



**REQUEST FOR STATEMENT OF QUALIFICATIONS
(RFQ)**

**TO PROVIDE ARCHITECTURAL AND ENGINEERING SERVICES
FOR PROPOSED NEW MONTECITO FIRE PROTECTION
DISTRICT FIRE STATION 3**

SOLICITED BY:

**Montecito Fire Protection District
595 San Ysidro Road
Santa Barbara, CA 93108
Contact: Geri Ventura
(805) 969-2537 or gventura@montecitofire.com**

May 1, 2011

INTRODUCTION

Montecito Fire Protection Department [MFPD] proposes development of a District fire station (Station 3) on a site of approximately 2.55 acres located near 2500 East Valley Road in Montecito, California. Structures would include a building containing the main apparatus bay, offices and living quarters, and two supporting structures. Infrastructure would include construction of approximately 0.94 acres of non-structural paved surfaces, including two entry/exit driveways to East Valley Road. Grading would include approximately 16,500 cubic yards (cy) of cut and approximately 15,500 cy of fill. The project would require issuance of a Conditional Use Permit and a Parcel Map Waiver by the County of Santa Barbara.

REGIONAL AND PROJECT VICINITY

The project site is located in the semi-rural eastern end of the community of Montecito, an area generally characterized by some of the larger tracts of undeveloped land remaining in the community. Larger parcels, existing orchards, and extensive tracts of oak woodland and chaparral contribute to the area's semi-rural character, along with the wooded riparian corridors of Romero Creek to the west and Picay Creek to the south and east. Although the site and immediately surrounding parcels are gently sloping, the steep wooded slopes of Ortega Ridge are located south and southeast of the site and the foothills of the Santa Ynez Mountains begin to rise steeply within approximately ½-mile to the north. The area's semi-rural character is also reflected in the area's land use and zoning designations, which generally allow for parcels ranging from 2 to 20 acres in size.



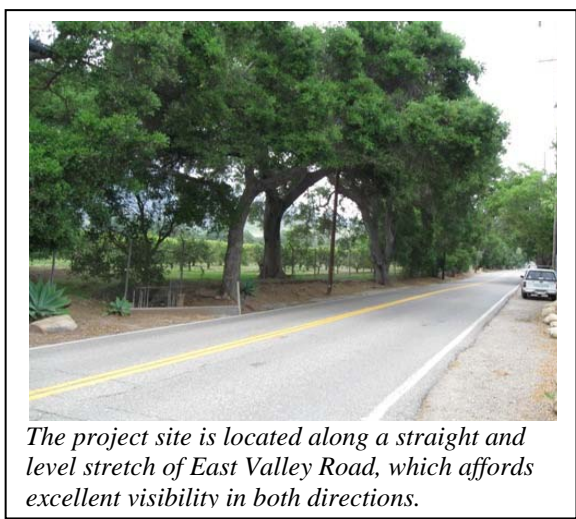
Surrounding the site to the north, west, and east are parcels currently used for lemon and avocado orchards on the 235-acre Rancho San Carlos. Several residences are located within 1,000 feet to the north of the site on Rancho San Carlos, as well as on the adjacent Featherhill Ranch. South of the site, across East Valley Road are three existing estate residences and a large equestrian facility, including stables, barns and paddocks and an apartment, with one of these residences directly across East Valley Road opposite the site. The Valley Club of Montecito golf course is located approximately 500 feet southwest of the site. Approximately 100 feet west of the site is an undeveloped parcel owned by the Archdiocese of Los Angeles. The nearest residential neighborhood proximate to the site consists of eight estate homes off Stonehouse Lane, approximately 600 feet west of the site. Farther west are homes on smaller lots along Romero Canyon Road and off Orchard Avenue and Tabor Lane.

