

**April 17, 2024**

**REQUEST FOR QUALIFICATIONS  
CONSTRUCTION MANAGER AT RISK**

**ZEBULON FIRE AND EMS STATION**



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**REQUEST FOR QUALIFICATIONS  
CONSTRUCTION MANAGER AT RISK SERVICES  
ZEBULON FIRE AND EMS STATION**

**INTRODUCTION & PROJECT OVERVIEW**

Town of Zebulon is requesting Construction Manager at Risk qualifications packages for a new Fire and EMS station facility on a site adjacent to the Zebulon Municipal Complex. Located on West Judd Street off North Arendell Avenue (NC 96 Highway) in Zebulon, the station facility will house the Zebulon Fire Department and Wake County EMS. The project will be a joint-effort by the Town of Zebulon and Wake County. The owner of the property and building will be the Town of Zebulon. A portion of the project funding is provided through the United States Department of Agriculture (USDA), so design and construction will be subject to their restrictions and approval as well. The remainder of the funding will be provided by the Town and County.

The Town and County are operating under a Memorandum of Understanding where the County is acting as the Owner's Representative during planning, design and construction of the project. The intent of this RFQ is to hire the Construction Manager-At-Risk (CMAR) Project Team that will lead the project from preconstruction to completion, with CMAR involvement starting at the Design Development phase of design. The Town will contract directly with the CMAR; however, the Town and County will work cooperatively throughout the project.

This project will benefit from the expertise of a CMAR, which will bring significant value to the project in the constructability recommendations, cost control, schedule control and collaborative efforts that this delivery methods offers. One of the primary complexities of this project is the requirement to meet the Build America, Buy America Act (BABAA) as a condition of Federal USDA funds. The Town of Zebulon and Wake County are seeking a CMAR with Project Team experience in completing projects to meet the requirements of BABAA and/or similar Federal regulatory requirements.

The new Fire and EMS station will be single-story, with around 25,000 square feet for fire, EMS, and shared use space. The station will provide coverage to the Town of Zebulon and surrounding areas to reduce response time. The Town of Zebulon will own, operate and maintain the new Fire and EMS Station. The facility includes 5 pull-through apparatus bays, including 1 for EMS and 4 for Fire use. General programming in the building includes a Day Room, Training Room, 21-Bed Dormitory, Bathrooms, Gear Storage, and Offices for use by Zebulon Fire; a Day Room, Locker Room, Office, and Bathrooms for use by Wake County EMS; and shared use spaces including Kitchen, Dining, Exercise Room, Conference Room, Laundry, and Decontamination space for both Zebulon Fire and Wake County EMS use.

