



Memo

Date: July 22, 2020

To: Interested Prime Consultants

From: Kate Spitzer, Sr. Project Manager, Capital Development

Subject: Fire Station 31 Replacement Project – Request for Qualifications (RFQ) for Design Services

****This memo is intended to make you aware of an upcoming consultant opportunity****

The City of Seattle Department of Finance and Administrative Services, Capital Development Division is requesting qualifications for an architect and engineer (A/E) team to provide professional design services for a new fire station, which will replace the aging Fire Station 31, currently located at 1319 N. Northgate Way. The new Fire Station 31 serving the Northgate neighborhood will be approximately 21,000 SF and will need to accommodate 12 active duty personnel and a minimum of four apparatus. The site for the new station, already acquired by the City and located at 11302 Meridian Ave., is ideally positioned to accommodate anticipated growth in the north end of Seattle.

The advertisement dates for the RFQ in the *Daily Journal of Commerce* will be **July 30 and 31, 2020**. An optional, virtual pre-submittal conference and women- and minority-owned (WMBE) meet and greet opportunity is scheduled for Aug. 7, 2020. Attendance by interested consultants of all disciplines is highly encouraged, and a list of attendees will be shared after the meeting. Supporting the successful participation of WMBE businesses for consulting and construction projects is a strong cultural value for the City of Seattle. Prime consultants submitting for this work will be required to complete a **mandatory Consultant WMBE Inclusion Plan** outlining their subconsultant team and intended robust use of women- and minority-owned businesses. This plan is mandatory for all primes submitting, even those that are themselves WMBE. WMBE firms need not be state certified to meet the City's WMBE definition. The City defines WMBE firms as at least 51% owned by women and/or minority. To be recognized as a WMBE, register on the City's Online Business Directory at <https://web6.seattle.gov/FAS/OBD/Logon/Logon.aspx>

In addition to the advertisement in the *Daily Journal of Commerce*, the City will post materials supporting this solicitation along with a copy of the RFQ on the City's procurement website <https://seattle.procurement.com/home>. If you formerly had an account on the eBid Exchange platform, you will simply need to change your password to access the documents. If you have not had an eBid Exchange or a ProcureWare account previously, it's a simple and free process to register for a new ProcureWare account.

*The solicitation and materials for consultants interested in responding to the RFQ will be available on **July 30**. We hope you will consider working with the City on this essential and exciting project!*