Request for Qualifications and Cost Proposal

Design-Build Services

for

Fire Station 44 Renovation & Construction Project

Issue RFP: October 12, 2026, 2026
Pre-Proposal Conference: October 23, 2026
Proposals Due: NLT 4:00 PM, November 12, 2026

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RFP for the Fire Station Renovation & Construction Project

For the Squaxin Island Tribe

1. Purpose

The Squaxin Island Tribe invites qualified design-build firms to submit proposals to transform Fire Station 44 into a primary, 24/7/365 emergency response hub. The project requires demolishing an adjacent residential structure and renovating the existing station to integrate flexible, full-time living quarters into the industrial footprint. By establishing a permanent residential presence, this project addresses a critical staffing need, drastically reducing response times and elevating local emergency capabilities from "minor aid" to a full-scale service presence.

Issuing Office:

Department of Planning and Community Development
Squaxin Island Tribe
10 SE Squaxin Lane
Shelton, WA 98584

2. Background

Mason County Fire Protection District 4, doing business as South Mason Fire & Rescue, has been providing dedicated fire protection, suppression, and emergency medical services to the South Mason community since 1950. Operating as a combination department utilizing both career personnel and volunteer responders, the district protects a diverse service area encompassing residential neighborhoods, rural properties, and critical local transit corridors.

This renovation & construction project centers on Fire Station 44, located at 3660 SE Old Olympic Hwy, Shelton, WA 98584, which serves as a vital emergency response hub for the Kamilche and South Mason areas. To meet modern operational demands, enhance first-responder readiness, and better serve the growing community, the district is seeking comprehensive construction and modernization services for this facility. The selected contractor will play a pivotal role in upgrading Station 44 to ensure it remains a resilient, safe, and highly functional asset for decades to come.

3. Project Information:

Planning Team:

Chad Bedlington – Planning & Community Development Director / cbedlington@squaxin.us
Leonard Ludi – Assistant Director/Construction Manager / lludi@squaxin.us

General Themes or Guiding Concepts:

Creating operational readiness & resilience will save lives. The facility must be designed for rapid response and uninterrupted operation during regional disasters. Rapid-Response Paths: Design

optimized, obstruction-free paths from the dayroom and bedrooms to the apparatus bays, utilizing efficient placement of doors for faster deployment times.

Flexible Living Spaces where Firefighters live at the station for 24-hour shifts. Individual sleeping quarters with restrooms/showers to support privacy, and better sleep hygiene. Acoustic Segregation: Thermally and acoustically isolate the quiet zones (bunkrooms) from the noisy active zones (apparatus bays, kitchen, dayroom) to allow off-duty personnel to rest properly.

Controlled Public Access: Design a clear, welcoming public entry vestibule for community inquiries, blood pressure checks, or administrative needs, while strictly securing the rest of the operational facility.

Scope of Work:

The selected design-build firm will be responsible for demolishing an existing house type building on the project site adjacent to the Fire Station, to include designing and renovating the existing Station facility to accommodate flexible living spaces where firefighters can transforms Station 44 from an underutilized support site into a primary response hub. By integrating residential accommodation into the existing industrial footprint, the project addresses the critical requirement for 24/7 staffing. This shift is expected to drastically reduce response times for the surrounding area, providing a full-scale emergency service presence where previously only "minor aid" was available.

Architectural & Spatial Specifications

The renovation requires a sophisticated balance between "Life Safety" zones (residential quarters) and "Industrial Operational" zones (apparatus bays). Maintaining this separation within a constrained footprint is essential for personnel health and operational efficiency.

Site Plan Dynamics

Project execution must navigate several critical site constraints identified in the civil plans:

- Setbacks & Zoning: A mandatory 25-foot side yard setback must be maintained.
- Access Constraints: The gravel parking area is restricted by the railroad right-of-way. This limits heavy vehicle maneuverability and requires precise apparatus approach planning.
- Expansion Planning: The site plan clearly distinguishes between this current remodel and the "Future Expansion Zone" designated for a separate new fire station.
- Structural Integration: The renovation is "boxed in" by the current structure, specifically noted by the "existing wall in apparatus bay" markers which dictate the internal flow.

