

REQUEST FOR QUALIFICATIONS

ARCHITECTURAL AND DESIGN SERVICES FOR DOUGLAS FIREHALL RENOVATIONS

**DOUGLAS VOLUNTEER FIRE DEPARTMENT
230 NORTH 2ND ST.
DOUGLAS, WYOMING**

**Request for Qualifications (RFQ) due: 3:00pm local time,
Friday, February 20th, 2026**

Section One
Introduction and Summary

The Douglas Volunteer Fire Department is soliciting RFQs for professional architectural and services from qualified firm(s) interested in providing architectural and design services for renovation of the Douglas Firehall (230 North 2nd St) in Douglas, Wyoming. Final design and construction will depend on approval of proposed renovations by the Douglas Volunteer Fire Department and other stakeholders. A public notice was published in the Douglas Budget newspaper on February 4th and February 11th, 2026.

The Douglas Volunteer Fire Department proposes to retain a highly qualified, capable firm(s) to act as the Architect throughout the planning and completion of the remodel of the Firehall. The Douglas Volunteer Fire Department will give prime consideration to the Architect with significant, current experience in the development, design, renovation and construction of similar buildings and projects.

It is anticipated that work associated with this RFQ will begin late summer or early fall of 2026. Written RFQs must be submitted to Trevor Panasuk, Assistant Fire Chief, Douglas Volunteer Fire Department, 230 North 2nd St, Douglas, WY 82633, no later than 3:00pm on Monday, Friday, February 20th, 2026.

The services provided by an Architect are to be professional services. The selection of an Architect for professional services is made at the discretion of the Douglas Volunteer Fire Department. Douglas Volunteer Fire Department reserves the right to refuse and reject any or all qualifications and to waive any and all formalities or technicalities, or to accept the firm who the department, in its sole discretion, determines to be most qualified and whose RFQ best serves the interests of the department. The department may determine to take no action and reserves the right to do so.

The Douglas Volunteer Fire Department reserves the right to negotiate with one or more parties and is not obligated to enter into any contract with any respondent on any terms or conditions.

Qualifications submitted after the deadline date and time will not be accepted or considered.

Section Two
Background

The Douglas Volunteer Fire Department operates out of an existing facility that serves as the primary hub for emergency response, training, administration, and volunteer support for the Douglas community and surrounding service area. The department covers over 3200 square miles and currently has 40 volunteer members. The building has been in continuous use for many years and, while functional, several interior spaces no longer adequately meet the operational, administrative, and personnel needs of a modern volunteer fire department.

Key areas of concern include office and administrative spaces, restrooms, and support areas that were not originally designed to accommodate current staffing levels, privacy needs, accessibility standards, or contemporary workplace and safety requirements. Additionally, the department has evolved operationally over time, and the existing interior layout does not fully support efficient workflows,

member wellness, or long-term sustainability of the facility.

The Douglas Volunteer Fire Department has allocated funding for professional design services to evaluate existing conditions, engage with department leadership and stakeholders, and develop practical, code-compliant design concepts that balance functionality, constructability, and fiscal responsibility. As part of the design process, the department is seeking a professional engineer's opinion of probable construction cost for the proposed improvements.

The intent of this project is to establish a clear and well-defined design and associated cost framework that can support budgeting, public funding approvals, and construction in the next fiscal year. This RFQ seeks qualified design professionals with experience in public-sector, emergency services, or similar facilities to provide conceptual and preliminary design services that will help the department define its needs, evaluate viable design options, and move forward with confidence toward implementation.

The successful applicant will be expected to produce drawings with multiple floor plan options and consult with the Douglas Volunteer Fire Department. The applicant will also be expected to provide accurate and complete construction documents.

The renovation may include, but is not limited to, the following:

1. Expand bathroom space and add showers
2. Make facility code compliant
3. Add/remove walls
4. Expand office spaces
5. Expand storage/supply/tool rooms
6. Refinish epoxy floor in truck bays
7. Install Laundry/decontamination station
8. Increase security
9. Expand meeting/dayroom
10. Increasing security
11. Installing truck exhaust extractors – Make other carcinogen reduction recommendations.

The successful applicant will also be required to review and make recommendations regarding building utilities.

