



Nevada County Consolidated Fire District

640 Coyote Street, Nevada City, CA 95959

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Request for Qualifications

The Nevada County Consolidated Fire District is requesting Statement of Qualifications (SOQs) from qualified architectural firms to provide professional architectural and engineering services for the remodel of:

Fire Station 92 at 14811 McCourtney Road, Grass Valley, CA 95949

Notice is hereby given that sealed qualifications will be accepted at the Nevada County Consolidated Fire District (NCCFD) Administrative Office located at 640 Coyote Street, Nevada City, CA 95959 until **June 18, 2026** no later than **3:00pm**. At said place and time, and promptly thereafter, all proposals that have been properly submitted will be publicly opened and read aloud. All interested parties are invited to attend. NCCFD reserves the right to reject any and all proposals. Proposals received after said date and time will not be accepted and will be returned unopened.

Project Summary

The Nevada County Consolidated Fire District (NCCFD) is requesting a Statement of Qualifications (SOQs) from qualified firms to provide architectural design, pre-construction, and construction support services for the Fire Station 92 remodel project.

Project Background

The project includes remodeling and expanding Fire Station 92 as per the conceptual as exhibit A.

Scope of Services

The selected firm will provide full architectural and engineering services including pre-design, design, construction documents, bidding support, and construction administration.

Minimum Qualifications

Firms must demonstrate experience with fire stations or public safety facilities, knowledge of California codes, and ability to deliver full services.

Submission Requirements

Submissions will include: Cover Letter, Firm Profile, Relevant Experience, Project Team and Project Approach.

Scope of Services

Phase One: Design & Planning

- Site analysis and planning
- Conceptual and schematic design
- Floor plans, elevations, and site plans
- Coordination with regulatory agencies
- Preliminary construction cost opinion

Phase Two: Construction Documents & Support

- Complete construction drawings and specifications
- Civil, structural mechanical, electrical, and plumbing engineering
- Title 24 compliance documentation
- Bidding support and addenda
- Construction administrative services including:
 - Submittal review
 - RFIs and change orders
 - Site visits and progress meetings
 - Project closeout

Statement of Qualification Requirements

Intent

The intent of this request is to solicit proposals from qualified architecture firms to furnish the District with building design, design development, construction documents including demolition, project bidding, plans and consultation through the permit process and construction services.

Each bidder is required to utilize their expertise to advise and make recommendations in their proposals including any omission in these specifications, which may adversely affect the requirements of the County of Nevada.

Time Requirements

Date and time for proposal submittal to the District:

- No later than June 18, 2026 at 3:00pm
- Email nccfire@nccfire.com to schedule a site visit
- Date, time, and place for selection interviews: TBD

Anticipated date of contract award:

- Phase One: Date TBD
- Phase Two: Pending approval by the Board of Directors.

Contractual Arrangements and Payment

The District and the selected architecture firm to provide services will enter into a written agreement using the District contract for professional services.

RIGHT TO REJECT: The District reserves the right to reject any or all bids, and to award the bids based on the qualifications of the firm, not necessarily based solely upon price in accordance with Government Code Section 4525.

Proposal Submission Requirements

To be responsive to this RFP, proposals shall specifically address the information described as follows and shall have familiarity with essential service facilities such as a fire station. The proposal shall be bound with tabs identifying each of the following six sections:

1. **Project Team:** Names and qualifications of key personnel to be used on this project, their capacity or role, including applicable descriptions of similar work these individuals have been directly involved with, and being specific about the duties performed; names and qualifications of any sub-consultants, including specialty and capacity in which they will be utilized.
2. **Project understanding and approach:** Describe your understanding of the project and your proposed approach to design and construction to complete the project within schedule. Describe any unique or effective design aspects or approach that your firm plans to use during the pre-design and design phase.
3. **Design Challenges:** Based on your experience, discuss any potential problems that may be encountered with this particular project and how your firm would assist in solving these potential problems. Also describe why the design of a fire station is considered a specialized area of architectural design.
4. **Construction Experience:** Describe your experience relating to the construction / remodel of fire stations.
5. **Project Management:** Describe your project management and cost control system.
6. **Consultant Fee:** The **sealed** cost proposal shall contain the all-inclusive fee as a line item for which the services will be done for **each phase** of this project.

Eligibility Requirements

Each Architectural Professional shall comply with the following eligibility requirements:

- The consultant shall be able to demonstrate experience in the design and construction of fire stations or similar facilities.
- The consultant must be able to provide all of the services required for this project and shall furnish the insurance coverage requirements as requested by the District. These two items will not be negotiable.
- The consultant's key personnel identified in the proposal shall be available for the entire duration of the project.
- Consultant's Project Manager, or designee, shall be available at the District headquarters within two hours (travel time).