Living Quarters Internal Layout (52'x22' Footprint)

The 1,144-square-foot residential area is designed for maximum personnel utility:

- Entry/Admin: Primary access via the Old Olympic entrance into a Foyer. The suite includes an Exam Room/Office and a PA Office utilizing an optional wall configuration to manage administrative traffic.
- Common Areas: A central living/dining area featuring a full kitchen (sink, dishwasher, stove/oven), dining table, and dedicated desk stations.
- Training/Meeting Zone: A specialized learning area equipped with a TV and whiteboard layout for briefings.
- Residential/Sanitary: Includes the existing public bathroom and "top" bathrooms with laundry/storage. Sleeping quarters consist of three rooms: two 2-Firefighter rooms and one dedicated Officer/OIC/Lt/Captain's room.
- Exterior Access: A fenced patio area provides secure outdoor space.

Technical & Support Infrastructure

- Specialized Storage: Dedicated zones for EMS Storage, Bunker Storage, and Hose Storage.
- Hygiene: Purpose-built Decontaminating and Disinfecting Rooms.
- Utility & Sound Management: A centralized Mechanical/Electrical/Telecom cluster. Notably, this area houses the Air Compressor; project management must ensure proper sound attenuation to prevent high-decibel interference with the adjacent living quarters.

Strategic Impact

- These spatial allocations optimize "turnout times" by placing sleeping quarters in immediate proximity to apparatus bays. These complex requirements drive the specialized construction costs detailed in the following section.

Budget Range:

The budget range for work to be done because of this RFP is **$450K to $550K** (inclusive of all design, renovation and construction costs). Interested Firms are encouraged to offer creative approaches to meeting the project objectives within the available funding. Anticipated timeline for completion is 365 days from the Notice to Proceed.

4. Anticipated Deliverables

- Demolition Planning & Implementation
- Design Drawings
- Technical Specifications and Special Provisions
- Permitting as needed
- Design Submittals
- Project Schedule
- Weekly meeting / (meeting minutes)

- Inspections
- Commissioning
- Maintenance and operational manuals
- Project Documentation and Reports

The successful Consultant will be required to furnish hard and electronic copies of all survey, engineering plans and details, technical specifications, estimates, field notes, photographic data, materials data, and as-built information collected and prepared in connection with the services provided.

Hard copies of survey maps, engineering plans or drawings prepared under this contract must be produced on a medium that withstands the effects of deterioration or degradation from time and environment and shall be accurately to scale. Further, all maps, plans, drawings reports, and other project documents shall bear the stamp and seal of the applicable professional, who was directly responsible for preparation as appropriate by profession.

All deliverables and work products will be produced in "hard copy" format and electronically in AutoCAD, PDF and TIF formats. It is envisioned deliverables and work products associated with this Contract will be produced in 24" x 36" (full size) and/or 11"x 17" (or "half-size") format, as applicable.

The deliverables and work products prepared and furnished under this contract must be produced in a manner acceptable for future use by the Tribe and its representatives for the design and construction of the facility, and be free from all proprietary measure's restrictions, or limitations, which may otherwise encumber future use by the Tribe in its management or operation of the designed and constructed improvements.

5. Anticipated Schedule

Publish RFP	Monday, October 12, 2026
Pre-Proposal Conference / Site Visit	Friday, Ocotber 23, 2026
RFIs Due	Friday, October 30, 2026
Proposals Due	Thursday, November 12, 2026
Evaluation Period / Interviews	Monday, November 16-20, 2026
Contract Award Notification	Friday, November 20, 2026
Project Kickoff Meeting	Monday, November 23, 2026

6. Special Conditions (if applicable)

- If itemized or billed separately, travel reimbursement at federal rates (develop language)
- Federal funding & applicable wage laws; Suspension and debarment
- Other funder-specific restrictions

7. Site Visits and Pre-Proposal Conference

A pre-proposal conference and site visit will be held at Fire Station 44, at 10:00 a.m. (at 3660 SE Old Olympic Hwy, Shelton, WA 98584). This meeting will allow potential proposers to ask questions and gain a better understanding of the project requirements. Attendance is highly recommended but not mandatory.

8. Submittal Requirements

Cover or Transmittal Letter**:** Clearly identify the name, title, address, telephone number and email address of the team's primary point of contact regarding this request and include the signature and statement of an official authorized to bind the prime's contractual and guarantee capacity to perform the services by the completion date.

Project Team Experience/Qualifications: Provide an executive summary of the Firm's history and related qualifications. Include an executive summary of any proposed sub-firms and the relative relationship with the prime firm.