The department does not have any of the original building plans for the structure. What is provided in this RFQ is what the department has.

RFQs must include the following information:

1. Introductory Requirements

a. Transmittal Letter

RFQs must have a transmittal letter signed by an authorized representative of the applicant's company confirming the applicant's availability to accomplish this project and a commitment to complete the project within the approved timeframe.

Project understanding

A statement describing the applicant's understanding of the project and any special skills the applicant will bring to the project.

2. General Information

a. Provide the following company information:

- i. Firm name
- ii. Business address
- iii. Primary contact name, email and telephone number
- iv. Year established
- v. Type of ownership (e.g. corporation, LLC, sole proprietorship, etc.)

b. Experience

- i. Provide information on the applicant's background and experience on similar design/build projects. Per Municipal Code 15.10.080, plans will be required to be stamped and signed by a Wyoming licensed architect.
- ii. Provide background of key members of each firm in the team and their specific experience in previous projects that would relate to this project.
- iii. Describe any specific skills the applicant team would bring to this project.

c. Proof of Insurance

i. Provide proof of the following:

1. Comprehensive General Liability Insurance

Applicant shall have comprehensive general liability insurance coverage during the entire term of the contract, against claims arising out of bodily injury, death, damage to or destruction of the property of others, including loss of use thereof in an amount not less than one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) in general aggregate.

2. Workers' Compensation or Employers Liability Insurance

Applicant shall provide proof of workers' compensation coverage for all employees working on this project such as Wyoming Worker's Compensation Certificate of Good Standing. Applicant's coverage shall be under the Wyoming Workers Safety and Compensation program if statutorily required or such other workers' compensation insurance as appropriate. Applicant's insurance shall include Stop Gap coverage in the amount not less than five hundred thousand dollars (\$500,000) per

employee for each accident and disease. Applicant shall also supply proof of worker's compensation and employer's liability insurance on any subconsultant.

3. Professional Liability or Errors and Omissions Liability Insurance
Applicant shall provide proof of professional liability insurance or errors and omissions liability insurance to protect Committee from any and all claims arising from Applicant's alleged or real professional errors, omissions or mistakes in the performance of professional duties by Applicant or his sub Applicants in an amount no less than five hundred thousand dollars (\$500,000).

4. Business Automobile Liability

Applicant shall maintain, during the entire term of the Contract, automobile liability insurance in an amount not less than five hundred thousand dollars (\$500,000) per occurrence.

d. Potential or Perceived Conflicts of Interest

i. Any potential or perceived conflicts of interest must be disclosed.

3. Project Approach, Schedule and Presentations

a. Provide narrative detailing the applicant's philosophy and approach to complete the architectural planning project as described.

b. Provide an overall project schedule including the timing of major tasks and progress reports.

c. Describe the applicant's ability to prepare and present findings and recommendations to staff, local appointed and elected officials, and other interested parties.

d. Describe deliverables for the overall project and each phase of the project as detailed under "Scope of Services".

e. Provide any additional information or methods believed to be relevant to indicate the applicant's ability to successfully complete this project.

4. Resumes

a. Provide resumes of individuals who will be working on the project. For each individual, describe his or her proposed role as well as relevant experience as requested in 2(b) above.

5. References

Provide references from at least three (3) similar projects for which the applicant has provided design services. References are to include the name of a project contact along with the reference's position, email address and telephone number. Each reference is to include a description of the services provided to the client and the applicant's specific role.

6. Copies

Provide **seven (7)** hard copies and **one (1) flash drive** containing the entire submittal in .pdf

format.

7. Project Costs

Provide hourly rates for each individual proposed to work on the project.

8. Disclosures

- a. Any professional or personal financial interest that is or could be a conflict of interest in representing the department, including but not limited to any arrangements to derive additional compensation from various investment and reinvestment projects, including financial contracts.
- b. Certify if the applicant or any of the owners or principals is/are subject to any pending or threatened litigation and/or sanctions. The certified statement should cover the size and scope of any pending litigation and/or sanctions. If no litigation is pending, include a statement to that effect.
- c. Ownership interest or management of any other company providing same or similar services as provided herein. The RFQ is to be signed by an official authorized to bind the offer and is to contain a statement to the effect that the RFQ is a firm offer for a ninety (90) day period from opening. The RFQ is also to provide the following information: name, title, address, email address, and telephone number of the individual(s) with authority to contractually bind the company and also who may be contacted during the period of RFQ evaluation for the purpose of clarifying submittal information.

