



Request for Qualifications – Owner’s Representative Services Lacey Fire District 3
Upcoming Major Capital Projects
Qualifications Due May 26, 2026

**Request for Qualifications
For
Owner’s Representative**

Thurston County Fire Protection District #3 (Lacey Fire District #3)
Lacey, Washington

Release Date:

April 27, 2026

Owner:

Thurston County Fire Protection District #3
DBA: Lacey Fire District 3

Mailing Address:

1231 Franz St. SE
Lacey, Washington 98503

Physical Address:

1231 Franz St. SE
Lacey, Washington 98503

For:

Thurston County Fire Protection District #3

Contact Resources:

General Questions: Info@laceyfire.com

Specific Information: Michael Cerovski, Deputy Chief - 360-528-2301; mcеровski@laceyfire.com

Brandon Kirkwood, Chief Financial Officer - 360-528-2310; bkirkwood@laceyfire.com

Submittal Deadline:

May 26, 2026

Submit:

Electronically (via email) per RFQ



Owner’s Representative and Construction Management Services

Required for
Lacey Fire District 3 Major Projects
In Lacey, Washington

INTRODUCTION

This Request for Qualifications (RFQ) is issued by Thurston County Fire Protection District #3 (Lacey Fire District 3) to solicit qualifications from experienced firms to provide Owner’s Representative and Construction Management services in support of a comprehensive capital facilities program. The District is undertaking multiple concurrent projects to enhance operational readiness, system capacity, and long-term service delivery. The selected firm will provide strategic oversight, coordination, and management support to ensure successful project delivery aligned with the District’s operational, financial, and organizational objectives.

List of projects:

1. Renovation of Station 33: Renovation and expansion of the current Station 33.
2. Renovation of Station 31: Renovation of current Station 31.
3. New Station 32: Construction of replacement Station 32.
4. Logistics Warehouse: Construction of new Logistics Services Building.
5. Training Support Center: Construction of new Training Services Building.
6. Training Campus: Construction of a new Fire Training Campus.
7. New Station 36: Construction of new Station 36.

The RFQ information will be posted on the Lacey Fire District 3 Website under:

<https://www.laceyfire.com/about-us/capital-facilities-projects/>

Project management services during Design, Construction administration, and project closeout are sought to augment the Owner and assist in the coordination of the project. The service provided by the Owner’s Representative will be that of an independent contractor and not as a Lacey Fire District 3 Employee.

The Owner is qualifying Firms through a Request for Qualifications process to verify Firms have the experience and expertise required to provide the services outlined in the RFQ. This scope of work includes services from Design Development to Project Closeout.



Scope of Services for Owner’s Representative

The Owner’s Representative will serve as an extension of the District’s executive team, providing leadership, coordination, and accountability across all phases of project delivery. The scope of services for the Owner’s Representative of Lacey Fire District 3 includes the following areas and deliverables:

1) General

- a. Attend all major Owner, Architect, GC/CM meetings during design in person. Anticipate a minimum of two meetings a month.
- b. Attend all Virtual Owner, Architect, and GC/CM meetings during the duration of Project.
- c. Attend all OAC meetings during construction, assume two per month.
- d. Attend Bi-Monthly Board of Fire Commissioner meetings as requested by the owner.
- e. Capacity to provide routine onsite presence during construction.
- f. Capacity to provide effective response times commensurate with timeline deliverables and coordination with stakeholders including, A&E staff, contractors, vendors, and code officials.

2) Authorization

- a. Act as the Owner’s representative for day-to-day project coordination and management, providing recommendations and support to the Owner’s Executive Team. Final authority for contractual and financial decisions remains with the District.
- b. Review, and recommend approval / denial for pay applications, change orders.
- c. Review and provide recommendations related to contract compliance and enforcement.
- d. Review and provide recommendations related to contractor methods and means for projects.
- e. Provide recommendations related to contract amendments when necessary.

3) Design and GC/CM Contract Support

- a. Coordinate with Owner and architect the state required approval process for GC/CM authorization.
- b. Coordinate with all necessary parties related to Design and GC/CM Contract administration including request for additional services.
- c. Demonstrated project experience with GC/CM projects.
- d. Demonstrated project experience with projects that include fire stations, fire training facilities and experience with new construction and remodel construction.
- e. Experience with MACC development and subcontractor procurement oversight.

4) Schedule Support

- a. Review Design Team and GC/CM Schedules.
- b. Owner Coordination of Project, Design, and Construction Schedules.
- c. Coordination of Owner/ Architect / Contractor (OAC) Activities.
- d. Owner Vendor and Supplier Schedule Coordination.

5) Pre-Construction Budget Support

- a. Review Owner’s Project Budget and provide recommendations as necessary.
 - b. Review Design Cost Estimates.
 - c. Review GC/CM Cost Estimates.
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- d. Coordinate with Owner’s Chief Financial Officer (CFO) for project funding.
- e. Review Owner’s Furniture, Fixture, and Equipment Budgets and provide recommendations as necessary.

6) Design Coordination

- a. Review all Design Team and Contractor documents – Provide recommendations as necessary.
- b. Perform Design Quality Control Review.
- c. Perform Constructability Control Review.
- d. Tracking Owner, Value Engineering, and Constructability Review comments.

7) Bidding Support

- a. Coordinate with GC/CM for bidding documentation & package coordination.
- b. Coordinate with GC/CM for Advertisements.
- c. Review bids and provide recommendations to the Owner’s Executive team.
- d. Coordinate with GC/CM, Architect, and Owner for Bid Approvals & Establishment of maximum allowable construction costs (MACC).
- e. Provide support for the Owner’s Executive team regarding approvals & coordination of information (Bids and Contracts).

8) Building Permit & Project Entitlements Support

- a. Work with building department, Fire Marshall, or Authority Having Jurisdiction (AHJ) to obtain building permits.
- b. Track AHJ comments and coordinate response from design team.
- c. Track State Environmental Policy Act (SEPA) process.
- d. Track & Coordinate Stormwater Pollution and Prevention Plan SWPPP with GC/CM and sub-contractors.
- e. Track and coordinate any other local/state/federal compliance requirements not listed above.

