



City of Tacoma

Questions and Answers

New Fire Station 7 RFQ Specification No. **PW24-0218F**

All interested parties had the opportunity to submit questions in writing by email to Carly Fowler, Buyer by October 18, 2024. The answers to the questions received are provided below and posted to the City's website at www.TacomaPurchasing.org. Navigate to [Current Contracting Opportunities](#) / *Services Solicitations*, and then click *Questions and Answers* for this Specification. This information IS NOT considered an addendum. Respondents should consider this information when submitting their proposals.

Question 1: Will the full preliminary studies, plan diagrams, and early concept design (shown in the RFQ Appendix A), be made available for review prior to the SOQ submittal deadline? After award? Or does Public Works expect the chosen architect to fully develop new programming documents that do not reference the early design studies?

Answer 1: Preliminary studies and concepts will not be made available for review prior to submittal deadline. The selected Respondent will coordinate with City staff to review prior programming efforts and confirm the architectural program. Development of a completely new programming document is not anticipated.

Question 2: Does Public Works anticipate contracting with Geotechnical and Topographical Survey consultants directly, or is it expected that such services will be provided by the Prime architect? Alternatively, has Public Works already conducted recent Geotechnical and Topo Survey of the chosen site that may be used as part of this project?

Answer 2: Public Works contracted directly with Survey, Geotechnical, and Environmental Engineering firms to provide site-specific preliminary studies required for feasibility. These consultants prepared a Geotechnical Report, a Phase 1 Environmental Site Assessment, and a Topographical Survey to be used for this project. It is not expected for the Prime Respondent to provide these services under their contract; however, the Respondent's team must demonstrate knowledge and ability to work with an undeveloped site.

Question 3: Does Public Works anticipate directly retaining the services of specific disciplines, engineering, consultants, whom the Prime architect will need to coordinate with during design?

Answer 3: It is expected that the Prime Respondent will form a comprehensive team of highly qualified consultants, to deliver the scope of services identified in the RFQ. Public Works may contract separately with consultants to provide services to support this project, and the selected Respondent would need to coordinate with them.



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Question 4: Does Public Works require the Prime to provide FF&E (furniture, fixtures, and equipment) services? If so, are there specific credentials required of the FF&E consultant?

Answer 4: Yes. Public Works expects the Prime Respondent's team to be highly qualified and knowledgeable of the FF&E required for planning a new Fire Station facility. There are no specific credentials required of the FF&E consultant.

Question 5: Is there a pre-determined budget for this project?

Answer 5: No. There is not a pre-determined budget established for this project. Based on preliminary concepts the estimated construction cost (excluding indirect costs) is anticipated to be in the range of \$13 million.

Question 6: Can I send you more questions about this solicitation?

Answer 6: No. Questions were due on Friday October 18, 2024.

Question 7: The time frame between shortlist notification and interviews falls over the Thanksgiving holiday. Is there any flexibility in this schedule? Would the City consider adjusting the procurement schedule to accommodate key personnel participation in the interview?

Answer 7: Yes. The City is targeting conducting interviews/presentations the first half of December and will coordinate with shortlisted Respondents to accommodate scheduling.

Question 8: Are the SOQ Cover, Cover letter, or Reference sections excluded from the 16 page count?

Answer 8: No. The Signature page (Appendix B) is the only city required form. The City recommends the Respondent limits the remaining submittal to no more than 16 double-sided pages.

Question 9: What is the anticipated start date for the project?

Answer 9: Notice to proceed for architectural/engineering services under this contract are anticipated to start February 2025. Please see Section 4 of the RFQ for the anticipated calendar of events.

Question 10: Is a floor plan of the concept design for Fire Station 7 available?

Answer 10: Please see Q&A #1 for additional information. The conceptual floor plan will be provided to the selected Respondent.



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Question 11: Has the City performed any due diligence environmental, geotechnical, traffic, or cultural resource sensitivities studies of the anticipated new site? Are those reports available? If not, will any of these services be required as part of the project?

Answer 11: Please see Q&A #2 for additional information. The preliminary Geotechnical Report, Phase 1 Environmental Site Assessment, and Topographical Survey will be provided to the selected Respondent. No other site assessments or reports have been developed at this time.

Question 12: May we contact the Fire Department for a tour or to address pre-submittal questions?

Answer 12: No. Please see response to Q&A #6.

Question 13: May we visit the anticipated site location?

Answer 13: The site may be viewed from the publicly accessible sidewalks adjacent to the site.

Question 14: Does the City anticipate a community engagement process for soliciting input and feedback from surrounding businesses and neighbors as a part of the design team scope of work? If so, what does that engagement process ideally entail?

Answer 14: Yes. Community engagement is anticipated for the project and the level of effort for engagement will be coordinated with the selected Respondent during the scope of work development.

Question 15: Does the City anticipate remediation being necessary on the site prior to construction commencing?

Answer 15: Based on the Environment Phase 1 Assessment, site remediation is not anticipated.

Question 16: Does the City currently have specific sustainability goals for the project (LEED certification, Green Globes, etc)?

Answer 16: Yes. The City will be seeking LEED New Construction Silver certification level per the City's Green Building Resolution.

Question 17: Does the City have requirements (examples below) for the formatting of submissions beyond the page count mentioned in the RFQ? (Document Size, Font Style and Size, Margin Size, Length and exclusions (i.e. 16 pages double-sided OR 32 pages total, excluding required forms and resumes))



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Answer 17: Please see Q&A #8 for additional information. The page size should be 8.5x11, limited to no more than 16 double-sided pages. There are no specific requirements for font style/size or margin size; the submittal should be legible when printed.

Question 18: Has a Phase I environment done for the site?

Answer 18: Please see Q&A #2 & #11 response.

Question 19: Has a geotechnical report and/ or survey been completed for the site?

Answer 19: Please see Q&A #2 & #11 response.

Question 20: Clarify comment 7.1 about multiple respondents?

Answer 20: The City anticipates awarding a single contract to provide the services required.

Question 21: Is there any program / needs assessment documentation or feasibility study that can be shared for review? Would this be part of the project?

Answer 21: Please see Q&A #1 response.