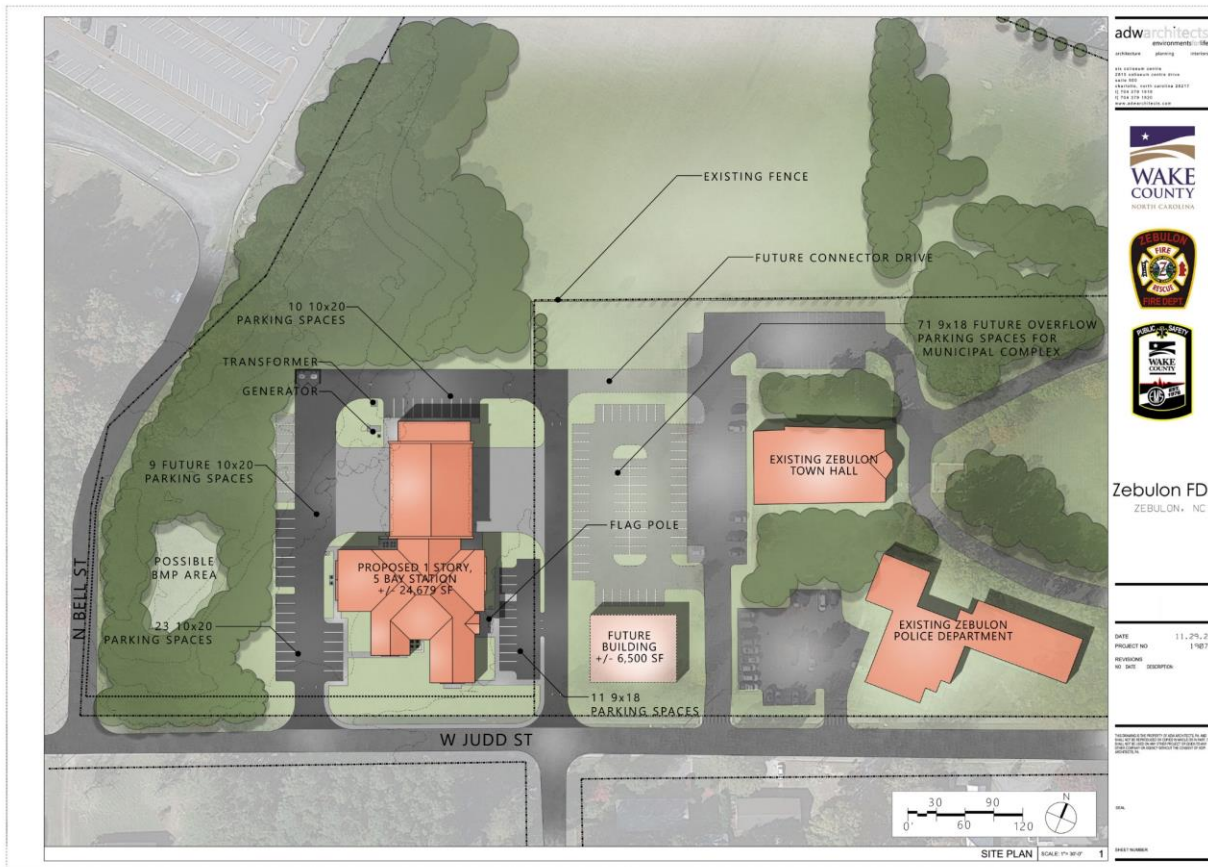
FLOOR PLAN



ZEBULON FIRE DEPARTMENT | Zebulon, NC  
 Concept Design - February 15, 2023



The site is approximately 11.13 acres and will front West Judd Street. The areas that receive fire apparatus traffic will be concrete pavement. The vehicle parking lot areas can be asphalt or concrete pavement. Forty-four parking spaces are proposed. A pedestrian connection will be made from the building to a sidewalk along West Judd Street. The site will require clearing and grading but significant cuts and fills are not anticipated. Public road improvements to West Judd Street are anticipated. The site plan will be permitted through the Town of Zebulon, while the erosion control plan will be permitted through the North Carolina Department of Environmental Quality (NCDEQ). Traffic and emergency signaling will be discussed with the Town and NCDOT as the project progresses into construction documents.



The Fire and EMS station non-bay area will be constructed with brick veneer overload bearing metal studs and the bays will be load bearing masonry clad with brick. The roof system is light gage metal trusses with standing seam metal. The exterior building fabric responds to the residential element across Judd as well as connectivity to the Town Hall complex.

**II. PROJECT TIMELINE & CURRENT STATUS.**

The project has completed the Schematic Design Phase. CMAR Preconstruction involvement will begin with Design Development phase through bid and permitting documents. Once the GMP is finalized, there will be required approvals from the Town of Zebulon, Wake County Government, the Local Government Commission (LGC) and the USDA to move forward with Construction.

A brief summary of the project milestones and anticipated durations is shown below:

<b>Task/ Activity</b>	<b>Duration</b>
CMAR Procurement	3 Months
Design & Preconstruction	8 Months
Bidding & GMP Finalization	2 Months
GMP Approvals and Agreements - Town of Zebulon, Wake County Government, the Local Government Commission (LGC) and the USDA	3 Months
Construction	15 Months
Move-in & Transition	2 Months

\* This is a general schedule. The Owner will entertain recommendations to phase portions of the work in order to provide for an earlier start to construction of the project.