9) Performance Metrics analysis

- a. Performance metrics shall be used to support proactive decision-making and continuous project oversight.
- b. Review and report on budget targets and variance for capital projects.
- c. Review and report on schedule management and variance for capital projects.
- d. Review and report on change order justification and impacts. Include cost validation, trend tracking, forecasting, and provide recommendations for all change orders.
- e. Review and report on communication and coordination of capital projects.
- f. Provide monthly summary reports on capital projects for delivery to executive staff.

10) Project Contract Administration (CA)

- a. In coordination with Owner’s Chief Financial Officer, CA Services Coordination and Management.
 - b. Track Project Submittal Status and updates.
 - c. Consult and coordinate any additional services requests and reviews.
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- d. Construction Change Directive (CCD), Change Order Proposals (COP), and Change Order (CO) control, analysis, validation, recommendations and tracking.
- e. Construction Contingency Utilization review and tracking.
- f. Pay Application (PA) validation and review.
- g. Bi-monthly OAC meeting coordination.
- h. Manage communication and coordination planning.
- i. Monthly Onsite Field Observations and Reports.

11) Risk Management

- a. Maintain project risk register that includes:
 - Cost risks
 - Schedule risks
 - Operational risks
 - Impacts to emergency response capability and service delivery

12) Construction Closeout Coordination

- a. New system integration.
- b. Track Owner staff O&M Training.
- c. Review and track O&M manuals.
- d. Track receipt of warranty documentation.
- e. Track close out of permits.
- f. Manage and track punch list progress.
- g. Review as-built drawings.

13) Fixtures, Furniture, and Equipment Procurement (FFE)

- a. Validate Owner’s Budget.
- b. Identify and coordinate funding sources for FFE.
- c. Identify and coordinate procurement methods for FFE.
- d. Owner FFE delivery and installation.
- e. Coordinate with CFO and Owner’s Logistics division as needed.

14) Owner move-in Coordination

- a. Coordinate Owner move-in. Work with GC/CM and Owner for move in information (Schedule and Availability).
- b. Coordinate procurement of mover contracts.
- c. Coordinate installation of furniture prior to moving in.



DESCRIPTION OF PROJECTS

From a design and construction standpoint, the Owner Representative will be expected to prioritize durable, low-maintenance materials and systems suitable for continuous public safety operations. The Owner’s Representative will be expected to provide comprehensive project oversight, including coordination among the District, design team, and contractor; schedule and budget management; constructability review; and quality assurance. The Owner’s Representative will ensure the project is delivered in alignment with the District’s operational requirements, regulatory standards, and long-term asset management objectives, with a focus on functionality, resilience, and lifecycle performance.

1) Station 33: 6500 Mullen Rd SE, Olympia, WA 98503 – Remodel and Expansion

Station 33 is an existing fire station within the District’s system that is planned for renovation and expansion to support front-line emergency response operations, evolving staffing models, and long-term service demands. The project will modernize and expand the current facility to improve operational efficiency, personnel readiness, and overall building performance while maintaining continuity of service throughout construction. ***This project will take place while operational response companies continue to use the facility.***

The project includes the expansion of apparatus bay space to better accommodate current and future apparatus and support vehicles. Apparatus bay improvements will consider appropriate depth, door height and width, exhaust extraction systems, and safe circulation patterns to support rapid response and operational efficiency. Where feasible, the design will evaluate enhancements to apparatus access, circulation, and adjacency to key operational support areas.

Interior renovations will improve firefighter work areas and support spaces to align with current standards for firefighter health, safety, and wellness. The project will include the addition of dormitory space to support increased staffing levels, along with updates to flooring interior and exterior paint, roof and emergency generator systems for the facility. All dorm spaces will be equipped with mini split HVAC units to improve heating, ventilation and air conditioning for dorm spaces.

The facility will incorporate improved and dedicated personal protective equipment (PPE) storage and associated support spaces to promote proper decontamination practices, organization, and secure access. Additional storage and operational support areas will be evaluated and upgraded as necessary to ensure efficient and functional station operations.

Given that Station 33 is an active and occupied facility, the project will require careful phasing, sequencing, communication and coordination to minimize disruption to emergency response operations. Site and construction planning will consider temporary accommodations, apparatus access, personnel safety, and continuity of service throughout all phases of work.

2) Station 31: 1231 Franz St SE Lacey WA 98503 – Renovation

Station 31 is an existing fire station within the District’s system that is planned for targeted renovation and interior improvements to enhance operational functionality, personnel readiness, and overall facility condition. The project will focus on modernizing key interior and exterior elements while maintaining continuity of service and minimizing disruption to ongoing operations.



The scope of work includes the replacement and upgrade of flooring systems throughout the facility to improve durability, safety, and maintainability in high-use operational environments. Interior and exterior painting and finish upgrades will be completed to extend the service life of the facility, improve aesthetics, and support long-term asset preservation.

Interior improvements will include reconfiguration of office and administrative spaces to better support current operational needs, supervision, and daily workflow. The project will also include enhancements to conference and meeting spaces, providing improved functionality for training, coordination, and administrative activities.

To support firefighter health, comfort, and operational readiness, the project will include the installation of ductless mini-split systems within dormitory areas to improve temperature control, energy efficiency, and overall living conditions. These upgrades will be designed to integrate with existing building systems while addressing current deficiencies and improving occupant comfort.

Design considerations will emphasize durability, low-maintenance materials, and alignment with current fire service facility standards. Improvements will be evaluated to ensure compatibility with existing building systems and to support long-term performance and maintainability.

As Station 31 is an active and occupied facility, the project will require careful phasing and coordination to minimize impacts to emergency response operations and personnel. Construction activities will be planned to maintain operational continuity and ensure a safe environment for both staff and contractors.

3) Station 32: Location Pending – New Construction

Station 32 is envisioned as a fully functional fire station designed to support front-line emergency response operations while accommodating current staffing levels and future operational needs. The project will deliver an approximately 10,000 square foot facility configured to provide efficient apparatus deployment, personnel readiness, and integrated living and support spaces.

The station will include a three-bay apparatus area designed to accommodate modern fire apparatus, with consideration for bay depth, door height and width, exhaust extraction systems, and safe apparatus circulation. The apparatus bay will be directly connected to operational support spaces to ensure rapid response times and efficient workflow between apparatus, equipment storage, and personnel areas.

