



NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT

20975 Geyserville Avenue • PO Box 217 • Geyserville • California • 95441 • (707) 857-4373 • www.nosocofire.com

Northern Sonoma County Fire Protection District

invites and will receive competitive sealed proposals to provide
Professional Planning and Architectural Services for:

District Facilities Needs Assessment Functional Alterations, Additions, and Improvements to Specific District Facilities

NOSOCO Project #: 2024-005

The Northern Sonoma County Fire Protection District (the District) is seeking Proposals from qualified Architects to provide the following:

- Facilities Needs Assessment for all District Facilities
- Architectural Design and Management Services for Functional Alterations, Additions, and Improvements to Specific District Facilities

Project Description

- **District Facilities Needs Assessment**

Assessment of and projected needs for all District facilities that reflect likely District service and operational growth over the next 25 years.

- **Functional Alterations, Additions, and Improvements to Specific District Facilities**

Based on the needs assessment, generate specific facility needs analysis, make recommendations for responsive alterations and improvements and prepare all required design documentation for review, approval and procurement of construction services.

This RFP/Q is for professional services for planning, design, and project management through any procurement period that may occur. The District intends to retain the selected firm to also provide construction management and administration services for physical projects that result from the work of this proposal. Such work will occur under a separate contract(s) responsive to the scope of actual projects once they are defined.

Project Goals

Master Planning: The District seeks a general needs assessment (and associated plan representations) that reflects the changing and increasing responsibilities for District services and operations. Such responsibilities include:

- Continued expansion of fire suppression
- Continued expansion of general emergency services and support requirements
- Increased wildland fire prevention and wildland fire risk reduction
- Community education, engagement, and meeting space
- Increased vegetation management services
- Administrative functions to support all District components
- Specific unmet facility needs of District personnel

Master planning will assess current functional housing patterns, necessary relocation and expansion of some functions at various existing facilities, necessary alterations/additions at any facilities where functional deficiencies are identified, and potential needs for additional facilities and assessment of the physical impacts of potential District consolidation scenarios that may occur in the future.

Specific Facility Improvements: The District seeks to assess the existing facility functions and needs at the Geyserville Fire Station (and possibly other locations) in response to needs identified in the needs assessment and to make recommended alterations to improve such functions and respond to such needs. The District has identified several areas of concern but wishes to analyze the overall facility to identify opportunities for sensible and cost-effective improvements.

Scope of Work

The Project will include the following general delivery categories and resulting work products:

District Facilities Needs Assessment:

- A written/graphic document (Plan) describing District needs, recommended responses and outlining plan options, opportunities and limitations. Plan shall be suitable for guiding and informing facility decisions by the District.

Specific Project Design and Management:

- Schematic Design: Design of proposed physical alterations and associated preliminary approvals. Produce drawings and other products that fully depict proposed work suitable for review by District staff and suitable for submission to various regulatory agencies for planning level approvals.
- Final Design: Final design of approved schematic design. Produce complete construction documents suitable for obtaining final approvals and suitable to represent the project fully and accurately to prospective bidders for construction services. Includes all necessary engineering, preparation of construction documents, final approvals through County of Sonoma and preparation of bid documents and bidding procedures.

Detailed services are not fully defined and shall be responsive to evolving needs as the project details are developed. The District expects the selected architect to advise the District on best strategies and methods for final design, project definition, and

procurement methods. As such, the work requested within this RFP/Q is not fully defined and the architect will be expected to advise the District with a high standard of ethics and fully without conflict.

Minimum Qualifications

Any firm responding to the RFQ/P shall meet the following minimum qualifications. These include demonstrated experience and competence in the following specific areas:

- Licensed Architect: Responding firms shall include principals and designated project managers that are licensed California Architects.
- Facility Planning and Long-Term Plan Implementation: Firms shall demonstrate experience in public facility planning, development of long-term implementation plans, and successful realization of those plans.
- Responsive Project Design for Public Agencies: Firms shall have substantial experience designing and managing public projects in California. Experience shall include working with public agencies and constituents during design and development, developing and administering public contracts and working with various regulatory agencies.
- Effective Project Delivery: Firms shall demonstrate a consistent history of successful and responsive project design and delivery, including successful budget and schedule compliance, successful relationships with contractors and permitting agencies.
- Local Firm: Firms shall be local to the project area and shall have offices within 25 miles of the District. Firms shall have knowledge of District extents and be familiar with communities and organizations within District boundaries.

