



SPOKANE REGIONAL  
**EMERGENCY**  
COMMUNICATIONS

# REQUEST FOR QUALIFICATIONS

**Owner's Representative  
(Construction Management)  
SREC911  
Public Safety Communications Center  
(Emergency Communications Center)**

SREC RFQ #P0005  
**DUE: June 4, 2024, at 3:00 p.m.**

**Spokane Regional Emergency Communications**  
1620 N Rebecca St.,  
Spokane, WA 99217

Brandon Childs  
Technical Project Manager  
Email: [Brandon.Childs@srec911.org](mailto:Brandon.Childs@srec911.org)  
Website: [www.spokane911.com](http://www.spokane911.com)  
Phone: (509) 808-4833

**RELEASE DATE: 5/10/2024**

## 1.0 INTRODUCTION

Spokane Regional Emergency Communications (SREC) is a regionalized emergency response communications organization formed in 2018 as a Public Development Authority. Located in Spokane, Washington, SREC serves more than 550,000 citizens throughout the county as the primary PSAP for the region. In addition to answering emergency and non-emergency calls, SREC provides Fire and Law Dispatch services to 14 local Fire Protection Authorities and 6 local Law Enforcement Agencies in Spokane County. These services span more than 1,700 square miles, and include management of more than 4,900 radios, 23 tower sites, and a backup center. SREC also writes reports for most of the law enforcement agencies in the region. We currently employ approximately 147 employees across the organization. Our mission is to get the right resources to the right location with an uncompromising focus on responder and citizen safety.

To learn more about SREC, visit us [here](#).

## 2.0 PROJECT DESCRIPTION/GOALS

SREC desires to contract with a professional Construction and Project Management (CM/PM) firm to provide construction and program management services including but not limited to planning, budgeting, expedited permit processing, delivery strategy, public communication, bidding, contracting, furniture fixtures and equipment procurement, closeout, and post-occupancy surveys. The successful proposer will have demonstrated successful experience in Washington Alternative Delivery (both GC/CM and Progressive Design-Build (PDB)), including appropriate procurement, preconstruction services, and construction management and closeout. The firm will be expected to work closely with SREC staff on all matters associated with the project and to help SREC determine the best delivery method for this project. The successful proposer must have recent experience in receiving Project Review Committee (PRC) approval for both GC/CM and PDB.

SREC has outgrown its current leased facility and cannot renovate to accommodate the existing operation and future growth. The facility needs to accommodate approximately 150 employees plus future growth. The firm will assist SREC with the management of the new SREC Emergency Communications Center through all phases of the project from procurement through design, construction, and closeout, which included but is not limited to:

- Build a new approximately 31,000 sq. ft. SREC Facility which includes a 911 dispatch center, radio shop, radio DSR Master site, and an outdoor covered workspace.
- The building shall meet the standards for public safety communications centers set forth by National Fire Protection Association Standard #1221, National Emergency Number Association (NENA), Federal Emergency Management Agency (FEMA), Motorola Standards and Guidelines for Communications Sites, and any other applicable regulations and standards associated with essential facilities.

### 3.0 PROJECT SCHEDULE

The successful firm will be engaged to lead SREC in the selection of the appropriate delivery method and lead the selected design teams in determining the best overall schedule for delivering the project, considering the needs of SREC as well as the current and projected construction environment. Work under this contract is expected to begin on or about July 1, 2024, and continue through program closeout anticipated on or about June 2027. The schedule of the project will be determined jointly by SREC, the PM/CM, and other team members as determined by the owner based on the best overall delivery strategy.