The facility will be programmed to support a minimum of three full-time fire personnel per shift, with living quarters designed to meet applicable standards for firefighter health, safety, and wellness. These spaces will include sleeping quarters, restroom and shower facilities, kitchen and dining areas, and dayroom space, all configured to support 24-hour operations. Design considerations will emphasize separation between living and operational zones to reduce exposure to contaminants and support best practices in cancer prevention and occupational health.

A dedicated fitness room/gym will be incorporated into the facility to support firefighter health,



wellness, and physical readiness. The space will be designed to accommodate a range of fitness equipment, with consideration given to structural loading, ventilation, flooring durability, and separation from living and administrative areas to minimize noise and disruption.

Administrative and report-writing areas will be incorporated to support daily operations, training, and documentation needs. The building will also include appropriate storage for equipment, medical supplies, and personal protective gear, with attention to secure, organized, and readily accessible layouts.

4) Logistics Services Building: Britton Parkway / Gateway Drive – New Construction

The Logistics Services Building is envisioned as a purpose-built facility designed to support the storage, distribution, and management of the District’s operational supplies and equipment. The project will provide a centralized, efficiently organized environment to enhance logistics operations, improve inventory control, and ensure timely deployment of critical resources. The facility is anticipated to be a minimum of 10,000 square feet in size, with final programming and design to confirm space allocations and operational adjacencies.

The facility program includes dedicated office space to accommodate administrative staff responsible for inventory management, procurement coordination, and supply chain oversight. Adjacent workspace areas will be designed to support day-to-day logistics functions, including receiving, processing, staging, and distribution of materials. These areas will be configured to optimize workflow efficiency, material handling, and clear separation between administrative and operational activities.

The warehouse will include secure, code-compliant storage systems designed to accommodate a range of critical supplies, including personal protective equipment, uniforms, medical supplies and medications, consumable goods, technical equipment (radios and self-contained breathing apparatus), and specialized equipment. Storage solutions will consider appropriate environmental controls, such as temperature and humidity regulation where required, particularly for sensitive items like medications and certain equipment. Racking systems, clear height requirements, and load capacities will be designed to maximize storage efficiency while maintaining safe access and retrieval.

The building will incorporate durable, industrial-grade materials and systems appropriate for a high-use logistics environment, including reinforced flooring to support heavy loads, overhead doors for apparatus and delivery access, and adequate circulation for material handling equipment. Building systems, including HVAC, lighting, and electrical, will be designed to support both warehouse and office functions, with attention to energy efficiency and operational reliability.

Site considerations will include adequate access for delivery vehicles, loading and unloading areas, and circulation patterns that support safe and efficient logistics operations. Security measures, including controlled access and monitoring systems, will be incorporated to protect high-value and sensitive inventory.

5) Training Services Building: Britton Parkway / Gateway Drive – New Construction

The Fire District Training Support Building is envisioned as a purpose-built facility designed to support the operational, instructional, and administrative functions of the District’s Training Division. The project



will deliver a fully integrated training environment that accommodates classroom-based instruction, hands-on skills development, and staff support functions within a single, cohesive building. The facility is anticipated to be a minimum of 10,000 square feet in size, with final programming and design to validate space allocations and operational adjacencies.

The facility program includes administrative offices designed to support staff operations, curriculum development, and interagency coordination. Instructional spaces will consist of multiple classrooms equipped to support audiovisual and technology-based learning, as well as specialized lab rooms designed for practical, skills-based training evolutions. These spaces will be designed with flexibility in mind to accommodate a range of training modalities and class sizes.

Supporting infrastructure will include locker rooms and shower facilities sized to meet anticipated occupancy and aligned with applicable codes and operational requirements. Common areas will be incorporated to facilitate collaboration, informal instruction, and multi-agency interaction, with an emphasis on efficient circulation and functional adjacencies between program elements.

The building will also include a commercial-grade kitchen to support extended-duration training activities and group functions. A fitness area will be incorporated to support firefighter health and wellness, with consideration given to equipment loads, ventilation, and durability requirements associated with high-use environments.

6) Training Campus: Britton Parkway / Gateway Drive – New Construction

The Fire Training Campus is envisioned as a comprehensive, purpose-built training environment designed to support multi-disciplinary emergency response training for fire service personnel. This phase of development will establish the foundational infrastructure and core training props necessary to deliver realistic, scenario-based training aligned with current industry standards and operational requirements.

The project will include the development of a dedicated training campus site, with supporting infrastructure designed to accommodate both current needs and future expansion phases. Core infrastructure will include site grading, utilities, access roads, apparatus circulation routes, and staging areas necessary to support a wide range of training activities. Design will emphasize durability, safety, and flexibility to allow for evolving training demands over time.

A primary component is the construction of a prop building designed to simulate structural firefighting scenarios. This structure will be engineered to withstand repetitive training use and will incorporate features that allow for adaptable training configurations, including interior and exterior evolutions.

The campus will also include a pump pit designed to support drafting and water supply training. This feature will be engineered to provide reliable water access for pump operations, including considerations for safety, water recirculation, and environmental compliance.

Specialized training props will include a confined space prop, trench rescue prop, and collapse prop. Each of these elements will be designed to replicate high-risk, low-frequency emergency scenarios,



allowing personnel to train in controlled, realistic environments. These props will incorporate applicable safety features, structural integrity requirements, and compliance with relevant training standards and best practices.

7) Station 36: Location Pending – New Construction

Station 36 is envisioned as a fully functional fire station designed to support front-line emergency response operations, expanded staffing levels, and long-term service demands within the District. The project will deliver an approximately 16,000 square foot facility configured to provide efficient apparatus deployment, personnel readiness, and integrated living and operational support spaces.

The station will include a minimum of four apparatus bays designed to accommodate a range of modern fire apparatus and support vehicles, with flexibility to expand if operational needs evolve. Apparatus bays will be designed with appropriate depth, door height and width, exhaust extraction systems, and safe circulation patterns to support rapid response and operational efficiency. Consideration will be given to drive-through capability where feasible, as well as direct access between apparatus bays and key support spaces.

