



BENTON COUNTY FIRE  
PROTECTION DISTRICT No. 4

**REQUEST FOR QUALIFICATIONS  
PROFESSIONAL SERVICES  
ARCHITECT AND ENGINEERING SERVICES**

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ARCHITECT AND ENGINEERING SERVICES**

**I. PURPOSE OF REQUEST**

Benton County Fire District #4 (District) is soliciting a Request for Qualifications (RFQ) for professional services from architects and engineers in connection with performing professional services for the District.

**II. TIME SCHEDULE**

The District will follow the following timetable:

Issue request – 01/22/2018

Deadline for submittal of RFQ - 1700 Hours, 02/15/2018

**III. INSTRUCTIONS TO PROPOSERS**

A. All responses shall be sent to:

Paul Carlyle, Acting Fire Chief  
Benton County Fire District #4  
Address: 2604 Bombing Range Rd  
West Richland, WA 99353  
(509) 967-2945

B. Please place one (1) copy of your qualifications in a sealed envelope and clearly label in the lower left corner "Request for Qualifications, Architect and Engineering."

C. Qualifications should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content.

D. An authorized representative of the firm must complete and sign the attached application (Exhibit A) and return it with your statement of qualifications.

E. Any questions concerning the District's specifications or RFQ process shall be directed to the Acting Fire Chief (509) 967-2945.

F. The firm shall be registered in the State of Washington as set Forth in RCW 18.08.

G. The firm must include evidence that he or she maintains the following minimum insurance:

1. Workers' compensation and employer's liability in amounts required by law;
2. Commercial general liability with limits of liability not less than \$2,000,000;
3. Automobile liability insurance with limits of liability not less than \$2,000,000;

and

4. Professional Liability with limits of liability not less than \$2,000,000.

#### **IV. SELECTION CRITERIA**

In the event your firm is selected to commence negotiations with the aforementioned District regarding any contract, the RFQ and/or proposals will be evaluated on the following criteria:

1. Responsiveness of the RFQ for qualifications and/or proposal to the purpose and scope of services.
2. Ability and history of successfully completing contracts of this type, meeting projected deadlines, experience in similar work.
3. Performance data, references, key personnel.

#### **V. TERMS AND CONDITIONS**

- A. The District reserves the right to reject any and all responses, and to waive minor irregularities in any request/proposal.
- B. The District reserves the right to request clarification of information submitted, and to request additional information from any contractor.
- C. The District reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the selection of the contractor.
- 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 ninety (90) days to provide to the District the services described in the attached specifications, or until one or more of the proposals have been approved by the District Board of Fire Commissioners, whichever occurs first.
- E. The contract resulting from acceptance of a proposal by the District shall be in a form supplied or approved by the District, and shall reflect the specifications in this request.  
The District reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this request, and which is not approved by the District Attorney's office.
- F. The District shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFQ.
- G. The District encourages minority and women-owned firms to submit qualifications consistent with the District's policy to insure that minority and

women-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for services.

**VI. SCOPE OF SERVICES**

Please refer to Exhibit A, Page 6.

**VII. COMPENSATION**

- A. Upon selection of the most qualified firm on the basis of demonstrated competence and qualifications for the type of professional services required, the District will negotiate a price which it determines is fair and reasonable. If the District is unable to negotiate a satisfactory contract with the firm selected, negotiations with that firm will terminate and the District may select another firm.
  
- B. Payment by the District for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the District and approved by the appropriate District representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

**VIII. PUBLICATION**

This RFQ shall be published as follows:  
Tri-City Herald –01/24/2018

# ARCHITECT AND ENGINEERING CONSULTANTS SERVICE

## Application Information

Practicing Washington State license #:		
Owner's full name:		
Name of firm of business:		
Address:		
City:	State:	Zip Code:
Business phone:	Business fax:	E-mail:

## Insurance Information

Insurance carrier:		
Address:		
City:	State:	Zip Code:
Policy #:	Expiration date:	
Error/omission insurance:   · yes   · no	\$2,000,000.00 or more:   · yes   · no	
Claims made per occurrence (if any):		

## Business Information

Minority or women owned business:   · MBE   · WBE	
Certificate #:	Federal Tax Payer ID #:
· Corporation   · Sole Proprietor   · Partnership	
Washington State Business License:   · yes   · no	License #:
Has your business or firm ever been excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Non-procurement suspension and debarment? <div style="text-align: center;">· yes   · no</div>	

All firms and businesses are subject verification using the Excluded Parties List System (EPLS).

## Financial Information

Name of bank:	Contact:	
Address:		
City:	State:	Zip Code:
Contact phone #:		

## References

Please provide the names and addresses of at least two (2) clients for whom you have performed contract work during the past year (municipal references preferred).

Client contact person:		
Address:		
City:	State:	ZIP Code:
Contact phone #:		
Client contact person:		
City:	State:	Zip Code:
Contact phone #:		

## Statement of Certification

I the undersigned, duly serving as authorized agent for the firm first indicated herein, do hereby certify that the information contained in this application is true and accurate to the best of my knowledge and that there has been no willful intent to misrepresent any fact or circumstance regarding the status of said firm or its ability to perform the work indicated herein.

Printed name:	Title:
Signature of applicant:	Date:

PLEASE RETURN COMPLETED APPLICATION TO:  
Benton County Fire District #4  
2604 Bombing Range Rd  
West Richland WA 99353

**EXHIBIT A**  
**SCOPE OF WORK**

1. The firms who respond to the RFQ shall be placed on the District's Architect and Engineer list. The district may select firms from this list and from firms responding to published requirements, if any, and enter into negotiations for contracts covering the areas of architect and engineering services for various projects and services from February 22, 2018 thru February 22, 2019.
2. There is no guarantee that the aforementioned Fire Districts will have projects requiring professional services for the calendar year.