The 2.55-acre project site is currently a part of the 76.87-acre APN 155-070-008, a portion of the larger 235-acre Rancho San Carlos. The majority of this 76.87-acre parcel is cultivated in lemon orchards. However, areas of oak forest or woodlands occur along an intermittent drainage which traverses this parcel from north to south, as well as on the parcel's southeastern corners along the main driveway entrance to Rancho San Carlos. This parcel also supports four or more scattered smaller homes. The Land Use and Zoning Designations for most of this parcel are 2-E-1 (Estate Residential, minimum 2 acre parcel size), while the northern end is designated as 3-E-1 (Estate Residential, minimum 3 acre parcel size).

The Montecito Community Plan (MCP) identifies State Highway 192, or East Valley Road, as a Circulation Element Primary Road through most of the planning area, but as a Secondary Road west of Sheffield Drive and along the site frontage. This road classification typically fronts residences at medium to lower densities. Traffic volumes on East Valley Road, at approximately 2,600 average daily trips (ADT), are well below the acceptable roadway capacity of 5,530 ADT.

Project Site

The proposed 2.55-acre site is relatively level, is at an elevation of approximately 325 feet above mean sea level, and slopes gently to the south at approximately 7% (Campbell Geo, 2011). The proposed new parcel's approximate dimensions would be 420 feet east-west along East Valley Road, 280 feet north-south from East Valley Road to the northern boundary, and 350 feet east-west along the northern boundary. An intermittent drainage forms the site's western boundary. This drainage ranges from 4 to 8



feet wide and 2 to 4 feet deep, and generally flows only during and immediately after rainfall events (personal communication with Sam Frye, Manager, Rancho San Carlos).

Vegetation on the proposed project site consists primarily of lemon trees (*Citrus limon*), with limited understory as vegetation growth within the orchard is controlled. In addition to lemons, the property contains a total of 51 coast live oaks (*Quercus agrifolia*) confined to the site's southern and western boundaries, with oak trees ranging in size from 3 to 44 inches in diameter at breast height (DBH) and up to 35 feet tall (Spiewak 2010). Oak trees line the drainage which extends for approximately 280 feet along the site's western boundary as well as the site's 420-foot East Valley Road frontage. No existing structures are located on the site.

PROJECT DESCRIPTION

Of the 2.55-acre area, approximately 1.3 acres would be developed with impervious surfaces (buildings or pavements), with the remaining area used as landscape buffer (north and east sides of the parcel) or habitat restoration area (west side of parcel) (Figure 2-2). Structures would include the main station building, a support building and hose tower, a hose rack, and a storage/carport building. There are no existing structures on the site, so no demolition would occur. Two driveways would be constructed off East Valley Road. Site leveling and improvements for building, driveway & parking and grading outside these areas for drainage/bio swales and hydro modification retention basin the project will require approximately 16,500 cy cut and 15,500 cy fill, with this cut and fill generally balanced on site. However, up to 1,000 cy may need to be exported. Proposed project site summaries are provided in Tables 2-1 and 2-2.

Proposed Facilities

Three main structures would be constructed under the proposed project, with the fire station located in the south-central portion of the site and two support buildings located at the northeastern and northwestern parts of the site. The project would be constructed to United States Green Building Council (USGBC) LEED Silver certification to incorporate energy efficient building design and construction such as passive heating, solar energy use of recycled building materials and water conserving design and water quality protection measures.

Fire Station Building

The proposed fire station building would total 7,000-square feet (sf) and include two 27-foot-high drive-through Apparatus Bays for parking fire trucks, with fire suppression support functions located in the adjacent Apparatus Bay Support Area. The Apparatus Bay Support Area would include dedicated areas for the response alcove, oxygen storage, and general parts and equipment storage, with a turn-out room and clean-up room also located adjacent to the main Apparatus Bays. An Administration Area/Public

Lobby including a unisex restroom would be located at the public entry of the building. This area would include the station office, communication room, and station library. The fire station building would also provide a Firefighter Living Area for four firefighters. The living area includes a dayroom, dining room, kitchen, workout room, and laundry room, as well as the firefighter bunkrooms and restrooms.