The facility will be programmed to support a minimum of eight full-time fire personnel per shift, with living quarters designed to meet applicable standards for firefighter health, safety, and wellness. These accommodations will include individual or semi-private sleeping quarters, restroom and shower facilities, kitchen and dining areas, dayroom space, and other support amenities necessary for 24-hour operations. Design will emphasize appropriate adjacencies and separation between living, administrative, and apparatus areas to reduce contaminant exposure and support occupational health best practices.

Administrative and report-writing spaces will be incorporated to support daily station operations, training, and incident documentation. The building will also include dedicated storage areas for equipment, medical supplies, and personal protective equipment, designed to ensure secure, organized, and efficient access.

A dedicated fitness room/gym will be included to support firefighter health, wellness, and physical readiness. This space will be designed to accommodate a range of fitness equipment, with consideration given to structural loading, ventilation, acoustic separation, and durability appropriate for high-use conditions.



District Organizational Culture

The District operates under a defined cultural framework known as “The LFD3 Way.” This framework establishes the expectations for how personnel perform their duties, interact with one another, and serve the community. It is foundational to the District’s identity and directly informs how projects are planned, executed, and delivered. The District’s capital program is delivered within the framework of the “LFD3 Way”, which defines expectations for performance, accountability, and collaboration.

❖ **Mission**

Service with Excellence

❖ **Vision**

To be trusted professionals in our community and experts in our field who specialize in emergency preparedness, prevention, and response.

❖ **Values**

The LFD3 Way is grounded in the following core values:

Competence – To effectively handle whatever challenge we face

Character – To preserve our integrity and the public’s trust

Courage – To do what is right, regardless of difficulty or circumstance

Compassion – To treat all individuals with respect and without prejudice

Camaraderie – To support, respect, and rely on one another as a team

❖ **Guiding Principles**

- Teamwork is what sustains us. Nothing important is accomplished alone and no one succeeds in isolation.
- Leadership is a commitment and mindset, not a title or position. Our leaders are accessible and accountable, guiding in a trustworthy and disciplined manner with clearly defined expectations that are predictably consistent and fair.
- Decisions we make must stand up under inevitable scrutiny; could you confidently read about it in the newspaper?
 - If there is a policy, follow it; if it doesn’t match best practices then say something.
 - If there’s not a policy but a known past or best practice exists, rely on it.
 - If there’s no policy or practice to follow, and you have discretionary time, then seek the guidance of your peers or leaders; THEN take a lead role in developing the needed policy or guide.
 - If there’s no policy, practice, or discretionary time, use your training and experience to make the best decision you can; THEN share your experience so the next person will have a guide to follow.
- Life-long learning is what prepares us for our future. Every day MUST BE a Learning Day and should be conducted as if lives depend on its success, because they do.
- Mistakes are inevitable. Without them, we would never learn the wrong way to do something. Just don’t waste the experience by hiding or repeating a mistake.



Organizational Culture and Application to Capital Projects

The LFD3 Way extends beyond operations and is applied to all aspects of District work, including capital projects. The District expects all partners—including consultants, contractors, and the Owner’s Representative—to align with these principles. For project delivery, this includes:

- A commitment to professionalism, preparation, and execution.
- Clear, timely, and direct communication.
- Accountability for scope, schedule, and budget.
- A solutions-oriented approach that prioritizes project success over process delays.
- Collaboration built on trust and mutual respect.
- A focus on quality, durability, and long-term performance consistent with public safety operations.

The selected Owner’s Representative will be expected to understand and operate within The LFD3 Way, demonstrating alignment with the District’s culture and contributing positively to the project team environment. This includes reinforcing expectations, maintaining accountability, and supporting the District in delivering facilities that reflect its standards and commitment to service.

Submitting firms should have a strong background as an owner’s representative throughout the design, construction, and project closeout process. Firms should also be experienced with coordinating with stakeholders on large / complex projects, working with a large General Contractor/ Construction manager (GC/CM delivery method), and working with alternatively procured subcontractors as defined by Washington State RCW 39.10.385.

Firms should have experience in Public Safety capital projects, such as Fire Stations and Training Facilities. Firms should also have experience coordinating Fixtures, Furniture, and Equipment procurement on behalf of owners. It is preferred that the selected Owner’s Representative will have Project Management Institute (PMI) or similar educational experience.



Project Specific Information

Anticipated Selection Schedule

Task	Date & Time
RFQ Notice Published	4/27/2026
Informational Meeting & Site Tour	See Below
Deadline for Questions	5/12/2026
Statement of Qualifications (SOQ) Due	5/26/2026
Short-listed firms selected and notified	5/29/2026
Interview Period*	6/12/2026
Firm Selected and Announced*	6/19/2026
Agreement Executed	7/1/2026

*Owner holds the right to select based off qualifications and forego interviews.

Informational Meeting and Site Tour

Meeting	Date & Time	Meeting Location	Type
Informational Meeting & Site Tour	5/8/2026 9:00am-2:00pm	Lacey Fire District #3 Station 31 1231 Franz St. SE Lacey, WA 98503	In person

Informational Meeting

Firms who have previously not performed business with Lacey Fire District 3 are **strongly encouraged** to attend. Any information provided at the informational meeting will be posted.

For additional information for the pre-submittal informational meeting and site visit, please contact Deputy Chief Michael Cerovski (360) 528-2301 or Chief Financial Officer Brandon Kirkwood (360) 528-2310

Addenda to this Notice

It is the responsibility of the interested firms to track any changes to this solicitation. Refer to Lacey Fire District 3 Website RFQ announcement at: <https://www.laceyfire.com/about-us/capital-facilities-projects/>

Submittal Maximum Page Count and Additional Content

SOQs must not exceed fifteen (15) double sided pages (total) of content using 8½ x 11 size sheets. Provided informational content is not included, the following will not be counted against the maximum page count:

- Title and Back Cover Pages
- Section Dividers/Tabs
- Consultant Selection Contact Form
- Attachment 2 Federal SF330 (Part II only) Form

**When 11"x 17" size sheets or fold outs are used, each side will be counted as two 8½ x 11 sheets.*

A submitting firm may elect to include any other pertinent data it deems appropriate to address the selection criteria and assist the Selection Committee in evaluating the qualifications. Additional content must remain within the maximum page count.



