



## **Request for Qualifications (RFQ) and Proposal**

**2020-TRNGTWR-KRC-JMG-01**

**Architectural and Engineering Services**

**Training Tower Improvements**

**Kitsap Readiness Response Center, Joint Management  
Group (KRC-JMG) Bremerton International Emergency  
Service Training Center**

**5151 Linden Street, Bremerton, WA 98312**

**SOQ with Proposal Due 2:00 p.m., October 12<sup>th</sup>, 2020**

Contact:

Al Duke, Executive Director

Kitsap Readiness Response Center, Joint Management Group

[alduke111@comcast.net](mailto:alduke111@comcast.net)

Direct: (360) 471-6105

5151 Linden Street, Bremerton, WA 98312



## I. PURPOSE OF REQUEST

The Kitsap Readiness Response Center, Joint Management Group (KRC-JMG) is soliciting Statements of Qualifications and Proposal from qualified firms interested in providing Architectural and Engineering (A/E) Services relating to the conceptual design and future improvements to the fire training center, and specifically the burn building and tower. Firms with relevant design experience and qualifications are encouraged to submit. The purpose of the RFQ process is to identify the most qualified respondents. The firm ultimately selected by the KRC-JMG will provide full architectural and engineering services for the design and/or improvement of the fire training center, as directed by the KRC-JMG.

## II. BID PROCESS

The KRC-JMG will attempt to follow this timetable, which should result in the implementation of an Architectural and Engineering (A/E) Services agreement by **November 02, 2020**.

Issue RFQ	<b>September 21, 2020</b>
Deadline for questions – 2:00 pm	<b>October 05, 2020</b>
Deadline for submittal of SOQ/RFP – 2:00 pm	<b>October 12, 2020</b>
Selection made on	<b>October 19, 2020</b>
Agreement for Services signed	<b>October 26, 2020</b>
Implementation of Services	<b>November 02, 2020</b>

These dates are estimates and subject to change by the KRC-JMG.

## III. SUBMITTAL INSTRUCTIONS

SOQ along with the Proposal must be submitted no later than **2:00 p.m. on Monday, October 12, 2020**. All SOQ and Proposals should be directed to:

Kitsap Readiness Response Center, Joint Management Group  
Attention: Al Duke, Executive Director  
Direct: (360) 471-6105  
5151 Linden Street, Bremerton, WA 98312

Emailed SOQ with Proposal should include "Architectural and Engineering (A/E) Services (SOQ with Proposal)" in the subject line and be addressed to: [alduke111@comcast.net](mailto:alduke111@comcast.net)

(Emailed proposals must be in MS Word or PDF format and cannot exceed 10MB).

**Questions:** Questions regarding the RFQ process should be addressed to Al Duke, Executive Director, at [alduke111@comcast.net](mailto:alduke111@comcast.net) or by phone to 360-471-6105.



Questions regarding the scope of work, evaluation process, requesting more photos or scheduling a walk through should be addressed to Al Duke, Executive Director at [alduke11@comcast.net](mailto:alduke11@comcast.net) or by phone to 360-471-6105.

**Contract:** The contract shall consist of the following documents: The Request for Qualification (RFQ), the accepted proposal, a Professional Service Agreement (sample attached) and any agreed upon written changes to any of the foregoing documents. The contract documents are complimentary and what is called for in any one document shall be binding as if called for by all.

**Cooperative Purchasing:** RCW 39.34 allows cooperative purchasing between public agencies (political subdivisions) in the State of Washington. Public agencies which have filed an Intergovernmental Cooperative Purchasing Agreement with the KRC-JMG may purchase from the KRC-JMG contracts, provided that the supplier agrees to participate. The KRC-JMG does not accept any responsibility for purchase orders issued by other public agencies.

**Compliance with Laws:** The supplier shall comply with all applicable federal, state and local laws, rules, and regulations, affecting its performance and hold the Purchaser harmless against any claims arising from the violation thereof.

