

**City of Redmond, Washington**  
**Purchasing Division, M/S: 3NFN**  
**15670 NE 85<sup>th</sup> Street**  
**PO Box 97010**  
**Redmond, WA 98073-9710**

**RFQ 10906-26**  
**Request for Qualifications**

**Fire Station 11 Feasibility Study and Existing Site Options Analysis**

**The City is soliciting Statements of Qualification from experienced architectural and engineering firms to assist in the development of a feasibility study for Fire Station 11, located on its existing site in downtown Redmond.**

**Posting Date: April 13, 2026**

**Statements of Qualification Due: May 1, 2026, at 2:00PM (PST)**

---

The City of Redmond, Washington (the "City") requests interested parties to submit Statements of Qualification (SOQs) for the above referenced Request for Qualifications (RFQ).

**Background**

The City of Redmond, WA is a suburb of Seattle and hub for residential and employment growth due to its strong technology business sector. The City encompasses an area of over 17 square miles and is located less than 20 miles east of downtown Seattle. The City has three urban growth centers in Downtown, Overlake, and Marymoor, which are expected to grow significantly in the next 20 years. Today, the City has about 77,000 residents and 99,000 jobs and by 2050, it is expected to have 152,000 residents and 131,000 jobs. The City is interested in contracting with a qualified consultant team to evaluate the long-term viability of maintaining this facility on its current site and to support future capital planning decisions related to renovation, replacement, or other site strategies.

**Project Goals**

The City seeks a consultant team with demonstrated expertise in public safety facilities, occupied and phased facility planning, essential facilities, code and site constraint analysis, and conceptual cost estimating.

The goals of this project are to:

- Evaluate whether the existing Station 11 facility can feasibly be renovated on the current site



- Evaluate whether a replacement or rebuild of Station 11 is feasible on the current site
- Identify major site, facility, operational, permitting, constructability, and continuity-of-service challenges associated with each option
- Develop planning-level cost estimates for feasible options
- Determine whether the current site is suitable for long-term use as a downtown fire station and headquarters facility
- Provide recommendations to help the City refine its capital planning assumptions, project strategy, and next steps.

### Desired Outcome

The desired outcome of this work is a decision-support feasibility study that provides the City with a clear, professional evaluation of the opportunities, constraints, risks, and planning-level costs associated with the future of Fire Station 11 on its existing site. The final product should help the City determine whether renovation or rebuild is viable at the current location and identify recommended next steps if the site is found to be unsuitable.

### **Scope of Work**

Consultant shall provide professional services necessary to complete a feasibility study and existing site options analysis for Fire Station 11. The complete Scope of Work for this project is included as **Attachment A - Scope of Work / Specifications.**

At a minimum, the scope is anticipated to include:

- Project management and coordination with City staff
- Review of existing background materials, plans, and available facility information
- Existing site and facility assessment at a planning level
- Operational and functional assessment of Fire Station 11 as an active downtown fire station and department headquarters
- Feasibility analysis of renovation on the existing site
- Feasibility analysis of rebuild/replacement on the existing site
- Identification of key code, site, access, phasing, continuity of operations, and constructability constraints
- Development of planning-level cost estimates and cost drivers for each major option
- Preparation of a final report and presentation summarizing findings, recommendations, assumptions, risks, and potential next steps

### Subconsultants

If any service is supplied by a partner or 3<sup>rd</sup> party, identify the source service provider(s), as specified in the **Attachment A - Scope of Work / Specifications.**

### Notice regarding site visits

If your staff visits the site to prepare proposals/reports, please coordinate such visit through the



City's designated contact and do not disrupt fire station operations. Respondents shall not access non-public portions of the site without prior City authorization.

#### Licenses and permits

The selected Consultant shall be responsible for obtaining and maintaining a City of Redmond business license and any other applicable licenses required for the performance of these services. Consultant shall be financially responsible for all such licenses and permits unless otherwise stated in the final agreement.

#### Federal and state regulations

Consultant shall adhere to any relevant state and federal regulations.

#### Deliverables

Deliverables are anticipated to include, at a minimum:

- Project schedule and coordination materials
- Existing conditions and constraints summary
- Operational and functional assessment summary
- Comparative feasibility analysis of renovation and rebuild-on-site options
- Planning-level cost estimates with assumptions and exclusions
- Draft feasibility report
- Final feasibility report
- Presentation of findings and recommendations

#### Responsibilities of Consultant

Consultant shall provide all labor, supervision, technical expertise, subconsultant coordination, analysis, and documentation necessary to complete the work.