Submittal Requirements

Lacey Fire District 3 is only accepting electronic submittals. All submittals must be emailed and received no later than the date and time specified.

Format the Statement of Qualifications (SOQ) to meet the following requirements. SOQs that do not follow this format may impact final scoring:

- Title Page indicating: (not included in page count)
- “Lacey Fire District 3: Owner Representative Services”
- “Thurston County”
- “Lacey, Washington”
- Name of Firm
- Date of Submission
- Cover Letter – including designated point of contact, all contact information, and address of the Firm (not included in page count)
- Section Dividers/Tabs
- Table of Contents (not included in page count)
- Executive Summary
- Qualifications of Key Personnel
- Relevant Experience
- Past Performance
- Diverse Business Inclusion Strategies
- Federal SF330 (Part II only) Form (not included in page count)
- Back Cover (not included in page count)

**Federal Form SF330 (Part II only) may be found included in this solicitation.*

How to submit the Statement of Qualifications (SOQ)

Email your formal SOQ to Lacey Fire District 3 at info@laceyfire.com . Include “Request for Qualifications Response” in the subject line.

If you have trouble submitting your information, please contact: Deputy Chief Michael Cerovski (360) 528-2301 (mcerovski@laceyfire.com) or Chief Financial Officer Brandon Kirkwood (360) 528-2310 (bkirkwood@laceyfire.com)

Failure to submit the SOQ by the specified date and time above will render the SOQ as non-responsive to this notice and rejected by Lacey Fire District #3 for consideration. Failure to adhere to the submittal requirements may also render the SOQ as non-responsive to this notice and rejected by Lacey Fire District #3 for consideration.



Selection Process

The selection process will consist of two phases: Phase 1 SOQ Evaluation and Phase 2 Oral Interviews. The firms submitting qualifications in Phase 1 will be scored and ranked using the Phase 1 evaluation criteria in this RFQ. The most qualified firms (Finalists) will be invited to Phase 2 Oral Interviews. The Finalists will be scored and ranked based on the Phase 2 evaluation criteria. The Finalist with the best Phase 2 rank will be chosen to begin negotiations to provide consultant services for this project. Note, Phase 1 and Phase 2 scores are NOT combined.

Phase 1: SOQ Evaluation (Total 100 points)

Each SOQ received and deemed responsive to this notice will be reviewed and evaluated by a selection panel as determined by Lacey Fire District 3. This panel will review each SOQ for responsiveness and apply the following weighted selected criterion to determine a score for ranking:

Evaluation criterion for Phase 1.

Qualifications of Key Personnel ▪ Identify specific individuals and sub-consultants for key positions and show interrelationships and reporting hierarchy for your proposed team. ▪ Describe how each individual’s professional experiences are relevant and bring value to the project. ▪ Provide proposed percentage of time that the Owner intends to assign each individual or sub-firm to the Project.	50 Points
Relevant Experience ▪ Discuss projects your firm has undertaken of similar scope, size and complexity within the past five to eight years. ▪ Describe attributes of past projects where a firm met goals that are similar to the Owner’s goals for this project. ▪ Identify delivery methods for each project. ▪ Provide original project budget and actual completed costs along with current contact information for reference checking.	25 Points
Past Performance ▪ Describe the approach the Proposer might utilize to achieve and maintain Owner’s project scope, schedule and budget. ▪ Describe and provide examples of how the proposer successfully developed Owner’s project scope while staying within the proposed budget. ▪ Discuss tools and methods for scheduling projects for both design and construction. ▪ Show how the interrelationship of successful management of scope, schedule, and budget creates successful projects.	25 Points
Diverse Business Inclusion Strategies ▪ Describe strategies to increase opportunities for diverse business participation.	Not Scored



Based on each score, each SOQ will be ranked, and a short-list of top qualified firms will advance to Phase 2 Selection: Oral Interviews. Lacey Fire District 3 reserves the right to determine the total number of top-qualified firms to advance to Phase 2 Selection.

Phase 2: Oral Interviews (Total 100 points)

Top-qualified firms (highest ranked firms) will be invited to participate in Phase 2 of the selection. Oral Interviews on a specified date and time, and will be formatted in two periods:

- Firm Presentation Setup Period (Maximum: 10 Minutes)
- Firm Presentation Period (Maximum: 25 Minutes)
- Question and Answer (Q&A) Period (Maximum: 20 Minutes) Firm Closing Statements (Maximum: 5 Minutes)

In-Person Interview Considerations:

Advance access to the presentation room will be provided, and 10-minutes of time will be allotted to set-up the presentation. Each top-ranked firm must bring all necessary presentation equipment, materials and supplies (i.e. laptops, easels, etc.) to fully support their presentation. Overhead projector and HDMI cable will be provided. Each top-ranked firm must remain within the total period provided for the interview.

Evaluation criterion for Phase 2.

Organization: ▪ Management Plan ▪ Team Member Qualifications ▪ Capacity / Production Capabilities	40 Points
Project Management: ▪ Scope Management ▪ Budget and Cost Control ▪ Project Scheduling	20 Points
Project Approach: ▪ Understanding of the Project ▪ Challenges & Opportunities	20 Points
Experience: ▪ Relevant Past Experience (Firm) ▪ Relevant Past Projects (Key Team Members)	20 Points
Diverse Business Inclusion Plan (Written Submittal)	<i>Not Scored</i>

Diverse Business Inclusion Plan Requirements

This submittal is a Phase 2 mandatory requirement. While the Diverse Business Inclusion Plan is not scored as part of the evaluation criteria, it is a mandatory requirement and will be reviewed for completeness, quality, and alignment with District expectations. Failure to submit will result in the proposal being deemed non-responsive.

Each top-ranked firm, including diverse businesses, will be required to submit the included Diverse



Business Inclusion Plan Form. A complete Diverse Business Inclusion Plan will be submitted to the Lacey Fire District #3 Interview panel at the beginning of the interview.

The Diverse Business Inclusion Plan must demonstrate in detail the specific strategies, approaches, and steps your firm will use in seeking to help meet or exceed the State of Washington’s aspirational diverse business participation goals. Achievement of the goals is encouraged.