Support and Hose Tower Building

The 4,800-sf Support and Hose Tower Building located in the site's northwest corner would house maintenance bays and other support and storage functions, as well as a two-story hose tower. This tower would be used to hang station hoses to dry as well as for training purposes. Hoses would be hung on the tower's interior and would not be visible from surrounding properties. This building would house a maximum of 300 gallons of oil, solvent, and hydraulics fluids contained in field packs (i.e., small containers) rather than drums. Waste oil and lubricants would be stored in 55-gallon drums.

Reserve Apparatus Carport and Storage Building

The proposed 3,500-sf Reserve Apparatus Carport and Storage Building would be located in the northeastern corner of the site and would house a 2,432-sf carport area for parking reserve apparatus, a 650-sf partially enclosed area for fuel storage and the emergency generator, and 418-sf of enclosed storage space. The generator would be capable of operating essential functions of the fire station for 72 hours. Diesel fuel would be stored in an aboveground storage tank of up to 400 gallons which would serve both ongoing station fueling needs and the backup generator. This covered parking would house four reserve vehicles, including two fire engines, one owned by MFPD and one owned by the California Emergency Management Agency (CALEMA), formerly known as the Office of Emergency Services. In addition, vehicles such as a command vehicle, two pick-up trucks, an SUV, and a water tender delivery truck could also be stored on-site. In the future, pending funding availability, a paramedic rescue vehicle could also be based at Station 3.

A 100-foot-long hose rack would also be located at the northern extent of the developed area. The architectural style would be consistent with other structures in the Montecito community, with thick plaster walls, deep inset windows and doors, and clay and mortar tile roofs.

Building Heights

The mean ridge height permissible within the 2-E-1 zoning district is 35 feet. The highest ridge of the proposed structures is 32 feet (Figure 2-3). The 2-E-1 zoning district also permits architectural projections and features, such as the fireplace chimney, up to 50 feet in height. The 32 foot tall Hose Tower would be the tallest structure on the site.

Site Access, Circulation and Parking

Vehicular access to the fire station from East Valley Road would be via two newly constructed driveways which would connect to the internal site circulation systems and the front and rear aprons of the main Apparatus Bay as well as to visitor and firefighter parking areas (refer to Figure 2-2). Each driveway would measure 30 feet in width and would have clear sight lines in both directions. Additional level, paved areas would be provided north of the fire station between the Support and Hose Tower and Reserve Apparatus Carport and

Storage Buildings. This area would be utilized for training, equipment maintenance, and staging and overflow parking during emergencies.

Three visitor parking spaces would be located immediately adjacent to the western driveway, one of which would meet requirements under the Americans with Disabilities Act. Parking for firefighters and other MFPD personnel would be located along the western edge of the developed area, and would include 13 spaces. Other paved spaces within the development area would be used during emergencies for staging and overflow parking.

A narrow unpaved access road serving the existing agricultural operations currently passes through the northern portion of the proposed site, and would be shifted northward by approximately 50 feet to accommodate development.

Utilities

Utility service to the site would be provided by extension of services such as water, electricity, sewer, natural gas, telephone, and cable from existing nearby connections. Electricity, cable, and telephone infrastructure is located on poles immediately across from the site along the south side of East Valley Road. Water and sewer lines currently exist in East Valley Road fronting the project site.

Drainage

The drainage design concept for the proposed project would maintain the sheet flow drainage that is prevalent on level areas of the site, collect storm water runoff into a bioswale for cleaning and treatment, and discharge into the existing drainage courses to the west and south of the site. The project structures and pavements would include a total of approximately 1.3 acres of impermeable surfaces. Vehicle parking spaces would utilize permeable pavers to increase infiltration and reduce runoff.

Landscaping, Habitat Restoration and Walls

Approximately 1.23 acre or 48% of the 2.55-acre project site would be landscaped or undergo habitat restoration (Figure 2-4). In addition to landscaping immediately surrounding the structures and driveways, the proposed project would include a minimum

50-foot structural setback from the paved edge of East Valley Road and associated road frontage landscaping; a 30 to 50-foot-wide landscape buffer would also be established at the northern and eastern sides of the new parcel. All landscaping would consist of a blend of drought-tolerant and fire-resistive landscaping, and a detailed landscaping plan would be developed through consultation with adjacent property owners to maximize visual compatibility.

