

REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFQ)

Professional Architectural and Engineering Services for Downtown
Fire Hall Replacement Project



**CITY OF
DILLINGHAM
ALASKA**

**Date of Issue: February 20, 2025
Proposal Due Date: March 23, 2026
Time: 4:00 PM AKST**

**City of Dillingham
PO Box 889
Dillingham, AK 99576**

(907) 842-5148

1. INTRODUCTION

The City of Dillingham, Alaska (the “City”), is requesting Statements of Qualifications (SOQs) from qualified architectural and engineering (A/E) teams to provide professional services for the Downtown Fire Hall Replacement Project.

This RFQ is issued pursuant to City Council Resolution No. 2026-01, which authorizes the use of a \$600,000 State of Alaska Designated Legislative Grant (Grant No. 25-DC-078) to advance project design activities (Phases 2 & 3), including geotechnical investigation, engineering, and design necessary to improve competitiveness for future construction funding.

The City intends to select an A/E team based on demonstrated qualifications, relevant experience, past performance, and ability to deliver services appropriate to a rural Alaska fire department within the noted funding constraints.

2. PROJECT BACKGROUND

The Downtown Fire Hall Replacement Project will replace the existing fire station with a modern facility that supports current and future operational needs of Dillingham Fire & Rescue. A predesign report (Phase 1) has been completed and establishes the baseline program, site concepts, and preliminary cost estimates.

Anticipated Phases of Work

- **Phase 1:** Pre-Design (Complete)
- **Phase 2:** Due Diligence (Survey, Geotech, Civil)
- **Phase 3:** Schematic Design / Design Development (~30% - 65%)
- **Phase 4:** Construction Documents, Bidding, Contract Award
- **Phase 5:** Construction Administration, Close-out, Warranty

The Predesign Report is included with this RFQ as **Appendix A** and is provided for reference. Proposing firms shall use the Predesign Report as the basis for understanding the project's scope, assumptions, and level of completion to date. Phase 2 & 3 services are intended to build upon, not duplicate, the work completed during predesign.

Phase 2 & 3 services will advance the project through engineering and design milestones sufficient to support grant applications and future construction procurement.

Funding for Phase 2 & 3 services is provided through a fully executed, reimbursable Designated Legislative Grant with a lapse date of June 30, 2029.

3. SCOPE OF SERVICES

The selected A/E team will provide professional services necessary to advance the project beyond predesign. Services are expected to include, at a minimum, the following:

- Project management and coordination
- Geotechnical investigation and reporting
- Surveying and site control support, as needed
- Architectural design development
- Civil engineering
- Structural engineering
- Mechanical, electrical, and plumbing (MEP) engineering
- Fire protection and life safety coordination
- Code analysis and coordination with AHJs
- Design-to-budget cost estimating and value-based alternatives
- Development of design documents sufficient to support future grant applications and improve construction readiness

The City anticipates negotiating a detailed scope, schedule, and fee with the most qualified firm following selection. Upon completion of Phase 2 & 3, the City reserves the right to either continue the contract for subsequent phases through project completion or to procure those services separately through a new solicitation.

4. MINIMUM QUALIFICATIONS

The A/E team shall:

- Be licensed (or able to be licensed prior to contract execution) to practice in the State of Alaska
- Demonstrate experience with fire station projects, including rural or small-community facilities (with a preference for rural Alaska experience)
- Demonstrate the ability to deliver “start/stop” phased design services
- Include, at minimum, architectural, civil engineering, structural engineering, surveying, and geotechnical capabilities (either in-house or through subconsultants)

5. STATEMENT OF QUALIFICATIONS CONTENTS

SOQs shall be concise, no more than 10qty 8.5"x11" pages, font size no smaller than 10pt (readability is more important than actual size) and organized to address the following elements:

A. Cover Letter

- Firm name and primary contact
- Brief statement of interest and availability

B. Firm Overview

- Firm history and structure
- Office location(s) and relevance to Alaska or rural projects
- Overview of fire station or similar public safety experience

C. Relevant Project Experience

- Experience supporting a range of rural fire station projects, including small works, expansions, and new buildings
- Experience planning and designing fire stations (urban or rural)
- Examples demonstrating phased design strategies or grant-supported projects

D. Local and Regional Experience

- Experience working in the City of Dillingham or Bristol Bay region, if applicable
- Experience coordinating with local jurisdictions, agencies, and community stakeholders
- Familiarity with rural Alaska construction conditions and logistics

E. Project Team, Approach, and Work Plan

- Identification of key personnel and subconsultants
- Roles and responsibilities of each team member
- Demonstrated ability to provide a hands-on approach
- A work plan that identifies proposed use of grant funding

F. References

- Three (3) references for similar projects

6. SELECTION CRITERIA

SOQs will be evaluated using the following criteria:

1. Demonstrated experience and expertise in supporting a wide range of rural fire station projects
2. Demonstrated experience in planning and designing fire station facilities
3. Experience with local jurisdictions and projects within the Dillingham Fire Department service area or similar communities
4. References
5. Demonstrated ability to meet the requirements outlined in this RFQ

The City reserves the right to request interviews or additional information from shortlisted firms.

7. PROCUREMENT AND CONTRACTING

Selection will be conducted in accordance with applicable City procurement requirements and the Alaska Designated Legislative Grant Program guidelines.

Following selection, the City will negotiate a professional services agreement with the highest-ranked firm. If negotiations are unsuccessful, the City reserves the right to negotiate with the next most qualified firm.

8. SUBMISSION INSTRUCTIONS

Emailed SOQs must be received by the City no later than:

March 23, 2026 by 4PM AKST

Subject Line should read:

“Downtown Fire Hall Replacement Project - A/E RFQ – [Firm Name]”

Submit to:

City of Dillingham

Attn: Scott Runzo, Fire Coordinator

scott.runzo@dillinghamak.us

PO Box 889

Dillingham, AK 99576

9. GENERAL CONDITIONS

The City reserves the right to waive informalities or minor irregularities in proposals received, to request clarification or supplemental information from proposers, and to accept or reject any or all proposals in the best interest of the City. The City may conduct interviews or negotiations with one or more proposers. Proposals received after the deadline identified in this solicitation may be considered non-responsive and may be rejected. The City is not responsible for costs incurred in preparing an SOQ. The selected firm must comply with all applicable federal, state, and local laws.

Insurance requirements will be defined during contract negotiation.

10. ANTICIPATED SCHEDULE

- **RFQ Advertised:** 2/20/26
- **RFQ Issued:** 2/20/26
- **Questions Due:** 3/8/2026
- **SOQ Due:** 3/23/2026
- **Selection / Interviews (if required):** 3/28/2026 – 4/2/2026
- **Award and Notice to Proceed:** 5/7/2026

9. APPENDICES

Appendix A: Downtown Fire Hall Replacement Project – Predesign Report

End of RFQ