

## **CITY OF CHELAN – PUBLIC WORKS DEPARTMENT**

### **REQUEST FOR QUALIFICATIONS for DESIGN & CONSTRUCT NEW PUBLIC WORKS OFFICE BUILDING**

The City of Chelan Public Works Department is requesting interested firms to submit their qualifications for professional Architectural, Engineering, & Construction Management Services to design & construct a new office facility which meets the current needs of the department.

The existing Public Works facility is located at 50 Chelan Falls Highway and consists of a triple wide module building. The existing structure appears to be outdated, has various systems which are failing, and no longer adequately or effectively houses the functions of the department. Ideally, the new facility would be constructed on site, offices would be relocated, the existing building would be removed, and then site work would be completed.

Based on previous design & scope assessments, the new Public Works facility shall include similar features as follows:

1. Building area approximately 3,000 square feet
2. Public entrance and reception area with controlled access to employee offices and other non-public areas
3. Individual offices for the director, department managers, and others in the building
4. Conference rooms & training areas
5. Plan storage, file storage, and printing area
6. Men's and Women's restrooms, including at least one (1) shower
7. Separate entrances from yard for employee access
8. Break area and lunch room
9. Janitor area
10. Mechanical, electrical, and server area
11. Adequate and more functional public parking area
12. Secure employee parking in yard area

The Public Works department will require the following services throughout the design & construction of the new facility:

#### **Architectural/Engineering Services:**

1. Meetings as required to discuss building & department needs
2. Evaluate space needs
3. Prepare and present initial design concepts for approval including architectural, structural, mechanical, electrical, civil, and landscaping
4. Selection of finishes

5. Preparation of cost estimates

### **Bidding & Construction Documents Services:**

1. Drawings & documents for permitting, bidding, and construction
2. Develop and update cost estimates as required
3. Permit application process
4. Issuance of bid documents
5. Bid process

### **Construction Engineering Services:**

1. Construction contract administration
2. Weekly site visits and progress meetings
3. Submittal process including review & approval
4. Pay application review and processing
5. Punch list and review
6. Project closeout

Unless otherwise specified, this project will be funded by the City of Chelan.

The City of Chelan Public Works Department will select the services of a firm to provide professional design, architectural, engineering, construction management, inspections, environmental analysis, and consulting in accordance with the City of Chelan Development Standards Manual, Chelan Municipal Code, American Public Works Association (APWA), Washington State Department of Transportation (WSDOT), and the American Water Works Association (AWWA).

### **SCHEDULE**

The following is the current estimated schedule for project events; actual dates may vary:

- Advertise/Issue RFQ: June 12, 2019 – July 5, 2019
- RFQ Review & Interviews: July 8, 2019 – July 19, 2019
- Final Selection of Firm: July 22, 2019 – August 2, 2019
- Design Construction Documents: August 2019 – January 2020
- Permitting, Bidding, Contractor Award: January 2020 – February 2020
- Construction: TBD

- Substantial Completion: TBD
- Final Completion & Closeout: TBD

## **QUALIFICATIONS**

Qualifications will only be accepted from firms that can demonstrate having had a broad background and extensive experience in the field of facility design & engineering, and the ability to perform projects of similar complexity.

Please submit five (5) copies of your response no later than **Wednesday June 26, 2019 at 3:00 p.m.**

Submittals should be marked “**New Public Works Office Building**” and be addressed to:

**City of Chelan**  
**ATTN: Jake Youngren, Public Works Director**  
**135 E Johnson Avenue**  
**PO Box 1669**  
**Chelan, WA 98816**

Submittals will be evaluated by the criteria listed below and should be organized and identified in the following order:

1. Capability and experience to perform all or most aspects of the projects and project types proposed.
2. Recent successful experience in design & engineering comparable to the proposed project. Ability to manage and complete projects on time and on budget.
3. Key personnel’s professional background and qualifications, including the project team for this project. Define their roles and extent of participation anticipated for this project. Provide a list of all projects worked on by the proposed project manager in the last three years, including an identification of this person’s role/responsibility for each project.
4. Qualifications and experience of prospective subconsultants who may be participants in the proposed projects. Please identify the portions of the projects anticipated to be performed (in part) by subconsultants.
5. Ability to manage and complete projects located a considerable distance from your office. Please include a description of where key personnel for this project will be based, as well as the amount of travel anticipated, and other items you consider important to demonstrate this ability.

6. Current workload of firm and key personnel. List the anticipated percentage of time the project manager will have available for projects listed.

## **SELECTION**

The selection process shall be in accordance with standard practices, and a selection committee will evaluate and select the best qualified consultant based on their qualifications and experience. Additionally, contracts will be subject to the provisions of Executive Order 13672 (affirmative Action to Ensure Equal Employment Opportunity), to the provisions of Department of Transportation Regulations 49 CFR Part 26 (Disadvantaged Business Enterprise Participation), and 49 CFR Part 30 (Foreign Trade Restriction Clause).

After the deadline for receipt of qualifications, the committee will review the qualifications and may select one firm to negotiate a contract based upon a mutually understood, detailed (as opposed to general) scope of work. If deemed necessary by the committee, up to three firms may be invited for interviews. Interviews may be located at the City Hall office. The final selection of the firm with which to negotiate a contract will be based upon the qualifications criteria listed above, as well as:

1. Ability to demonstrate an understanding of the project's needs, any special challenges,
2. Degree of interest and responsiveness shown in undertaking the project.
3. Overall quality of the response.
4. Demonstration of ability to meet the Public Works Department needs.
5. Experience and qualification of staff assigned to the project.
6. Capacity to perform the work in a reasonable timeframe.

The City of Chelan reserves the right to negotiate with and/or award a contract to other consultants sequentially ranked (by the consultant selection committee) behind the selected consultant in the event that the City and the selected consultant negotiate, but are unable to agree upon a detailed scope of work or cost of contract.

## **ADDITIONAL INFORMATION**

**No cost or fee schedules shall be submitted.** Cost and fee information shall be presented during contract negotiations after the selection of the most qualified consultant with which to negotiate.

No informational meeting will be scheduled, but additional information may be provided upon request.

Phone: (509) 682-8030 or e-mail: [jyoungren@cityofchelan.us](mailto:jyoungren@cityofchelan.us)

### **INCURRING COSTS**

It is understood that all submittals will become a part of the public file on this matter, without obligation to the City of Chelan. The City of Chelan reserves the right to reject any or all submittals.

Each consulting firm is responsible for all costs related to the submittal of their applications, preparation of documents or submittals needed for negotiations, and the costs incurred in traveling to and participating in any meetings associated with selecting the consultant and negotiating an agreement.