



Klickitat County Emergency Medical Services

**Owner Advisory and Project Management Support
Services**

New Ambulance Facility and Administration Building

Due: May 24, 2024

Released: May 6, 2024

1 INFORMATION AND INSTRUCTIONS

1.1 INVITATION TO PROPOSE

Klickitat County Emergency Medical Services (KCEMS) is soliciting a Statement of Qualifications (SOQ) from qualified firms to provide Owner planning assistance, alternative delivery guidance and Project/Construction Management Services for KCEMS's new ambulance facility, crew station and administrative offices (Project).

The selected Consultant must demonstrate staff having recent experience successfully assisting public sector clients with selecting project delivery approaches, submitting to, and getting approval by, the Public Review Committee (PRC) and advising clients throughout the capital development process. The Consultants SOQs will be evaluated and ranked based on the following criteria: firm background, staff experience, project history and approach as well as the presentation, organization, and clarity of RFP Submittal.

The complete RFP and full scope of work may be obtained via KCEMS's website – kcems1.com. It is the sole responsibility of the Consultant to obtain any RFP updates or addenda from KCEMS's website.

Technical questions regarding the scope of this project should be put in writing and directed to Will Harryman at will@klickitatcountyambulance.com, no less than three (3) business days prior to the time that submittals are due. Any and all information provided by KCEMS must be posted in an addendum on KCEMS's website for the information to be considered binding on the RFP/proposal process.

KCEMS, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252,42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

KCEMS reserves the right to reject any and all responses and to waive technicalities or irregularities, and after careful consideration of all submissions and factors involved make the award to best serve the interests of KCEMS.

1.2 INTENT OF KCEMS

The objective of this RFP is to provide sufficient information to enable qualified Consultants to submit a written Statement of Qualifications (SOQ) demonstrating experience in advising/supporting public sector agencies to develop and carry out a capital construction project. It is preferred that Consultants have experience managing and advising projects that involve understanding of and support to emergency response staff needs, understanding of important design and construction elements of emergency service facilities and are familiar with applicable Washington State rules and regulations related to public contracting.

This RFP is not a contractual offer, nor is it a commitment to purchase services. Contents of this RFP and the Consultant's submittal will be used as the basis to determine final contractual obligations. It is understood that this RFP and the successful Consultant's submittal may be attached or included by reference, in part or in whole, to any agreement regarding the services included in this RFP between KCEMS and said Consultant. Any information provided to KCEMS shall be considered public information and subject to disclosure in accordance with Washington State statutes. KCEMS reserves the right to conduct any and all research and/or investigation deemed necessary by KCEMS to evaluate and assess information provided by proposing Consultants including but not limited to contacting other agencies/entities to discuss proposed staff, project experience or other information.

1.3 SUBMISSION PROCEDURES

Responses shall be submitted electronically. One electronic copy, including attachments, consolidated single, searchable .PDF file, shall be transmitted to Will Harryman at will@klickitatcountyambulance.com. Email Subject shall be "KCEMS - Owner Advisory & PM Services SOQ". **The due date is May 24, 2024, no later than 2:00 pm.** Failure to provide the submittal in the appropriate manner will result in disqualification. Hard-copy or fax submittals are not permitted and will not be accepted. Receipt time of submittal will be considered the timestamp of the incoming email created automatically by KCEMS's email server. Consultants are encouraged to submit the SOQs with adequate time for the email to be processed by the email server.

1.4 LATE SUBMITTALS AND MODIFICATIONS

Submittals and modifications thereof received after the stated time of closing may be returned unopened. KCEMS is not responsible for late deliveries.

1.5 CONDITIONS AFFECTING THE WORK

Before submitting a Statement of Qualifications, each submitting Consultant is advised to:

- 1) Examine this RFP document(s) thoroughly.
- 2) Fully understand the scope of work and services requested.
- 3) Ensure understanding of federal, state, and local laws, ordinances, rules, and regulations that may – in any manner – affect the cost, progress, or performance of the work.
- 4) Study and carefully correlate said Consultant's observations with the RFP response.

