



## Request for Proposal (RFP)

### Architectural and Structural Engineering Services

For Scotts Valley Fire District, California

**Issue Date:** June 2, 2025

**Proposal Due Date:** July 2, 2025

**Contact Person:** Jeff McNeil, Battalion Chief

**Email:** [Jmcneil@scottsvalleyfire.com](mailto:Jmcneil@scottsvalleyfire.com)

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## 1. Introduction

The Scotts Valley Fire District (the "District") is seeking proposals from qualified architectural and structural engineering firms to provide comprehensive design and assessment services for voluntary seismic building retrofits of fire station #1 located in Scotts Valley, California. The final products sought are construction contract documents including plans, specifications and cost estimates ready for bid, support during bidding, and the option to provide construction support services.

The selected firm will work closely with District staff to ensure compliance with all applicable codes, including Title 24, California Fire Code, and local ordinances.

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## 2. Project Background

Seismic evaluations were conducted in 2022 and determined that Scotts Valley fire station #1 at 7 Erba Lane to be vulnerable to seismic damage. The original design dating back to 1958 predates significant advancements in earthquake engineering incorporated into building codes. Even subsequent additions in 1983 and 1984 failed to bring the structure up to par with improved seismic standards of the time.

The current building relies on masonry and wood shear walls for lateral load resistance and gravity load support. However, these elements lack the necessary strength to withstand lateral displacements without incurring significant damage. Consequently, there's a risk of roof structure collapse, posing considerable life safety and economic hazards.



- **Scope of Work:** The end goal is renovation of existing fire station to meet current seismic standards. Even though the entire station is in need of seismic retrofitting, the scope of design work for phase 1 will focus on the living quarters area only. The architectural services will encompass the development of essential drawings, including site plans, floor plans, roof plans and elevation. Furthermore, these services include the creation of a design that fulfills the necessary requirements for submission to the planning and building department of the City of Scotts Valley. The structural engineering assessment will concentrate on key structural issues within the living quarters of the building. The design and construction will prioritize the least disruptive methods possible as the station will need to remain operational throughout the construction. The crews have already moved to temporary living quarters during the night half of their shifts.
- **Project Goals:** Addressing these concerns and implementing appropriate measures is crucial to mitigate risks and ensure the safety and functionality of the facility. The noted structural deficiencies could disrupt the timely delivery of vital services to the community the building supports.
- **Budget:** TBD
- **Timeline:** The District is willing to start this project immediately.

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### 3. Scope of Services

#### Architectural Services

- **Programming and Needs Assessment:** Conduct workshops with District personnel to determine functional requirements.
- **Design Development:** Prepare schematic designs, design development drawings, and construction documents.
- **Code Compliance:** Ensure all designs comply with California Building Standards Code, local zoning laws, and accessibility requirements.
- **Permitting:** Assist in obtaining necessary permits and approvals from local agencies.
- **Construction Administration:** Provide oversight during construction, including site visits and review of contractor submittals.

#### Structural Engineering Services



- **Existing Conditions Assessment:** Evaluate the current structural integrity of the facility.
  - **Seismic Analysis:** Perform seismic evaluations and recommend necessary upgrades.
  - **Design Services:** Develop structural design documents in compliance with California Building Code and seismic safety standards.
  - **Construction Support:** Offer technical support during construction, including review of shop drawings and response to Requests for Information (RFIs).
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#### 4. Proposal Requirements

Interested firms must submit the following:

- **Cover Letter:** Introduce the firm and express interest in the project.
  - **Firm Profile:** Provide a brief history, including size, location, and areas of expertise.
  - **Project Team:** List key personnel, their roles, and relevant experience.
  - **Relevant Experience:** Highlight similar projects completed, including references.
  - **Approach and Methodology:** Describe the approach to the project, including design philosophy and project management strategies.
  - **Licensing and Certifications:** Provide proof of licensure in California for architectural and structural engineering services.
  - **Insurance:** Evidence of appropriate insurance coverage.
  - **Cost Proposal:** Provide a detailed fee schedule, including hourly rates and estimated total cost.
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#### 5. Evaluation Criteria

Proposals will be evaluated based on the following:

- **Experience and Qualifications:** Relevant experience in designing fire stations and similar facilities.
- **Approach and Methodology:** Clarity and feasibility of the proposed approach.



- **Team Qualifications:** Expertise and experience of key personnel.
  - **Cost:** Competitiveness and transparency of the cost proposal.
  - **References:** Feedback from previous clients on similar projects.
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## 6. Submission Instructions

- **Format:** Proposals must be submitted in a hard copy format.
  - **Submission Deadline:** All proposals must be received by 1200 noon (PST) on July 2nd, 2025.
  - **Submission Address:** 7 Erba lane, Scotts Valley, CA 95066 Attn: Battalion Chief McNeil
  - **Questions:** Any inquiries or requests regarding this RFP should be submitted to Battalion Chief McNeil in writing by June 29th, 2025. [jmcneil@scottsvalleyfire.com](mailto:jmcneil@scottsvalleyfire.com) A walk-through of the site can be made by appointment only.
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## 7. Terms and Conditions

- **Right to Reject:** The District reserves the right to reject any or all proposals. Since this is a professional service contract, the District is not obligated to award to the lowest bidder. All aspects to the proposal will be considered in the process.
  - **Confidentiality:** All proposals will be kept confidential until the award decision.
  - **Contract Negotiation:** The selected firm will enter into a contract with the District, subject to negotiation of terms and conditions.
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