

Statement of Qualifications

New Fire Station



Oak Harbor Fire Department



Calvin Jordan Associates, Inc.

Architecture Urban Planning Landscape Architecture Since 1970



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Principals

Calvin L. Jordan
Garry D. Moore, AIA

November 13, 2015

Ray Merrill, Fire Chief
Oak Harbor Fire Department
855 East Whidbey Avenue
Oak Harbor, WA 98277

Statement of Qualifications for Architectural Services

We are pleased to submit our experience and qualifications to provide planning, architectural design, and construction administration for a new fire station for the City.

Background

CALVIN JORDAN ASSOCIATES, INC. (CJA), a licensed Washington design firm, has been providing planning and architectural design services on a wide range of community facilities to cities throughout Washington for over 40 years. As the enclosed information outlines, we have an extensive background in the planning, design and construction coordination of fire facilities.

Key Personnel

The assigned staff for this project has the experience and background required to undertake this project. The identified key CJA staff has participated in all of the Firms' previous fire station projects outlined in our submittal. Cal Jordan, a firm principal, will be the Project Manager and will be responsible for the project's completion as well as be the Department's contact. He has guided most all of the firm's fire station projects to their completion. He will be supported by Garry Moore, CJA's corporate architect, and Bruce Dun, CJA's senior project architect.

We will also have the support of our engineering consultants, specifically our structural engineer, Baldwin Engineers to insure conformance with seismic issues related to an essential facility and our civil engineer, LDC, for storm water considerations for the new site. They will focus on the water run-off and water quality from the site to insure compliance and importantly, being cost-effective.

Relevant Experience

We have worked on a wide range of over 40 fire station projects for cities and Fire Districts throughout the State. Our projects have ranged in size from a 2-bay volunteer station to a 10-bay headquarters facility for full-time firefighters.

We recently completed the renovation of the Fire Station in Kittitas and a new fire station for Thurston County Fire District #11 just outside Olympia, Chelan County Fire District #7 (Chelan) and Chelan County Fire District #8 (Entiat.) Our current Fire Station projects include new stations for Thurston County Fire District #8 (South Bay) and Chelan County Fire District #1 (Wenatchee).

We have also secured over \$2,000,000 in CDBG funding and another \$12,000,000 in voted bonds for fire station construction.

Having designing over three dozen fire stations, we have gained valuable insight into how fire stations function and the concerns regarding the design, permitting, and appearance of their facilities. In addition to our design of fire stations, we have developed site location studies for fire stations for both municipalities and Fire Districts. These studies aided in the scheduling of site selections, station renovations, and new construction based on a community's need covering a 10 - 15 - 20 year projection.

Approach

We envision the work to follow the two phases outlined in the RFQ. The initial phase is a review of population growth, needs, service level demands, and if required a design layout of a new station with costs. The subsequent phase, if implemented, is the preparation of the final plans and specifications for construction, permitting, bidding and construction of the station.

In designing facilities for agencies like the Oak Harbor Fire Department, we have gained valuable insight into a how a Fire Department functions and the concerns they have regarding the design, permitting, and appearance of their facilities. Our experience extends to a thorough knowledge of county and state codes, ordinances and standards, and requirements, which govern the construction of public facilities. We understand the need to meet schedules and every project phase is carefully monitored to ensure it is completed on time.

Firm Location

While located in Bellevue, we have served cities throughout the State, including the City of Oak Harbor for the remodel of their Police Station. Since we do not charge for travel time, our fee is not influenced by a project's location.

MWBE Outreach

We have a strong history of utilizing MWBE consultants. Over 40% of the consultants we have hired are MWBE firms. In supporting these efforts, we have developed an MWBE outreach plan to maximize MWBE participation in projects. As shown in the proposal, we are suggesting a WBE firm as our structural engineer and a MBE firm as our civil engineer. Additionally, 40% of CJA staff are either minorities or women.

Summary

Having designed several similar fire stations of similar size and staffing, we feel ideally suited to undertake this project for the Department. We trust our fire station experience and experience with the City will be a winning combination for your consideration.

Very truly yours,
CALVIN JORDAN ASSOCIATES, INC.



Cal Jordan, Principal

Calvin Jordan Associates, Inc.

Organized in 1970, the Firm is located in Bellevue, WA.

SUMMARY

Phone: (425) 643-3123

Fax: (425) 643-4607

E-mail: cjordan@cja-inc.com

Principals

Bruce Dunn, Senior Architect

Cal Jordan, Project Manager/Facility Planner

Garry Moore, Corporate Architect

"We have worked on a wide range of office relocation projects that have involved remodeling and new construction design, space needs assessments and structural analyses; master planning and site development, and costs summaries to assist the client in determining improvements for existing facilities."

Professional Areas

- Architecture
- Interior Design
- Landscape Architecture
- Construction Management
- Facility/Space and Site Planning
- Cost Estimating
- Grant Funding

Experience

We have almost 40 years' experience working with agencies like the Oak Harbor Fire Department on a wide range of fire station projects. They have used wood-framed, masonry, pre-engineered metal, and pole construction and have been staffed with volunteer personnel, paid staff, and a mix of both. The following is a list of those communities and fire districts we have designed fire stations and other projects.

Fire Stations

Buckley	Kittitas	Seattle	CCFD# 1	KCFD #10	PCFD #18
Burlington	Milton	South Prairie	CCFD #7	KCFD #35	SCFD #6
Cle Elum	North Bend	Stanwood	CCFD #8	KCFD #36	TCFD #8
Ellensburg	Pacific	Sunnyside	KCFD #7	PCFD #12	TCFD #11

Space Planning

Burien	Kirkland	Redmond	Shoreline	Adams County
Burlington	North Bend	Renton	KCFD #41	San Juan County
Cle Elum	Othello	Republic	KCFD #36	Ferry County

Police Stations

Burlington	Ferndale	Milton	Oak Harbor	Renton
Buckley	Kirkland	Mukilteo	Othello	Union Gap
Enumclaw	Kittitas	North Bend	Pacific	

Nearby City Experience

Anacortes
Burlington
Oak Harbor

Background of Firm

CALVIN JORDAN ASSOCIATES, Inc. (CJA) is an award-winning firm recognized for its excellence in architectural design. Established in 1970, the Firm has been providing design and consulting assistance continuously for over 40 years to public agencies like the Oak Harbor Fire Department.

Our clients are primarily municipalities and other public agencies. Our work for them has involved both straightforward and complex, multi-disciplinary projects. They include the new construction and renovation design of police stations and jails, courtroom facilities, fire stations, City halls, administrative offices, senior/community centers, libraries, and maintenance facilities. In constructing any type of facility, we ensure the facilities meet all regulatory, statutory, health, safety and ADA requirements that govern the design of public facilities. Our comprehensive services include permit coordination, space needs analyses, and facility, master, and comprehensive planning.

As part of our public projects, we have completed over 40 fire station projects for both cities and fire districts located throughout the State. A detail of this experience is attached.

Project Philosophy

With a principal of the firm always assigned as a project manager, we offer a simple and direct route of communication for the project. All of the assigned staff have worked together on previous municipal projects and have a clear understanding of their respective responsibilities.

