



Sonoma Valley Fire District

Serving the communities of

Sonoma, Valley of the Moon, Glen Ellen, Kenwood and Mayacamas

Request for Qualifications for Architectural Design Services for the Kenwood Fire Station Remodel

The Sonoma Valley Fire District is issuing this Request for Qualifications to provide Architectural Design and Construction Support Services for the Kenwood Fire Station Remodel.

Issued By:
Sonoma Valley Fire District

Primary Contact:
Bob Norrbom
Deputy Chief
707-933-2307
bobn@sonomavalleyfire.org

Issue Date:
October 15th 2025

Closing Date:
December 1st 2025 by end of day



Sonoma Valley Fire District

Serving the communities of

Sonoma, Valley of the Moon, Glen Ellen, Kenwood and Mayacamas

PROJECT SUMMARY

The Sonoma Valley Fire District is issuing this Request for Qualifications (“RFQ”) for Architectural Design Services to provide Pre-Construction Services and Construction Support Services for the Kenwood Fire Station Remodel project, including design work, site design, infrastructure, collaboration with the project team during the construction document phases and coordination with a Contractor procured through Construction Manager at Risk (CMAR) delivery method. The purpose of this solicitation is to provide a timely, cost-effective and efficient project delivery method.

PROJECT BACKGROUND

The Sonoma Valley Fire District is in need of remodeling and expanding the current Kenwood Fire Station located at 9045 Sonoma Hwy. Kenwood CA 95452. This project will be completed in 2 phases in order to keep the station operational during construction. The project will include an approximate 4,300 square foot expansion and an approximate 3,275 square foot remodel. The conceptual drawing can be used for reference.



