensed professionals in their discipline.

Estacada Fire District expects that coordination meetings could be held weekly, biweekly, or even monthly depending on timing for different elements of the project. These meetings will be in addition to all regular phone calls and email coordination as needed.

The scope of work shall include the following:

Architectural:

- Preparation of conceptual site plans for each proposed site, concept design, preliminary design, schematic design, and overall site plan design for the project, including preliminary building plans, sections and elevations, models, and sketches, etc. The Architect will present the schematic designs and overall site plan to the Project Team Members for input.
- Preparation of design details for Interior office spaces, sleeping quarters, apparatus bays, restrooms, showers, storage, safety equipment, insulation, mechanical, plumbing, electrical, etc., for all buildings, as applicable.
- Preparation of design and installation details for onsite landscaping and irrigation with all necessary appurtenances.
- Preparation and finalization of a complete Final Project Plan Set.
- The project, documents, preliminary and final designs shall all be the sole property of Estacada Fire District
- Site visits are available by appointment.
- Copies of the previous fire station design from 2012 are available electronically.
- Street, water, sewer, and storm drain maps are available from the city of Estacada.
- Electricity infrastructure maps are available from Portland General Electric.

Civil Engineering:

- Topographic survey of the existing site. Survey of the existing property lines.
- Site and utility design including all onsite and offsite improvements necessary to construct the fire station. This includes but is not limited to, grading plan, storm drainage and outfall, culinary water service and fire line, secondary water service, sewer service and outfall, asphalt, concrete flat work, curb, and gutter, third party utility design and all other necessary improvements for the fire station.
- Completion of a geotechnical study including existing site conditions, footing recommendations, asphalt pavement section recommendations and concrete pavement section recommendations.
- Preparation of design and details for structural footing and foundation.

Project Coordination:

- Coordination with the Districts Project Team and Project Manager in all phases of the Project, according to the Project Approach and Project Schedule submitted by the Architect and accepted by the District. Attendance of Fire District Board of Director meetings. Meetings are typically held at 6:00 pm on the third Thursday of the month.
- Coordination with the general contractor, subcontractors, utility companies, suppliers, etc. This is expected to continue throughout construction.
- Coordination for all permitting, inspections, and other similar requirements.
- Coordination with general contractor in project inspection and closeout, including all closeout documentation, maintenance and operation manuals, warranties, as-build drawings, system testing, quality assurance, etc.

Project Documents and Specifications:

- Preparation of Construction Documents. The Construction Documents will include complete project drawings, specifications and contract documents that establish, in detail, the quality, quantity and levels of materials and systems required for construction of the Project.
- Please provide any additional details, information, or recommendations that the Consultant suggests being included or evaluated by Estacada Fire District as part of the Proposal review process. This “Other” category is not required but must have a proposal cost associated.

District Contact Information:

Ian O’Connor Estacada Fire District
445 SE Currin Street
Estacada OR 97023
Office Phone 503-630-7712
Email: ioconnor@estacadafire.org

Selection Process Milestones

Date	Action
January 31, 2024	Invitation for Proposals Advertised
May 13, 2024	Final Date to Submit Questions
June 10, 2024	Proposal Due Date
To Be Announced	Anticipated Contract Award

Firm Qualifications

The selected Firm shall be responsible to ensure that all personnel working under this Project, be qualified through training, experience, and appropriate certification or licenses for the tasks assigned and shall have a working knowledge of industry best practices and pertinent laws in the State of Oregon.

The selected Firm agrees to make the personnel available to complete the work on the contract at whatever level the Project requires.

The selected Firm shall maintain professional liability insurance with limits of at least \$1 million per occurrence and \$2 million in the aggregate.

Required Completion and Acceptance

Progress payments may be requested with this work. No more than 75% of the Project Cost amount will be paid prior to the work being completed and the final documents, project records and documentation have been received and accepted by Estacada Fire District as accurate and complete. Penalties may be assessed for failure to perform in a satisfactory manner or within the allotted timeframe of the Contract.

Applicable Federal and State Regulations

The selected Firm shall conform to all applicable local, state, and federal regulations including, but not limited to, having a current professional license to perform architectural work in the State of Oregon. All required professional Civil Engineering work must be provided by a Civil Engineer licensed in the State of Oregon.

Authorization to Begin Work

A notice to proceed may be issued by Estacada Fire District, only after the Project is awarded by the Fire District Board of Directors, and the Contract is signed by all parties and returned to Estacada Fire District.