- **Cal Jordan**, one of the firms' principals, will be assigned as Project Manager for this project.
- Of the CJA staff assigned to this project, all have worked together for more than 25 years on municipal projects.
- CJA is extremely knowledgeable in the kinds of tasks required for a fire station project, and the links between them that are essential for a project's development and implementation.

Availability

The identified staff has the time available to aggressively complete this project with your schedule. One of the Firm's principals, Cal Jordan, will be the Project Manager for the project. He brings his collective experience and relevant knowledge of fire station planning & design to the project. Our staff is multi-disciplined and cross-trained so that there is always more than one staff member – architects, interior designers, space planners - available to assign a required work task.

BACKGROUND



Office Owned by the Firm

"...all staff assigned to your project have been with the firm for over 25 years. ...the same staff members that successfully completed our previous community centers will be assigned to your project."



Staff Work Area



Key Staff

Having worked closely with numerous public agencies and communities since 1970, we realize the responsibility felt by the Department entrusted with the development and completion of a major public project. For this reason, CJA has assembled a dedicated team of professionals that can handle all the requirements of your project.

Of the CJA staff listed here, Cal Jordan, Garry Moore, and Bruce Dunn are all key personnel of CJA, and most have worked together for over 25 years. We have worked with our supporting engineering consultants on a wide variety of similar projects, and are very familiar with their staff, project management methods, approaches to design, and handling of problems and client concerns.

We have found the establishment of an Advisory Committee can help guide the project. We have found they have proven to be a key element in the success of similar projects. We recommend the Committee representing the Fire Department, City staff, and others be formed to help make the decisions regarding standards and needs, and to ensure the project proceeds within schedule. Working through this group, a relationship between staff needs and project limitations can be quickly established and understood and be an invaluable resource in accomplishing this goal.

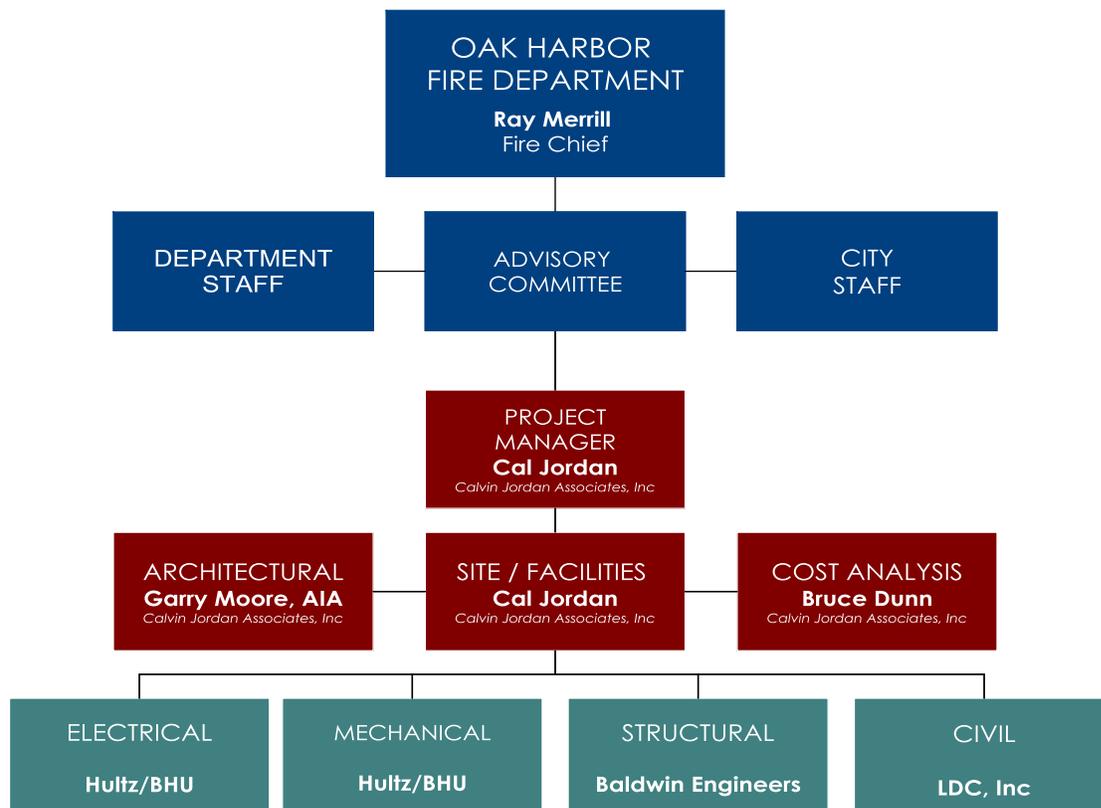
KEY STAFF

Our staff has backgrounds in

- Architecture
- Landscape architecture
- Planning
- Interior design
- Construction management
- CUP & permit coordination
- Grant Management

Consultant Support

Civil: LDC, Inc
Electrical: Hultz/BHU
Mechanical: Hultz/BHU
Structural: Baldwin Engineers



CJA Staff

Cal Jordan

Project Manager/Site/Facilities

Years of Experience: 45

Education: BLA, U of FL, 1965
MUP in Urban Planning, U of WA, 1975



Cal has extensive experience in facility and site planning and has participated in all the Firm's fire station projects. He has coordinated the planning to ensure a facility's space configurations meet the requirements of departmental staff and the client, and has written all of CJA's feasibility, space needs, site evaluation, and space planning studies. He has worked on both conventional and fast-track projects, and worked skillfully with a wide range of community groups, interested citizens, and departments with respect to a project's development and impact. For Cle Elum's fire station, he provided facility and site planning services, developed the facility's plan and provided construction administration during construction. Cal will provide the same for this project.

Project Examples

- Burlington Fire Station
- Cle Elum Fire Station
- Pacific Fire Station
- South Prairie Fire Station
- Stanwood Fire Station
- North Bend/KCFD #10 Master Plan
- Milton Fire Station
- CCFD #7 (South Lakeshore)
- CCFD #8 (Entiat)
- KCFD #36 Master Plan
- KCFD #36 Bear Creek Station
- KCFD #7 (Suncadia)
- SCFD #6 (Burlington) Feasibility Study
- TCFD #11 (Maytown)
- TCFD #8 (South Bay)
- Sunnyside Fire Station
- Ellensburg Fire Station
- Mukilteo Maintenance Shop

Garry Moore, AIA

Corporate Architect

Years of Experience: 42

Education: BA Architecture, Idaho, 1968



Having responsibility for the design of all our fire station projects, Garry Moore has an in-depth knowledge of design requirements, and the accurate and timely completion of construction drawings. He is not only CJA's chief architect, but he has been responsible for coordinating the permitting process, and the evaluation of buildings with respect to Code compliance. One of his recent fire station projects was Burlington's Headquarters station.

