



CITY OF TACOMA
Public Works / Facilities Management

ADDENDUM NO. 1

DATE: January 25, 2022

REVISIONS TO:

**Request for Qualifications Specification No. PW21-0735F
Tacoma Fire Department, Facilities Master Plan**

NOTICE TO ALL RESPONDENTS:

This addendum is issued to clarify, revise, add to or delete from, the original specification documents for the above project. This addendum, as integrated with the original specification documents, shall form the specification documents. The noted revisions shall take precedence over previously issued specification documents and shall become part of this contract.

REVISIONS TO THE SUBMITTAL DEADLINE:

The submittal deadline has been changed to 11:00 a.m., Pacific Time, Tuesday, February 15, 2022.

REVISIONS TO THE GENERAL INFORMATION AND REQUIREMENTS:

The Table of Contents have been updated to remove the reference to section 20, "Scope, Budget, and Schedule" and add Appendix D. See the attached Table of Contents labeled Addendum 1.

REVISIONS TO THE SPECIFICATIONS:

- **Section 1. Summary of Scope of Services and Deliverables**, is supplemented as follows:

The intent of the Facilities Master Plan is to evaluate and provide recommendations for each facility identified in APPENDIX D – Summary of Fire Facilities. Recommendations for each facility would be categorized as remodel, renovation/expansion or replacement of the facility on-site or potentially a new location if the existing site cannot accommodate future requirements. The following is the anticipated phases for the scope of services, the final scope of services will be developed with the successful respondent:

- Phase 1 – Project Preparation: Review of existing facility information, including but not limited to, prior drawings, facility reports, Facility Condition Assessments and Seismic Evaluations.
- Phase 2 – Facility Analysis: Conducting on-site field surveys of architectural, site/civil, structural, mechanical and electrical systems for each facility to identify deficiencies, opportunities and limitations. The analysis is anticipated to include architectural, mechanical, structural and civil review; and is intended to thoroughly review the facilities to inform recommended improvements. This phase would include Tier 1 Seismic Evaluations to determine code requirements for remodels and renovations.

- Phase 3 – Programming & Conceptual Layouts: The consultant will then work with City staff to develop programming and planning requirements for each facility, review building codes, WAC compliance and zoning requirements, develop system recommendations, and then utilize the information to develop conceptual plans, layouts and narratives for each site.
 - Phase 4 – Costing & Prioritization: Based on the Phase 3 facility concepts the consultant will develop the anticipated project costs and timeline, including construction costs, escalation (based on project sequencing), and indirect cost to provide a comprehensive project cost. During this phase the consultant will work with City staff to prioritize recommendations and establish a preliminary implementation sequence for the improvements that minimizes operational impacts.
 - Phase 5 – Final Report: This phase will include quality control reviews, draft final report to the City for review and comment, and completion of the final report document. On an as-needed basis the Consultant will provide support for public meetings and presentations.
- **Section 4. Calendar of Events**, is revised as follows:

The anticipated schedule of events concerning this RFQ has been revised as follows:

| | |
|--|----------|
| Publish and issue RFQ: | 01/12/22 |
| Pre-Submittal Questions: | 01/20/22 |
| Response to Questions, on or about: | 01/26/22 |
| Submittal Due Date: | 02/15/22 |
| Submittals Evaluated, on or about: | 03/08/22 |
| Interviews/presentations, on or about: | 03/15/22 |
| Award Recommendation, on or about: | 03/22/22 |

- **Section 10. SOQ Submittal and General Guidelines**, is revised as follows:
Statement of Qualifications (SOQ) submittal packages shall be submitted **no later than 11:00 AM, Tuesday, February 15, 2022.**
- **APPENDIX D. Summary of Fire Facilities**, has been included in this Addendum.

QUESTIONS AND ANSWERS:

All interested parties had the opportunity to submit questions in writing by email to Tina Eide, Senior Buyer by January 20, 2022. The answers to the questions received are provided below. Respondents should consider this information when submitting their proposals.

Question 1: We are reviewing RFQ PW21-0735F City of Tacoma Fire Department Master Plan, and we are unable to locate section 20, “Scope, Budget, and Schedule,” listed in the Table of Contents. Is this information available elsewhere?

Answer 1: The Table of Contents have been updated to remove the reference to section 20, “Scope, Budget, and Schedule”. See the attached Table of Contents labeled Addendum 1.

Question 2: The RFP table of content lists section 20. **SCOPE, BUDGET, AND SCHEDULE.** This section does not exist in the RFP. The only scope description is listed in section 1. **SUMMARY OF SCOPE OF SERVICES AND DELIVERABLES.** To provide the requested **PROPOSED PROCESS, TEAM AVAILABILITY, AND ANTICIPATED SCHEDULE** per section 11.4, we would like access to the information listed in the TOC for Section 20.

Answer 2: The Table of Contents have been updated to remove the reference to section 20, "Scope, Budget, and Schedule". See the attached Table of Contents labeled Addendum 1. Please see Addendum 1 revision to Section 1 – Summary of Scope of Service and Deliverables.

Question 3: **Would it be possible for a two week extension for this RFQ? We request an extension of the submittal due from 2/1/2022 to 2/15/2022.**

Answer 3: The SOQ submittal deadline has been extended to 2/15/2022.

Question 4: **Does previous planning and engineering work on the Fire Station facilities preclude companies from responding to this RFQ?**

Answer 4: Prior services performed on Tacoma Fire Facilities does not preclude firms from responding to this RFQ.

Question 5: **Are you wanting both e-mail & hard copies of the submittal or is one method acceptable?**

Answer 5: Either method is acceptable. Submittal of both an electronic and hard copy is not required. An electronic copy in PDF format is preferred.