630 Second Street West • Sonoma • California • 95476-6901

Business: (707) 996-2102 • Fax: (707) 996-2868

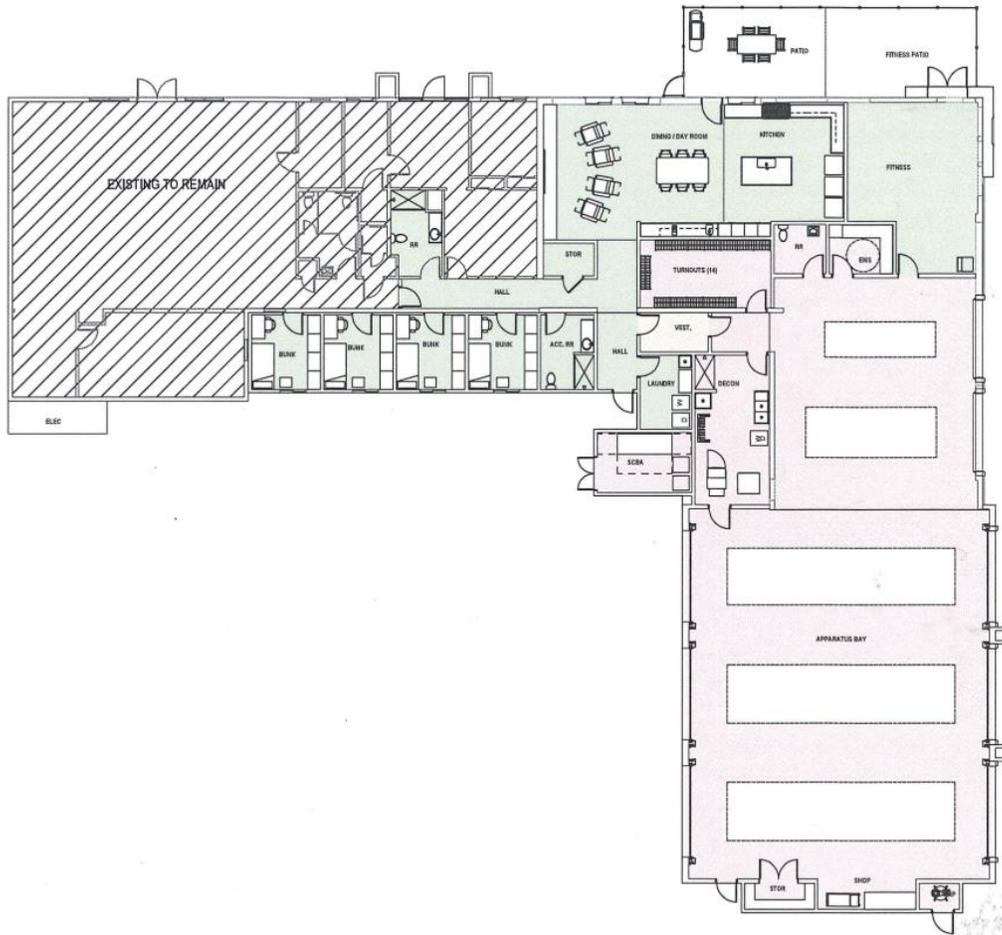
sonomavalleyfire.org



Sonoma Valley Fire District

Serving the communities of

Sonoma, Valley of the Moon, Glen Ellen, Kenwood and Mayacamas



630 Second Street West • Sonoma • California • 95476-6901

Business: (707) 996-2102 • Fax: (707) 996-2868

sonomavalleyfire.org



Sonoma Valley Fire District

Serving the communities of

Sonoma, Valley of the Moon, Glen Ellen, Kenwood and Mayacamas

Selection Criteria

A Selection Committee comprised of Sonoma Valley Fire District (referred to as District) staff will assess the RFQ submissions and rank them based on the criteria outlined herein. Each RFQ will undergo evaluation, considering the proposer's qualifications and their alignment with the requirements of this RFQ. After the initial review, the Selection Committee may opt to interview proposers or seek further clarification on any aspects of the RFQ submissions. The District retains the discretion to choose the firm that offers the best value for the District. Furthermore, the owners may seek additional details or clarifications from any proposer regarding their RFQ submission. After the review of the proposals by the selection committee, the selection of the top firm will be made and taken to the District Board of Directors for final approval. All proposers participating in this RFQ will receive notification of the final decision.

RFQ Selection Criteria

The RFQ selection process for design services will be based on several factors, including the respondent's relevant experience, knowledge of the local market, forward-thinking approach, strength, and relevant project experience of staff designated for this project.

Firms will not be considered unless the following minimum qualifications are met:

- The firm shall not have any recent or pending litigation.

In evaluating the proposals, the following criteria will be used:

- Expertise in Public Safety work:
 - List examples of similar public safety projects completed or started within the last 5 years with a construction budget of at least \$5,000,000.
 - Demonstrated understanding of the CMAR delivery method, ability to meet schedules and budgets, and knowledge of relevant California laws. Provide a description and contact information for each project.
 - Provide change order percentage relative to the original construction amount and a description of any litigation, mediation, arbitration, or open claims for each project.
- Public Safety Project Experience:
 - Firm's experience and knowledge in the design and construction of public safety facilities.
 - Any recent public safety CMAR projects (within the last 5 years)

630 Second Street West • Sonoma • California • 95476-6901

Business: (707) 996-2102 • Fax: (707) 996-2868

sonomavalleyfire.org



Sonoma Valley Fire District

Serving the communities of

Sonoma, Valley of the Moon, Glen Ellen, Kenwood and Mayacamas

- Experience in pre-qualifying contractors and subcontractors with public safety construction experience.
 - Firms approach to cost and quality management in design phase.
 - Completion of a recent (within the last 5 years) public safety project located within Sonoma County.
- **Personnel and Team Qualifications:**
 - Qualifications of key personnel, along with tenure at the firm, and the proposed team (project team).
 - Availability and projected workload of the project team (Describe your current workload in terms of project size, percent complete, and completion dates. Indicate the percentage of time that will be devoted to this project by each staff member.)
 - Experience in collaborative relationships with clients.
 - Project experience and comparison of estimates with the range of bids for the three most recent Public Safety projects with a budget of at least \$5,000,000.
 - Approach to maximize contractor and subcontractor participation.
 - Quality control philosophy
 - Project closeout and punch list approach.
 - **Business Qualifications:**
 - Location of office and familiarity with the local area.
 - Knowledge of local codes and ordinances.
 - References from previous Public Safety projects

Scope of Services

The District is looking for Design Services with the necessary resources, experience, and qualifications for the Kenwood Fire Station Remodel. The following is for illustrative purposes only and is not intended to be exhaustive or exclusive.

General

The Architect shall provide consulting, scheduling, estimating, and cost control services. The Architect will collaborate with all members of the Project Team. As part of its duties the Architect will be responsible for:

- Developing an initial estimate to construct the Project and related work, and amending the estimate during the Preconstruction Phase;
- Recommending optimal construction phasing, if applicable, and sequences; and coordinating and sequencing with all owner-provided vendors.