Project Examples

- Burlington Fire Station, Burlington WA
- Milton Fire Station, Milton WA
- South Prairie Fire Station, South Prairie, WA.
- Union Gap Fire Station, Union Gap, WA
- Tolt Hill Station, KCFD #10
- Lake Joy Station, KCFD #35
- Bear Creek Station KCFD #36
- Fire Station Remodels, Seattle, WA
- Pacific Fire Station, Pacific, WA
- Stanwood Fire Station, Stanwood, WA

Bruce Dunn, AIA

Senior Architect

Years of Experience: 35

Education: BA Architecture, Iowa, 1975



Bruce has extensive experience in the new construction and renovation design of a wide range of municipal facilities, and has established a reputation among clients as a skilled designer with a close attention to project details and client concerns. He has been responsible for the evaluation of buildings with respect to ADA and Code compliance, and the accurate and timely completion of construction drawings. He brings special experience to sensitive projects requiring interface with public officials and community groups having conducted involvement processes related to code variances, environmental concerns, architectural periods and themes, and community concerns. His current project is a Fire Station for Chelan County Fire District #1.

Project Examples

- Stanwood Fire Station
- Cle Elum Fire Station
- West Thurston Regional Fire (Scott Lake)
- CCFD #8 (Entiat)
- TCFD #8 (South Bay)
- KCFD #7 (Suncadia)
- TCFD #11 (Maytown)
- Mukilteo Maintenance Shop
- Wilkinson City Hall / Fire Station
- Mukilteo Public Works Facility



Hultz\BHU, Inc. has been an established consulting engineering firm for over 30 years. Hultz\BHU, Inc has extensive experience in all types of mechanical and electrical design work, including remodels, additions, miscellaneous repairs and new facilities. They have a high degree of proficiency in evaluating field conditions and designing project remodels and system replacements.

Consultants

Hultz\BHU, Inc

Electrical / Mechanical

Reprehensive Projects

- Fall City Fire Station
- Federal Way Fire Station, HVAC Remodel
- Pierce County Fire District #7, Fire Station
- Pierce County Training Tower Modification
- Pierce County Fire District #18
- Pierce County Fire District #16, Station 1
- Pierce County Fire District #16, Station 4
- Pierce County Fire Station #65, Remodel
- Fire Service Training Facility, North Bend
- Thurston County Fire District #6, Station 61
- Thurston County Fire District #6, Station 65
- City of Hoquiam, Fire Station
- Fife Fire Station
- Lake Tapps Fire Station
- Gig Harbor Fire District, Training Center
- Pierce County Fire District Maintenance Facility
- Lakewood Fire Station

Baldwin Engineering is a WBE structural design firm with experience in designing a variety of structures. They pride themselves in focusing not only on the structural integrity of a project, but also in accomplishing that integrity in an efficient and cost-effective manner. Their structural design experience includes single and multi-family housing projects, concrete tilt-up office / warehouse facilities, fire stations, public safety facilities, office buildings, and residential and commercial remodel work. They provide a thorough structural design on all buildings using the building code requirements for gravity and lateral load design. They have worked with them on the Burlington Fire Station and Ferndale Police Station Projects.

Baldwin Engineers

Structural Engineers

LCD, Inc. of Woodinville is a MBE firm has provided civil engineering, structural engineering and surveying services since 2003. Their staff has extensive experience in a broad variety of infrastructure work. They have a history of a 90% repeat or referral clients. Part of their fundamental philosophy is that our clients are the key to any project's success. Their engineers have demonstrated leadership traits with in-house training with project management. As project managers, they developed excellent communication skills to keep information flowing between clients, regulators, associate professionals, surveyors, designers, and others as required. They stress individual responsibility in keeping projects on schedule and within budget.

LDC, Inc

Civil Engineers



Fire Station Experience

CJA has had direct experience in the evaluation, planning and design of fire safety facilities. These include fire stations for the cities of Burlington, Buckley, Cle Elum, South Prairie, Milton, Union Gap, Pacific, and Othello, as well as stations for several fire Districts in Chelan, King, Kittitas, Pierce, Skagit and Thurston counties. Our projects have ranged in size and complexity from a 2-bay, 2,500 SF volunteer station to a 5-bay tandem, 18,000 SF headquarters facility supporting full-time firefighters. They have been single and double story facilities, and their construction has ranged from concrete, metal, pole and masonry. We have experience in all aspects of fire safety facility design, including wash-bay facilities, above and below-ground fueling facilities, and training towers. In addition, these facilities have on occasion provided a strong focal point for citizens, with community meeting room.

EXPERIENCE

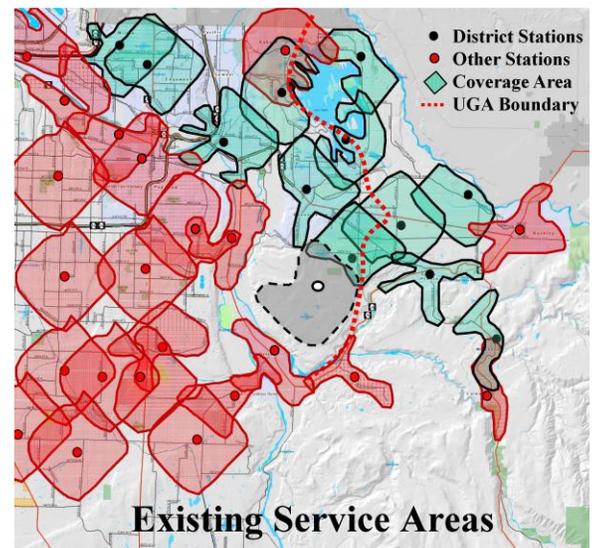


City of Burlington Headquarters Station

Fire Station Planning

CJA has 40 years of direct experience in the evaluation, planning and design of fire safety facilities. Our projects have ranged from the selection of a single site to the planning of multi-sites.

- We assisted King County Fire District #36 (Woodinville) in the early planning and determination of its needs for a 10-year period, which resulted in the passage of a bond issue to locate, construct or remodel fire stations.
- Cooperating with the City of Kirkland and KCFD #41, we developed a fire station location plan for five stations that examined issues of access, response time, existing and future circulation patterns, land use, population density, and staffing levels.
- For 9 Districts in NE Pierce County, we developed the optimum location plan for fire stations without the restriction of District boundaries.



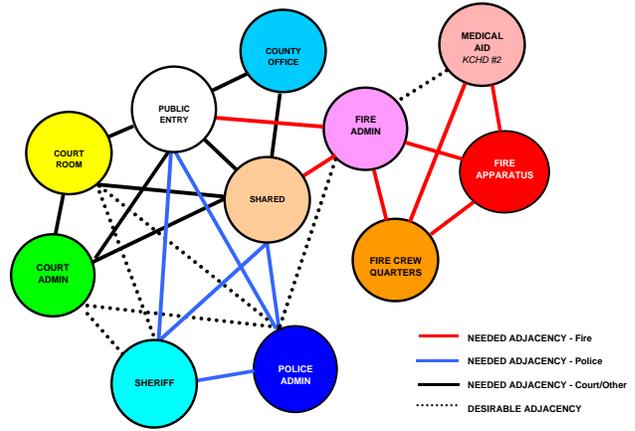
Fire Station Location Plan
NE Pierce County

CJA's experience has given us an in-depth knowledge of the special design considerations and skills needed in the planning and design of fire safety facilities, and we consider the following components to be important to the feasibility, planning and design of your facility:



Space Needs Planning Experience

Each type of public facility has special design considerations. Initial space and needs planning is important to determine the most cost-effective and functional space configurations for staff functions that can be provided within the agency's budget. These analyses may be a simple review of the current square footages and areas determined by a department, or a cost analysis of the improvements it wishes to make, given the availability of resources. Alternately, it may be a more in-depth study that considers staffing, population and demand for services over 20 and 30-year period.