On the western side of the site, a habitat restoration area would be established within a 50-foot setback from the top of the bank of the ephemeral drainage channel. Habitat restoration would entail planting of typical native vegetation that would be found along such an ephemeral drainage. Trees would consist of the planting of 15-gallon coast live oak trees to mitigate loss of the two specimen oak trees to be removed as part of the project, potentially along with native California sycamores (*Plantanus racemosa*). In addition, shrubs would likely include toyon (*Heteromeles arbutifolia*), lemonadeberry (*Rhus integrifolia*), as well as understory species such as hummingbird sage (*Salvia spathacea*), blackberry (*Rubis ursinus*) and California wild rose (*Rosa californica*). The area would also be hydro-seeded with a mix of native herbs and wildflowers.

A 6-foot-tall concrete block wall would surround the developed space and would be located at the mid-point of the edge of the 30- to 50-foot-wide landscape buffer on the east and north sides of the site, and adjacent to the developed area on the west side (refer to Figure 2-3). For aesthetic purposes, this wall would receive exterior treatment such as stucco, painting, or stone facing. This wall would provide privacy for existing and potential future neighbors, reduce sounds transmission to surrounding properties, and inhibit unauthorized access to station facilities.

PROJECT APPROVALS AND PERMITTING

MFPD would be the Lead Agency under CEQA for this project. The MFPD Board of Directors would have approval authority of station site acquisition, as well as regarding station design, construction, and operation. However, the County of Santa Barbara would act as a Responsible Agency and consider approval of a Parcel Map Waiver in accordance with County of Santa Barbara, Chapter 21, Subdivision Regulations. This Parcel Map Waiver is required as MFPD would be acquiring a 2.55-acre portion of existing APN 155-070-008 and a Conditional Use Permit in accordance with the Montecito Land Use Development Code.

Aesthetics

- Partial undergrounding of the hose tower, in order to maintain a maximum height above ground of 32 feet.
- Exterior building and site lighting will use hooded fixtures to shield and reduce the spread of light.
- Emergency floodlights will be strategically placed in locations on the site that minimize glare and lighting impacts to the adjacent neighbors. Lighting to be used in an emergency situation only.

Noise

- Construction activities for site preparation shall be limited to the hours between 8:00 a.m. and 5:00 p.m., Monday through Friday. No construction shall occur on State holidays (e.g., Thanksgiving, Labor Day). Construction equipment maintenance shall be limited to the same hours. Non-noise generating construction activities such as interior painting are not subject to these restrictions.
- Volume controls shall be installed with the exterior address system.
- Intermittent noise generating activities such as emergency generator exercising will be limited to daytime hours on the weekdays for 5-minute durations.

Table 2-1. Summary of Site Information

Site Information	
Site Location	<ul style="list-style-type: none"> • Nearest Major Intersection: Sheffield Drive and East Valley Road, approximately 2,000 feet west of the site • Assessor’s Parcel Number: 155-070-008 • Supervisorial District: First District
Community Plan Designation	<ul style="list-style-type: none"> • Montecito Community Plan (MCP), Urban Area, Semi-Rural Residential (SRR-0.5)
Zoning District, Ordinance	<ul style="list-style-type: none"> • 2-E-1 (Estate Residential), 2 acre minimum lot size, Montecito Land Use Development Code
Site Size	<ul style="list-style-type: none"> • +/- 2.55 acres
Present Use & Development	<ul style="list-style-type: none"> • Agriculture (lemon orchard)
Surrounding Uses/Zoning	<ul style="list-style-type: none"> • North: Agriculture (lemon orchard); Residential 2-E-1 • South (across East Valley Road): Residential, 5-E-1 • East: Agriculture (lemon orchard); Residential, 2-E-1 • West: Agriculture (lemon orchard); Residential, 2-E-1
Access	<ul style="list-style-type: none"> • East Valley Road/ State Highway 192
Public Services	<ul style="list-style-type: none"> • Water Supply: Montecito Water District • Sewage: Montecito Sanitary District • Fire: Montecito Fire Protection District • School District: Montecito Union School District (Primary); Santa Barbara School District (Secondary)