**III. FUNDING PLAN FOR THE PROJECT**

This project is funded by Town of Zebulon, Wake County and the USDA. Wake County is acting as the Owner’s Representative for all components of the project. Current conceptual plan estimates indicate an overall estimated construction cost of approximately \$12 million, including contractor and CMAR fees, general conditions, site development, but excluding FFE, permits, contingencies, and other soft costs.

**IV. DELIVERY METHOD FOR DEVELOPMENT OF THE PROJECT**

A general outline of the anticipated delivery approach to development of the project follows:

**A. Design, Bidding, Construction, Warranty Phase Professional Services**

The following design team has prepared programming and schematic design:

Zebulon Fire and EMS Station Design Team

- adw architects – Architectural Design
  - CLH Design – Landscape Architecture & Civil Engineering
  - Stewart, Inc. – Structural Engineering
  - Sigma Engineered Solutions – Mechanical & Electrical Engineering

**B. Construction Services** - The Town of Zebulon will select a well-established construction firm experienced with the North Carolina Construction Manager at Risk (CMAR) delivery method.

- Preconstruction – Design Development through Construction Documents Phase:  
Construction Manager-at-Risk
- Procurement  
Minority Business Enterprise Outreach: Local firm with demonstrated success in recruitment and stimulation of interest by MBE firms (Part of CMAR Team)  
Bidding and Construction Contracting: Construction Manager-at-Risk

**C. Specialty Building Systems Consulting**

- Construction Quality Assurance: Testing and Inspection Firms under Direct Contract with Town of Zebulon to supplement Project Team basic services

**D. Furniture, Furnishings, Equipment and Signage Procurement**

1. Plans, Specifications: adw architects
2. Bidding and Contracting Entity: Town of Zebulon
3. Installation Coordination: Town of Zebulon (w/ assistance from CMAR Team)

- E. Project Management Systems** - The CMAR will be expected to implement and maintain a Web based project management service for the duration of the project. These services shall be used to coordinate and track all project correspondence.

**V. OUTLINE SCOPE OF SERVICES**

The following outline scope of services is meant to give the proposers an overview of the minimum services required for this project. The detailed scope of services will be contained in an Agreement for Construction Manager-at-Risk Services.

**A. Design**

- Review plans and schedules for phased construction and provide phasing recommendations.
- Provide input on availability and lead times for basis-of-design equipment options and other design considerations in meeting Build America, Buy America Act requirements.
- Develop preliminary CPM schedule; identify critical path for regulatory approvals/permitting.
- Perform “constructability” and maintainability reviews of the design and construction documents
- Develop cost estimates and schedule; from schematic design to construction documents phase
- Provide detailed construction cost estimates, in CSI format and sorted by trade bid packages.
- Provide quality and cost analyses of different construction methods in each major trade group for potential quality, cost and schedule enhancements; develop value engineering options.
- Prepare construction delivery and staging plans

**B. Bidding and Contracting**

- Prepare list of bid packages, advertise and distribute bidding documents
- Identify bidders, generate bid documents and prequalify bidders for all packages.
- Schedule and conduct pre-bid conferences in conjunction with the Designers.
- Conduct minority business outreach program to take affirmative steps such that small, minority and/or women-owned businesses are utilized as source of supplies, equipment, construction, and services.
- Manage bidding and contracting process in accordance with requirements of 7 CFR 1942.9, 1942.18, and the Build America, Buy America Act. Additionally, ensure bidding and contracting complies with any additional requirements of County, State, or Federal agencies.
- Review and analyze bids and work with Owner to develop GMP recommendations.

**C. Guaranteed Maximum Price (Post Bid GMP)**

- Develop draft Guaranteed Maximum Price (GMP) document
- Reconcile schedule and cost against pre-established budget and schedule.
- Develop Final Guaranteed Maximum Price document
- Develop Minority Trade Contractor Participation summary, documenting affirmative steps taken to utilize small, minority and/or women-owned businesses.