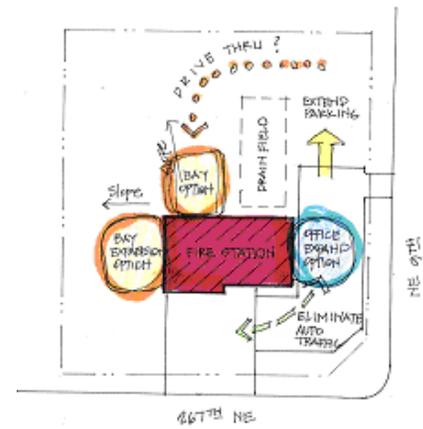
Staff Adjacency Relationships – City of North Bend Public Safety Bldg

Site Evaluation

In evaluating a site, we prepare a matrix of site conditions that cover zoning, topography and soil characteristics, neighboring uses, parking, access, circulation, utility systems, legal restrictions, and environmental and community concerns. Considerations for impacts to the surrounding property and the location of adjacent buildings are included in the analysis.

Our site planning experience has covered a wide range of site challenges and conditions, from slopes; floodplain, wetlands, and aquifer considerations, as well as soil types and site sizes. We initially prepare a checklist of site conditions that cover zoning, topography and soil characteristics, neighboring uses, parking, access, circulation, utility systems, legal restrictions, and environmental and community concerns. Considerations for impacts to the surrounding property and the location of adjacent buildings are included in the analysis. Egress and ingress points are carefully sited to respond to traffic conditions and new intersections. Our in-house landscape architect has over 40 years' experience in providing landscape design for municipal facilities and he will be responsible for landscape treatments that will mitigate the impact of the facility. All of these issues are addressed early in the project to avoid delays in the design and construction schedules.

For the 11,500 SF Public Works Facility in the City of Mukilteo, we resolved site issues regarding the mitigation of an emergent wetland to allow for a more efficient utilization of the site. The South Prairie Station required careful planning of the site to mitigate its location within a 100-year flood plain.



Example of a Site Analysis

Matrix

Factors	Sites				
	A	B	C	D	E
Location	3	5	3	2	4
Access	4	5	3	5	5
Utilities	5	5	5	5	5
Topography	5	5	3	5	5
Site Utilization	5	4	3	4	2
Site Disruption	4	-	-	-	-
Building Suitability	-	1	2	3	1
Development Cost	5	1	3	5	5
Total	31	26	22	29	27

Ref: Renton City Hall

Site Selection Matrix
Renton City Hall



Sustainable Design

Valve Engineering

We have both headed and participated on a wide variety of VE study teams, and most of our VE experience has been for federal projects throughout the United States. Our VE projects have included a study for a wildlife refuge to determine the best siting for buildings for the Dept. of the Interior; an evaluation of the design of four school projects for the Bureau of Indian Affairs, and led a study for a new administration and medical/dental building at the Puget Sound Naval Shipyards. The State selected to head up a VE team for a value engineering analysis of a new building planned at South Puget Sound Community College.



L.E.E.D.™

We utilize the L.E.E.D.™ (Leadership in Environmental Education and Design) scoring system to maximize 'Green' design opportunities. In developing sustainable design options, the strategies we follow are good design principals and plain 'common sense'. CJA is a member of the U.S. Green Building Council, that sponsors LEED™. All of our State and Federal projects are required to follow LEED™ design principals. Our current projects for the Kittitas Fire Station and the Ferndale Police Station are targeted for a LEED's Silver Certification.

Designing Within Budget

In the planning and design phases to meet the Department's goals for a cost-effective facility built within budget, CJA and its consultants utilize all workable planning, waste reduction, energy-efficient methods, and low-cost materials and building systems in our designs to increase a building's functional ability and its life expectancy. We develop costs for a project on a detailed unit cost basis during the preliminary design phase, and this format is updated, refined and expanded as the project develops. This format allows the project to be reflective of costs and the budget throughout the design process.



During Construction of the Maytown Fire Station – TCFD #11

The following is a list of recently bid projects showing the bid results.

PROJECT NAME	ESTIMATE	CONST. COST (Under)/Over	BID %
Fire Station – 4 Bay (Double Deep) Chelan County Fire District #8	\$ 1,640,000	\$1,620,812	(1.2%)
Fire Station – 3 Bay Chelan County Fire District #7	\$ 562,480	\$ 529,585	(5.9%)
Fire Station/City Hall Remodel City of Kittitas	\$1,053,100	\$ 948,678	(9.9%)
Office Building DSHS - Forks	\$ 914,700	\$ 764,765	(16.4%)
Fire Station - 4 Bay Thurston County Fire District # 11	\$1,700,500	\$1,345,200	(20.9%)



Public Funding

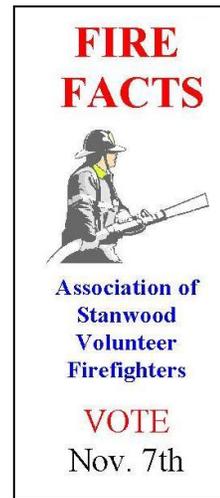
One of the biggest challenges to a project is financing. We have had considerable experience and success in obtaining a range of different funding sources for public facilities. We have directly participated in 'selling' the issue to the community. We have found that the success of a bond issue can be attributed to following these steps:

"This process validates the taxpaying citizen's concerns on how a project's costs will impact them, while providing crucial feedback to the architect on how to address them and ease the passage of the bond issue."

- Timing of the election.
- Ensuring the ballot title is worded to maximize project flexibility.
- Addressing individually the specific concerns of the community.
- Carefully outlining to the community, benefits of the project.

This last step is critical to getting the bond issue passed by voting citizens. The community needs to be educating on the critical need for the new facility, how essential services will be improved and their direct benefit extended to the voter, and the representative cost to the individual. Community understanding and support has been fostered through newspaper articles, presentations to local groups, preparing graphics for distribution, and assisting citizen task force advocacy groups in promoting the project. This includes conducting informational meetings both on an area wide basis, and at the more informal 'coffee clutch' level with citizens who can voice their concerns to the architect in one-on-one conversations. This process validates the taxpaying citizen's concerns on how a project's costs will impact them, while providing crucial feedback to the architect on how to address them and ease the passage of the bond issue.

The most recent bond issues we participated in includes the City of Stanwood's issue for a fire station, and Fork's Park & Recreation District issue for an indoor swimming pool. For both these projects, we provided written information in the form of brochures, yard signs, store posters, and built models to help citizens visualize the facility and understand its benefit to the community.