Failure to do so will not relieve any Consultant from any contractual obligations of the work described herein.

1.6 EXPLANATIONS FOR SUBMITTING CONSULTANTS

There are ten (10) pages in this RFP, including the cover sheet and body. Each is sequentially numbered at the bottom right corner of the page (Pages 1 through 10). It is the responsibility of the submitting Consultant to ensure that all pages are included. If any pages are missing, the Consultant should immediately request a copy of the missing page(s) by emailing the request to KCEMS Representatives listed in Section 1.7. It is the responsibility of the Consultant to procure missing pages; submittals based on incomplete information will not be granted exception for any faults deriving thereof.

Any explanation desired by a submitting Consultant regarding the meaning or interpretation of the RFP, or any part thereof, must be requested in writing (via email) and directed to KCEMS Representative listed in Section 1.7, in accordance with stipulations of section 1.1.

1.7 KCEMS REPRESENTATIVE

Will Harryman – Chief of Operations

Klickitat County Emergency Medical Services

will@klickitatcountyambulance.com

Proposing consultants are advised not to contact or discuss this RFP or their SOQ response with KCEMS Board members, staff or anyone associated with this procurement outside of the methodology presented within this RFP. KCEMS may, at its sole discretion, disqualify any firm that engages in activities that conflict with this section.

1.8 FORMAT OF SUBMITTALS

To assist in the evaluation process, submittals shall conform to the following:

- 1) The submittal shall be limited to a maximum of 10 numbered pages.
- 2) All pages will be counted towards the page total, except for the front cover, back cover, tab pages, resumes and references. The cover letter shall be limited to a maximum of 1 single-sided page.
- 3) All pages shall be sized on 8½" x 11" paper.
- 4) Font shall be "Arial" no smaller than "10 point". The body of this RFP is written in "Arial 10-point" as an example.
- 5) Margins on all edges should be a minimum of 0.75-inches.

1.9 BASIS FOR SELECTION

A. GENERAL

The selection will be based on demonstrated experience working with/for emergency response teams and qualifications from projects of similar size, scope and complexity. For this RFP, similar projects shall mean the management and contract advisement services of public sector projects within a municipal facilities inventory. Special consideration will be made for experience involving facilities supporting emergency response staff. Consultants must also demonstrate their ability to work closely with KCEMS staff and project teams to ensure a project that meets the needs, expectations and goals of KCEMS.

B. SELECTION COMMITTEE

The Selection Committee will be made up of selected individuals solely determined by KCEMS and may include the Representative listed in Section 1.7 of this RFP.

C. EVALUATION PROCESS

The Selection Committee will review the SOQ submittal and evaluate all responses received based on the criteria listed herein. KCEMS intends to select the Consultant who represents the most qualified team to KCEMS and begin the negotiation and award process based on the evaluated scores. Submittals will be scored based on Evaluation Criteria from Section 3.1 of this RFP. KCEMS reserves the right to make a selection based solely on the information contained in the written submittal. KCEMS further reserves the right to either interview selected Consultants or request additional information to help in determining the most qualified Consultant at its sole discretion. Should KCEMS elect to conduct an interview for shortlisted candidates, interviews will be evaluated per criteria from Section 3.3 of this RFP. KCEMS may make a selection based on any combination of written or interview evaluations.

Selection of the committee shall be final. The selected Consultant shall be notified in writing by KCEMS, and no other method shall be considered to be an official notification of selection.

KCEMS reserves the right to reject any or all of the submittals. If KCEMS elects to select one of the submitting Consultants, KCEMS will have the right to negotiate with said submitting Consultant over the final terms and conditions of the contract in the best interest of KCEMS. The primary objective of the negotiations is to maximize KCEMS's ability to obtain the best value and services that fits KCEMS's needs, based on the requirements and evaluations relating to this RFP. If an agreement cannot be reached, the negotiations will be terminated and similar negotiations will occur with the second-ranked submitting Consultant. The successful Consultant will be required to submit a form of agreement with terms and conditions that are acceptable to KCEMS and consistent with the negotiations noted above during the negotiation phase.