Question 6: **With the page limit being 15 double-sided pages, confirming that would that equate to 30 total faces for an electronic submittal?**

Answer 6: The City recommends that the Proposer's SOQ submittals be limited to no more than 15 double-sided pages (30 total faces), not including City of Tacoma required forms. This is a recommendation and not a requirement for submittal, respondents may exceed the recommended 15 double-sided pages if needed.

Question 7: **Item 1; Can the City provide a complete list of fire stations and support facilities to be considered in this project?**

Answer 7: A summary of Fire Facilities to be considered in the project have been included in this Addendum as Appendix D.

Question 8: **Item 1; Is confirming location, staffing, and equipment placement considering population growth trends/expectations included in this scope or will the City provide any relevant information?**

Answer 8: The City is conducting a Standard of Cover analysis under separate contract and will coordinate relevant information with the successful respondent.

Question 9: Item 1; Can the City elaborate on the level of detail required in this scope when evaluating maintenance needs, improvement plans, and/or renovation costs for facilities?

Answer 9: Please see Addendum 1 revision to Section 1 – Summary of Scope of Service and Deliverables.

Question 10: Item 10; Please confirm that the 15 double-sided page limit is equivalent to 30 single-sided pages.

Answer 10: Please see the response to Question 6.

Question 11: Item 10; Can additional resumes or project experience be included as an appendix outside the 15 double-sided page limit?

Answer 11: Please see the response to Question 6.

Question 12: Item 11.4, Can the City elaborate on the expectations and/or desires surrounding public participation for this project?

Answer 12: The extent of public outreach has not been determined but may include initial informational presentations regarding the study and process; followed by presentations of findings and recommendations. The public meetings may include, but not be limited to, open houses, Committees and City Council presentations. The consultant may be asked to participate in the meetings and provide support for graphics and presentation visuals.

Question 13: Item 11.7, Does the City require all five (5) firm references be for the prime consultant or can this be a combination of references for prime and key sub consultants?

Answer 13: Firm references may be a combination of references for prime and key sub consultants.

NOTE: Acknowledge receipt of this addendum by initialing the corresponding space as indicated on the signature page. Vendors who have already submitted their bid/proposal may contact the Purchasing Division at 253-502-8468 and request return of their bid/proposal for acknowledgment and re-submittal. Or, a letter acknowledging receipt of this addendum may be submitted in an envelope marked Request for Qualifications Specification No. PW21-0735F Addendum No. 1. The City reserves the right to reject any and all bids, including, in certain circumstances, for failure to appropriately acknowledge this addendum.

cc: project coordinator/division(GG) or section(TPU)

**REQUEST FOR QUALIFICATIONS
TACOMA FIRE DEPARTMENT
FACILITIES MASTER PLAN**

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**REQUEST FOR QUALIFICATIONS
TACOMA FIRE DEPARTMENT
FACILITIES MASTER PLAN**

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- SUMMARY OF FIRE FACILITIES

PW21-0735F - Tacoma Fire Department, Facilities Master Plan**APPENDIX D - Summary of Fire Facilities**

| Site | Historic Register | Address | Approx. Existing Sq. Ft. | Year Original Const. |
|--|-------------------|------------------------------|--------------------------|----------------------|
| Electrical Maintenance Building | Historic | 425 Tacoma Avenue South | 4,700 | 1910 |
| Emergency Operations Center | - | 420 Fawcett Avenue | 6,700 | 1957 |
| Fire Communications Center | Historic | 415 Tacoma Avenue South | 3,500 | 1929 |
| Fire Garage | - | 3401-B South Orchard Street | 4,800 | 1984 |
| Fire Prevention Bureau | - | 3471 South 35th Street | 4,600 | 1954 |
| Fire Training Center | - | 2124 Marshall Avenue | 9,500 | 1998 |
| Marine Security Operations Center | - | 3301 Ruston Way | 3,000 | 1980 |
| Fire Station #01 & Headquarters | - | 901 South Fawcett Avenue | 16,600 | 1967 |
| Fire Station #02 | Historic | 2701 Tacoma Avenue South | 16,400 | 1907 |
| Fire Station #03 | - | 206 Browns Point Boulevard | 2,800 | 1980 |
| Fire Station #04 | Historic | 1453 Earnest S Brazill St | 6,100 | 1935 |
| Fire Station #05 ^{NA} | - | 3520 East 11th Street | 5,600 | 2021 |
| Fire Station #06 | - | 1015 East "F" Street | 4,200 | 1964 |
| Fire Station #07 | - | 5448 South Warner Street | 2,100 | 1959 |
| Fire Station #08 | - | 4911 South Alaska St. | 17,400 | 2003 |
| Fire Station #09 | - | 3502 6th Avenue | 5,400 | 1965 |
| Fire Station #10 | Historic | 7247 South Park Avenue | 2,000 | 1928 |
| Fire Station #11 | Historic | 3802 McKinley Avenue | 5,100 | 1909 |
| Fire Station #12 | - | 2015 54th Avenue East (Fife) | 10,000 | 1975 |
| Fire Station #13 | Historic | 3825 North 25th Street | 9,900 | 1911 |
| Fire Station #14 | Historic | 4701 North 41st Street | 2,000 | 1928 |
| Fire Station #15 | - | 6415 McKinley Ave E | 2,000 | 1928 |
| Old Fire Station #15 (Storage) ^{NA} | Historic | 3510 East 11th Street | 3,300 | 1929 |
| Fire Station #16 | - | 7217 6th Avenue | 11,000 | 1999 |
| Fire Station #17 | - | 302 Regents Blvd (Fircrest) | 9,000 | 1979 |
| Fire Station #18 & Moorage | Historic | 302 East 11th Street | 1,800 | 1929 |

Notes:

NA: Facility not anticipated to be evaluated.