Aspirational Goals

These goals are aspirational and intended to guide good faith efforts towards meaningful participation. The goals for diverse business inclusion are:

- 10% Minority Owned Business certified by the Washington State Office of Minority and Women Business Enterprises.
- 6%, Women Owned Business certified by the Washington State Office of Minority and Women Business Enterprises.
- 5% Veteran Owned Business certified by the Washington State Department of Veterans Affairs.
- 5% Washington Small Businesses self-identified in the Washington Electronic Business Solution (WEBS).

Evaluation and Scoring Considerations

In evaluating each of the criteria, the Selection Committee will identify significant and minor strengths and weaknesses from the submissions. The Selection Committee will then use the following guidelines to evaluate the submission for each Selection Criterion, based on the weighting assigned in the RFQ and any addenda. After initial scoring, the selection team will come to a consensus ranking of the Firms.

1) Definition of “strength” and “weakness”:

- a. The term “*strength*” ultimately represents a benefit to the Project and is expected to increase the Firm’s ability to meet or exceed the Project Goals.
- b. The term “*weakness*” detracts from the Firm’s ability to meet the Project Goals and may result in inefficient or ineffective performance.

2) Scoring:

- a. **Excellent (81-100 percent of points available):** The Evaluative Criteria demonstrates an approach that is considered to exceed the Project Goals and the RFQ requirements and provide a consistently outstanding level of quality. To be considered Excellent, it must be determined to have significant strengths and/or a number of minor strengths and few or no appreciable weaknesses.
 - b. **Good (61-80 percent of available points):** The Evaluative Criteria demonstrates an approach that is considered to meet the RFQ in a beneficial way (providing advantages, benefits, or added value to the Project) and offers quality. To be considered Good, it must be determined to have strengths and few, if any, significant weaknesses. Minor weaknesses are offset by strengths.
 - c. **Fair (41-60 percent of available points):** The Evaluative Criteria demonstrates an approach that contains minor and/or significant weaknesses and limited appreciable strengths.
-



- d. **Deficient (0-40 percent of available points):** The Evaluative Criteria demonstrates an approach that contains significant weaknesses and no appreciable strengths.

Non-Responsive: Does not meet the Minimum Qualifications required for evaluation. In addition, the Owner, at its sole discretion, may reject any evaluative criteria deemed nonresponsive to any of the requirements.

Other Information

The successful most-highly qualified firm will be expected to enter upon a Professional Services Agreement. A level of effort and related fees will be negotiated following selection of the most highly qualified firm.

The District reserves the right to continue with the consultant selected or has the option to conduct a new consultant selection process for future services for this project beyond those services advertised above. The District also reserves the right to terminate negotiations with the successful most highly qualified firm if the mutual agreement is unachievable. Lacey Fire District #3 may at its discretion enter into negotiations with the next highly qualified firm, determined because of this selection process; or conduct a new selection process for the procurement of services necessary to complete this project.

All Statements of Qualifications and submittals shall become the property of Lacey Fire District #3 and are subject to public disclosure according to the provisions of RCW 42.56 Public Records Act.

For more information concerning this notice, or for questions specific to the project, please contact: Deputy Chief Michael Cerovski (360) 528-2301 (mcerovski@laceyfire.com) or Chief Financial Officer Brandon Kirkwood (360) 528-2310 (bkirkwood@laceyfire.com).

NO FAXED COPIES WILL BE ACCEPTED.



Appendices

Items noted with this RFQ are included in this section:

- Schematic Draft of Britton Parkway Property
- Schematic Draft of Station 32
- Schematic Draft of Station 36
- Federal SF330 Part II Form
- Diverse Business Inclusion Form

Additional information can be provided if available, upon request.

View in a Different Map

+

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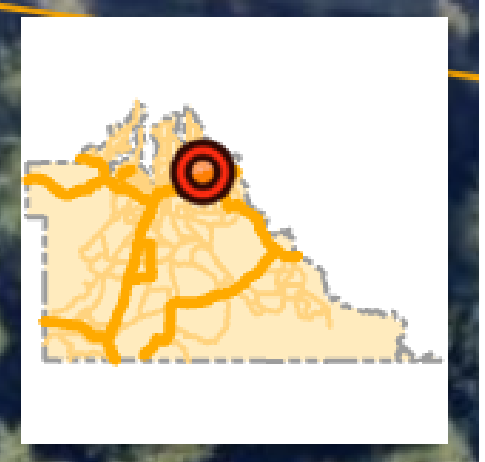
📖

Search for ...