**D. Construction Phase**

- Maintain on-site staff for management of construction activities.
- Develop and maintain detailed CPM schedule
- Prepare and submit change order documentation for approval of the Designer and Owner.
- Maintain a system for review and approval of shop drawings, samples and product data.
- Maintain records and submit formal monthly reports to Designer and Owner.
- Manage construction process in accordance with requirements of 7 CFR 1942.18.
- Manage construction and documentation processes to meet Build America, Buy America Act (BABAA) requirements. Requirements include, but are not limited to, the following:
  - Procure and install only items that comply with BABAA or are subject to a waiver approved by the Secretary of Agriculture or designee.
  - Provide manufacturers' certifications for all BABAA compliant items to the architect/engineer no later than with applications for payment.
  - At substantial completion, certify that all items used on the contract complied with BABAA and that all manufacturers' certifications were provided to the architect/engineer.



- Maintain quality control and ensure conformity to plans.
- Coordinate post-completion activities, including all closeout, warranty and record documents
- Coordinate and monitor the satisfactory resolution of “punch-list” items.
- Coordinate building systems commissioning activities.

**E. Project Closeout/Warranty**

- Coordinate furniture, furnishings and equipment deliveries and installation.
- Submit record drawings for approval of the Designer and the Owner
- Assist in transition to occupancy
- Receive, record and satisfactorily address all warranty issues

**VI. SUBMISSION REQUIREMENTS**

Submittals shall be made on 8.5” x 11” paper, side bound with Table of Contents and reference tabs for key sections. The total submittal shall not exceed forty (40) single-sided pages. Supplemental proposal documents (legal history, trade contractor listing, team member resumes) are not included in the 40 page limitation. All pages are to be consecutively numbered. A thumb drive with the digital copy of the submission, .pdf format, shall accompany the hard copy submittal. All materials not clearly labeled “Trade Secret” or “Confidential” shall become property of Town of Zebulon and will be considered public documents (Reference Section XI - Confidentiality). Submittals must include, at a minimum, the following:

**A. Qualifications and Experience**

Overview and Profile of CMAR Firm(s)

- Provide corporate history of firm, including year first organized, corporate structure, partners, confirmation of authority to conduct business in North Carolina, including all licenses and any subsidiary or affiliated companies in which principals have financial interest.
- Provide organizational chart of company, including joint venture partners
- Provide contact information for key executive assigned to this project
- Describe years in business, length of time firm has provided construction services and dollar volume of all construction projects completed within the last 5 years by year.
- Provide the number of full-time employees within your company. If company has multiple branch offices, list the number of full-time employees within the local branch office, and/or the office from which the company proposes to provide services for this project.

Construction Management at Risk Services:

1. Provide the number of years the company has provided CMAR related services.
2. List all public or privately funded North Carolina CMAR projects completed or begun within the past 5 years (with completion date and dollar value)

3. Provide the following information on the three (3) listed projects that you believe to be most similar or relevant, completed in the past 5 years and include the following information:
  - a. Project Description
    - Location, basic project description, square footage, number of stories
    - Total cost at completion
    - Federal regulatory requirements, such as Build America, Buy America compliance, where applicable
    - CM fees earned for each project as a percentage of GMP (construction)
    - Preconstruction fee.
    - Bid date and comparison of final estimated cost for the GMP immediately before bids were opened and actual cost of work immediately after bid opening (before VE)
    - Provide a detailed explanation if project cost exceeded initial GMP or estimated cost
    - Identify the quantity and total value of approved change orders.
    - Minority Business Participation achieved as a percentage of the Total Contract Amount or GMP (as applicable) for each project.
  - c. Time and Schedule
    - Show your record of meeting substantial completion dates for CMAR projects for each of the projects listed above.
    - Provide a detailed explanation if project completion date was beyond the completion date as adjusted by change order(s).
  - d. Reference Information - provide contact information for each of the following:
    - Developer (if appropriate)
    - Owner's Project Manager
    - Architect
    - Your firm's Project Manager
4. Provide a list of all the company's current "Construction Manager at Risk" project commitments in **North Carolina** including the name, location, time frame to complete, and the following information for each project:
  - Total Project budget
  - Construction cost
  - CMAR preconstruction fee
  - CMAR construction management fee
  - Contact information for Owner and Lead Designer for each project