#### **IV. SCOPE OF SERVICES & PROPOSAL**

##### **Overview**

The Kitsap Readiness Response Center, Joint Management Group (KRC-JMG) seeks professional engineering services for the structural evaluation of its existing live fire training tower, followed by design and construction administration services for repairs, renovation, and possibly expansion of the tower as part of a conversion from utilizing gas-fired trainers to Class A fuels. Photos provided in section VIII.

##### **Project Background**

The existing Kitsap Readiness Response Center, Joint Management Group (KRC-JMG) Live Fire Training Tower is a 6-story structure with a partial basement. Built in 1998, it is used for live fire training in accordance with NFPA 1403, Standard on Live Fire Training Evolutions (2018), utilizing gas-fired trainers. The structure is constructed with a combination of topped hollow core precast slabs and poured-in-place concrete slabs supported on a combination of CMU walls and poured-in-place concrete walls.

The scope of work entails evaluating, repairing, renovating, and possibly expanding the existing structure and converting it from a gas-fired live fire training structure to a non-gas-fired live fire training structure that utilizes Class A fuels. The scope of work is as follows.



## **Phase 1 - Structural Evaluation**

1. Structural evaluation shall meet the minimum requirements listed in NFPA 1402, Standard on Facilities for Fire Training and Associated Props (2019).
2. Travel to and from site.
3. Interview training center personnel to learn training tower history plus current and future training needs.
4. Visual survey of exposed surfaces of structural elements at ceilings, walls, floors, and roofs.
5. Sound exposed roof, floor, and interior wall surfaces constructed of cast-in-place concrete, plus concrete toppings on precast slabs, to locate delamination's.
  - a. Sounding exterior surfaces of exterior walls is not required.
6. Concrete testing for solid, cast-in-place floor slab and walls in existing burn rooms, including coring and patching.
  - a. Assume (3) slab cores (2 for compression testing and 1 for petrographic testing).
  - b. Assume (3) walls cores (2 for compression testing and 1 for petrographic testing).
  - c. Patch the core holes with high strength, non-shrink grout.
7. The Owner will temporarily remove a representative number of thermal lining panels at the ceilings and walls at primary burn areas, prior to the Consultant's arrival on site, so that the Consultant can observe the hidden structural elements at those isolated locations and so the coring and patching can be performed.
  - a. The Owner will reinstall the thermal linings after the structural evaluation work and the coring and patching are complete.
8. Written report with:
  - a. Observations
  - b. Evaluation of existing conditions
  - c. Recommendations for repairs
  - d. Field notes on schematic floor plans and elevations
  - e. Photographs.
9. Structural evaluation and seismic assessment of the existing structure for current Building Code compliance are not required in this phase.

## **Phase 2 - Feasibility Study**

1. Meet with Owner to:
  - a. Discuss findings of the Phase 1 structural evaluation, including necessary repairs.
  - b. Discuss at least 2 options for how to repair, renovate, and possibly expand the structure to meet Owner's current and future training needs and to convert the structure from utilizing gas-fired trainers to Class A fuels.
  - c. This meeting can be conducted via web-based meeting platform.
2. Structural evaluation, including seismic assessment, of Owner's preferred repair / renovation option to determine what structural modifications would be necessary to the



existing tower for compliance with the structural and seismic requirements of the current Building Code.

3. Written narrative summarizing the recommended repairs, renovations, and (if desired) expansion.
4. Conceptual drawings showing the recommended repairs, renovations, and (if desired) expansion.
5. Preliminary budget, based on cost/sf figures, for recommended solution.

