**COWLITZ 911**

**REQUEST FOR QUALIFICATIONS**

**Cowlitz 911 New Facility Construction/Project Manager**

**NOTICE**

The Cowlitz 911 Public Authority (Cowlitz 911) is requesting Qualifications (RFQ) from qualified individuals and or firms for construction/project management during the construction of a new 911 Center and Emergency Operations facility.

**SUBMISSION OF PROPOSAL**

To receive consideration, responses must be submitted in accordance with the following instructions:

1. All response submittals shall be sealed and delivered to:

Cowlitz 911

Attention Executive Director Phil Jurmu

312 SW 1st, AVE.

Kelso, WA. 98626;

2. Respondents are responsible for assuring delivery. For more information, contact Phil Jurmu, Cowlitz 911Executive Director, jurmup@co.cowlitz.wa.us or telephone (360) 577-3078. Answers to questions may be shared with other consultants participating in the RFQ process.

*3.* Submit three (3) copies of the response by 2:00 p.m. April 17, 2020. One reproducible copy of the proposal may be mailed or delivered to the address above, or sent by email with the proposal attached as a PDF file. Respondents are responsible for assuring delivery; and

4. Any envelope or email must be clearly marked “Cowlitz 911 Construction Management”; and

5. Cowlitz 911 reserves the right to reject any and all responses, and has the right, at its sole discretion, to accept the submittal it considers most favorable to Cowlitz 911 interest and the right to waive minor irregularities in procedures.

March 23, 2020

Phil Jurmu, Executive Director Cowlitz 911

Free-of-charge access to project bid documents (plans, specifications, addenda, and Bidders List) is provided to Prime Bidders, Subcontractors, and Vendors by going to www.bxwa.com<http://www.bxwa.com> and clicking on "Posted Projects", "Public Works", and "Cowlitz 911". This online plan room provides Bidders with fully usable online documents with the ability to: download, view, print, order full/partial plan sets from numerous reprographic sources, and a free online digitizer/take-off tool. It is recommended that Bidders “Register” in order to receive automatic e-mail notification of future addenda and to place themselves on the “Self-Registered Bidders List". Bidders that do not register will not be automatically notified of addenda and will need to periodically check the on-line plan room for addenda issued on this project. Contact Builders Exchange of Washington at (425) 258-1303 should you require assistance with access or registration.

**COWLITZ 911**

**FACILITY CONSTRUCTION/PROJECT MANAGEMENT**

**INSTRUCTIONS TO SUBMITTERS**

**I. INTRODUCTION AND BACKGROUND**

The Cowlitz 911 Public Authority (Cowlitz 911) is requesting Qualifications (RFQ) from qualified individuals and or firms for Construction/Project management for the purpose of construction of a 911 Center and Emergency Operations facility.

A programming and site feasabilty study was conducted in 2019 with the preferred site identified. The preferred site is owned by the City of Longview and is planned for a future fire station on the south half of the site with the new Cowlitz 911 center on the north half of the site. A concept site plan, block diagram, and space program is attached to this RFQ.

An Architectural/Engineering design team has been selected and is under contract. The project will follow a traditional Design-Bid-Build process.

The anticipated schedule for the project is:

Schematic Design: March – April 2020

Design Development: May – June 2020

Construction Documents: June – September 2020

Bidding: October -November 2020

Construction commencement date: December 2020

Substantial Completion date: November 2021

**II. SCOPE OF SERVICES**

A. Services – Generally

Assist in the planning and oversight of the construction of a 10,000 to 12,000 square foot public safety industry standard facility with secure parking.

B. Project Goals

* Assist in the planning and final design of facility for constructability and
* Oversee and direct the construction project to completion
* Review the project in-depth to schedule deliverables
* Oversee all onsite and offsite constructions to monitor compliance with building and safety regulations

 **III. PROPOSAL REQUIREMENTS**

A voluntary pre-award meeting is scheduled on March 31, 2020 at the Director of Cowlitz 911’s office at 0900. The voluntary pre-award meeting can also be attended remotely via teleconferencing due to social distancing requirements for coronavirus containment. Please contact Phil Jurmu at jurmup@co.cowlitz.wa.us if you are planning on attending remotely.

**A. Cover Letter**

All proposals must include a cover letter to the attention of Phil Jurmu, Cowlitz 911 Executive Director, signed by a person legally authorized to bind the applicant to its proposal. The letter shall include a brief overview of your approach to the project.

