



CITY OF  
**UNION GAP**  
1883

**Gregory Cobb**  
City Manager

Office Line (509) 248-0432  
Direct Line (509) 494-8562  
gregory.cobb@uniongapwa.gov

**May 19, 2026**

## **Request for Qualifications (RFQ)- Fire Station Remodel & Addition**

### **Overview**

In accordance with RCW 39.80, the City of Union Gap is looking for a qualified architectural/engineering team to help us plan, design, and develop a budget for remodeling and expanding an existing fire station.

This is a planning and conceptual design effort. We want a team that can help us evaluate the current facility, work with staff to define needs, and put together a clear design direction with reliable cost estimates.

### **Project Goals**

- Remodel portions of the existing station
- Add new space (size and scope to be determined)
- Improve day-to-day functionality within the facility
- Bring the building up to current codes and standards
- Develop a realistic project budget that the City can use for funding decisions

### **Scope of Services**

- Review the site and existing building
- Meet with City staff and fire personnel to identify needs
- Help define the project scope and priorities
- Develop layout concepts and options
- Provide cost estimates at key milestones
- Prepare drawings and documents as the project advances

### **What to Submit**

- Firm overview
- Experience with similar projects (fire stations or public safety facilities preferred)
- Key team members
- Your general approach to a project like this
- 2–3 references (public sector preferred)

## How We'll Evaluate

- Relevant experience
- Strength of the proposed team
- Understanding of the project
- References

We may conduct interviews before making a final selection.

## Schedule (Tentative)

- RFQ issued: May 19, 2026
- Submittals due: June 29, 2026
- Interviews TBD (If needed)
- Selection: July 13, 2026

## Site Visit

We will offer a site visit for interested firms:

- Date/Time: June 8, 2026, at 10:00 AM
- Location: 107 W. Ahtanum RD, Union Gap, WA 98903

Please RSVP to:

Teresa Lopez  
Deputy City Clerk  
[teresa.lopez@unongapwa.gov](mailto:teresa.lopez@unongapwa.gov)  
509-248-0432

## Submission Info:

Send a PDF copy of your qualifications to:

Lynette Bisconer  
Director of Finance and Administration  
[lynette.bisconer@uniongapwa.gov](mailto:lynette.bisconer@uniongapwa.gov)  
509-248-0432

## Standard City Requirements

- Selection will follow **RCW 39.80**.
- The firm selected will enter into a Professional Services Agreement with the City.
- The firm must be licensed to do business in Washington State.

- The firm must meet typical City insurance requirements (to be provided during contract negotiation), including:
  - General Liability
  - Professional Liability
- All submittals are subject to public disclosure under **RCW 42.56**.
- Minority, Women and Veteran-owned firms are encouraged to apply
- The City reserves the right to reject any or all submittals and to waive minor irregularities.

## Questions

Contact:

Gregory Cobb  
City Manager  
[gregory.cobb@uniongapwa.gov](mailto:gregory.cobb@uniongapwa.gov).  
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