



NOTICE OF
RFQ

August 14, 2020

Dear Professional Architects:

The City of Chelan Parks Department is seeking statements of qualifications for design services for the design of a parks maintenance facility.

Please find attached:

- 1) Request for Qualifications

City staff will review all submittals received and will schedule interviews with a small number of selected firms.

Please submit one (1) electronic copy to phorne@cityofchelan.us and four (4) hardcopies of your firm's statement of qualifications, no later than 5:00 PM, September 2, 2020.

Hard copies should be sent to the following address:

(mailing address)

City of Chelan Parks Dept.
ATTN: Paul Horne, Parks Director
PO Box 1669
Chelan, WA 98816

(hand deliveries)

City of Chelan Parks Dept.
ATTN: Paul Horne, Parks Director
135 E. Johnson Ave.
Chelan, WA 98816

Contact Paul Horne, Parks Director at (509) 670-8015, or email phorne@cityofchelan.us for more info.



REQUEST FOR QUALIFICATIONS

Design Team
Parks Maintenance Building
Chelan, WA
August 14, 2020

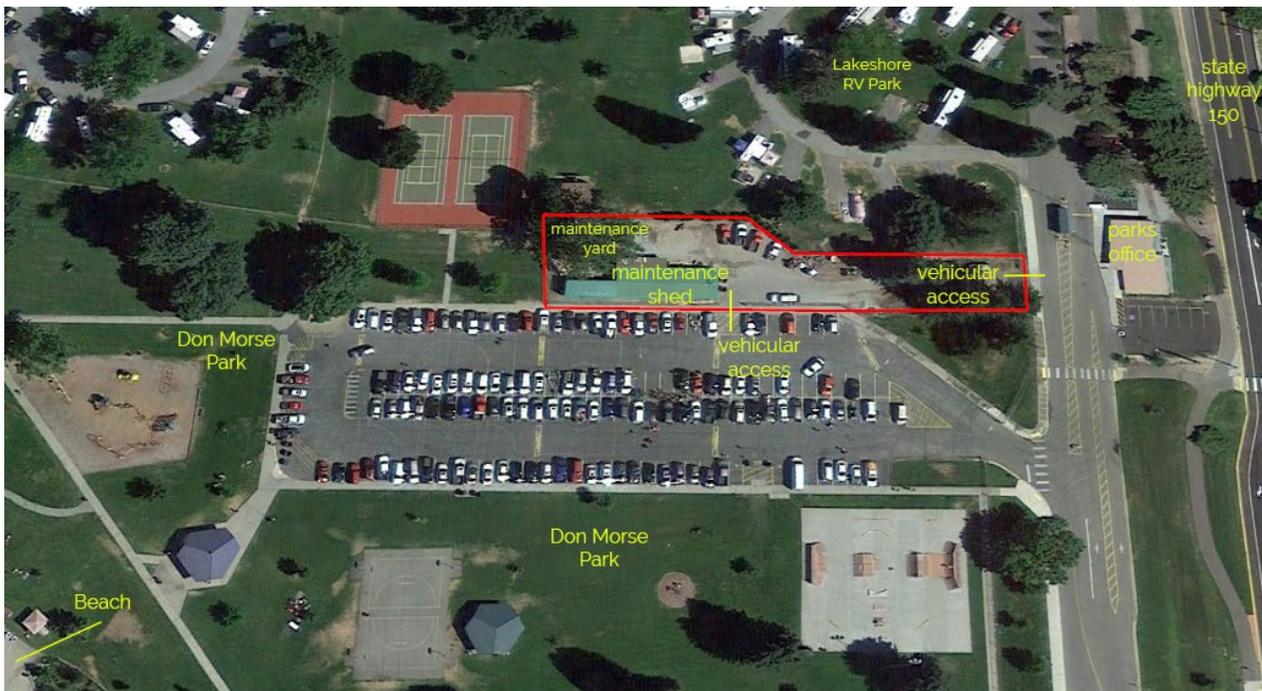
RFQ

Overview

The City of Chelan is requesting statements of qualification for design services required for the design and construction of a Parks Department Maintenance Facility to replace the obsolescent structure located at 619 W. Manson Highway, Chelan WA.

The building site is situated in a prime location between the Lakeshore RV Park and Don Morse Park. The existing structure is fenced off from both adjacent parks, but there is a great opportunity to have a public face of the structure, which could house public restrooms, water fountains and tourist information kiosks.

The building is expected to serve as a functionally efficient utilitarian structure, while simultaneously contributing to the community's quality of life and continued economic development by serving as an architectural statement reflecting the unique positive characteristics and values of Chelan.



