REQUEST FOR QUALIFICATIONS (RFQ)

SOUTH KING FIRE

Question/Answers
Supplement #2
ARCHITECTURAL DESIGN

Q. Do drawings need to be included in the RFQ?
A. No.

Q. Are you currently looking for a Bid Set?
A. No, not at this current time.

Q. What is the intent for the space?
A. To be the primary workspace for our administrative staff.

Q. How many people is the current administrative staff?
A. 20-25 currently but looking for expansion in the future.

Q. What is the target number of vehicles for the lower-level parking?
A. No specific number of vehicles.

Q. Does the District anticipate power upgrades?
A No, not with the current plan.

Q. Are there any desire to change the outside of the building?
A. Possibly in the future, only current plans is a possible update to landscaping and eating area.

Q. Do you need power in the lower-level parking area?
A. Yes, we have vehicles that will need to plug in.

Q. Is the District looking to upgrade the parking lot lighting?
A. Not currently.

Q. Is the intent to submit fees for the whole project?
A. Only fees for feasibility/standard hourly rates.

Q. Is feasibility phase 1 or 2?
A. Both.

Q. Is there a page limit, required page dimension, or final file size for the digital document?
A. No.

Q. Is a chart of hourly rates sufficient to meet Item 2. Services and Fees?
A. Yes.

Q. We intend to include our project approach under Item 2. Is this acceptable?
A. Yes.

Q. As this is a proposed admin space, does SKF intend to lease the available space, or to purchase the building?
A. Purchase

Q. Have any addenda, or updates, been published that we should review and include in our submission?
A. No.

Q. In a previous email you mentioned being in a feasibility period for a purchase and sale agreement. Is the scope of this RFQ primarily for feasibility related to the purchase/sale? If so, when does the feasibility period end?
A. No.

Q. Have design and construction budgets been determined? If so, what are they?
A. No.

Q. Has a tentative schedule been determined?
A. No.

Q. How is the project being funded?
A. District's capital funds.

Q. Regarding resumes/qualifications required at this stage, which of the following will be required?
A.
- MEP? - No
- Structural? - No
- General Contractor? - No

Q. Under services & fees, I understand only a comprehensive list of the firm's relevant services is required. Please confirm if fees/prices are not required at this time.
A. Fees are required.

Q. For references, is it acceptable to provide reference contact information only. Due to the short notice, references from past municipal or private clients may not be received on time.
A. Contact information only will suffice.
Q. I did not see any updates, questions or addenda posted under this RFQ on the //southkingfire.org/bids.aspx link. Just like to confirm that no updates have been published to date.
A. Questions will be posted after the optional walkthrough on 6/28 no later than 4:30 pm (EOB).
Q. Please confirm that this RFQ encompasses work only up to the DD phase in order to submit for permits.
A. Only work up through phase 1 and phase 2.

Q. Additional bathrooms are not a part of the design.
A. No, but we are requesting a new kitchen/employee breakroom.

Q. Space planning layouts will not be based on specific furniture manufacturers/models unless provided by client or is furniture selection to be included in the proposal?
A. Furniture selection is not necessary for the RFQ

Q. Does the project include a new or expanded building, or a remodel of an existing building?
A. Remodel existing building.

Q. Should the submitted qualifications include sub-consultants?
A. Subconsultants are not necessary.

Q. Does South King Fire have any project inclusion goals, particularly for veteran-owned small businesses?
A. Women and minority owned businesses.

Q. Will hard copies of our Statement of Qualifications be required for submission or only electronic?
A. Either hard copy or digital/electronic will work.

Q. Submittals section, item #2: Can you confirm what fees may be requested or are you looking only the firm's relevant services? At the walk through you mentioned you are looking for fees – and only for the feasibility phase. Typically, RFQ's do not include fee proposals (RFP). If fees or hourly rates are requested, I am happy to provide. Can you please provide detailed expectations for what you are looking for in the feasibility phase; scope, goals, deliverables, etc. defining the extent of work will be very helpful. As I understand the feasibility phase is 30 days 7/2/24-8/2/24, correct?
A. A chart of hourly rates for services for feasibility will suffice. Based on discussions, we are looking for architectural and design services only. We will develop the scope of work, including cost estimates with MEP, with the selected architect.

Q. Submittals section, item #5: Are you able to provide a more detailed or projected schedule/timeline of activities that are known at this point that was discussed this morning?
A. With the exception of RFQ, there is no detailed timeline at this point.

Q. To provide more context: Do you have a budget identified yet for the near-term work to get SKF moved in approx. Q3 2025? Or will is it yet to be determined dependent on the design needs of the project?
A. There is no budget at this time. Yes, it is determined based on the design needs.

Q. It appears there will be both work related to consolidate various tenant suites to move SKF in as well as upgrading the interior of the building entries, restrooms, and common areas. In the not-too-distant future, exterior building work and site work maybe desired. Is this generally all correct?
A. Yes, that is correct.

Q. Does SKF have requirements for certifications related to women owned, minority, or small business enterprise for the design / architecture firm or their sub-contractors? If so, are there specific expectations?
A. No requirements, but as it relates to architectural services, we prefer women and minority owned businesses.

Q. Please clarify if a fee for Phase 1 is being requested as part of the RFQ which may have been implied during the site walk today but is not entirely clear in the above language.
Phase 1 could have many variables and without a discussion of scope and what could be in the extent of the analysis, we anticipate a wide range of fees may be submitted or no fees at all per the above.
A. A chart of hourly rates for services for feasibility will suffice. Based on discussions, we are looking for architectural and design services only. We will develop the scope of work, including cost estimates with MEP, with the selected architect.