2 SCOPE OF WORK

2.1 BACKGROUND

A. Project Need

KCEMS's current facility located in Goldendale, WA is outdated, does not meet the current needs of KCEMS emergency response teams and is limited in its future expandability/utility. KCEMS has determined a new facility is needed and will be sited on property owned by KCEMS in Goldendale, WA. The Project is anticipated to be a new 8,000 s.f. facility that will include the following elements:

- Apparatus bays that will accommodate a minimum of 4, expandable to potentially 6 units. Units will be both active-duty shift/response units as well as back-up/reserve units and potentially overhead units.
- Living quarters/space for two (2) planned duty crews (2 members each) with possible support for expanded crew sizes/residents as needed.
- Administrative space for Chief of Operations and other staff.
- Community space with clear/defined separation from operational areas.

The primary drivers of the new facility are:

- 1.) Support the health and well-being of KCEMS emergency response crews who live/work within the facility for up to 48-hour shifts (with 72-hour shifts possible).
- 2.) Serve and support KCEMS's level of service and commitment to provide emergency medical services to its constituency.
- 3.) Provide a facility that supports day-to-day operations in an efficient, effective manner.
- 4.) Reduce long term operation costs through purposeful, insightful design.

B. Funding

This project is funded through capital funds currently set aside or planned for in future KCEMS operating budget cycles from their operational budgets. No general obligation bonds, levies or other funding approvals are anticipated to be required at this time. KCEMS reserves the right to change the funding model at any time without prior notice to Consultant.

Total project cost is estimated at \$3.0M.

2.2 PURPOSE

This RFP is issued for the purpose of soliciting qualified Consultants to advise, support and assist KCEMS with the successful delivery of the Project. The scope of work identified herein is intended to be representative in nature and should not be considered a complete or exhaustive list of services to be provided. The selected Consultant

shall be responsible for performing all tasks necessary to help ensure the successful completion of the project in addition to serving as an advisor to KCEMS. Consultant's services will include, but it not limited to, the services requested in Section 2.3 – Scope of Work.

2.3 SCOPE OF WORK

KCEMS staff have identified items included in the scope of work to aid the Consultant in identifying the level of service required for this contract. The following lists are not all-inclusive. The scope of work will include, but is not limited to:

OWNER'S ADVISORY SERVICES

- Provide appropriately qualified staff in support of this project.
- Administration of resources to ensure timely advancement of the project.
- Develop and memorialize Project Management Plan based on the Charter developed by KCEMS.
- Advise/assist KCEMS in determining best contracting model (including alternative) for the Project and gain approval of PRC if appropriate.
- Schedule meetings and workshops as required and manage any required virtual meeting capabilities.
- Prepare and distribute meeting agendas and minutes.
- Assist with presentations to KCEMS leadership, governance, community members as needed.
- Provide transparent and accountable project management information system and reporting platform.
- Establish clear and consistent communication protocol throughout the Project.
- Establish and maintain project management office (PMO) based on industry best practices.
- Other tasks as may be requested by KCEMS in support of the Project.

PROJECT/CONSTRUCTION MANAGEMENT SERVICES

- Act on behalf of KCEMS leadership and staff and represent KCEMS interests at meetings, workshops and/or events as needed.
- Manage 3rd party consultant procurements.
- Manage preparation and submission of permit applications, as needed.
- Facilitate design/construction processes including ASI, RFI, CCD, COR, etc.
- Provide construction support and/or management services, as determined necessary, including record management.
- Oversee the administration of punch-list generation, project start-up, and close-out.
- Perform inspection and documentation of construction activity.
- Be responsible for coordination with all parties involved in the project including; project team, 3rd party consultants (contracted by KCEMS), Owner (KCEMS operations and staff), State funding agency etc.; ensuring any arising issue is dealt with promptly and adequately.
- Resolve contract disputes and/or assist in claims analysis, mitigation, and resolution.
- Manage Log for Action Items, Change Management, RFI's & Field Work Directives.
- Other tasks as may be requested by KCEMS in support of the Project.