Required Proposal Contents

Proposal must contain all information identified under Guidelines for Preparing Proposal.

Proposal Evaluation Procedures

The Proposals will be evaluated by Estacada Fire District in accordance with the criteria described under Proposal Evaluation Criteria.

Conditions of Proposal

All cost related to the preparation of Proposals and all related activities are the sole responsibility of the Architectural Firm submitting the proposal. Estacada Fire District assumes no liability for any costs incurred by the Architectural Firm throughout the entire Proposal process.

Disposition of Proposals

All proposals shall become the property of the District and made part of the public record. At the discretion of the District, proposals submitted may be reviewed and evaluated by any person once the selection process for this project has been completed. Proposers should carefully consider the items included in the proposal before submitting things that would not be disposable to the proposer. No proposal will be returned to the respondent regardless of the outcome of the selection process.

Guidelines for Preparing Proposal

These guidelines were developed to standardize the preparation of Proposals by Architectural Firms for architectural and other services on this Project. It is anticipated that these guidelines will reduce the time requirements for proposing firms and simplify the review process for Estacada Fire District personnel.

Submitting a proposal is the beginning of the selection process and will be used as the basis for selecting or for short-listing Architectural Firms. If Estacada Fire District determines interviews are necessary prior to selecting, a minimum of two and a maximum of five Consultants will be short-listed and invited to an interview with Estacada Fire District.

REQUIRED MATERIALS FOR PROPOSAL

The Proposal should contain the following items in the order listed:

1. Cover Page (optional)
2. Introductory Letter (5 points)
3. Projects of Relevant Experience (20 points)
4. Methodology of Consultant (50 points)
5. Proposed Project Cost Sheet (25 points)

Item details are provided in the Proposal Evaluation Criteria below.

Proposal Evaluation Criteria

1. Cover Page (optional) – An optional cover page may be included with the proposal.

One cover page may be included. The cover page may include the Consultants Firm's logo and contact information and the Project Name. The cover page may not include any content (informational graphics, text, etc.) that should be included within the body of the Proposal. If content (informational graphics, text, etc.) is included on the cover page, the cover page will be counted as one of the allowed pages. **No evaluation points are assigned to this section and the cover page will not count as one of the allowed pages, so long as the above instructions are followed.**

2. Introductory Letter

In a **one page**, (8.5" x 11" format) express your interest in the Project, state qualifications to do the work, and recount any summary information on the firm's proposed Project Team that may be useful or informative to Estacada Fire District. Include the mailing address, email address, and phone number(s) of the primary contact person for this selection process. **A maximum of 5 points is available for this section, and the introductory letter will count as one of the allowed pages.**

3. Relevant Experience

Provide information on at least four (4) recent projects completed which demonstrate your firm's work as it relates to design of municipal facilities, buildings and site work or similar work. A maximum of four (4) pages (8.5" x 11" format) will be allowed for this section. These projects may be in spreadsheet form and formatted for 11"x 17" paper if desired. This sheet or information should include headings for the following:

- Project Name
- Name of Architectural Firm Project Manager
- Name of Construction Company Project Manager
- Date Design was completed.
- Project Cost
 - Preliminary cost of construction project
 - Awarded construction contract price.
- Services Performed
- Client Name
- Reference Contact Name and Telephone Number

A maximum of **15 points** is available for this section. Each listed project will be considered for up to 15 points each based on similarity and relevance to the Project. The District may contact the project owner and/or the construction company for each project to get further information on the proposer's performance with each project. **All information within this section, whether in spreadsheet or another format will be counted as part of the allowed pages.**

4. Methodology of Consultant

Provide a three (3) page maximum description (8.5" x 11" format) which provides the following information:

- Staff, methods, equipment, software, etc. that will be utilized to complete the work.
- Firm's organization, role of team members and decision-making authority
- A description of your Firm's internal quality and cost control procedures
- Proposed timeline for design, construction, and closeout.
- Address in a general manner how your Firm will accomplish objectives, mitigate risks, preliminary Project schedule and how the schedule will be met.
- A description of your Firm's proposed work that will be outsourced (structural engineering, mechanical, electrical, plumbing, etc.)
- A description or list of additional items Estacada Fire District should consider for the Project beyond those scoped in this Request for Proposal.