Selection Process

The following criteria will be used in evaluating the qualifications of prospective architectural consultants:

- Experience in designing and construction of fire stations or similar facilities.
- Qualifications of the architect's staff and design team members.
- Record of success in previous projects.
- Creative abilities and proven innovations of design as demonstrated by similar facilities either completed or presently under construction.
- Accessibility of the Architectural Consultant to the project and District.
- Ability to develop plans in accordance with time schedule.
- Thoroughness in checking plans for errors and omissions prior to bid process.
- Architectural Consultant fee cost.

The selection process will consist of the District's committee reviewing the proposals according to the criteria discussed above, and the possibility of inviting one or more of the proposers for interviews. The District's committee will evaluate the consultants on the basis of their written proposals and interview if needed and will make a recommendation of a preferred architectural consultant.

Scope of Work

The following is the outline of Fire Station 92 project specifics and extent of improvements:

Site improvements:

- Parking facilities for employee and / or public use.
 - New concrete sidewalks
 - Exterior lighting
- Fire Station:
- Expansion of existing engine bay adding a second bay.
 - Partial demolition of two small bays on main building.
 - Expansion of the main building connecting to the engine bays.
- Reconfigure / expand interior floor plan to accommodate the following:
- Public reception area / office with two work stations.
 - Dormitory with four individual bedrooms.
 - Two full bathrooms.
 - Kitchen.
 - Dining room.
 - Day room.
 - Exercise room.
 - Utility / wash room.
 - Storage closet(s).
 - Replacement of existing 100-amp electrical service panel with a minimum 200-amp electrical service panel.

Scope of Architects Services & Responsibilities

Phase One – Design & Planning

Civil Engineering:

- Topographical and site plan.

Architectural:

- Complete architectural site plan.
- Complete floor plan(s), elevations.
- Any additional plans, studies or requirements mandated by the Nevada County Planning Department for an essential services building.

Construction Cost Estimate:

- Statement of current market overall construction costs at today's market (figured at prevailing wage).

Housing:

- Assistance in planning and permitting on-site temporary housing for emergency crews during period in which the facility is uninhabitable due to construction.

Phase Two – Construction Drawings and specifications

Civil Engineering

- Site plan – Grading, drainage, sewer, storm and water plans.

Architectural

- Complete architectural site plan and details of site architectural structures.
- Complete floor plan(s) and elevations.
- Complete roof plan with roof detailing.
- Complete reflected ceiling plan with detailing.
- Architectural wall sections and details.
- Interior elevations of all millwork and fixtures.
- Complete door and finish schedules.
- Complete door and window schedule.
- Title 24 documentation for building envelope.

Structural Engineering

- Complete structural plans, partial wall sections, and complete detailing.
- Structural calculations for new and existing portions of the structure.

Mechanical Engineering

- Mechanical load calculations and sizing of all piping and ductwork.
- Mechanical drawings and details indicating mechanical distribution.
- Plumbing plans and details indicating piping for distribution and drains.
- Complete plumbing fixture schedule.
- Plans and details for fire sprinkler system.
- Plans and details for compressed air piping and distribution system.
- Mechanical schedule for equipment.
- Title 24 energy report and calculations.

Electrical Engineering

- Lighting, power, signal and communications plans to reflect all switching and controls (including connection to existing emergency stand-by generator).
- Distribution information on all power consuming equipment.
- Complete lighting and branch wiring layout.
- Complete fixture schedule.
- Fire alarm system.
- Title 24 lighting energy documentation.

- Electrical load calculations.
- Complete details for emergency power generator.
- Complete VHF radio, station alarm, TV and computer wiring details.
- Use of natural light.

Bidding Assistance

- Respond to questions from contractors during the bidding process.
- Production of addendum to bidding documents.
- Review of substitution requests for product suppliers and contractors.

Construction Services

- Review submittals from contractors, shop drawings, and material samples.
- Respond to requests for information / clarification from contractors.
- Issue proposal requests.
- Review and process change orders.
- Review payment requests from contractors.
- Provide closeout services including punch list and warrant review.
- Compile forms for compliance with Essential Services Act.

Site Visits / Progress Meetings

- Weekly site visits / progress meetings to review progress and payment requests.
- Architect to submit a weekly written summary of progress meetings.

Insurance Requirements

Prior to execution of agreement, the Contractor shall submit proof that their operations are covered by insurance.

Correspondence

All written requests, correspondence and / or communications of any kind regarding the project that are submitted by mail, shall be addressed to:

Nevada County Consolidated Fire District
640 Coyote Street
Nevada City, CA 95959