2.4 PROJECT SCHEDULE

The current Project schedule has yet to be formalized. The following is a tentative project schedule and is subject to change during contract negotiations.

Pre-design	June 2024 – Aug 2024
Design	Sept 2024 – April 2025
Construction	May 2025 – October 2025
Closeout/Warranty and Off-seasonal Testing	November 2025 – August 2026

2.5 KCEMS RESPONSIBILITIES

KCEMS staff will assist the selected Consultant where possible but said Consultant should anticipate and be prepared to be completely self-reliant in accomplishing the tasks associated with this RFP. The intent of this RFP is to secure project leadership/management support, on behalf of KCEMS, for the successful delivery of the project.

KCEMS will provide, when available, historical information and any other associated documents.

3 SELECTION CRITERIA

3.1 SUBMITTAL REQUIREMENTS

At a minimum, the following items shall be included in the Statement of Qualifications (SOQ) submittal. The Selection Committee will perform a review of submitted SOQs based on the point distribution provided in this section.

After the Due Date, submittals received by KCEMS will be provided to the Selection Committee for evaluation. Each submittal will be reviewed by the Selection Committee and scored based upon requirements set forth in this Section.

Those requirements, and the scoring below, establish the evaluation criteria herein.

1) COVER LETTER – not scored

Include a one (1) page cover letter expressing why the proposing firm is interested in serving KCEMS and what unique capabilities the firm brings to KCEMS’s project team. Cover letter shall be signed by a duly authorized representative of the firm.

2) EXPERIENCE & QUALIFICATIONS

A. Firm Background (10 Points Possible)

- Provide brief overview of the company including pertinent information including but not limited to; location of local office, years in existence, years serving public sector agencies, experience managing public sector and/or emergency response facilities, number of agencies served, annual revenue, etc. If

subconsultants are included on the team, include the information for each firm who will be working on the project.

B. Proposed Staff and their Qualifications (50 Points Possible)

- Identify the proposed staff member(s) for these services, describe the roles and responsibility of each team member (if more than one) and why each member is critical to the success of the overall contract. Describe the individual's experience and capacity for providing the services stipulated in the scope of work. Include any professional credentials related to project/construction management including CCM, CACM, PMI-CP or others as identified in 3.2.
- Describe the proximity of each team member to the project site and ability/response time to Goldendale, WA if/when requested to be on-site.
- Provide an organizational chart, demonstrating the Consultant's relationships and hierarchy of the team described above including relationship with KCEMS.
- Describe each team members' experience working with the various project models including alternative contracting models.
- Provide a resume for each of Consultant's key personnel as an appendix. Resume length shall not exceed one page per team member and shall not count towards the overall page limit. DO NOT submit resumes of employees who are not identified in the organizational chart and/or will not actively work on this project. Teams demonstrating positive previous collaboration in similar roles on the same types and/or size of projects, are preferred.
 - Note that by including a person as key personnel, firms commit to the person's availability to work on the project. Changing key personnel after notice of intent to award once issued may be considered grounds for disqualification of the firm, solely at KCEMS's discretion. Any changes to the proposed team are solely at the approval of KCEMS.
- Provide a list of every other project related commitment (contract/engagement) the key personnel will be involved with outside of this Project and the anticipated level of effort (in hours per week) of the staff member's time to each commitment. Include a location for each engagement the key personnel are involved with.