Project Team Organization: Identify the proposed team and its organization, including all sub-firms, and provide the relative roles and responsibilities of each.

Project Approach: Outline the project team's approach and understanding of the project. Provide a conceptual-level work plan that describes the capacity of the project team to accomplish the anticipated scope of services or other work necessary to complete the work.

Timeline: Provide a detailed project timeline, including key milestones from design through completion and occupancy.

Key Personnel**:** For each key person on the Project Team, identify the individual's name, firm, position, number of service years, total years of relevant experience, education and professional licenses and certifications held, relative or key project experience, and the percentage of time anticipated to be devoted to the project.

Licensing and Insurance: Include proof of required licenses, bonding, and adequate insurance coverage for the project.

Relevant Project Experience: Provide at least five (5) examples of relevant projects, including a brief description of the services or work performed by the prime firm and its sub-firms, identify the project owner and contact information, and provide the approximate total cost of services provided and the estimated date of completion.

Cost Proposal: Provide a detailed cost breakdown that demonstrates how you will meet the budget while fulfilling the scope of work. This should include, at a minimum, the design cost, construction cost, and other costs such as permits and contingencies. Cost will not be a factor in the selection process but will be used by the selection panel to gauge the proposer's understanding of the project objectives as described in this RFP. The Preliminary Fee Estimate should include a list of tasks, with timeline and schedule of deliverables, a list of staff and level of effort expressed in hours assigned to the project and hourly rates for each. Reimbursable, travel, and related expenses should be broken out

separately from services. The Tribe intends to negotiate a final scope of work and enter a fixed price contract with the most highly qualified Firm.

9. Submittal Format

The Statement of Qualifications/Submittal may not exceed 20 single-sided or 10 double-sided pages, not including front and back cover, table of contents, dividers, and required attachments. Electronic submittals via facsimile or email will not be accepted.

Unnecessarily elaborate brochures or other presentations beyond that which is sufficient to present a complete and effective Submittal are not desired and may be construed as an indication of the prospective Firm's lack of cost consciousness. Elaborate artwork, expensive paper, bindings, and expensive visual and other presentation aids are neither necessary nor wanted. The use of binders or wire or comb binding is discouraged.

A complete submittal should contain:

1. Cover Letter
2. Submittal Document
3. Proof of Indian Ownership (if applicable)
4. Acknowledgment of Amendment(s) (if applicable)

Note: Failure to meet the requirements of the RFP may be cause for rejection.

10. Delivery Instructions

Interested Firms must submit five (5) hard copies and one (1) electronic copy in PDF format on a flash drive no later than **4:00 PM on Thursday, November 12, 2026,** unless otherwise amended by the Tribe.

The Submittal must be submitted in a sealed envelope with the name of the proposing firm. Send Statement of Qualifications/Proposals to:

Attn: Leonard Ludi, Project Manager
Squaxin Island Tribe, Department of Planning and Community Development
10 SE Squaxin Lane, Shelton, WA 98584
(360) 545-0263

11. Evaluation of Submittals

A Tribal selection committee will convene to review and evaluate each submittal that meets the Submittal requirements. The committee will use a diverse set of criteria during its evaluation. The criterion will generally include the project team qualifications, team organization and structure, project approach and understanding, ability to perform the work, qualifications of key personnel, relevant project team experience, information obtained from references, and other information contained in each Submittal.

The Tribal selection committee will determine the highest qualified firms and conduct an interview process to discuss the anticipated scope of services and successful delivery of the project. Following the interview process, the committee will further evaluate and discuss the information presented in each respective submittal along with information presented during interviews to determine which firm is most highly qualified to perform the anticipated services within the planned contract period and further offers the best value and benefits to the Squaxin Island Tribe.

The Squaxin Island Tribe intends to enter into an agreement with the Firm determined by the Squaxin Island Tribe to be the most highly qualified for this project. The criterion and relative weighting will not be made public prior to submission. Cost will not be considered during the selection process. The Tribal selection committee shall have the sole and absolute discretion to begin negotiations with and award a contract to the Firm that provides the best value to the Tribe. Their decision will be final and not subject to appeal.

Proposals will be evaluated based on the following criteria:

- **Project Approach (40%)** – Understanding of the project, alignment with NWITC's mission, and approach to design and construction.
- **Experience and Qualifications (25%)** – Previous work on similar projects, particularly those involving cultural sensitivity or related program space.
- **Timeline (15%)** – Ability to complete the project on schedule.
- **Budget (15%)** – Proposal's adherence to the budget while meeting the full scope of work.
- **Sustainability and Innovation (5%)** – Incorporation of environmentally sustainable practices and creative problem-solving.