Voters Pamphlet

Agency	Amount	Project
<u>Fire Stations</u>		
City of Burlington	\$3,000,000	10-Bay Headquarters Station
City of Milton	\$1,500,000	3-Bay Station
City of Stanwood	\$2,500,000	6-Bay Station
KCFD #36 (Woodinville)	\$4,800,000	5 New Stations, 2 remodels
<u>Police Stations</u>		
City of Burlington	\$2,750,000	Administrative & Courts
City of Enumclaw	\$ 750,000	Administrative & Jail
City of Oak Harbor	\$1,300,000	Administrative Remodel
City of Othello	\$2,900,000	Administrative & Jail
<u>Other Projects</u>		
Monroe Park & Rec. District	\$1,100,000	Park & Swimming Pool
Quillayute Valley Pk & Rec. Dist	\$2,900,000	Indoor Aquatic Center



RELEVANT PROJECTS

Agency	Project
<u>Fire Station Planning Studies</u>	
KCFD #36 (Woodinville)	Fire Station Master Location Plan
KCFD #41 and City of Kirkland	Fire Station Master Location Plan
Pierce County	NE Pierce County Fire Station Location Plan
<u>Fire Stations</u>	
City of Burlington & SCFD #6	10-Bay Station
City of Cle Elum	4-Bay Station
City of Ellensburg	10-Bay Station Remodel
City of Kittitas	3-Bay Station Remodel
City of Milton	4-Bay Station
City of North Bend, KCFD #10 & #38	6-Bay Station - <i>Preliminary</i>
City of Othello	6-Bay Station - Structural Analysis
City of Pacific	4-Bay Station
City of Seattle	Station #8 (Queen Anne) Upgrade
City of Seattle	Station #10 (Pioneer Square) Upgrade
City of Seattle	Station #14 (Duwamish) Upgrade
City of Seattle	Station #18 (Ballard) Upgrade
City of Seattle	Station #25 (Capital Hill) Upgrade
City of Seattle	Station #32 (West Seattle) Upgrade
City of Seattle	Station #33 (Rainier Beach) Upgrade
City of Stanwood	6-Bay Station
City of Soap Lake	3-Bay Station Remodel Study
Town of South Prairie & PCFD #45	3-Bay Station
City of Sunnyside	8-Bay Station Remodel (Headquarters)
City of Union Gap	6-Bay Station (Headquarters)
Chelan County Fire District #1	6-bay Station (Lower Squilchuck)
Chelan County Fire District #7	3-bay Station (South Lakeshore)
Chelan County Fire District #8	8-bay Station (Headquarters)
King Co. Fire District #10	2-Bay Station (Tolt Hill)
King Co. Fire District #35	2-Bay Station (Lake Joy)
King Co. Fire District #36	3-Bay Station (Bear Creek)
Kittitas Co. Fire District #7	3-Bay Station (Suncadia)
Skagit Co. Fire District #6	6-Bay Station (Peterson Rd) - <i>Preliminary</i>
Skagit Co. Fire District #6	2-Bay Station (Garrison Rd) - <i>Preliminary</i>
Thurston Co. Fire District #8	3-Bay Station (South Bay)
Thurston Co. Fire District #11	4-Bay Station (Maytown)
West Thurston Co. Fire Authority	3-Bay Station (Scott Lake)
US Fish & Wildlife	Fire Cache Building (Colville, WA)
US Fish & Wildlife	Fire Cache Building (Sacramento, CA)
US Forest Service	Fire Cache Building (Wenatchee, WA)
<u>Other Public Projects</u>	
City of Burlington	Police Station
City of Ferndale	Police Station
City of Mukilteo	Public Works Maintenance Facility
City of Othello	City Hall
City of Renton	City Hall & Police Station Remodel
Ferry County	Community Service Building Remodel
Kittitas County	City Court Remodel
San Juan County	Law & Justice Remodel



CITY OF BURLINGTON



Burlington Fire Station

Location:

Burlington, WA

Owner:

City of Burlington

Services:

- Space Needs Analysis
- Feasibility Studies
- Conceptual Design
- Funding Assistance
- Architectural Design
- Engineering Design
- Cost Estimating
- Scheduling
- Construction Administration

This project was planned as a \$5.75 million Public Safety Facility with 2 buildings occupying a 10 acre, L-shaped site. It commenced with a space planning study that surveyed staff needs for the Police and Fire Departments, as well as Municipal Court and Skagit County District Court. Included was a 20-year staffing projection. CJA prepared bubble diagrams, preliminary plans, a site plan and cost estimates.

The next phase of the project was final design and construction of the Fire Station headquarters. The building is 18,000 SF which includes the apparatus bay with 5 double deep bays, day room, sleeping quarters for 6 firefighters, lunchroom, restroom and lockers.

A large training room also serves as a community activity and meeting room, and as an Emergency Operations Center when required.

Location: Burlington, WA

Size: 18,000 SF

Cost: \$2.7 million

Contact: Dave Nielson, Fire Chief

FIRE STATION



Public Entry



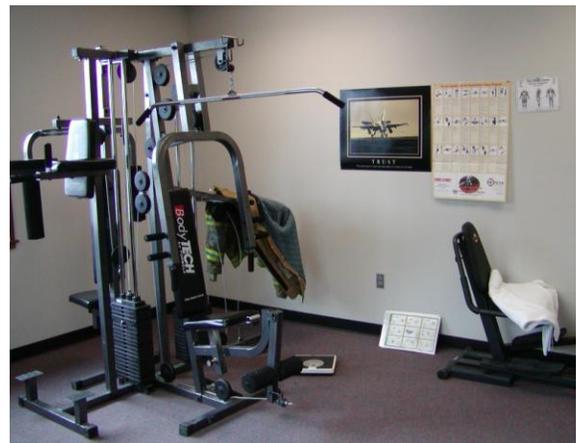
Inside Bay



Rear Doors for Drive Thru Bays



EOC/Training Room



Workout Room

CITY OF STANWOOD



Location:

Stanwood, WA

Owner:

City of Stanwood, WA

Services:

- Space Needs Analyses
- Conceptual Design
- Funding Assistance
- Architectural Design
- Engineering Design
- Bond Issue Assistance
- Cost Estimating
- Scheduling
- Construction Administration
- Interior Design



Recently completed is a 15,000 SF headquarters Fire Station for the City of Stanwood. It provides space over three floors for 6-bays, administrative offices, day room, kitchen facilities, meeting/ classroom, EOC and sleeping rooms for 8 firefighters.

The sloping site allowed for a unique separation of functions. The lower floor contains the 6 apparatus bays, radio, hazmat and maintenance areas. The main floor has the stations administrative and EOC areas. The upper floor provides space for the firefighters, day room, 8 single bedrooms, kitchen, lockers and laundry facilities.

The project was funded by a \$2.5 million bond issue, which CJA helped gain public support for.