5. Information on Proposed Project Team

- Provide Project Staff Organization Chart (In-house and Consultant team members)
- Provide brief resumes of each Project Team member; at minimum, list proposed Project Executive, Project Manager and Superintendent, list years of experience with the company, year of overall experience and relevant experience to this project

**Resumes should be included in a Supplemental bound document and included with the CMAR's submittal package. The Resume Supplement will not count towards the proposal page limitation.**

6. Financial Stability **(Information can be submitted in a separate envelope marked "Confidential-Do Not Release Publicly" – any information in the separate envelope will not count towards the proposal page limitation)**

- Attach an original letter addressed to Town of Zebulon from a surety company or its agent licensed to do business in North Carolina verifying company's *capacity* to provide adequate performance and payment bonds for this project.

7. Legal History for Past Five (5) Years **(Information can be submitted in a separate envelope marked "Confidential-Do Not Release Publicly – any information in the separate envelope will not count towards the proposal page limitation)**

Provide description of any claims not resolved within 180 days of substantial completion and/or any litigation for any project (CMAR or otherwise) completed within past 5 years

8. Project Approach

- Project Planning: Provide a brief narrative addressing how the proposer will provide professional construction services under the CMAR method of delivery for this project in both the pre-construction and construction phases for:
  - (1) Value Engineering
  - (2) Constructability Issues
  - (3) Cost Estimating and Budget Management
  - (4) Quality Control
  - (5) Adherence to Project Schedule
  - (6) Compliance with Build America, Buy America Act
- Minority Business Enterprise (MBE) Outreach: Identify your five (5) most successful projects relative to MBE participation (i.e., goals were met or exceeded); Describe what strategies were used to make these projects successful; Specifically indicate the percent MBE participation on each of the five (5) projects.

- Identify how you will achieve maximum “Local” trade contractor and supplier involvement. Describe your relationship with local trade contractors by providing list of trade contractors with whom you have done business in North Carolina within the past five years. **(Information can be submitted in a separate envelope marked "Confidential-Do Not Release Publicly" – any information in the separate envelope will not count towards the proposal page limitation)**
- Describe how the project team proposes to use technology to manage and control the project, including Building Information Modeling and a shared submittal system.
- Description of the CMAR's Safety Program and historical safety record.

**B. Questionnaire (Considered as part of the 40-page limit)**

Respondents are required to provide responses to the following questions. Each question is to be listed in italics, followed by the response in normal type style.

1. Provide an overview of your team’s philosophy for managing construction of a new public safety facility project with complex regulatory requirements numerous public agency stakeholders.
2. Describe your approach to maintenance considerations during the various review stages of the design and construction of a project.
3. Explain your procedures for document quality control and coordination of the various trade packages in the design and procurement phases relative to review of drawings and specifications.
4. Describe how the team would provide cost management services on this project using the CMAR delivery method. Provide the best cost-model format you have used on other projects.
5. Describe your proposed method and time frame for developing the Guaranteed Maximum Price.
6. Explain the management tools, techniques and procedures you use to monitor and maintain the project schedule (from conceptual design through closeout of the project).
7. Describe your approach to ensure that construction and documentation processes to meet Build America, Buy America Act (BABAA) requirements are met for this project.
8. How do you manage the time and quality aspects of the process of reviewing and approving subcontractor submittals, clarification requests, issuance of bulletin drawings, development of cost proposals, identification and justification of change orders, payment requests, commissioning, final inspections and assembly of the project close-out documents?

9. This project will have a tight construction schedule. Given that all permits are in place at the beginning of construction, briefly describe approaches you might consider for expediting the schedule by 30 days from that shown in this RFQ.
10. How do you manage project close out in a manner that quickly provides for occupancy with minimal punch list items and warranty issues?
11. Describe your team's commitment to the success of this project and why you believe your assembled team is the best choice for this project.
12. Describe your team's approach to encouraging MBE participation to ensure compliance with Town of Zebulon's MBE Policy and with the Minority business participation goals applicable to public building projects in the state of North Carolina and/or projects that include federal funding.