C. Project History Summary & Matrix (20 Points Possible)

- Provide chart of the last five (5) public sectors projects in the Pacific NW (Washington and/or Oregon) that are in progress or recently completed of similar scope, size or complexity. Proposers should prioritize projects involving emergency response facilities or facilities that serve/support emergency response staff, but public sector agency projects are equally valuable. Provide the following information for each engagement.
 - Name of project
 - Project Owner
 - Brief project description
 - Delivery model for the project
 - Total construction budget including initial and final construction contract value
 - Brief description of the services the proposed firm rendered.
 - Point of contact for the Owner, Designer and Contractor (phone and email)

3) PROJECT APPROACH

A. Description of Approach (50 points possible)

Describe how the Consultant's team will:

- Manage engagement with KCEMS: Ensure KCEMS is engaged at key decision points, respect KCEMS's mission/purpose of serving the community and keep KCEMS informed in a timely/appropriate manner.
- Manage the project day-to-day in a way that will result in achieving KCEMS goals/objectives.
- Drive proactive project team engagement towards "better outcomes".
- Support a transparent and accountable project in the eyes of KCEMS governance, KCEMS operational staff and community members.

4) CONSULTANT VALUE PROPOSITION (30 points possible)

- Provide written commentary of why Consultant wants to assist KCEMS in the delivery of this project. What additional value does the Consultant provide to KCEMS outside of the elements identified in this RFP.

3.2 CONSULTANT QUALIFICATIONS

The required minimum qualifications for staff of submitting Consultants are as follows:

- Demonstrated experienced with addressing/understanding overall facility impacts (design/construction/operations) on active-duty emergency response staff on extended operational periods (greater than 12 hours) and the importance of their physical/mental/emotional well-being as first responders.
- Key personnel shall currently possess professional construction management credentials:
 - Preferred:
 - Construction Management Association of America: Certified Construction Manager (CCM)/Certified Associate Construction Manager (CACM)
 - Project Management Institute: Construction Professional (PMI-CP)
 - Acceptable:
 - Lean Construction Institute: LCI-Certified Practitioner-Construction or LCI-Certified Practitioner-Design
 - Design/Build Association of America: Associate DBIA or DBIA Professional
 - Construction Management Association of America: Construction Manager in Training (CMIT) level 3 or higher
- Team knowledge of all applicable Federal, State, and local regulations and standards including Washington Administrative Code (WAC) and Revised Constitution of Washington (RCW) pertaining to public contracting and emergency services codes.
- Minimum of 10 years of experience in providing Construction Management and Owner Advisory Services for public agencies, preferably related emergency response facility projects.

3.3 INTERVIEW PROCESS

Should KCEMS elect to conduct interviews with short-listed candidates, Consultants should plan for the following:

- Interview format (if used): KCEMS may elect to conduct a virtual or in-person interview.
 - Approximately 30-minute presentation.
 - Approximately 30 minutes for questions and answers.
 - Only staff identified as key staff shall be involved in the presentation/Q&A.
- KCEMS may elect to conduct a phone (or telecommunications) interview without the requirement of a presentation.

2) Presentation: The objective of the interview will be to clearly demonstrate the Consultant's qualifications to complete the project to the satisfaction of KCEMS. The presentation shall be brief and concise and shall include but shall not be limited to:

Team Organization and Qualifications

- Project Understanding
- Description of Approach
- Description of how the Consultant proposes to work and communicate with KCEMS and the public throughout the project.

Following a review of the submitted SOQ's, KCEMS may establish specific requirements and content for the interview to further aid in the determination of the Consultant's qualifications. The selection team may prepare a list of standard questions for the interview. Additional questions may be developed based on the Consultant's Statement of Qualifications to clarify information submitted.

Following selection of a Consultant, KCEMS will then negotiate a specific scope of services, fees, and schedule with the selected Consultant. If an agreement cannot be reached with the first selected Consultant, KCEMS will terminate negotiations with said Consultant and open negotiations with the second ranked Consultant. The compensation discussed with one Consultant is confidential and will not be discussed or disclosed with others.