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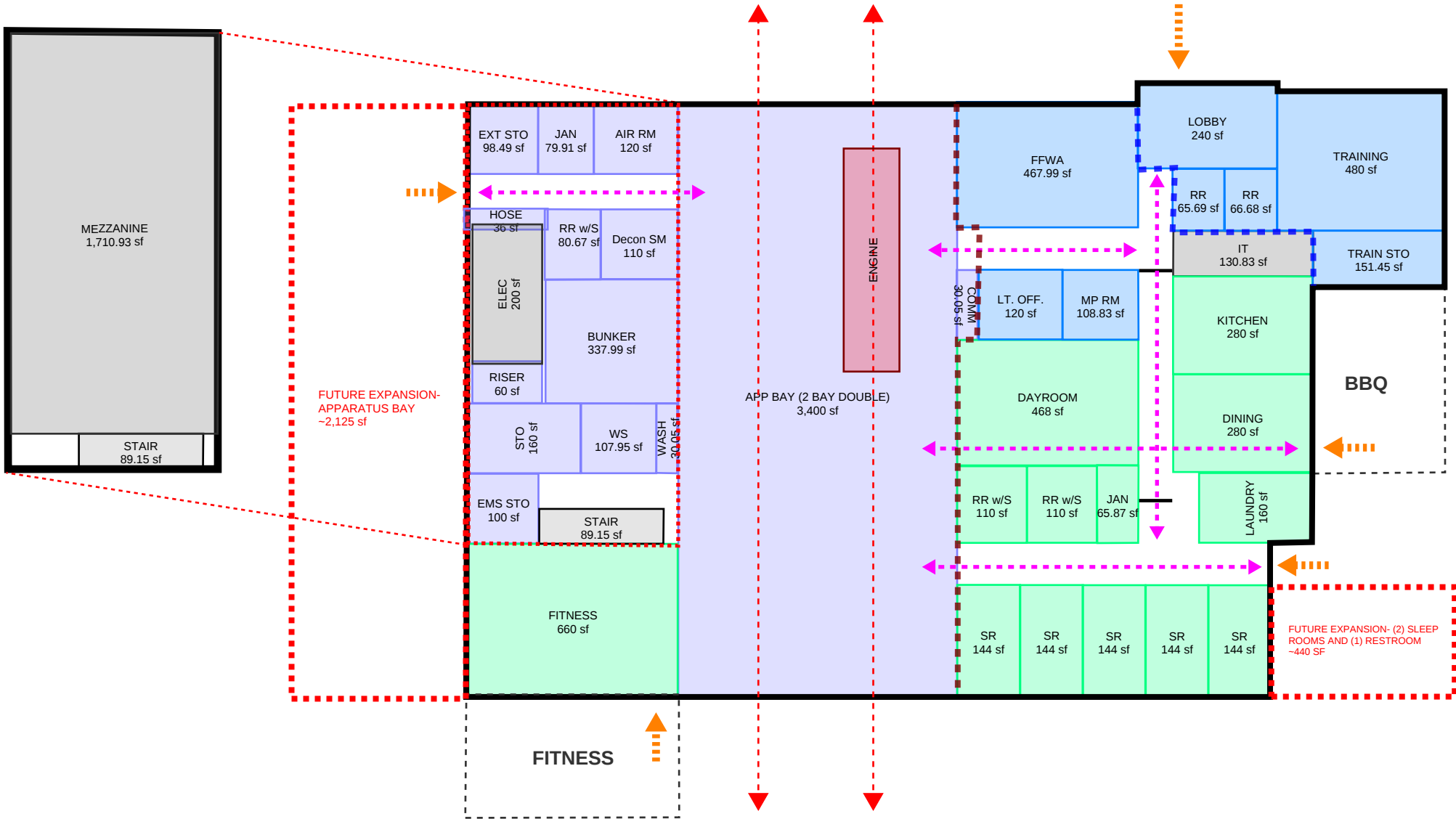
100 ft

200' 314"



Station 32

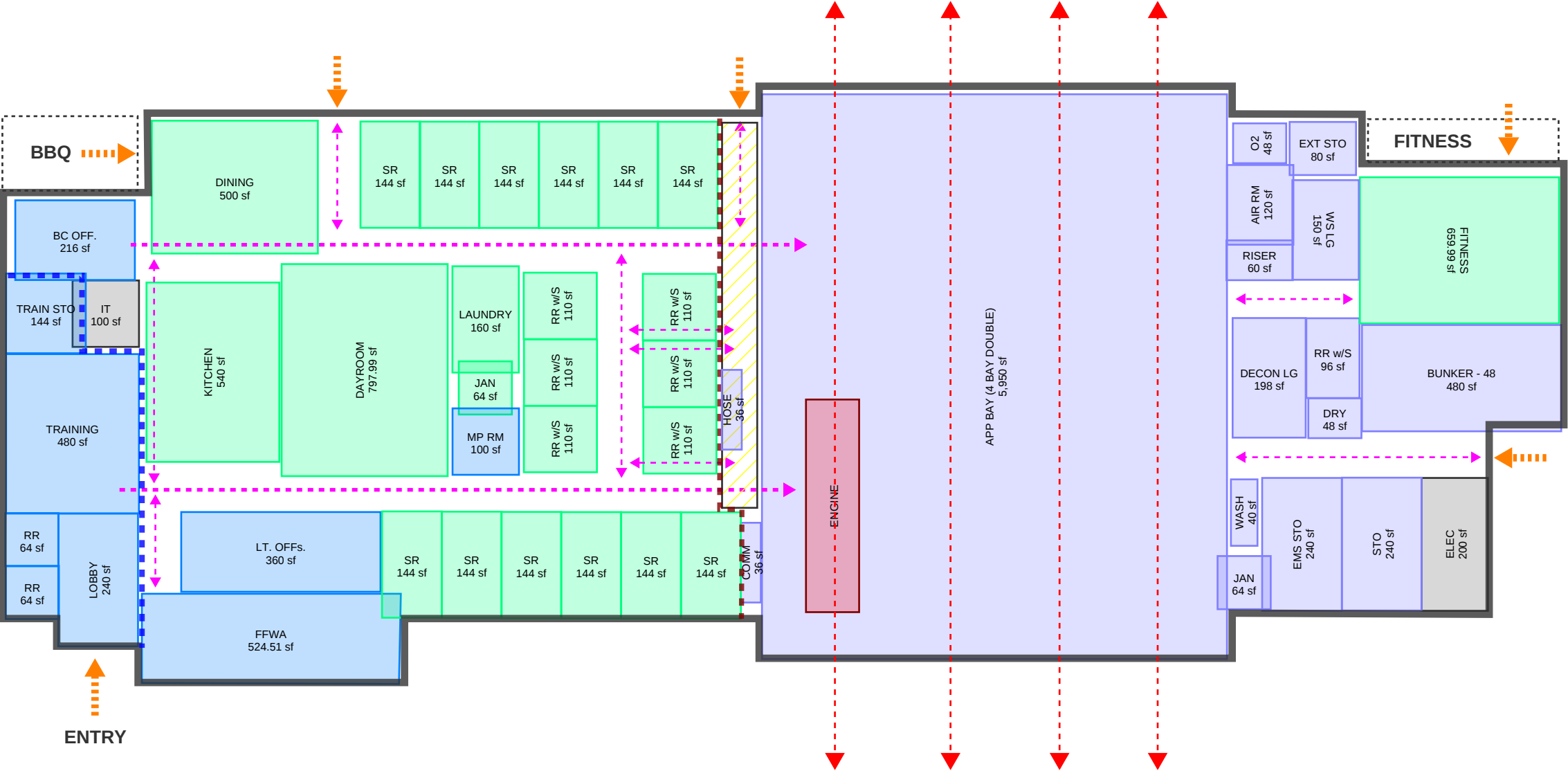
~10,787 S.F.
~13,352 S.F. (FULL BUILD)



NOTE: THIS IS NOT A FLOOR PLAN AND IS TO BE USED AS A DIAGRAMMATIC CONCEPTUAL DESIGN

Station 36

~16,380 S.F.