**Fully complete, sign, notarize and submit the "Submittal Certification Form" included as Attachment to this RFQ.**

## **VII. SELECTION OF CMAR TEAM**

A selection committee will conduct a rigorous review and evaluation of the qualifications and experience of any firm that expresses interest in providing such services to the Town of Zebulon. This approach ensures that the CMAR is selected in a fair and uniform manner, that the CMAR selected for the project is qualified and experienced in constructing public facilities and that every qualified CMAR has the opportunity to be considered for providing their services to the Town of Zebulon.

### **A. Process**

- **Qualification Stage:** In addition to public advertisement of Request for Qualifications (RFQ), this RFQ is being sent to firms identified on Wake County's current "Capital Improvement Program" List of Contractors that have previously expressed interest in being considered for providing CMAR services for this type of project. Upon receipt of Submittal Packages from respondents, Selection Committee members will review and identify ("short list") those teams that appear to be most qualified to provide services for the project.
- **Presentations and Interviews:** Separate presentations and interview sessions will be scheduled with the "short-listed" firms to permit Selection Committee members to further evaluate each firm's qualifications. Promptly after the interviews the Selection Committee will make their final selection.
- **Contract Negotiations:** Following the Selection Committee's final selection, the Town of Zebulon will be directed to negotiate final terms, conditions and fees of an agreement with the selected CMAR Team. In the event negotiations prove unsuccessful with this team, the Town will initiate negotiations with the next highest ranked short listed firm.

## **B. Proposal Submittal Timeline**

The key activities and milestone dates for the CMAR team selection and contracting process are listed below.

<b>CMAR Selection Task/ Activity</b>	<b>Completion Date</b>
RFQ Published and Distributed	4/17/24
Pre-Submission Conference	5/1/24
Deadline for Respondent Questions	5/3/24
Addendum Published and Distributed (if required)	5/10/24
Proposals Submission Deadline	5/17/24
Selection Committee presentation/interviews sessions - Anticipated	6/17/24-6/21/24
Contract Executed - Anticipated	7/8/24

**\*Note:** A Pre-submission Conference will be held at 2pm on Wednesday May 1<sup>st</sup> at the Zebulon Fire Department Training Room 131 E Vance St, Zebulon, NC 27597. It is requested that a maximum of four (4) persons from each CMAR Team attend. Any questions must be submitted in writing no later than May 3, 2024. Responses will be issued by May 10, 2024 to all those attending the Pre-submission Conference.

## **C. Evaluation Criteria**

Criteria similar to the following will be used to evaluate submittals from CMAR Teams and to select Teams for further consideration. The order in which criteria is listed does not indicate any priority, rank or relative importance. The Selection Committee will establish the relative importance and final listing of evaluation criteria.

1. Past performance and experience on similar projects.
2. Qualifications and experience of CMAR team proposed for the project.
3. Experience with and specific expertise related to compliance with federal guidelines such as the Build America, Buy America Act.
4. Experience and successful relationship with local trade contractors and suppliers.
5. Proposed approach and proven success in encouraging minority participation.
6. Demonstrated success in cost control and maintaining schedules on publicly funded projects.
7. Current workload and staff availability for the project.
8. Proposed approach to delivering construction services for projects of this type (including satisfactory response to this RFQ).
9. Proximity to and familiarity with the area where the project is located.
10. Record of successfully completed projects without significant legal or technical problems.
11. Other factors that may be appropriate for the project.

**VIII. DUE DATE FOR SUBMITTING QUALIFICATIONS**

**Seven (7) complete packages must be received at the following address by 12:00 pm (Noon), EDT, on Friday, May 17, 2024, per the schedule above:**

To: Town of Zebulon  
Fire Department  
Attention: Christopher Perry, Fire Chief  
email: cperry@townofzebulon.org  
Phone: (919) 823-1840

Address: 113 E. Vance Street  
Zebulon, NC 27597

**IX. GENERAL COMMENTS OR CLARIFICATIONS**

- A.** Any cost incurred by respondents in preparing or responding to this RFQ shall be the respondents' sole responsibility.
- B.** All responses, inquiries or correspondence relating to this RFQ will become the property of Town of Zebulon when received (subject to Section XI - Confidentiality).
- C.** Town of Zebulon has sole discretion and reserves the right to reject any and all responses received with respect to this RFQ and to cancel the RFQ process at any time prior to entering into a formal agreement. The Town of Zebulon reserves the right to request additional information or clarification of information provided in the response without changing the terms of the RFQ.
- D.** Respondents are advised to refrain from contact with Selection Committee members. Any specific questions regarding the Request for Proposal should be directed to the Town of Zebulon office in writing to the email listed above for Chief Christopher Perry.