Minimum Submittal Requirements

Please provide a written proposal and, when appropriate, graphic information demonstrating capabilities, experience and recommendations regarding the project as defined herein. Provide the following in letter format, stapled or bound, maximum 12 pages that can be lists or narratives addressing the following:

General Information:

- Company
 - Company name, address and contact information
 - Company ownership (sole, corporation, etc.)
 - Leadership structure, primary contact, primary liaison for duration of work
 - Anticipated consultants, if any (not including CEQA and NEPA regulatory compliance)
- History
 - Brief company history (1/2 page)
 - Outline primary project types/trends
 - General service area of company, proximity to project location

Statement of Qualifications:

- Minimum Qualifications: Provide in outline form a list of representative professional experience that satisfies the list of minimum qualifications outlined above.
- Example Projects: Provide a brief narrative of at least two completed (or near complete) projects that exhibit most or all of the elements of the present project. Include examples from several projects if necessary.

Proposal:

- Project Delivery Narrative
 - Professional Planning and Management Services: Provide a brief narrative, in outline form, of the likely steps you envision to perform the work of this proposal. Present this from a leadership perspective. Include recommendations you think may be valuable as a means to demonstrate competence.
 - Costs: Provide a spread sheet (or similar document) showing key staff positions and their respective billing rates

Questions

Questions regarding this RFQ/P shall be directed to:

Chief Marshall Turbeville
Northern Sonoma County Fire Protection District
mturbeville@nosocofire.com
(707) 292-3754

Questions must be received via email to Chief Turbeville on or before the time indicated in the RFQ/P schedule. Firms with questions or comments about this RFQ/P, the contract, or the project should not contact any other District representative, District board member, consultant, or employee unless directed to do so by Chief Turbeville. All questions with responses/clarification will be shared with all firms who have asked questions. Any firm who has not asked questions can request, via an email to Chief Turbeville, the responses/clarification that have been asked by other firms.

RFQ/P Addenda

If the District issues addenda to this RFQ/P, the proposer is solely responsible for, and must acknowledge receipt of, addenda in the proposal. Failure to acknowledge and respond to any addenda issued by the District may, in the District's sole discretion, render the proposal "non-responsive" and may be rejected.

Selection Criteria

All proposals will be evaluated by an evaluation committee familiar with the subject matter of the project. The committee will make a recommendation to the Fire Chief and/or the District governing board for the final selection of a firm.

During the selection process, the committee may require a proposer's representative to answer specific questions orally and/or in writing. The committee may also require a visit to the proposer's office, other field visits or observations, or demonstrations as part of the overall selection process.

The most qualified individual or firm will be selected based on the overall proposal and the selection is not restricted to considerations of any single factor.

- **Basis for Selection:** The District will make its selection based primarily on qualifications and demonstrated ability to serve District and Project needs.
- **Cost:** The District may consider estimated costs but is not obligated to select a professional consultant based on lowest cost.
- **Responsive Proposals:** The District will seek the most responsive proposal, one which addresses all apparent concerns and provides additional advice regarding delivery of the work. The District will review each submittal on a stand-alone basis and determine which proposal is most responsive, best meets the District's needs, indicates ability to provide advice and leadership and demonstrates competence for all aspects of the work.
- **Independent Contractor:** The architect shall be an independent entity and may not include employees of the District.

This RFQ/P does not imply or require that the District will accept any of the proposals submitted. The District reserves the right to reject any and all proposals and to amend this RFQ/P, as necessary. All materials submitted to the District in response to this RFQ/P shall remain property of the District.

RFQ/P Submittal

Interested firms are invited to submit a response as described below, with one (1) original and five (5) copies of requested materials as well as a digital copy on a thumb drive, to:

Northern Sonoma County Fire Protection District
Post Office Box 217
Geyserville, CA 95441

The District shall follow this schedule for the review and selection process. The District reserves the right to modify this schedule.

- **Questions Submitted to Chief Turbeville Deadline via email: 5:00 PM on Wednesday, May 1, 2024**
- **Proposal Submittal Due Date: 12 PM/Noon on Friday, May 17, 2024**
- **Proposals Opened: 4 PM on Tuesday, June 4, 2024**

No proposals will be accepted after 12 PM/Noon on May 17, 2024 with the exception of mailed proposals that are postmarked prior to this date and time.

Hand deliveries will ONLY be accepted between 9:30 AM and 12:00 PM/Noon on Friday, May 17, 2024 at the reception desk of the Northern Sonoma County Fire Protection District's Geyserville Fire Station located at 20975 Geyserville Avenue, Geyserville, CA 95441.

The selection will be made by and is subject to governing board approval, proposed to be on June 20, 2024. The selected architect, if a selection is made, and all other proposer(s) may be notified of the results by letter.

**Thank you for your interest in working with the
Northern Sonoma County Fire Protection District**