

**Request for
Statement of Qualifications (SOQ)**

For Architectural Services
For a
New Fire Station and Administration Facility

SOQ # 2009-1

**Valley Center Fire Protection District
28234 Lilac Road
Valley Center, CA 92082**



Deadline for Submittal
December 14, 2009
4:00pm

Date of Notice: November 23, 2009

Background Information

The Valley Center Fire Protection District (VCFPD) is inviting qualified Firms to submit Statements of Qualifications (SOQ) and performance information for professional architectural services related to the building design and future construction of a Fire Station and Administration Facility to be located on Cole Grade Road at White Star Lane in Valley Center, CA. The purpose of this request is to identify the most qualified respondents. This process will assemble a "short list" of Firms that will be invited to participate in a subsequent Request for Proposal (RFP) process. The Architectural Scope of Services will be more fully described in the Request for Proposals (RFP). Firms with relevant design experience and qualifications are encouraged to submit their Statement of Qualifications at this time in order to be considered for the future RFP process.

Statement of Qualifications Format

Each Respondent shall provide the following:

- A. A Brief Introduction on the Firm's letterhead transmitting all relevant information.
- B. Essential information about the Firm including design philosophy and approach to design in general, including Sustainable practices.
- C. Prior design experience and examples of similar type projects.
- D. Resumes of all essential members of the architectural team that would be assigned to this project.
- E. A demonstration of expertise in the planning, coordination, and design of fire station and administrative facilities including:
 - a. Program planning related to fire station design.
 - b. Coordination with multiple State and Local agencies.
 - c. Understanding of California Code and ADA requirements for this type of project.
 - d. History of effective schedule and budget management for similar projects.
 - e. Other pertinent information related to this type of project.
- F. Client References for similar projects.
- G. Statements of Qualifications packets are not to exceed 30 pages.

Submittal Information

Three (3) copies of the response to the Firm's SOQ shall be mailed to, delivered by courier, or presented in person to the VCFPD under seal with a concise statement marked on the outside thereof identifying the project to which the submittal pertains. Submittals are due by December 14, 2009 at 4:00p.m. to: John Byrne, District Administrator, Valley Center Fire Protection District, 28234 Lilac Road, Valley Center, CA 92082

Right to Reject

The VCFPD reserves the right to waive any irregularities in any submittal and to reject all submittals and re-advertise or cancel the project in its entirety, at its sole discretion. The VCFPD, or its consultants or advisors, will not be responsible for any costs incurred by any firm submitting a Statement of Qualifications or responding to this notice.

Late submittals or qualifications delivered by facsimile or email will not be accepted.

Qualification and performance statements will be reviewed according to the VCFPD's Guidelines for Consultant Selection.

Questions pertaining to this Request for Statement of Qualifications can be directed to John Byrne, District Administrator by calling (760) 751-7600.