### 4.0 SCOPE OF CM/PM SERVICES

- Assist SREC in determining the proper delivery method for the new facility.
- Assist SREC in obtaining alternative delivery approval from the Project Review Committee (PRC) and facilitating contracting partner procurement.
- Act as construction manager, using traditional design and then build process, if PRC does not approve alternative delivery method.
- Assist SREC with overall management, development, execution, coordination, and administration of the construction program, interfacing and communicating with SREC staff from various departments, local jurisdictions, and representatives of outside organizations.
- Assist and train the purchasing/admin SREC staff as it relates to the unique characteristics and requirements of the selected delivery method.
- Assist SREC in the management, supervision, oversight, and evaluation of the performance of the separately hired specialty consultants.
- Manage the chosen delivery method process for the new facility.
- Prepare and present status reports to SREC staff, Building Committee, and SREC Board as requested.
- Have appropriate project controls personnel to assist SREC in tracking and documenting budgets and funding sources.
- Help establish capabilities for cost estimating, budgeting, and tracking of hard costs and soft costs.
- Track overall project budgets and costs with SREC project team.
- Assist SREC staff with the development of processes that provide cost control and timely, accurate measurement and reporting of expenditures.

## 5.0 REQUIRED INDEMNIFICATION AND INSURANCE

The successful firm will be required indemnify SREC and its elected and appointed officials, agents, employees, and representatives from any liability that is caused by any negligent act, error, or omission by the firm with regard to the professional services it performs for SREC, as such liability is finally determined after trial and any appeal thereof.

The successful firm will be required to maintain, at its expense, commercial general liability, automobile liability, worker's compensation, and professional liability insurance, including coverage for job supervision, throughout the term of the contract. The minimum acceptable limits for commercial general liability will be \$1.0 million per occurrence and \$2.0 million annual aggregate on a combined single limit basis for bodily injury and property damage. The minimum acceptable limits for professional liability, including coverage for job supervision, shall be not less than \$5,000,000 per occurrence and annual aggregate. All insurance shall be placed with companies or underwriters authorized to do business in the State of Washington and carry a Best's rating no lower than A-.

The insurance policy(ies) shall be the standard comprehensive general liability insurance coverage and shall include, but not by way of limitation, bodily injury, property damage, products liability, automobile including owned, non-owned, leased and hired, and contractual coverage.

The successful firm shall promptly upon execution of a contract with SREC, furnish to SREC appropriate certificates of insurance evidencing coverage affected and to be maintained for the term of contract. The insurance policies shall not be subject to cancellation except after notice to SREC by registered mail at least thirty (30) days prior to the date of such cancellation. Where any policy(ies) has/have normal expirations during the term of contract, written evidence of renewal shall be furnished to SREC at least thirty (30) days prior to such expiration. SREC and its elected and appointed officials, agents, employees, and representatives shall be named as additional insured on the general liability coverage. Upon written request by SREC, the successful firm shall permit SREC to inspect all originals of all applicable policies.

## 6.0 SELECTION AND AWARD PROCESS

SREC intends to make the selection based upon the responses to the RFQ using the scoring criteria in Section 7. The tentative schedule for CM/PM selection is as follows:

<b>Issue Request for Qualifications:</b>	May 10, 2024
<b>Last Day for Questions:</b>	May 23, 2024
<b>SOQ's Due:</b>	June 4, 2024 by 3:00 p.m.
<b>Interviews (tentative, if necessary):</b>	June 13, 2024
<b>Board Approval of Selection:</b>	June 20, 2024

## 7.0 STATEMENT OF QUALIFICATIONS FORMAT

Respond to each proposal section set forth below in a clear and concise manner. Responses must be in the same order as listed, clearly separated with tabs and labeled by response. Proposals shall follow the format listed below. In consideration of the reviewer's time, every effort should be made to avoid duplicating the information presented in the SOQ. The submittal shall be bound in 8-1/2" x 11" format; four (4) signed hard copies and one PDF copy supplied via digital media are required. SOQs shall not exceed 20 pages maximum (not including covers, divider tabs or staff resumes). Using one side of the page is considered 1 page.

**Statement of Qualifications/Proposals must be received by 3:00 P.M. PST, on June 4, 2024, at:**

**Spokane Regional Emergency Communications**

**ATTN: Brandon Childs**

1620 N Rebecca St, Spokane, WA 99217

### 7.1 Letter of Interest: 5 points

The letter of interest should not be more than two (2) pages and may contain any information not shown elsewhere in the submittals. The letter should be signed by the corporate executive with the authority to bind the firm.