**X. CONFIDENTIALITY OF DOCUMENTS**

In general, documents that are submitted as part of the response to this RFQ will become public records, and will be subject to public disclosure. North Carolina General Statutes Section 132-1.2 and 66-152 provide a method for protecting some documents from public disclosure. If the CMAR Team follows the procedures prescribed by those statutes and designates a document "confidential" or "trade secret", the Town of Zebulon will withhold the document from public disclosure to the extent that it is entitled or required to do so by applicable law.

If the Town of Zebulon determines that a document that the CMAR Team has designated "confidential" or "trade secret" is not entitled to protection from public disclosure, the Town of

Zebulon will provide notice of that determination to the contact person designated by the CMAR Team, in any reasonable manner that the Town of Zebulon can provide such notice, at least five business days prior to its public disclosure of the document. If the CMAR Team does not designate anyone to receive such notice, or if, within five business days after the designated person receives such notice, the CMAR Team does not initiate judicial proceedings to protect the confidentiality of the document, the Town of Zebulon will not have any obligation to withhold the document from public disclosure.

By submitting to the Town of Zebulon a document that the CMAR Team designates as “confidential” or “trade secret”, the CMAR Team agrees that in the event a third party brings any action against the County or any of its officials or employees to obtain disclosure of the document the CMAR Team will indemnify and hold harmless the Town of Zebulon and each organization’s affected officials and employees from all costs, including attorney’s fees incurred by or assessed against any defendant, of defending against such action. The CMAR Team also agrees that at the Town of Zebulon’s request the CMAR Team will intervene in any such action and assume all responsibility for defending against it, and that the CMAR Team’s failure to do so will relieve the Town of Zebulon of all further obligations to protect the confidentiality of the document.

**An electronic version of this RFQ is available at the Town of Zebulon’s website under Bid Proposals at <http://www.townofzebulon.org/businesses/bid-proposals>**



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# ZEBULON

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NORTH CAROLINA

1003 N. Arendell Avenue  
Zebulon, North Carolina 27597  
919.823.1800

www.townofzebulon.org

**XI. SUBMITTAL CERTIFICATION FORM FOR TOWN OF ZEBULON FIRE AND EMS STATION CMAR RFQ**

**\*\*COMPANY NAME\*\***

Title:  
Attest:

(SEAL)

License number under which the project will be executed:  
Name license number above is held in

**REQUEST FOR QUALIFICATIONS**

VERIFICATION (Provide separate verifications for each Joint Venture or Partnership entity)

I HEREBY CERTIFY THAT THE RESPONSES OF ARE CORRECT AND TRUTHFUL TO THE BEST OF MY KNOWLEDGE AND FOR THOSE RESPONSES GIVEN WHICH ARE BASED ON INFORMATION AND BELIEF, THOSE RESPONSES ARE TRUE AND CORRECT BASED ON MY PRESENT BELIEF AND INFORMATION

This the day of , \_\_\_\_\_ 2024.

**\*\*COMPANY NAME\*\***

Title:

STATE OF

COUNTY OF

I, a Notary Public in and for the County and State aforesaid, do hereby certify that personally came before me this day and acknowledged that he is of and by that authority duly given and as an act of, the foregoing instrument was signed by, its, attested by him/herself as Secretary, and sealed with the common seal of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and Notarial Seal this the \_\_\_\_\_ day of 2024

Notary Public  
My commission expires:

**REQUEST FOR QUALIFICATIONS  
CONSTRUCTION MANAGER AT RISK SERVICES  
TOWN OF ZEBULON FIRE AND EMS STATION**

**APPENDIX A  
SCHEMATIC DESIGN NARRATIVE**