### **Phase 3 - Design and Construction Administration**

1. Meet with Owner at least once during Design Development phase and at least once during Construction Document Phase to review design progress.
  - a. Number of meetings will be determined once design scope is known.
2. Prepare Contract Documents (drawings, specifications, project manual, and estimate of probable construction cost) for repair, renovation, and (if desired) expansion project.
3. Submit documents for Owner review at Design Development, 90% Construction Documents, and Final Construction Documents.
4. Bidding phase services to include:
  - a. Attend pre-bid conference (web-based meeting platform acceptable).
  - b. Answer bidder RFIs and update Construction Documents, if necessary.
  - c. Review bids and provide review comments to Owner.
5. Construction Administration services to include:
  - a. Attend pre-construction conference (web-based meeting platform acceptable).
  - b. Attend monthly progress meetings (web-based meeting platform acceptable).
  - c. Review and respond to Contractor RFIs.
  - d. Review Contractor submittals and shop drawings.
  - e. Review and approve Contractor Payment Applications.
  - f. Review and process Contractor Change Order Requests.
  - g. Review testing reports.
  - h. Minimum 4 construction phase site visits, including 2 at punch list.
    - i. Number of site visits will be determined once design scope is known.

## **V. REQUIREMENTS**

For consideration, Firms are required to submit the following:

- A. Company overview
- B. Sample of previous projects
- C. Narrative outlining the Architectural and Engineering (A/E) Services process, including:
  - How the Firms will successfully achieve reasonable targets dates,
- D. Overview of customer service training and complaint resolution process



- E. Overview of Firms relations with KRC-JMG/staff
  - How will the KRC-JMG communicate requests or issues?
  - What is the expected turn-around time for responses?
  - What types of back-up resources are available if the KRC-JMG main contact person is away?
- F. Overview of security processes to ensure protection of any confidential information
- G. List of three current references
- H. Proposal as Identified in the SOW.

## **VI. TERMS AND CONDITIONS**

- A. The KRC-JMG reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. The KRC-JMG reserves the right to request clarification of information submitted, and to request additional information on any proposal.
- C. The KRC-JMG reserves the right to award any contract to the next most qualified Firm, if the successful Firm does not execute a contract within 10 days of being notified of selection.
- D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of one hundred and twenty (120) days to sell to the KRC-JMG the services described in the attached specifications, or until one or more of the proposals have been approved by the KRC-JMG administration, whichever occurs first.
- E. The contract resulting from acceptance of a proposal by the KRC-JMG shall be in a form supplied or approved by the KRC-JMG, and shall reflect the specifications in this RFQ. A copy of the KRC-JMG standard Professional Services Agreement is available for review (see attachment A). The KRC-JMG 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 KRC-JMG Attorney's office.
- F. The KRC-JMG shall not be responsible for any costs incurred by the Firms in preparing, submitting or presenting its response to the RFQ or Proposal.
- G. The initial contract period will be for one (1) year from the start of the contract. The term of the contract may be extended in one (1) year increments for four (4) additional one-year periods for a total contract duration of Five (5) years, in accordance with the KRC-JMG best interest and at the sole option of the KRC-JMG.



## VII. EVALUATION PROCESS AND CRITERIA

Proposals will be evaluated by a committee of the KRC-JMG staff. Evaluations will be based on criteria outlined herein which may be weighted by the KRC-JMG in a manner it deems appropriate. All proposals will be evaluated using the same criteria. The criteria used will be:

- A. Experience in Designing the Type of Project Envisioned
- B. Quality of Previous Performance
- C. Responsiveness to Solicitation Requirements
- D. Licensing and Certification
- E. Staff Readily Available for the Project
- F. Financial Capability
  - 1. The company is solvent and has the resources to meet the needs of the project.
- G. Ability to Perform Required Services

The KRC-JMG will consider all the relevant material submitted by each Firm, and other relevant material it may otherwise obtain, to determine whether the Firm is capable of providing services of the type and scope specific to the RFQ. The following elements may be given consideration by the KRC-JMG in determining whether a Firm is capable:

  - 1. Experience, integrity and reputation of the Firms and other information that has a direct bearing on the decision to award a contract.
  - 2. Quality, ability, cap the KRC-JMG and skill of the Firm to perform the scope of services, and responsiveness of the proposed program/methods.
- H. References

As described in Section V-Requirements



## VIII. PHOTOS









The Kitsap Readiness Response Center, Joint Management Group, (hereinafter the "KRC-JMG") and \_\_\_\_\_, whose address is \_\_\_\_\_ (hereinafter the "Consultant"), agree and contract as follows:

### **I. SERVICES BY CONSULTANT**

- A. The Consultant agrees to perform the services described in Attachment \_\_\_\_\_ to this Agreement, which attachment is incorporated herein by reference.
- B. All services, and all duties incidental or necessary thereto, shall be conducted and performed diligently and completely and in accordance with professional standards of conduct and performance.