#### Responsibilities of City

The City will provide available background information, identify a project manager, coordinate access to reasonably available existing records and plans, and participate in project review meetings and decision points.

#### **Project Schedule**

This project is anticipated to begin upon execution of the Consultant Agreement and issuance of a Notice to Proceed. The City expects the work to be completed within approximately three months from Notice to Proceed. Respondents shall provide a proposed work schedule with their SOQ to allow for adequate staff coordination and scheduling. Actual project schedule shall be confirmed during contract negotiations.

#### **Proposed Timeline**

The following table outlines the anticipated schedule for this RFQ process. The City reserves the right to modify or reschedule milestones as necessary.



<b>Item</b>	<b>Date</b>
RFQ Announced	April 13, 2026
Statements of Qualifications Due	May 1, 2026
Evaluation of Submittals and Short-List Selection	May 4 - 8, 2026
Interviews	May 13, 2026
Select Most Qualification Firm	May 15, 2026
Contract Negotiation	May 18 - May 26
City Council Approval	July 7, 2026
Main Task Order Timeframe	August - October 2026

**Submittal Due Date/Time**

**2:00PM (local time) on Friday, May 1, 2026.** The City must receive SOQs no later than said date and time.

**SOQ Submittal Procedures**

City of Redmond now utilizes DocuSign for the electronic submittal of bids and proposals. This service is free of charge for bidders and does not require that a bidder have a DocuSign account to complete the signature process. Please refer to the instructions shared in the online posting for this RFQ on [www.redmond.gov/bids](http://www.redmond.gov/bids) for step-by-step instructions for submitting a proposal.

The City of Redmond must receive electronically submitted proposals no later than said date and time. Responses received after such time will be returned unopened. By submitting a proposal, respondents acknowledge their satisfaction as to the size, scope and location of the work to be performed.

**Submittal Requirements & Format**

All costs for developing a response to this RFQ are the obligation of the respondent and are not chargeable to the City. The respondent must bear all costs associated with the preparation of the submittal and of any oral presentation requested by the City. All responses and accompanying documentation will become property of the City and will not be returned. Submittals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the below listed City agent(s). Submittals cannot be withdrawn after the published close date.

Submittals must include all information requested and meet all specifications and requirements outlined in this RFQ. The following items must be part of your proposal; if any are not included, your submittals may be judged as non-responsive. A committee will evaluate the submitted SOQs. During the evaluation process, the City reserves the right to request additional information or clarification from firms responding to this RFQ.



The SOQ should include the following components:

1. **Project Understanding** - Explain your understanding of the project, components, and challenges.
2. **Project Approach** - Based on your understanding of the project, explain how your team will develop a project-specific approach that will provide the best outcomes for the City, its residents, businesses, and visitors.
3. **Relevant Project Experience and References** - Provide three (3) examples of similar projects that demonstrate your team's expertise, including project name and location, project description, whether the project was on schedule and within budget, and references for each project (name and contact information).
4. **Team Description** - Provide an organization chart or similar explanation of team members' roles and responsibilities; provide a summary of each firm on the team including the office locations, number of staff and area of expertise. Describe the unique qualities of the team as it relates to the project.
5. **Project Team** - Identify Project Manager and team members, explaining their roles and responsibilities, strengths, and relevant experience. Include brief resume for each team member and confirmation of staff availability.
6. **Proposed Schedule and Scope of Work** - Include a proposed scope (to be finalized with the selected Consultant during contract negotiations) of work showing the major tasks correlated to a schedule. Please include the estimated Consultant hours to complete the work for each major task (used to understand Consultant's project approach and level of effort through assignment of hours; hours will not be used for selection).
7. **Project Management Approach** - Describe your project management approach.
8. **QC/QA Measures** - Describe your quality control and quality assurance measures.
9. **Reporting Approach** - Describe your method for project reporting.
10. **Project Coordination** - Describe your approach for project coordination with subconsultants, if applicable.
11. **Example of Work** - Please provide a copy of a recent product produced that is relevant to this project. This can be shared electronically or in hard copy. This does not count toward the submittal page limit.



- 12. **Business Name** – Submittals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and **must be signed** by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal. A corporation must indicate place and date of incorporation.
  