### 7.2 Team Organization: 25 points

- 7.2.1 Provide an organizational chart and a narrative staffing plan defining proposed staff, reporting relationships, key responsibilities for each staff member, and length of employment with the firm. Describe your anticipated relationship with key SREC staff.
- 7.2.2 Provide resumes for the key staff members including relevant experience. Resumes shall include direct management of Progressive Design-Build and GC/CM projects under RCW 39.10 within the last five (5) years.
- 7.2.3 Provide details on the firm's capacity to take on new work and perform the proposed work within reasonable time limitations.

### 7.3 Relevant Experience: 25 points

- 7.3.1 Provide a description of the history and current capabilities of your firm.
- 7.3.2 Provide project profiles of three (3) successfully completed (in past five years) or ongoing contracts in Washington State, with construction of PSAP facilities or similar essential/hardened/public safety facilities with similar scope and complexity to the SREC facility. Include the dates of the project. Each project must clearly identify what key team members were on each project, and what their role was. Projects without key team members who directly managed the project, shall not be listed.

- 7.3.3 Identify two (2) Progressive Design-Build projects in Washington State managed under RCW 39.10 within the last five (5) years. Projects identified must have been directly managed by the proposed staff, and each project must clearly identify the role the proposed team member served for the project.
- 7.3.4 Identify two (2) GC/CM projects in Washington State managed under RCW 39.10 within the last five (5) years. Projects identified must have been directly managed by the proposed staff, and each project must clearly identify the role the proposed team member served for the project.

#### **7.4 Project Approach: 20 points**

- 7.4.1 Describe your approach to working with first-time owners in Alternative Delivery Methods for a new facility. Describe what expectations your project team has of SREC and its staff.
- 7.4.2 Provide your firm's approach to quality control during design and construction.
- 7.4.3 Describe your firm's understanding of this project. Identify three (3) key issues, risks, and challenges to this project and describe how to mitigate their potential negative impacts.
- 7.4.4 Describe your firm's approach to creating and promoting a collaborative environment for the project.
- 7.4.5 Describe your firm's approach to how they will meet/exceed SRECs project goals.

#### **7.5 Other Services: 10 points**

- 7.5.1 Describe your approach and experience in the use of services used on projects such as Value Engineering, Constructability Reviews, Cost Estimating and Commissioning.

#### **7.6 Claims, litigation, or arbitration: 5 points**

- 7.6.1 Provide a record of claims, litigation, or arbitration matters initiated by your firm or against your firm (in which you were a named party), for the last five years.

#### **7.7 References: 10 Points**

- 7.7.1 Provide two (2) owner, two (2) design team, and two (2) contractor references for review. Provide name, firm, and current contact number. SREC may contact all or some of the references.

## 8.0 INTERVIEWS

Should your firm be invited to interview, questions will be directed to the proposed key project staff. At a minimum, the lead Project Manager, proposed Project Manager, and Executive of the firm dedicated to the project shall be in attendance. In addition to presenting qualifications, experience, and the project team's approach, the interviewees will be expected to respond to questions from the panel regarding the firm's proposal. Specifically, your firm should be prepared to address the Project Goals and the Owner's Advisor's approach to assist the Design-Builder to exceed the Project Goals. Interviewees should discuss the three biggest risks that they foresee on the Project and how they will help SREC mitigate those risks. Interviewees will be evaluated on their ability to explain their experience and knowledge of the delivery method, effectively communicate and collaborate with SREC staff, and provide achievable and collaborative solutions to address SREC's concerns.

The length, format, and Selection Committee make up for the interview will be provided to the short-listed firms. Following interviews, the Selection Committee shall, in the best interest of SREC, determine the firm that fits best with the agency based on information supplied in the Proposals, references, interviews, and other factors. Said proposer may be asked to enter into contract and fee negotiations and execute a contract.

## 9.0 QUESTIONS AND STAFF CONTACTS

All questions related to this RFQ shall be submitted via email no later than 3:00 p.m. on May 23, 2024 to: Brandon Childs, Technical Project Manager at [Brandon.Childs@srec911.org](mailto:Brandon.Childs@srec911.org). All interested firms must register with Brandon Childs, to ensure proper notification of any addenda to this RFQ. Unauthorized contact regarding the RFQ with employees or Board members of SREC or Member Agencies may result in disqualification.

END OF DOCUMENT