Table 2-2. Summary of Proposed Project Features

Structures	<ul style="list-style-type: none"> • <i>Fire Station</i> – 1-story (27’), 7,000 sf • <i>Support Building/Hose Tower</i> – 1-story (32’), 4,800 sf, including attached 2-story (29’) Hose Tower • <i>Reserve Apparatus Storage/Carport</i> – 1-story (21’), 418-sf enclosed storage space, 650-sf fuel storage/generator, and 4 parking spaces under 2,432-sf carport • Hose Rack – 100’ long <p><i>Total Structural Square Footage (Gross): 15,300 sf</i></p>
Impervious Surfaces	<ul style="list-style-type: none"> • Visitor Parking - 3 spaces (1 handicap accessible), 782 sf • Firefighter and Other District Personnel Parking – 13 spaces, 2,600 sf • 37,597 sf of other paved area <p><i>Total Impervious Surfaces: 40,979 sf (0.94 acres)</i></p>
Landscaping and Open Space	<ul style="list-style-type: none"> • Habitat Restoration Area – 12,756 sf on western portion of site • Landscape Buffer Area – 21,501 sf on northern and eastern portions of site • Landscaped area at street frontage – 15,053 sf • Miscellaneous landscaped area within site – 4,254 sf <p><i>Total Landscaped or Restored Area: 53,564 sf (1.23 acres)</i></p>
Site Access	<ul style="list-style-type: none"> • Two 30’-wide entry/exit driveways off East Valley Road

THE OPPORTUNITY

The Montecito Fire Protection District is seeking Statements of Qualifications from professional firms or coordinated consultant teams to provide architectural, landscape design and engineering services associated with the development of the above-described fire station (FS3) in the Eastern portion of Montecito.

The Scope of Services may include, but are not limited to, the following:

- Programming and project scope development
- Site master planning and preparation of project site plan meeting MFPD specifications
- Site adequacy confirmation
- Development of floor plans and operational features meeting MFPD specifications
- Schematic design development, including structural elevations and landscape design
- Preparation of construction documents and specifications, including necessary civil plans
- Development of detailed project schedules and cost estimates
- Assistance during bidding and construction
- Construction monitoring and support
- Shop drawing review and approval
- Coordination and preparation of change orders
- Project meeting coordination and minutes preparation
- Minimum of one (1) meeting on site per week during construction phase
- Internal and regulatory agency project approval coordination
- Warranty phase advice

It is anticipated that Sub-consultants may be needed for:

- Electrical Engineering
- Mechanical Engineering
- Civil and/or Structural Engineering
- On and/or Off Site Utility Services Planning/Engineering
- Fire Protection Engineering
- Communications Engineering

The selected consultant shall be prepared to provide the entire scope of services listed above. MFPD will not accept SOQs from firms interested in performing a single function of the Scope of Services. Firms with a background in only one area of expertise should form a partnership with other firm(s) and submit a single, coordinated SOQ as a team, with one firm identified as the lead Consultant, and others listed as Sub-consultants.

The scope of work will be finalized by MFPD and the selected Consultant during contract negotiations and incorporated into the final Professional Services Agreement (PSA).

The selected consultant or consultant team shall meet the criteria described herein and the best qualified firm/team for this particular project will be selected by an evaluation committee comprised of representatives from MFPD .

THE SPONSOR:

MFPD is the public sponsor for this RFQ and will execute all required contracts to support the project, will direct and manage the consultant(s), and will oversee the work product and deliverables and fund the project. All proposals, plans and specifications will be subject to final approval of MFPD .

MFPD 's project manager who will serve as the point of contact for all issues related to the professional services contract resulting from this RFQ is **Kevin Wallace, Fire Chief**. Please contact **Chief Wallace** at kwallace@montecitofire.com or at **(805) 969-7762** if you have any questions.