- 13. **Business License** – Provide a statement to the effect that you understand and agree to obtain a City of Redmond business license as a requirement for performing these services. A city business license application can be found at: <http://www.redmond.gov/BusinessLicense>. The selected firm, and each of its subconsultant firms in cases where a team is formed, will be required to obtain a Redmond business license prior to performing any work for the City and to maintain the license throughout the project’s life. If your place of business is not located within the city limits, but you or your agents will be physically coming into the city to conduct business, call on clients, or provide services, you will need a Redmond business license.
  
- 14. **Valid Time Period** – Provide a statement indicating the number of calendar days the submittal shall be valid (the City’s minimum number of days is 60).

**Selection and Award**

All interested parties are requested to provide a response containing all required elements herein to the City by the deadline given. A selection committee will review and evaluate all submittals, with the intention of selecting a Consultant who provides a proposal that, in the opinion of the City, provides the best value (receives the highest score, as determined by the evaluation criteria listed below). The selection committee will rely on the content of the submissions in the selection of finalists. If the selection committee so chooses, respondents may be invited for an interview to supplement their submission.

<b>Evaluation Criteria</b>	<b>Weight</b>
<b>Project Understanding:</b> Demonstrate project understanding, including how the team plans to address the challenges unique to this project.	20 pts
<b>Consultant Team Qualifications:</b> Show a comprehensive organization chart (or similar explanation of team member roles and responsibilities), including summary of each firm on the team (office locations, number of staff and area of expertise), and resumes of key team members. Team member qualifications and roles, particularly Project Manager qualifications, are important.	20 pts
<b>Project Approach:</b> Develop a project-specific approach to managing and delivering this project to the City, while meeting the unique goals of this project and addressing anticipated challenges. Include a proposed scope of work	20 pts



showing the major tasks correlated to a schedule. Please include the estimated consultant hours to complete the work for each major task (used to understand Consultant's project approach and level of effort through assignment of hours; hours will not be used for selection). Include the percentage of time availability for the Project Manager and the team for this project in relation to anticipated other active projects.	
<b>Relevant Project Experience:</b> Demonstrate Consultant/team experience with relevant projects similar in scope and size, and experience with the City of Redmond, if any. Emphasis is placed on both the Project Manager's experience and on the number of months/years the same consultant team staff has worked together.	40 pts
<b>TOTAL</b>	<b>100 pts</b>

During evaluation, the City may consider the following:

- Experience in developing specified plan
- Quality of previous performance
- Ability to meet contract deadlines
- References - history of errors and omissions via reference checks
- Staff availability for the project
- Responsiveness to solicitation requirements
- Compliance with statutes and rules relating to contracts or services
- Strength and stability of the firm
- Technical experience, strength and stability of proposed subconsultants

The City reserves the right to reject any or all submittals and to waive any irregularities or information in the evaluation process. The final decision is at the City's sole discretion and respondents to this request have no appeal rights or procedures guaranteed to them.

The City reserves the right to re-evaluate firms who were not originally short-listed at any time before the determination of a finalist is made. Upon notification of an intent to award, the City reserves the right to limit the period of contract development to thirty (30) days, after which time project award may be rescinded. The City has the option not to award a contract at the end of this process.

**Terms and Conditions**

The City reserves the right to amend terms of this RFQ to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort firms may have spent on their responses. Terms of the agreement are outlined in this solicitation and include the following documents, which are incorporated herein by this reference:



- RFQ 10906-26
- Attachment A, Scope of Work / Specifications
- Attachment B, Consultant Agreement (boilerplate)

#### Contracting notice

Upon selection of Consultant, the City intends to enter into an agreement using its standard Consultant Agreement which shall be used to secure these services. A copy of this document is attached, as Attachment B and will be the governing document. No changes or deviations from the terms set forth in this document are permitted without the prior approval of the City.

#### **Performance Criteria**

Consultant shall perform in accordance with the terms and conditions as stated herein and in accordance with the highest standards and commercial practices. Charges of poor performance/service against the Consultant shall be documented by the City and submitted to the Consultant for corrective action. Continued poor performance shall be deemed a breach of City requirements and shall be the cause for immediate termination of services.

#### **Proposed Personnel**

Consultant agrees to provide all professional staff necessary to perform the scope of work, including key individuals named in Consultant's RFQ submittal. These key personnel shall remain assigned for the duration of the contract, unless otherwise agreed to in writing by the City. In the event Consultant proposes to substitute any key personnel, the individual(s) proposed must demonstrate similar qualifications and experience as required to successfully perform such duties. The City shall have the sole right to determine whether key personnel proposed as substitutes are qualified to work on the project. The City shall not unreasonably withhold approval of staff changes.