NOTE: THIS IS NOT A FLOOR PLAN AND IS TO BE USED AS A DIAGRAMMATIC CONCEPTUAL DESIGN

ARCHITECT-ENGINEER QUALIFICATIONS	1. SOLICITATION NUMBER <i>(If any)</i>
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ARCHITECT-ENGINEER QUALIFICATIONS	1. SOLICITATION NUMBER <i>(If any)</i>
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PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (or Branch Office) NAME			3. YEAR ESTABLISHED		4. UNIQUE ENTITY IDENTIFIER	
2b. STREET			5. OWNERSHIP			
2c. CITY		2d. STATE	2e. ZIP CODE		a. TYPE	
					b. SMALL BUSINESS STATUS	
6a. POINT OF CONTACT NAME AND TITLE			7. NAME OF FIRM (If Block 2a is a Branch Office)			
6b. TELEPHONE NUMBER		6c. EMAIL ADDRESS				
8a. FORMER FIRM NAME(S) (If any)			8b. YEAR ESTABLISHED		8c. UNIQUE ENTITY IDENTIFIER	

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[illegible]

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS <i>(Insert revenue index number shown at right)</i>		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work		1. Less than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work		2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work		3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE	b. DATE
c. NAME AND TITLE	

PUBLIC WORKS DIVERSE BUSINESS INCLUSION PLAN

Introduction:

In accordance with [RCW 39.19.010](#), the state of Washington encourages participation in all of its contracts by OMWBE certified firms.

In accordance with [RCW 43.60A.200](#) and [RCW 39.26.240](#), the state of Washington encourages participation in contracts that are exempt from competitive bidding under [RCW 39.26.125](#) by firms certified by Department Of Veteran Affairs.

In accordance with [RCW 39.26.005](#), the state of Washington encourages participation in all of its contracts by Washington small businesses

All Proposers, including diverse owned firms, must submit a copy of the firm's Diverse Business Inclusion Plan. The Inclusion Plan should demonstrate in detail the specific strategies, approaches, and steps your firm will use in seeking to help meet or exceed the state's aspirational diverse business participation goals.

Aspirational Goals:

The Governor's Office's aspirational goals for diverse business inclusion are:

10% Minority Owned Business certified by the Washington State Office of Minority and Women Business Enterprises

6%, Women Owned Business certified by the Washington State Office of Minority and Women Business Enterprises

5% Veteran Owned Business certified by the Washington State Department of Veterans Affairs

5% Washington Small Businesses self-identified in the Washington Electronic Business Solution

<http://www.des.wa.gov/services/ContractingPurchasing/Business/Pages/WEBSRegistration.aspx> (WEBS).

Definitions:

Diverse Business:

The Diverse Business definition includes Washington small business, micro-business, and mini-business as defined in [RCW 39.26.010](#), Minority and Women Business Enterprises (M/WBEs) as defined in [RCW 39.19](#) and [WAC 326-20](#), and Veteran-owned businesses as defined in [RCW 43.60A.010](#). If the proposed subcontractors are self-identified diverse businesses, the Proposer will encourage and support state efforts for their certification with the appropriate Washington State agencies.

Subcontracting:

Subcontracting means direct performance of commercially useful work through subcontracting as part of the proposed project team.

Proposal:

The Proposer must prepare and provide a "Diverse Business Inclusion Plan", and may use Supplement (A) as guidance or a template. The Proposer's goals are voluntary. No preference will be included in the evaluation of proposals, no minimum level of MWBE or Veteran Owned or Washington Small Business participation will be required as a condition for receiving an award and proposals will not be rejected or considered non-responsive on that basis (unless a zero (0) goal amount is submitted).

Proposer commits to a genuine effort to achieve the proposed subcontract amounts with diverse business subcontractors by working with the Agency to develop a comprehensive "Outreach Strategy".

In addition, **the successful Proposer is required to register and create an account in the DES Diversity Compliance program (B2Gnow) at <https://des.diversitycompliance.com>**. *(If assistance is needed, you may contact Charles Wilson at Charles.Wilson@des.wa.gov)*

For information on certified firms, prime Proposers may contact:

- OMWBE at <http://www.omwbe.wa.gov/> or (360) 664-9750
- DVA at <http://www.dva.wa.gov/BusinessRegistry/Search.aspx> or (360) 725-2200.
- Charles Wilson at Charles.Wilson@des.wa.gov or (360) 999-7667

SUPPLEMENT (A)

Public Works Inclusion Plan Template

Voluntary goals for certified diverse business participation: <i>(Of the total contract work, what is the percentage of diverse business participation proposed for this project, including the prime and subcontracting/joint venturing on this project?)</i>		
1. Anticipated Certified Diverse Business Participation (Goals)		
State certification category	Washington State / DES Goals	Anticipated Percent of Contract Amount (Goals)
Minority-owned business	10%	
Women-owned business	6%	
Veteran-owned business	5%	
Small/mini/micro business	5%	
2. Describe your firm's efforts to identify diverse business subcontractors for this proposal?		
3. Planned efforts by the firm to meet or exceed the voluntary inclusion goals. To include, but not limited to the following:		
a. General description;		
b. Mentoring, training and capacity building programs;		
c. Prompt payment, retainage and dispute resolution		
4. A description of firm's planned efforts at outreach to the diverse business community		
5. A description of firm's process for ensuring diverse businesses have enough time and information to provide your firm with bids/quotes:		
6. An explanation of how firm ensures diverse businesses understand the bid and specifications and are able to learn ways to improve if they are not selected (i.e. pre-bid meetings, debriefing, etc.);		
7. A description of how firm considers diverse businesses in the development of bid packages		
8. Does the firm have and the name of any "Diversity Inclusion Expert"?		
9. A list of projects (5 max.) with diverse business participation in the last five (5) years		
10. Statement of firm's awareness and commitment to reach out to diverse businesses and helping Washington State reduce the disparity of participation by minority and women owned businesses in state contracts		
11. Description of proposer's educational and training programs to communicate the firm's expected employee behaviors and performance relative to implementing the Diverse Business Inclusion Plan		
12. Any additional information the firm would like to include as a part of their plan.		

The Agency will review the submitted inclusion plan for genuine efforts.