CONSULTANT MINIMUM QUALIFICATIONS:

To be considered for the project, Consultants must meet the following minimum requirements:

1. Firm(s) must be licensed to practice in California and meet the State Government Codes §4525-4529.5.
2. Have provided Architectural Services for at least three (3) completed public projects, similar in scope to the project covered by this RFQ, with construction budgets in the range of \$3 million and above, since 2000. Qualified projects include fire stations and/or public safety facilities with fire operation components, which are subject to the Essential Services Building Seismic Safety Act of 1986.
3. Have provided Architectural Services for at least one (1) completed project in Montecito.
4. Have the ability to provide staffing and resources necessary to meet the schedules and needs of this project.
5. Have the ability to assign a designated project manager to this project. The manager must have at least five years experience managing both the design and construction phases of public agency projects, and at least one of the projects must have had a construction cost greater than \$3 million, and at least two projects must be public safety (fire) facilities.
6. Have the ability to demonstrate that its staff has the programming, design, value engineering, cost estimating, and other project management skills and resources required for the design and construction administration of this project.
7. The selected Consultant must be available to begin working on this project by June 21, 2011. Any proposed changes in team members after the contract has been signed will require written approval by MFPD .
8. The Consultant's designated project manager must be able to demonstrate how they will provide all of the professional services outlined in the scope. Due to the need for very close coordination with MFPD throughout this project, it is important to demonstrate how required

services will be accomplished. The Consultant's designated project manager shall not delegate his or her duty as primary point of contact with MFPD without written approval by MFPD.

9. Should the firm be selected to participate in an interview, the Consultant's designated project manager must present the firm's qualifications to MFPD and take the lead in answering questions.

SOQ CONTENT AND FORMAT:

SOQs shall be limited to thirty (30) double-sided pages (8 ½ inches by 11 inches), inclusive of everything except dividers, front and back covers, table of contents and client references. Font size shall not be less than 11 pt. The proposal shall be prefaced with a cover letter which must include a commitment to promptly start the work when requested after the contract is awarded. Further it should identify a person, including their title, mailing address, telephone number, fax number, and e-mail address to whom all further correspondence and/or questions should be addressed. The letter shall be signed by an individual with the authority to bind the applicant to providing the proposed services. The body of the proposal shall include the following minimum information and be organized with tabs reflecting the following sections:

1. Background Information:

- Legal name, address, and telephone and fax numbers of the principal office (national headquarters, if applicable) and local office. If services will be provided from additional locations, provide information for these sites as well.
- Year established.
- Type of organization (partnership, corporation, etc.).
- Name, title, address, telephone and fax number, and e-mail address of the person to whom correspondence should be directed.
- Description of the Scope of Services usually provided.
- Description of any pending litigation or litigation that was settled in the past three years.

2. General Qualifications: Describe the qualifications, experience and capabilities of the firm in providing the type of services being request by this RFQ.

3. Fire Facilities Project Experience: Describe the firm's experience working on public safety/fire station facility projects. Describe any relevant public works experience.

4. Specific Qualifications:

- Provide the technical qualifications and attach resumes of the lead staff that will be assigned to this project.
- Detail exactly how the firm, designated project manager and sub-consultant(s) meet the minimum qualifications listed above.

- Explain how the firm, designated project manager, other staff and sub-consultant(s) exceed the minimum qualifications listed above, and are best qualified to provide Architectural / Engineering services for this project.
- Describe your proposed organizational approach and include an organizational chart showing the roles and responsibilities of proposed staff and any sub-consultant(s), and describe the roles of each member shown.
- Describe the firm's resources, and the roles and responsibilities of the team proposed specifically for this project, including any sub-consultant(s).

5. Project References: Provide a list of projects that demonstrate the firm's and designated project manager's ability to provide the services required for this project with particular focus on the team's current and past project experience managing the design and construction of public safety facilities (e.g., fire stations, fire support, and public safety facilities). Provide the following information for each project:

- i. Project name
- ii. Brief project description
- iii. Construction budget
- iv. Design start and completion dates (planned and actual)
- v. Construction start and completion dates (planned and actual)
- vi. Firm's role in the project
- vii. Owner/contact person and current telephone number

6. Client References: Provide the name, title and current address and telephone number of the person responsible for the project in the contracting agency for each of the projects identified above.