### **II. COMPENSATION**

- A. The total compensation to be paid to the Consultant for these services shall not exceed \$\_\_\_\_\_, as detailed in Attachment \_\_\_\_\_.
- B. Payment to the Consultant by the KRC-JMG in accordance with the payment ceiling specified above shall be the total compensation for all work performed under this Agreement and supporting documents hereto as well as all subcontractors' fees and expenses, supervision, labor, supplies, materials, equipment or the use thereof, reimbursable expenses, and other necessary incidentals.
- C. The KRC-JMG shall have the right to withhold payment to the Consultant for any work not completed in a satisfactory manner until such time as the Consultant modifies such work to the satisfaction of the KRC-JMG.
- D. Unless otherwise specified in this Agreement, any payment shall be considered timely if a warrant is mailed or is available within 60 days of the date of actual receipt by the KRC-JMG of an invoice conforming in all respects to the terms of this Agreement.

### **III. TERMINATION OF AGREEMENT**

The KRC-JMG reserves the right to terminate or suspend this Agreement at any time, with or without cause, by giving ten (10) days' notice to the Consultant in writing. In the event of termination, all finished or unfinished reports, or other material prepared by the Consultant pursuant to this Agreement, shall be provided to the KRC-JMG. In the event the KRC-JMG terminates prior to completion without cause, the Consultant may complete such analyses and records as may be necessary to place its files in order. The Consultant shall be entitled to receive just and equitable compensation for any satisfactory work completed on the project prior to the date of suspension or termination, not to exceed the payment ceiling set forth above.



#### **IV. OWNERSHIP OF WORK PRODUCT**

- A.** Ownership of the originals of any reports, data, studies, surveys, charts, maps, drawings, specifications, figures, photographs, memoranda, and any other documents which are developed, compiled or produced as a result of this Agreement, whether or not completed, shall be vested in the KRC-JMG. Any reuse of these materials by the KRC-JMG for projects or purposes other than those which fall within the scope of this contract or the project to which it relates, without written concurrence by the Consultant will be at the sole risk of the KRC-JMG.

The KRC-JMG acknowledges the Consultant's plans and specifications as instruments of professional service. Nevertheless, the plans and specifications prepared under this Agreement shall become the property of the KRC-JMG upon completion of the work. The KRC-JMG agrees to hold harmless and indemnify the Consultant against all claims made against the Consultant for damage or injury, including defense costs, arising out of any reuse of such plans and specifications by any third party without the written authorization of the Consultant.

- B.** Methodology, materials, software, logic, and systems developed under this contract are the property of the Consultant and the KRC-JMG, and may be used as either the Consultant or the KRC-JMG sees fit, including the right to revise or publish the same without limitation.

#### **V. GENERAL ADMINISTRATION AND MANAGEMENT**

The \_\_\_\_\_ for the KRC-JMG shall review and approve the Consultant's invoices to the KRC-JMG under this Agreement, shall have primary responsibility for overseeing and approving services to be performed by the Consultant, and shall coordinate all communications with the Consultant from the KRC-JMG.

#### **VI. COMPLETION DATE**

The estimated completion date for the Consultant's performance of the services specified in Section II is \_\_\_\_\_.

The Consultant will diligently proceed with the work contracted for, but the Consultant shall not be held responsible for delays occasioned by factors beyond its control which could not reasonably have been foreseen at the time of the execution of this Agreement. If such a delay arises, the Consultant shall forthwith notify the KRC-JMG.