Section Four
Scope of Services

The selected Architect(s) will be required to perform the basic architectural and engineering services to be specified more fully in a contractual agreement which will be negotiated after selection. The contractual agreement will provide for payment for phases of work completed with options to proceed through all phases or to discontinue work as circumstances may dictate. Upon the initial selection of an Architect based upon qualifications, with which negotiations will proceed, a Scope of Work will be developed.

The department anticipates a contract which will include design, production of renderings, complete and accurate construction documents, and cost estimates for each phase of the project. The department reserves the right to include additional project elements in the initial or subsequent professional service agreements as the department, in its sole discretion, deems appropriate. The selected Architect will be required to retain and be responsible for all basic engineering disciplines such as mechanical, electrical, plumbing, fire protection, civil engineering, and structural engineering as appropriate for the Scope of Work negotiated. The Architect will also be required to identify and select the appropriate sub-consultants; however, the department reserves the right to approve proposed sub-consultants that will be associated with the project.

The design, building, and all associated work shall comply with all City of Douglas codes and construction requirements.

The Douglas Volunteer Fire Department will need to remain operational during the renovation process. In order to minimize impact on operations, the project will need to be phased. Project phasing will be discussed with successful design team. All phases of the project will run consecutive.

At a minimum, the work will include the following components:

1. Analysis of the existing Douglas Volunteer Fire Department and completion of a feasibility analysis with a budget figure for renovating the facility.
2. Development of a design plan, including schematic design and renderings.
3. Conceptual building design(s).
4. Design of a project plan that allows for phased renovation as described above and as determined by the department.
5. Production of complete and accurate construction documents.
6. Assistance in retaining and managing a contractor(s).
7. Assistance throughout the completion of the construction phases, if applicable.

Section Five **Selection Procedures, Schedule and Budget**

Written questions regarding this RFQ shall be submitted to Trevor Panasuk, Assistant Fire Chief , at tpanasuk@douglasfire.org no later than February 16th, 2026. Responses to questions will be emailed to everyone who submitted questions and/or who notified the department they would like to receive responses. No other contact will be made regarding this RFQ with any department staff, other stakeholders, etc. during the RFQ process. Failure to comply with this requirement will result in the offending applicant being removed from consideration.

All responses to this RFQ must be received in a sealed envelope clearly marked "RESPONSE TO QUALIFICATIONS, DOUGLAS FIREHALL RENOVATION" by 3:00 PM on or before February 20th, 2026.

Funding for the work described herein will be determined and authorized by the Douglas Volunteer Fire Department.

From a review of the statements of qualification received, the department intends to evaluate the RFQs and possibly invite one or more firms to be interviewed before making a final selection of a firm for the projects. The department will notify selected firms of the date and times of any interview. The department reserves the right to make a selection based solely on statements of qualifications received.

The selected Architect/ design firm will then negotiate with the department on fee and contract conditions. If a reasonable fee cannot be achieved with the Architect of choice, negotiations will proceed with other qualified Architects until a mutually agreed contract can be negotiated.

Evaluation of RFQs will be completed by Douglas Volunteer Fire Department board. The criteria used to evaluate the RFQ responses will include, but not be limited to, the following (items listed below are not

listed in order of importance):

- A. Qualifications of Firm
- B. Firm's Experience on Similar Projects
- C. Available Resources to Complete Project
- D. Responsiveness to the RFQ
- E. Professional References
- F. Fee Schedule
- G. Depth of Personnel
- H. Presence in the Local Community
- I. Ability to provide budgetary estimates for renovations by Monday April 6th, 2026.

All RFQs are to be submitted to:

Douglas Volunteer Fire Department
Attn: Trevor Panasuk, Assistant Fire Chief
230 North 2nd St.
Douglas, WY 82633

RFQ Published – Wednesday, February 4th and Wednesday, February 11th, 2026
Last Day for Questions – Monday, February 16th, 2026
RFQ Responses Due – Wednesday, February 25th, 2026 no later than 3:00 PM

