

REQUEST FOR QUALIFICATIONS (RFQ)

Professional Architectural and Engineering Services for Downtown
Fire Hall Replacement Project



CITY OF **DILLINGHAM** ALASKA

Date of Issue: April 8, 2026
Proposal Due Date: April 29, 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. The city intends to continue Phases 4 & 5 with the selected A/E firm. 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 wherein a design is advanced to a level sufficient to estimate construction and apply for additional funding but is also flexible enough to not require significant redesign.
- Include, at minimum, architectural, civil engineering, structural engineering, surveying, and geotechnical capabilities (either in-house or through subconsultants)

5. STATEMENT OF QUALIFICATIONS (SOQ) 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:

April 29, 2026 by 4PM AKST

Subject Line should read:

“Downtown Fire Hall Replacement Project - A/E RFQ-2026-02 – [Firm Name]”

Mailed to: City Hall PO. Box 889 Dillingham Alaska 99576

City of Dillingham

Assistant@dillinghamak.us

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.

The City intends to negotiate insurance requirements with the following minimums:

- **Commercial General Liability Insurance:** The Firm shall maintain Commercial General Liability insurance written on an occurrence basis, including coverage for products and completed operations liability, contractual liability, liability from independent contractors, property damage liability, bodily injury liability, and personal injury liability with limits of not less than \$1,000,000 per occurrence and \$3,000,000 annual aggregate. The aggregate limit shall apply separately to each location. The limits may be satisfied by a combination of primary and excess insurance.
- **Professional Liability Insurance:** Firm shall maintain Professional Liability insurance with limits of not less than \$3,000,000.00 per claim and \$3,000,000.00 aggregate.
- **Business Automobile Insurance:** At all times while the Firm's representatives are conducting on-site work, the Firm shall maintain Automobile Liability insurance for any owned, hired, rented, or borrowed vehicle with a limit of not less than \$1,000,000 per occurrence for bodily injury and property damage liability. The limit may be satisfied by a combination of primary and excess insurance.
- **Workers Compensation & Employers Liability Insurance:** At all times while the Firm's representatives are conducting on-site work, Firm shall maintain statutory Workers Compensation insurance in accordance with the laws of Alaska. Firm shall also maintain Employers' Liability insurance with limits of not less than \$500,000 per accident and \$500,000 each employee for injury by disease.

10. ANTICIPATED SCHEDULE

- **RFQ Advertised:** April 8th and April 15th
- **RFQ Issued:** 04/08/26
- **Questions Due:** 04/22/2026
- **SOQ Due:** 04/29/2026
- **Selection / Interviews (if required):** 05/05/2026 – 05/13/2026
- **Intent to award:** 05/13/26
- **Award and Notice to Proceed:** 6/4/2026

11. APPENDICES

Appendix A: Downtown Fire Hall Replacement Project – Predesign Report

End of RFQ