Location: Stanwood, WA

Size: 15,000 SF

Cost: \$2.5 million

Contact: John Cermak, Fire Chief

FIRE STATION



Neighborhood View of Building



Site Model used at Public Meetings



Firefighters Kitchen Area



View from the Street



Public Entry



Cle Elum Fire Station

Location:

Cle Elum, WA

Owner:

City of Cle Elum, WA

Services:

- Space Needs Analyses
- Feasibility Study
- Funding Assistance
- Architectural Design
- Engineering Design
- Cost Estimating
- Scheduling
- Construction Management
- Interior Design

Construction of the Cle Elum Fire Station has just been completed. The 8,600 SF station consists of four back-in apparatus bays, with one bay designed as a double-deep bay for the Hospital District's two ambulances.

The building has an EOC/Training Room to serve 30 people, supported with public restrooms.

Office space for Fire administration and ambulance personnel is included. In supporting a 24/7 fire and emergency medical aid response function, the building has sleeping facilities for 6 personnel, kitchen, day room, laundry, locker and shower facilities.

Location: Cle Elum, WA

Size: 8,600 SF

Cost: \$1.5 million

Contact: Charles Glondo, Mayor



FIRE STATION



Apparatus Bay Apron



Apparatus Bays



Staff Work Area



EOC/Training Room



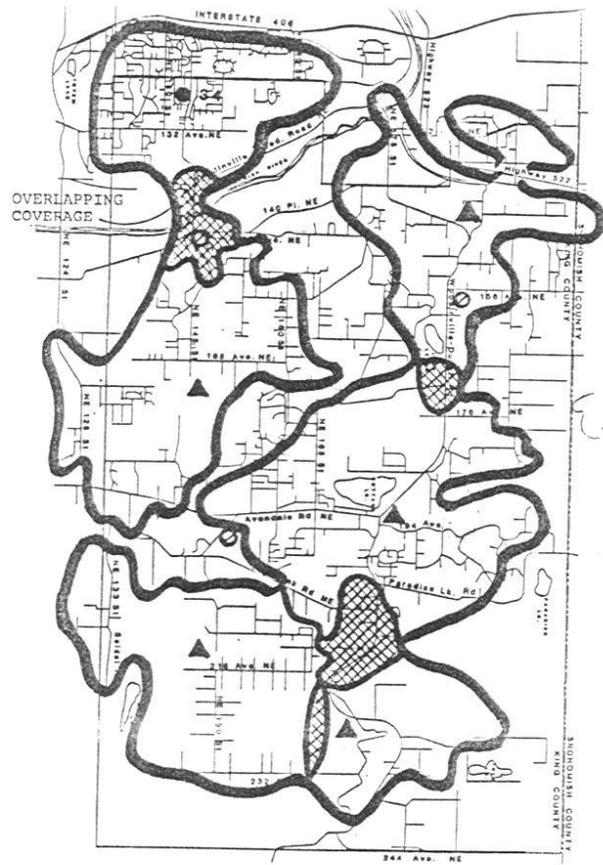
Dedication Day

FIRE STATION MASTER LOCATION PLAN

Location
Woodinville, WA

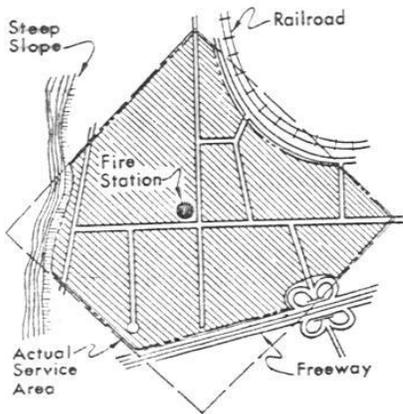
Owner
King County Fire District #36 (Woodinville)

- Services**
- Site & Building Inventory
 - Population Projections
 - Needs Analysis
 - Location Plan
 - Conceptual Station Design
 - Cost Estimating



COMPREHENSIVE MASTER PLAN KING COUNTY FIRE DISTRICT #36

- EXISTING STATION LOCATION
- ▲ PROPOSED STATION LOCATION
- ⊙ ABANDONED STATION LOCATION



SERVICE AREA DETERMINATION

King County Fire District #36 (Woodinville Fire & Rescue) in northern King County, was realizing tremendous growth. The existing stations and equipment were aging and their locations were not serving the District's needs. To plan for future growth in an effective manner so the District could meet the residents needs, an overall comprehensive station location plan was formulated.

The plan covered the District's 32 square miles and determined station locations and equipment needs for a ten year period.

Once the District's needs were developed and prioritized, the District passed a bond issue to build new stations and remodel two stations. The plan also recommended the acquisition of new equipment and the renovation of existing equipment where practical.

We understand this project is assistance in evaluating Department service levels, selecting a site, preparing a design layout, costing, and developing final construction documents for a new 10,000 SF fire station. The station will be located in the NE area of the City on a yet undetermined site. The scope would use the work already completed, determine the space requirements and prepare a plan that can be built within the funding available.

We recommend working through an Advisory Committee to finalize a plan for the station. The Committee could be made up of representatives from Fire Department, City staff, and others to focus on addressing the following issues.

Questions to address for the project include:

- *What are the space needs and service levels to require a new Station?*
- *If a new Station is needed, where should it be located?*
- *What are the station layout & alternatives in meeting needs?*
- *What is the most cost-effective way to meet the needs?*
- *How much will it cost to acquire a site and develop the Station?*

To answer these questions, and to assure the City that the recommendations put forward will meet the identified needs of the Department, we will follow the attached work tasks. In accomplishing the work tasks, we will address the following project issues.

1. How do you anticipate supporting the City's decision making process?

*Our goal is to provide the required information in a timely and forthright manner so an **informed** decision by the City can be made.*

2. Describe your approach to cost estimating?

We develop project costs on a unit price basis very early in the design process and update the quantities and features as the design develops. This ongoing process helps to keep the project within budget.

3. How will you maximize community participation?

We use community surveys or neighborhood meetings to inform the surrounding community about the project in the beginning stages of a project to solicit input and provide information on the project. This is followed with public meetings as the design develops.

4. What is your approach to executing the Project, its phases, and City involvement?

As outlined in our approach, we involve the City at each step of the design process to gain consensus and approval.

5. Describe your project completion, closeout and commissioning?

The close out and commissioning of a project involves the City being trained by the contractor on the full operational procedures of all systems, complete with manuals.

6. Describe your cost and budget/forecasting approach during the Project?

As the unit costs and quantities are developed, we include all related project costs (sales tax, fees, permitting, furniture, equipment, relocation costs, etc) as part of the budget profile. As the design is developed, these costs are updated. This becomes a budget checklist for the final design and the construction phases to keep the Project on track.



PHASE I - Conceptual Design & Layout

Work Tasks

1. Community Profile

In reevaluating the need for a new station, information on call volume, response times, population density and desired level of service will be evaluated. A response time analysis will be included in projecting population growth and density changes within the City. The study will use the Comprehensive Plan projections, I-COM response time data, and City's GIS information. The tasks will include:

- Project population growth within the overall city and the response area.
- Document response times, by call and incident type.
- Document the projected changes in land use patterns.
- Project traffic impacts on response times by target years.