Scope

Architectural/ Engineering Services

Provide an assessment of space needs to accommodate:

- break room
- workshop
- office/ offices
- tool & equipment storage
- restrooms (public and staff)
- storage
- covered area for vehicle parking
- efficient vehicular circulation

Prepare progressive design iterations (from conceptual, schematic, and final construction drawings) of the building in coordination with the Parks Director

Bidding & Construction Documents

- Drawings & documents for permitting, bidding, and construction
- Develop and update cost estimates as required
- Permit application process
- Issuance of bid documents
- Conduct the bid process

Construction Services

- Construction contract administration
- Weekly site visits and progress meetings
- Submittal process including review & approval
- Pay application review and processing
- Punch list and review
- Project closeout

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

The City of Chelan Parks 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, and architectural best practices.

Schedule

It is the City's intent to select a firm by [September 24, 2020](#), with work to begin immediately upon execution of contract documents and follow a [five month process from conceptual design, through schematic, to construction drawings](#), with revised estimates of probable costs developed at each stage. A detailed scope will be refined with the selected firm.

Milestones

- Issue RFQ: Friday August 14, 2020
- Statements of Qualifications Due: 5PM Monday September 2, 2020
- Interviews: week of September 17, 2020 and possibly into the next week
- Final Selection of Firm: September 25, 2020
- Design Process through Construction Drawings ~ February 2020
- Permitting, Bidding, Contractor Award: March 2020
- Construction: TBD
- Substantial Completion: TBD
- Final Completion & Closeout: TBD

Budget

The budget for the design and construction of this building is around a half million dollars.

Team Selection

The successful firm will be led by a registered Architect or Landscape Architect with knowledge and experience in designing and managing the construction of creative functional structures.

The team should also include any registered engineers or landscape architects specializing in civil, soils, structural, stormwater control and any other engineering specialties required by the project.

Tight cost control through refined cost estimates is a crucial measure of success for this project.

The team should include persons familiar with the processes required to secure all needed permits and approvals from all authorities with oversight control.

Form of Submittal for Statements of Qualification

Each team is to submit **four (4)** hard copies as well as a digital submittal in pdf format. Submit digital copies to phorne@cityofchelan.us

Hard copies should be marked "Parks Maintenance Building" and returned to the following address:

(mailing address)

City of Chelan Parks Dept.
ATTN: Paul Horne, Parks Director
PO Box 1669
Chelan, WA 98816

(hand deliveries)

City of Chelan Parks Dept.
ATTN: Paul Horne, Parks Director
135 E. Johnson Ave.
Chelan, WA 98816

All submittals must be received no later than **5PM on September 2, 2020**.

Statements of Qualifications should clearly and **concisely** include the following, in the following order:

Organization and Staffing

- Firm contact information including address, telephone number, email address, and a designated point of contact
- Brief overview and history of the Firm, including the year in which the firm was established and any former names under which the Firm has operated
- Professional background and qualifications for the project manager and all team members 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.
- Description of the current workload and percentage of availability of all team members to be assigned to this project.
- Extent of the work on this project that will be done by consultants. Provide the names, locations, and disciplines of each consultant as well as their qualifications and experience
 - Indicate which portions of the project will be performed by the subconsultants.
- Demonstrate your firm's 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.

Design Approach

- Describe your approach to the design process to assure that the functional, aesthetic, and quality requirements are satisfactorily addressed for this project.
- Brief explanation of management tools, techniques, and procedures your firm uses to maintain project schedules and control project costs. Provide a concise sample Gantt chart from a past project.
- Tentative plan and time frame for final design of this project – coordinated for seasons conducive to good bids.

Experience

Summary of at least three (3) similar projects for which the designer was responsible. Each project summary shall include the following:

- Description of facility, including size, original project budget, actual project cost, beginning dates and completion dates. Demonstrate your ability to manage and complete projects on time and on budget.
- Description of services rendered by the designer
- Degree of involvement by the project team's project manager and principal in those projects

References

Submittals must include references from at least three clients and include their names, phone numbers and email addresses. References should be from work of similar scope, preferably with one reference from a project manager of a public agency, if possible.

Other

List any pending or settled lawsuits or claims in which the designer was involved during the past five (5) years.

Documented evidence of professional, general liability and errors of omissions policies and coverages.

Selection Criteria

Firms will be evaluated on the following criteria:

Organization and Staffing

experience of project team

ability to manage projects from a distance

degree of interest and responsiveness shown in undertaking the project

Design Approach

compatibility with stated design approach to meet the needs of Chelan's Parks Department

ability to manage projects of this scale on time and on budget

ability to demonstrate an understanding of the project's needs and any special challenges

Quality of Comparable Projects/ Experience

ability to merge aesthetic creative solutions to utilitarian structures

ability to convey narratives through renderings and other tools of the architect

proficiency with CAD/ GIS/ hand renderings to market your designs

Availability

ability to devote adequate resources to this project upon selection

capacity to perform the work in a reasonable timeframe

Selection Process

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.

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) 682-8015 or e-mail: phorne@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.