Methodology should be concise yet contain sufficient information for evaluation by the Selection Committee. A maximum of **50 points** is available for this section. **All information within this section will be counted as part of the allowed pages.**

5. Proposed Project Cost Sheet

The Proposed Project Cost Sheet, which includes cost and an associated timeframe per task item, must be completed and returned (See Appendix A). A maximum of **30 points** is available for this section based on completeness (5 pts), and total Project Cost relative to other submitted proposals (25 pts). **The Proposed Project Cost Sheet will be considered as one of the allowed pages.**

PROPOSAL FORMAT REQUIREMENTS

- Nine (9) Page Maximum – The Proposal should not exceed nine (9) pages. A page is defined as a single-sided 8.5” x 11” sheet that contains text, pictures, tables, graphs, charts, plan sheets, or any other graphics. Page size exception: one 11” x 17” page may be substituted for one of the allowable 8.5” x 11” pages for the Relevant Experience spreadsheet if so desired. **Any Proposal that exceeds the page maximum will receive a three-point penalty per page over the limit.**
- Minimum 10 Pt Font and 12 Pt Line Spacing – The minimum font size is 10-point font or greater everywhere in the Proposal including graphics unless the graphics are a duplication from another source and the source is referenced. The minimum line spacing is 12 point.
- One-inch (1”) Margins – (Exceptions: Consultants Name/Logo and Page Header/Footers may be within margin)
- Color is allowed.

Request for Proposal Submittal Requirements

Each respondent must submit one (1) hard copy and one (1) electronic copy of its SEALED proposal to Estacada Fire District. The proposal envelope containing the proposal “ARCHITECTURAL DESIGN FOR ESTACADA FIRE DISTRICT FIRE STATION,” must be delivered and received no later than XXXXXX, at 5:00 PM to the following location:

Attention:
Ian O’Connor
Estacada Fire District - Fire Station Proposal
PO Box 1385
Estacada OR 97023

PROPOSAL SELECTION PROCESS

Selection Committee

The Estacada Fire Board, Fire Chief, and command staff will comprise the Selection Committee.

Proposal Evaluations

The Selection Committee members will receive copies of each Proposal, and will review and score the Proposals individually, based on the Proposal Evaluation Criteria above, and submit their scores and

comments to the Fire Chief. The Fire Chief will tally and compile the scores and comments.

Proposal Selection by Consent

After the scores and comments are compiled, the Selection Committee will then meet to discuss the compiled information and determine by consent the recommended Architectural Firm. Consent is defined as the willingness of all Selection Committee members to accept a decision reached by a collaborative process. The final recommended firm is based on the final scores developed by the Selection Committee members.

Final Contract Award

The recommended firm's proposal will be forwarded to the Estacada Fire District by the Selection Committee, along with a report of their evaluation process. The final selection and contract award will only occur by majority vote of the Board of Directors in a public meeting.

Estacada Fire District reserves the right to waive any informality or to reject any or all bids.

Appendix A
Proposed Project Cost Form
Estacada Fire District Fire Station Design

		Amount (\$)	Time Amount (Days)
Architectural		Total	
Task 1	Conceptual Site Plan for Each Site		
Task 2	Concept Building Design, Schematics, Refined Site Plan		
Task 3	Building Interior Design and Details		
Task 4	Design and Details for Onsite Landscaping and Irrigation		
Task 5	Design and Details for Onsite Surface Improvements		
Task 6	Preparation and Finalization of Complete Project Plans		
Civil Engineering		Total	
Task 7	Structural Design and Details for Footing, Foundation, etc.		
Task 8	Design and Detail for Onsite Storm Drainage		
Task 9	Design and Details for All Onsite Utilities		
Task 10	Project Site Design and Details		
Project Coordination		Total	
Task 11	Coordination with Project Team		
Task 12	Coordination for Permitting, Inspections, Public Utilities, etc.		
Task 13	Coordination with Bidding and during Construction		
Project Documents and Specifications		Total	
Task 14	Prepare and Provide Complete Construction Documents		

	\$ Amount	Days
Proposal Total		

Each Consultant submitting a proposal specifically acknowledges, both individually and on behalf of the submitting entity, that they have inspected the project site and understand that this Project may include exposure to natural elements, inclement weather, icy, slippery and/or wet conditions, uneven surfaces and other possible hazardous conditions associated with building construction. Furthermore, all information provided with the submitted proposal is a true and accurate representation of ability to perform the work outlined.

 Consultant Representative (name)

 Date