Deliverables: Population and Response Profiles

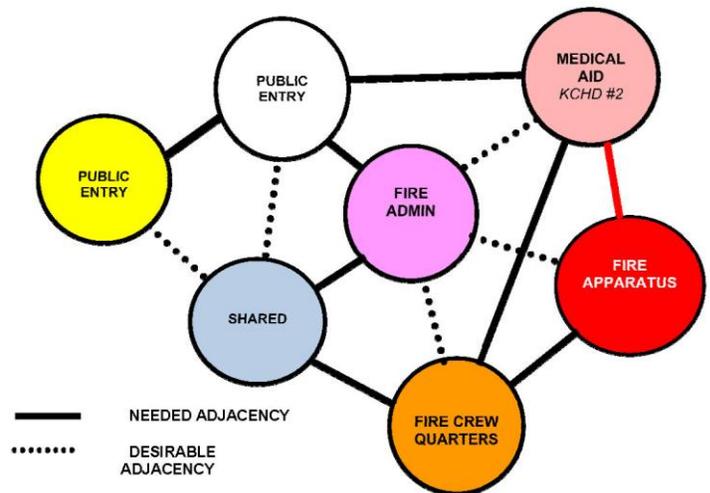
2. Needs

Staff Survey:

In planning for features and amenities required for the station, a survey of Department needs will be conducted. The survey will collect information on staffing, program needs, and features required for a new facility.

The survey will address programmatic needs of each agency and required features. Information from the survey will be collected, coded, and analyzed according to needs and preferences. It will be used as a basis for the facility's design criteria, special features, and programs. This information can also be used to develop community support for a new facility.

Deliverables: Survey Results



Adjacency Needs – Cle Elum Fire Station



Space Needs:

To determine the required building areas and determine any anticipated phasing for future space needs, we will review the exiting space needs report for the station

The findings and recommendations for the station requirements and resulting size and cost will be presented to the Department for review and evaluation. The requirements to be factored into the facility's profile will include:

- Vehicle access and parking, visitor and staff parking, and outside training areas.
- Administrative functions, meeting space, day room, sleeper units, kitchen, day room, exercise area, and storage areas.
- Area required for support functions including lobby areas, public rest rooms, general storage and janitorial areas
- Individual areas for the generator, utilities, cascade equipment, and decontamination facilities.

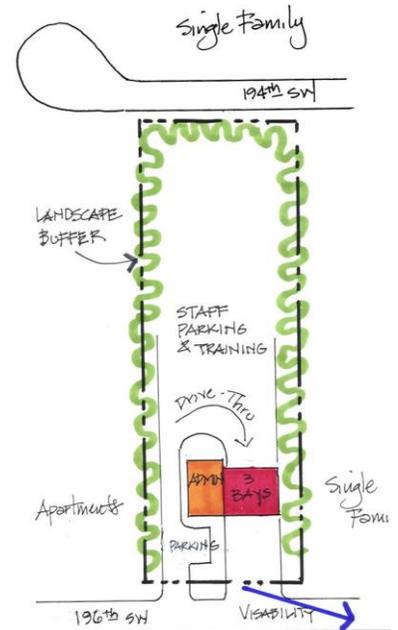
Deliverables: Existing and Future Space Needs

3. Site Analysis

We will evaluate the development restraints for a possible site. Site evaluation will include utilities, circulation, access and relationships with other improvements. Criteria on parking, access, circulation, and utility systems will be documented, along with considerations for impacts to surrounding property and the location of adjacent residences. The checklist will also target sensitivity to development by collecting information on the following:

- Soil Characteristics
- Planning Issues
- Site Utilities
- Existing Trees
- Bldg. Size
- Access
- Legal Restrictions
- Adjacent Development

Deliverables: Site Evaluation



Fire Station Site Analysis



4. Layout Options

Understanding how the building should function and what uses it will have, we will evaluate the space needs analysis against Station requirements. Alternate layouts that will emphasize variations to the outlined goals and building costs will be prepared. These design alternatives will consider the following issues:

- User Needs
- Building Utilization
- Energy Efficiency
- Constructability
- Initial vs. Long Range Costs
- Future Expansion
- Parking
- Site Utilization & Layout
- Access & Convenience
- Community Concerns

A design matrix for each alternative will be developed. The respective design issues will be compared against each other, and then evaluated against the development goals for this project. General outline costs to implement each option will also be prepared, and the costs and benefits for each concept will be compared against the other. This will help to determine which design approach is the most cost-effective to provide the needed facilities. The concepts will then be presented to the Committee for evaluation and selection.

Deliverables: Layout Options and Costs

5. Preliminary Layout

Based on the approved option, a preliminary plan will be prepared. The plan will illustrate the proposed site plan, floor plan, building elevations and a model of the project.

With the assistance of our in-house cost analyst and computer-based estimating system, we will develop very detailed and accurate unit cost estimates covering facility construction, including viable construction alternatives through a value engineering process. This would be supported with associated project costs, such as legal fees, funding costs, sales tax, and design fees. Construction costs will be based on similar projects.

The findings, recommendations and the plan will then be presented to the Committee for review and approval. The alternatives and the methodologies formulated in the final plan's development will be included.

Deliverables: Preliminary Plan with Costs



Working Model of the Stanwood Fire Station



PHASE II - Final Plans, Bidding & Construction

Work Tasks

6. Conditional Use Permit (CUP)

With the site likely in a residential zone, the City will require the approval of a Conditional Use Permit for the construction or expansion of the station. Following City requirements, we will submit for CUP approval.

Deliverables: Conditional Use Permit



Final Building Layout - Maytown Fire Station

7. Final Plan Development

Based on the preliminary layout approval, a final design will be prepared. It will finalize the site requirements from the Phase I process, illustrate a final floor layout, and building elevations along with renderings of the project. Cost estimates will be updated.

The recommendations, findings, and the final plan will then be presented to the Committee for review and approval.

Deliverables: Final Design Layout

8. Construction Documents and Specifications

After approval of the final design and its related costs, we will prepare a detailed set of plans and specifications for bidding and construction. A well-prepared set of working drawings and clear, concise specifications can attract lower bids. Plans will be drawn up by the category of work to be undertaken and the specifications will be broken into subcontractor's responsibilities. Plans for the facility are envisioned to include:

- Site Plan
- Utility Plan
- Demolition Plan
- Floor Plan
- Structural Plans & Details
- Reflected Ceiling Plans
- Schedules & Details
- Mechanical Plan & Details
- Elevations
- Building Sections
- HVAC Plan & Details
- Electrical & Lighting Plans

Deliverables: Completion of Construction Plans and Specifications

9. Final Cost Determination

With the assistance of our in-house cost analyst and computer-based estimating system, we will complete a final update of our unit price cost estimates covering the facility's construction. These estimates would include associated project costs, such as fees, Department costs, sales tax, design fees and equipment.

Deliverables: Final Determination of Construction Costs & Project Budget



10. Building Permit

Upon approval of contract documents by the Department, we will prepare an application for a building permit for each Station. We will respond to questions that may arise during the permitting process.