12. Indian Preference Policy

Under certain circumstances, the Hiring and Contract Preference Policy of the Squaxin Island Tribe entities qualified applicants who are enrolled tribal members of federally recognized Indian tribes, or qualified businesses owned by enrolled tribal members of federally recognized Indian tribes, to first consideration for contracts. Bidders for contracts who are not entitled to claim such preference or who fail to claim it shall be considered without regard to ethnic/national origin, gender, marital status, sexual orientation, religion, age, or disability status. Bidders who wish to claim preference are invited to provide documentation of the Indian ownership of their businesses.

13. Confidentiality

The Firm will not disclose or use, either during or after the term of this Agreement, any proprietary or confidential information of the Tribe's without the Tribe's prior written permission except to the extent necessary to perform services on the Tribe's behalf.

Proprietary or confidential information includes, but is not limited to:

- The written, printed, graphic or electronically recorded materials furnished by the Tribe for the Firm to use;
- Business plans, customer lists, operating procedures, trade secrets, design formulas, know-how and processes, computer programs and inventories, discoveries, and improvements of any kind; and
- Information belonging to customers and suppliers of Tribe about whom the Firm gained knowledge because of the Firm's services to the Tribe.

The Firm shall not be restricted in using any material which is publicly available, already in the Firm's possession or known to the Firm without restriction, or which is rightfully obtained by the Firm from sources other than the Tribe.

Upon termination of the Firm's services to the Tribe, or at the Tribe's request, the Firm shall immediately deliver to Tribe all materials in Firm's possession relating to the Tribe's business.

14. Inquiries.

Questions about this RFP should be submitted in writing to Leonard Ludi, Project Manager, at lludi@squaxin.us no later than Friday, October 30, 2026.

15. Tribal sovereignty

Nothing herein shall be deemed to waive the sovereign immunity of the Tribe, the Squaxin Island Tribe, or the enterprises, agents, or employees of any of them.

16. General Provisions

Professional Licensing Requirements Professional services shall be performed by or under the direct supervision of, persons who are registered and licensed to practice their respective disciplines, including but not limited to architecture, civil engineering, mechanical engineering, electrical engineering, structural engineering, surveying, etc. and as required in the State of Washington.

Substitutions, Modifications and Withdrawal of Team Members Failure to notify the Tribe of substitutions, modifications, or withdrawal of its Team Members prior to or following selection may render the entire Submittal as being considered non-responsive. The Tribe understands extenuating circumstances may occur that are beyond a prospective Firm's control (promotion, termination, etc.). In such circumstances, the Firm responding agrees to notify the Tribe in writing. Such notification shall include: (i) an explanation of the circumstances necessitating the substitution or withdrawal; (ii) a complete resume of any proposed substitute; and (iii) any other information requested by the Tribe to evaluate the substitution request. All requests shall clearly document that each proposed person or entity possesses qualifications that are equal to or better than the qualifications of the person or entity to be replaced. The Tribe is under no obligation to honor any such request and may approve or disapprove a portion of the request or the entire request at its sole discretion.

17. Rejection.

The Tribe reserves the right to reject any, or all, submittals if it is deemed to be in the best interest of the Tribe.

18. Firm Responsibilities

All professional services shall be performed by personnel who are careful, skilled, experienced and competent in their respective trades or professions, who are professionally qualified to perform the work, and further, who shall assume professional responsibility for the accuracy and completeness of the services provided and work performed, including all deliverables and work products prepared by them or prepared under their direct supervision.

The Firm will maintain adequate financial records, in accordance with generally accepted accounting practices, such that the Firm can clearly and easily identify all claimed costs and expenses and the relatedness of those costs and expenses to this Contract.

19. Amendments or Cancellation

The Project Manager shall only make amendments or cancellation of the solicitation.

20. Exhibits

Exhibit 1: Site Plan & Elevation

Attachment 2: Demo Plan & Elevation

Attachment 3: Renovation & Construction Conceptual

SITE PLAN AND ELEVATION





DEMO PLAN & ELEVATION





RENOVATION & CONSTRUCTION CONCEPTUAL



Concept Renovation & Partial Internal Expansion into Apparatus Bay Area

