

# Architectural/Engineering Request for Qualifications

Benton County Fire District #4 seeks to hire an architectural firm with expertise in commercial remodeling and who is familiar with public works projects, to prepare architectural and engineering plans for a fire station remodel. More information can be found on [www.bcfcd4.org](http://www.bcfcd4.org). The submittal deadline is 03/17/2022 at 6:00 p.m.

## **Project Description:**

Major elements of work include, but are not limited to:

- Shower remodeling
- Kitchen remodeling
- Flooring (VCT and carpet)
- Painting
- Electrical/Plumbing

The chosen architect/engineer will demonstrate they have personnel available to perform this work that have significant experience with similar projects.

## **Submittal Requirements:**

If you are interested in performing this work, please submit four printed copies of your Statement of Qualifications (SOQ). Please limit the information requested below to a maximum of twenty-five single sided pages.

Submittals will be evaluated and ranked based on the following criteria:

- |   |           |
|---|-----------|
| 1. Key personnel qualifications and relevant experience | 25 points |
| 2. Available staff to perform in timely fashion         | 20 points |
| 3. Past performance on similar tasks / references       | 25 points |
| 4. Understanding and approach                           | 30 points |

In order to be considered for this work, please submit four printed copies your SOQ package by 03/17/2022 in person or by mail to:

James Longie -Facilities Manager  
Benton County Fire District #4  
2604 Bombing Range Road  
West Richland, WA 99353

Faxed or email copies will not be accepted. It is the responsibility of the firm to ensure the SOQ arrives on time and to the correct location. Any SOQ received after the scheduled closing time shall be returned to the firm unopened.

**TERMS AND CONDITIONS.**

- A. The Fire District reserves the right to reject any and all SOQs.
- B. The Fire District reserves the right to request clarification of information submitted, and to request additional information from any firm.
- C. Any contract resulting from acceptance by the Fire District of a proposal shall be in a form supplied or approved by the Fire District and shall reflect the specifications in this SOQ. The Fire District reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in the SOQ, and/or is not approved by the Fire District Attorney.
- E. The Fire District shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the SOQ.