Deliverables: Building Permit Application

11. Bidding Process

We will coordinate the advertised project for each Station with interested contractors and answer questions relevant to the Department's intent for each project. We will also assist the Department in evaluating the bids and verifying the low bidder's construction record and financial responsibility.

Deliverables: Bids for Construction are Received and Evaluated

12. Construction Administration

This work element involves coordination with the Department and the contractor to maintain an even flow of information so construction can proceed smoothly. Our experience in anticipating problems that may occur during construction can result in a savings of time and money for the project.

During the construction of the station, we will schedule weekly meetings with all parties involved in the project. The purpose of these meetings is to review past performance, discuss upcoming events and address any question or clarifications the contract has on the project. It also gives an opportunity to review the quality and performance of the contractor on a regular basis.



*Weekly Monitoring of the Construction
at the Maytown Fire Station*

We will monitor the payment requests by the contractor to ensure that they relate to the level of completion of the project. This interface with the contractor also deals with the approval of submittals of materials, shop drawings of system fabrication, finishes and colors by the contractor.

Upon completion of the work, we would confer with the Department and the contractor on the final close-out of the project to ensure that the contractor has given his attention to the final details and touch-ups before the Department accepts his work. Proper operation and maintenance procedures for equipment are also provided at this time.

Deliverables: Construction Complete



LOCATION & REFERENCES

Firm Capability

We are capable to 'self perform' within the firm the following tasks. We typically use support consultants for the engineering requirements of a project including electrical, civil, mechanical and structural.

- Needs Analysis
- Public Input
- Site Evaluation
- Site Selection
- Building Design
- Cost Estimating
- Interior Design
- Landscape Architecture
- Permitting & CUP Approval
- Construction Administration

Location

While our office is located in Bellevue, WA, we have a history of public projects throughout the State. As the adjacent State map illustrates, we have completed public projects north to Ferndale, south to Stevenson, east to Spokane, and west to Forks. We have also completed projects for the nearby cities of Anacortes, Burlington and Oak Harbor. The Burlington project was an 18,000 SF fire station for the City. The Oak Harbor project was the remodel to the Police Station and in Anacortes it was a remodel of the National Guard Armory and park development for the City.



State Map of CJA's Public Projects

Workload

Our current workload will allow us to immediately start on the project to develop the needs analysis, costs, and design layout information to meet the City's completion schedule. The construction value of projects for the past ten years has averaged about \$5,000,000 to \$7,000,000 annually. This year it will closer to \$10,000,000. Over the next three years, we estimate the construction value to average \$12,000,000 to \$14,000,000 annually.

Current References

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TIM LEMON

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MIKE ASHER

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MWBE OUTREACH PLAN

As Submitted to Washington State Department of Enterprise Services

A. Awareness and Commitment

1. Calvin Jordan Associates, Inc (CJA) is committed to increasing its subcontracting opportunities to qualified minority, women, small businesses and veteran-owned businesses in support of the State's goals for diverse participation.
2. CJA and its principals have adopted the process contained in the following outreach strategy to increase professional MWBE sub consultant opportunities for projects where we are selected. We strive to meet the attainment of Department of Enterprise Services (DES) voluntary MWBE utilization goals.

B. Adoption of Diverse Business Inclusion Plan

1. Since 2006, when the State first established voluntary outreach goals, CJA has demonstrated a consistent history of using MWBE consultant firms.
2. In 2009, when the State first required documentation of the MWBE selection procedure, CJA outlined their process for selection of qualified MWBE firms. Documentation of our outreach process was updated for the State in 2011.
3. The current plan represents a refinement of our documentation process. The current Outreach Plan, adopted in April 2015, is an update to our earlier procedures.

C. Responsible Individuals to Implement the Diverse Business Inclusion Plan

1. The key principals of CJA, Cal Jordan and Garry Moore, share the responsibility for managing and implementing the firm's outreach plan.
2. Depending on the offering of upcoming projects, the principal's average weekly time allocated toward issues related to MWBE outreach efforts will be likely less than 1% of their weekly schedule.
3. Both of the principals have been involved with the firm's MWBE outreach efforts, first formulated in 2009.

D. Strategies, Approaches and Actions

1. Staff Education and Training
 - a) CJA will utilize its staff meetings to formally communicate its expected behaviors and performance to its staff in implementing its outreach plan.
 - b) Staff meetings will provide a venue to educate staff to message sub contracting opportunities with their colleagues and MWBE firms.



2. DB Outreach Events

- a) CJA will continue to participate in the annual Regional Contracting Forum sponsored, in part, by the Office of Minority & Women Business Enterprises (OMWBE). This forum is structured as a "reverse trade show" to provide sub consultants and MWBE firm's direct access for sub contracting opportunities in a semi-structured setting.
- b) CJA will offer one-on-one sessions with interested sub consultants during this forum.

3. Project-Specific Outreach

- a) CJA will use the WEBS maintained by State in seeking qualified MWBE firms.
- b) CJA will utilize the OMWBE list of certified list of MWBE firms as a resource when suggesting to an agency who are the best qualified consultants to match a projects requirements.
- c) CJA will expand, as needed, to search the list of MWBE firms managed by the US Department of Transportation.
- d) CJA will also list our projects with OMWBE on their web site to encourage MWBE participation, as a part of the public bid process.

4. One-to-One DB Assistance Procedures

- a) CJA will encourage likely sub consulting firms that could qualify as an MBE or WBE to become certified.
- b) CJA will educate DB firms on a one-to-one basis for the sub consulting opportunities related to an upcoming project and advise them on how they could best position themselves to meet the requirements of the project.
- c) CJA will encourage DB firms to attend pre-submittal meetings that public agencies offer to explain the scope and submittal requirements of a project.

5. Sub-Consultant Mentoring

- a) CJA will work to mentor all sub consultants to give their best emphasis to their professional experiences and completed projects. This effort is designed to highlight their background and experience as related to an upcoming project. This mentoring effort is ongoing with all of our proposed sub consultants for every upcoming project we intend to respond.
- b) For emerging MWBE firms, we provide sample resume and representative project experience formats for them to follow in describing their capabilities. We have been utilizing this mentoring approach for the past ten years.
- c) Our record of utilizing and mentoring consultant firms is demonstrated by the percentage of MWBE we have worked with. Of the sub consultants CJA has used, over 40% have been MWBE firms.



6. Approach Used to Maximize DB Subcontract Participation

- a) To afford increased MWBE participation, CJA has identified the scoping of sub consultant responsibilities into smaller tasks. As an example, an electrical consultant task includes power and lighting design, but the communications and data tasks are often separated to allow for emerging firms to participate.
- b) After working with LDC, Inc. (a MBE civil/survey firm), we asked them to work with us on the civil and storm drainage design as part of the traffic upgrade on the Bellevue College campus. This project highlighted their capabilities and they became more experienced in working for public agencies.

E. Monitor Progress

1. CJA will review its MWBE outreach efforts and participation on a quarterly basis.
2. CJA will update its progress in increasing MWBE participation every six months.
3. CJA will adjust its outreach efforts, as necessary, on an annual basis to increase MWBE participation.