**B. Experience**

Specialized experience and technical competence of Respondent and their team in similar project scope. Identify recent experience and expertise with similar type of project including:

1. Site assessments for the construction of public safety types of uses, including a 911 Center and/or Emergency Operations facility;

1. Experience with various city, county, police, fire agencies, boards, councils, or public safety entities;
2. A list of memberships in professional organizations, special training, licenses and experience shall be included in the submittal.
3. The Contractor must be licensed in WA State.

**C. Project Team**

1. Describe the proposed project team. Who will be the key contacts and leaders of the team and discuss who will interact with Cowlitz 911. Please provide résumés of all key personnel who will conduct any work on this project.
2. Please provide the proposed staffing or total number of persons you plan to have available to assist with regard to this proposal. Include their level of education and any relevant licenses, qualifications or experience they have related to the project.
3. Summarize the relevant experience of your Project Manager and other key personnel. Discuss the ways in which the experience and qualifications of these individuals would benefit Cowlitz 911 in assisting in the management of this project.
4. Identify any subconsultants on the team and how you have worked together on past projects.
5. Selected respondents may be invited to participate in an interview stage of the evaluation process. Respondents should be prepared to respond to questions related specifically to their submittal and other pertinent matters with respect to the RFQ. However, Cowlitz 911 reserves the right to select a firm without interviews if there is an obvious preference based on the review of the SOQ’s.

**D. References**

1. A professional profile of the Contractor including a list of at least three references from public entities the Contractor has provided similar services to, include the client’s name, contact information and telephone number. Include the scope of work, budget, timeline and change order report.

**E. Project Schedule**

A project timeline shall be provided to the Cowlitz 911 Executive Director 10 days following award.

**IV. EVALUATION PROCESS**

**A. Project Approach ~ 40%**

Evaluations will be performed to determine respondent understanding of the work to be performed, understanding and commitment to the timeline, overall approach to the project, potential for completing the work as specified in the Scope of Services. Award will be made to the respondent whose conformance to the RFQ is considered most advantageous to Cowlitz 911, considering the Evaluation Criteria in this section.

**B. Personnel Proposals, Project Organization and Experience ~ 10%**

Proposals will be evaluated considering the respondent’s technical and analytical experience, proposals, and the availability of personnel who are proposed to work on the project that include their résumés.

**C. Relevant Past and Present Performance Criteria ~ 35%**

Assessment of the respondent’s past and present performance will be evaluated relative to the capability to meet the requirements contained herein. Additionally, quality of service, customer satisfaction, cost control and timeliness will be evaluated.

**D. Capacity to Perform Work ~ 15%**

The applicant’s capacity to perform work in the prescribed time frame considering the applicant’s team current and planned workload. Describe the applicant’s ability to provide the technical disciplines and services required to cover the work required by the project.

**V. GENERAL INFORMATION**

**A. Selection Process**

Additional information, interviews and or presentations may be required at the option of Cowlitz 911. In no event shall Cowlitz 911, or its Board, Officers or employees be liable for any costs incurred for the preparation of and participation in the submission of responses to this request or subsequent interviews of persons or companies.

**B. Compliance with Rules**

Respondents responding to this RFQ must follow its procedures and requirements. Failure to comply with any portion of this RFQ may result with the rejection of your Proposal.

**C. Proposal Withdrawal**

Any proposal may be withdrawn at any time before the “Proposal Due” date and time by providing a written request for the withdrawal to Cowlitz 911 Public Authorities Executive Director which is acknowledged by Cowlitz 911 Public Authority prior to the “Proposal Due” date and time. A duly authorized representative of the submitting entity shall make the request. Withdrawal of a Proposal will not preclude the respondent from filing a new proposal as long as it’s prior to the close date.

**D. Ownership of Documents**

Any material submitted by a respondent shall become the property of Cowlitz 911. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

**E. Public Record**

All respondents and information submitted by respondents are not open for public inspection until after the notice of intent to award a contract is issued. Except for exempt materials, all respondents and information submitted by respondents will be available for viewing after the evaluation process is complete and the notice of intent to award is sent to all participating parties.

**G. Confidentiality of Information**

Under Washington State Law (RCW 42.56—the Public Records Act) all materials received or created by Cowlitz 911 are considered public records and are subject to public disclosure. If you believe that any of the records you are submitting to the Port as part of your information material are exempt from disclosure, you must so exactly specify in your submittal (by such measures as marking the specific information with a “(C)”). If Cowlitz 911 receives a public disclosure request for any records you have properly and specifically so marked, it will notify you of the request. Cowlitz 911 will not assert an exemption to disclosure on your behalf, but will give you a reasonable time to seek a court injunction pursuant to RCW 42.56.540 if you promptly notify Cowlitz 911 of your desire to do so.