#### **Insurance**

Consultant must maintain insurance as outlined in the Consultant Agreement (Attachment B). Prior to performing any services, Consultant shall provide the City a standard ACORD Form 25 Certificate of Insurance, naming the City as Additional Insured. Failure of the City to demand such certificate or failure of the City to identify a deficiency in the insurance documentation shall not be construed as a waiver of Consultant's obligation to maintain such insurance.

#### **Invoicing and Payment**

Consultant may invoice the City no more frequently than once per month for work completed. Invoices shall contain an itemized listing of all expenses. The City will make payment to Consultant within thirty (30) days after receipt and approval of said invoices. Invoices shall be delivered to:

City of Redmond  
Accounts Payable, M/S: 3SFN



**Public Disclosure Notice**

Proposals that are submitted in response to this Invitation to Bid or Request for Proposal are subject to public release under the Washington State Public Records Act, chapter 42.56 RCW ("PRA"). Respondents are strongly encouraged to avoid including confidential and/or proprietary information in their proposals. If a respondent includes confidential and/or proprietary information in its proposal, and wishes for the City to withhold it from public release under RCW 42.56.070(1), the respondent's submission should: (a) clearly identify which information should be withheld, (b) cite the legal authority that allows the City to withhold such information, and (c) explain in detail why the information is exempt from release under the PRA. Marking an entire proposal as confidential and/or proprietary will NOT be accepted or honored and may result in disqualification of the proposal. If the City receives a PRA request for a proposal that contains information, which a respondent has identified in whole or in-part as exempt from release, the City will review the proposal and then determine whether the information must be released under the PRA based solely on the information provided by the respondent.

**Non-Collusion**

By submission of this submittal, respondent and each person signing on behalf of respondent certifies, and in the case of joint submittal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief: (1) The prices of this submittal have been arrived at independently, without collusion, consultation, communication, or agreement with any other respondent or competitor, for the purposes of restricting competition or as to any matter relating to price. (2) Unless otherwise required by law, the prices quoted in this submittal have not been knowingly disclosed by respondent and will not be disclosed by respondent directly or indirectly to any other respondent or competitor before submittals are opened. (3) No attempt has been made or will be made by the respondent to induce any other person, partnership or corporation to submit or not to submit a submittal on any portion of the project work. If collusion is uncovered, the City maintains the right to reject all submittals from implicated parties.

**Governing Law and Venue**

In the event of litigation, the submittal documents, specifications, and related matters shall be governed by and construed in accordance with the laws of the State of Washington. Venue shall be with the appropriate state or federal court located in King County.

**Bid Protest**

Respondents have the right to protest certain decisions in contract solicitation, selection and award processes made by the City. The City will consider protests alleging to issues related to: (1) A matter of bias, discrimination or conflict of interest, (2) Errors in computing score (3) Non-compliance with



procedures described in the solicitation or City policy.

All protests shall be in writing and clearly state that the respondent is submitting a formal protest. Protests must be emailed to the RFQ content contact listed below. Bid Protests will not be accepted later than two (2) business days after respondents are notified of award details. The City's Technical Contact and RFQ Content Contact will review any protest and respond to protestor within ten (10) business days. The City may request additional time if needed. Protestor and the other respondents will be notified in writing if protest results in a change to award details and/or protest results in a new solicitation process.

### **Americans with Disabilities Act (ADA) Information**

The City of Redmond in accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 will make every reasonable effort to provide equal opportunity to submit qualifications in response to this request. Visit <http://redmond.gov/ADA> for more information. This material can be made available in an alternate format by contacting the Customer Service Center at [info@redmond.gov](mailto:info@redmond.gov) or 425-556-2900, option 7.

### **Title VI Statement**

The City of Redmond in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit qualifications in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award. Visit <http://redmond.gov/TitleVI> for more information.

### **Questions/Inquiries**

Please direct any questions concerning this RFQ or the City's requirements to the City agent(s) listed below. No other City official or employee is empowered to speak for the City with respect to this request. Information obtained from any other source shall not be binding and may disqualify your response.

#### **RFQ Content:**

Heidi Johnson  
Purchasing Supervisor  
Email: [hjohnson@redmond.gov](mailto:hjohnson@redmond.gov)  
Tel: 425-556-4201

MS: 3NFN  
15670 NE 85<sup>th</sup> Street  
PO Box 97010  
Redmond, WA 98073-9710