630 Second Street West • Sonoma • California • 95476-6901

Business: (707) 996-2102 • Fax: (707) 996-2868

sonomavalleyfire.org



Sonoma Valley Fire District

Serving the communities of

Sonoma, Valley of the Moon, Glen Ellen, Kenwood and Mayacamas

Pre-Construction Services Overview

During the initial phase, our focus is on delivering comprehensive pre-construction services throughout the design and bidding stages. This encompasses, but is not restricted to, the following:

1. Engaging with the District and the project team to shape the project's direction.
2. Attend regularly scheduled and impromptu meetings with the project team to advise on matters related to material selection, building methods, construction details, phasing, sequencing, quality risks, and other applicable matters.
3. Review design documents and cost estimates
4. Prepare design drawings and specifications at specific phases of design (30% (SD), 60% (DD) and 90%
5. Attend and participate in cost reconciliation meetings with third party estimators.
6. Conduct a constructability assessment during the Pre-Construction phase, suggesting cost efficient or value-enhancing strategies, and/or identify conflicts or deficiencies in design plans.
7. Collaborate with the project team to compile and forward all requisite permits and endorsements.
8. Develop the schedule and manage the bidding process, prepare bid packages, advertise and coordinate the review and analysis of bids. All steps of the bidding process must be conducted in compliance with applicable local, state, and federal laws.

Construction Administration Services Overview

In this phase, our focus is on delivering construction administration services throughout the project's implementation. This includes:

1. Working closely with the owners and project team to ensure adherence to quality standards and alignment with plans.
2. Deploying on-site personnel for construction oversight, organizing regular weekly meetings, and participating in monthly sessions with the project team.
3. Developing and maintaining weekly/monthly project schedule updates.
4. Developing and implementing a quality control plan.
5. Reviewing payment applications as required.
6. Evaluating shop drawings, coordinating their approval with the project team, and ensuring the collection of as-built drawings during construction.
7. Facilitating site walkthroughs, addressing, and resolving punch list items, and overseeing the final inspection.



Sonoma Valley Fire District

Serving the communities of

Sonoma, Valley of the Moon, Glen Ellen, Kenwood and Mayacamas

Submittal Instructions & Guidelines

The following forms and responses should be provided in the RFQ:

1. **Cover Letter:** A cover letter that states clearly why you feel your team is best suited to provide design services.

2. **Company General Profile:** details about the firm, firm history, corporate structure (LLC, corporation, etc.), corporate officers, years in business, office locations, number of staff, services offered, expertise areas, and the office location handling the project. Provide contact info for the key executive on the project. Include details on the firm's licenses for services in California and confirm its authorization to do business here.

a. Describe any claims, disputes, and/or litigation resolved/settled within the past five (5) years. State the type of project delivery method for each project that resulted in a claim.

3. **Company Experience:** Provide previous experience and examples of similar projects completed in the last five years by the office where the work will be performed. Do not include projects in which members of the applicant firm worked on while employed by another firm.

a. List projects in date order with newest projects listed first and include the following:

- Brief project description;
- Owner's representative having knowledge of the firm's work, include the contact name, organization, phone, email, and address;
- Contract dollar amount and total time period involved;
- GMP vs. Actual cost history.
- Discuss methods, approach and controls used on the project;
- Discuss approach and methodology for preconstruction cost estimating efforts and value engineering; and
- Discuss approach for successful incorporation of phased construction with multiple owner-provided vendors and yearlong ongoing events during construction. Owner-provided vendors include, but is not limited to utilities, designers, and inspections.

4. **Company Public Safety Facility Experience:** Provide previous experience and examples of 5 or more public safety projects completed by the company, from the office where the work will be performed, listing the name of the client and brief description of the project, dates work was started and completed, construction method, cost, etc. Include a current client contact with a phone number for each project. Only list projects completed in the last five years. Do not include projects in which members of the applicant firm worked on while employed by another firm.

5. **Proposed Team:** Names, roles, and tenure with the company of key personnel assigned to the project, including the Project Lead and Project Manager. Indicate the staff availability or current projects commitments. Indicate their involvement in any of the projects featured in #3 and #4. Provide an organizational chart of the team including any subconsultants to be assigned to the project along with their respective

630 Second Street West • Sonoma • California • 95476-6901

Business: (707) 996-2102 • Fax: (707) 996-2868

sonomavalleyfire.org



Sonoma Valley Fire District

Serving the communities of

Sonoma, Valley of the Moon, Glen Ellen, Kenwood and Mayacamas

assignments/responsibilities. A maximum one-page resume for each team member is allowed. Include projects each member has worked on within the past five years that are similar to this project.

6. Project Quality:

- a. Describe the firm's Project Management and Quality Control procedures, processes for performance, and past involvement of these types of projects.
- b. Discuss the firm's management and quality control procedures related to subconsultants.

7. Format:

- All proposals must be submitted on 8 ½" x 11" size paper, minimum font size 11, table of contents, and reference tabs for key sections.
- Package not to exceed 30 pages (front and back counts as 2 pages)
- Cover letter, Table of Contents, tabs, and one-page resumes are excluded from the page count total.

All proposals must be delivered in a sealed envelope addressed to:

Sonoma Valley Fire District
Attn. Bob Norrbom
630 Second Street West
Sonoma, CA 95476