7. Fee Schedule: Provide the billing rates or range for each classification of key staff members, including sub-consultants.

COSTS ASSOCIATED WITH THE RFQ PROCESS:

Each respondent will be responsible for all his/her expenses incurred during the RFQ process.

PUBLIC RECORDS ACT:

Response to this RFQ becomes the exclusive property of MFPD. At such time, MFPD may recommend a firm to the MFPD Board of Directors, and when such recommendation appears on the MFPD Board of Director's Agenda, all proposals submitted become a matter of record and shall be regarded as public record.

SELECTION CRITERIA:

Interested Consultants submitting a Statement of Qualifications will be evaluated for selection based on the following criteria:

- Responsiveness to RFQ including cover letter, indication of general and specific interest, and the overall succinctness, quality and appearance of SOQ;
- History of the Consultant and sub-consultants including: years in business, current number of professional personnel and years of experience of key staff;
- Consultant's and sub-consultants' experience and demonstrated work history on Fire Stations and similar projects subject to the Essential Services Buildings Seismic Safety Act of 1986;
- Consultant's and sub-consultants' experience designing certified LEED facilities – silver level and higher – of similar scope;
- Continuity and reliability of Consultant and sub-consultants as an overall project team;
- Consultant's demonstrated ability and management commitment to successfully complete a project within budget and schedule;
- Qualifications and current work load of listed team members;
- Client references with addresses and telephone numbers;

Following evaluation of the Statement of Qualifications (SOQs) by MFPD , a short list of Consultants may be selected for interview. The number of Consultants selected for interview, if any, will be at MFPD's discretion. Consultants selected for interview will make a presentation limited to approximately 30 minutes (20 minutes for presentation and 10 minutes for questions and answers). Consultants are encouraged to bring no more than four individuals to the presentation and to focus exclusively on their experience and qualifications related to the type of project and scope of work identified herein.

The top ranked qualified Consultant will be notified in writing and via telephone to develop the final Scope of Work and schedule fee negotiations. If agreement cannot be reached, negotiations will be terminated with the selected Consultant and opened with the Consultant ranked next in order.

SELECTION PROCESS:

The elements and sequence of the qualification-based-selection process are as follows:

- Issuance of RFQ
- Submittal of a bound Statement of Qualifications (SOQ) package from prospective Consultants to MFPD
- Evaluation of SOQs by MFPD (including review of SOQs and interviews as deemed necessary)
- Selection of a top ranked Consultant
- Scope of Work and Fee negotiations
- Contract award
- Notice to Proceed

CONTRACT AWARD (PROFESSIONAL SERVICES AGREEMENT)

MFPD reserves the right to accept or reject any or all of the SOQs, waive any irregularity and/or to require the proposer to verify, clarify or explain any part of the submitted SOQ. Contract award will

be based on the selection of the Consultant deemed most qualified as well as successful Scope of Work/fee negotiations and approval by MFPD Board of Directors.

ANTICIPATED SELECTION PROCESS SCHEDULE:

Release of RFQ – **Thursday, May 5, 2011**

Deadline to submit SOQs to MFPD – **Thursday, June 2, 2011 by 5:30 p.m.**

Interviews - Upon Notification

Notice to Proceed – Upon Notification

Respondents to this RFQ should submit six (6) SOQ packages. Respondents shall also submit one (1) reproducible, unbound original. Submittals should follow the format and content specified above.

SOQs should be labeled “**RFQ - Architectural & Engineering Services - MFPD Fire Station 3**” and must be submitted to MFPD at the address below by **5:30 p.m. on Thursday, June 2, 2011:**

Montecito Fire Protection District
Attention: Chief Kevin Wallace
595 San Ysidro Rd.
Santa Barbara, CA 93108

Please contact Chief Wallace at kwallace@[montecitofire.com](mailto:kwallace@montecitofire.com) or at **(805) 969-7762** if you have any questions.