#### **VII. SUCCESSORS AND ASSIGNS**

The Consultant shall not assign, transfer, convey, pledge, or otherwise dispose of this Agreement or any part of this Agreement without prior written consent of the KRC-JMG.

#### **VIII. NONDISCRIMINATION**

Contractor shall, in employment made possible or resulting from this Agreement, ensure that there shall be no unlawful discrimination against any employee or applicant for employment in violation of RCW 49.60.180, as currently written or hereafter amended, or other applicable law prohibiting discrimination, unless based upon a bona fide occupational qualification as provided in RCW 49.60.180 or as otherwise permitted by other applicable law. Further, no person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this Agreement in violation of RCW 49.60.215 or other applicable law prohibiting discrimination.



## **IX. HOLD HARMLESS/INDEMNIFICATION**

The Consultant shall defend, indemnify and hold the KRC-JMG, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from its negligence or breach of any of its obligations in performance of this Agreement, except for injuries and damages caused by the sole negligence of the KRC-JMG.

## **X. LIABILITY INSURANCE COVERAGE**

The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees. A failure to obtain and maintain such insurance or to file required certificates and endorsements shall be a material breach of this Agreement.

### **A. Minimum Scope of Insurance**

The Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The KRC-JMG shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the KRC-JMG.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

### **B. Minimum Amounts of Insurance**

The Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit

### **C. Other Insurance Provisions**

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

1. The Consultant's insurance coverage shall be primary insurance as respects the KRC-JMG. Any insurance, self-insurance, or insurance pool coverage maintained by the KRC-JMG shall be excess of the Consultant's insurance and shall not contribute with it.



2. The Consultant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the KRC-JMG.

**D. Acceptability of Insurers**

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

**E. Verification of Coverage**

The Consultant shall furnish the KRC-JMG with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

**F. Claims-made Coverage**

Any policy of required insurance written on a claims-made basis shall provide coverage as to all claims arising out of the services performed under the contract and filed within three (3) years following completion of the services so to be performed.

**XI. COMPLIANCE WITH LAWS/BUSINESS LICENSE**

The Consultant shall comply with all applicable State, Federal, and the KRC-JMG laws, ordinances, regulations, and codes.

**XII. FUTURE SUPPORT**

The KRC-JMG makes no commitment and assumes no obligations for the support of the Consultant's activities except as set forth in this Agreement.

**XIII. INDEPENDENT CONTRACTOR**

The Consultant is and shall be at all times during the term of this Agreement an independent contractor and not an employee of the KRC-JMG. The Consultant agrees that he is solely responsible for the payment of taxes applicable to the services performed under this Agreement and agrees to comply with all federal, state, and local laws regarding the reporting of taxes, maintenance of insurance and records, and all other requirements and obligations imposed on him as a result of his status as an independent contractor. The Consultant is responsible for providing the office space and clerical support necessary for the performance of services under this Agreement. The KRC-JMG shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance of unemployment compensation programs or otherwise assuming the duties of an employer with respect to the Consultant, or any employee of The Consultant.

**XIV. EXTENT OF AGREEMENT/MODIFICATION**

This Agreement, together with all attachments and addenda, represents the entire and integrated Agreement between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified, or added to only by written instrument properly signed by both parties hereto.

**XV. ADDITIONAL WORK**



The KRC-JMG may desire to have the Consultant perform work or render services in connection with the project other than provided for by the express intent of this contract. Any such work or services shall be considered as additional work, supplemental to this contract. Such work may include, but shall not be limited to,

\_\_\_\_\_. Additional work shall not proceed unless so authorized in writing by the KRC-JMG.

Authorized additional work will be compensated for in accordance with a written supplemental contract between the Consultant and the KRC-JMG.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates written below:

CONSULTANT:

Kitsap Readiness Response Center, Joint Management Group:

By: \_\_\_\_\_ By: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

