

# **Si View MPD Administration Building Project**

## **RFQ**

### **Project Description**

The Si View Metropolitan Park District desires to develop a new Administration Office in an undeveloped parcel across the street from Si View Park in downtown North Bend, WA. The new Administration Building should be sized to accommodate current and future staffing needs for the District while providing the built infrastructure to compliment staff collaboration, creativity, schedules, support and public interaction.

Adjacent to the new Administration Office will be a future park with undetermined improvements at this time. The building design and orientation will need to recognize future potential development of the site and how to seamlessly interact with Si View Park, Community Center and Pool across the street.

The anticipated start of construction for this project could be first quarter 2024.

### **Proposed Consultant Scope of Work**

The Scope of Work **may** include the following elements:

1. General
  - Project Management
2. Preliminary Design work
  - Entrance layout, configuration, landscape improvements, building layout based on employee input
  - Utility plan
3. Detailed Design
  - General – Upon selection of an alternative for implementation, the Consultant will prepare plans, specifications, cost estimates and assist the District in coordination efforts.
  - Final Construction Documents and permitting
4. Services During Construction which may include:
  - Bid period assistance
  - Preparation of addendums
  - Recommendation of award
  - Shop drawings and submittal review
  - Site visits
  - Preparation of change orders
  - Preparation of Record drawings

## **Statement of Qualification Proposal Elements**

Each proposal is limited to twenty (20) double sided pages (excluding cover and dividers), and four copies should present the development team qualifications for this project and shall identify the following:

1. The Project Team, including sub-consultants, expertise and experience with similar projects.
  - Project Name
  - Location and Project Costs
  - A brief description of the project
  - The firm's role in the project
  - Project Team member roles in the project
  - A project reference and contact phone number.
2. The Project Team's approach to the project.
3. The Project Team's anticipated project schedule.
4. The firm's process/procedures for providing quality assurance/quality control through out the life of the project.
5. Qualifications of the proposed Project Team members, including any sub-consultants proposed, for the design effort and their availability.
6. A description of experience in working with the public sector and elected officials.

As a supplement to the above you may include four (4) bound copies of general firm/team information and Project Team member resumes, or one (1) electronic copy.

## **Selection Process and Evaluation Criteria**

A committee of District personnel will evaluate and rate the proposals to these criteria.

1. Project team experience with similar projects. (20%)
2. Project team experience with publicly funded projects. (20%)
3. Project team member qualifications. (20%)
4. Approach to the project. (15%)
5. Capability of meeting the project schedule. (10%)
6. Quality Assurance/ Quality Control Plan. (15%)

Following evaluation of the Proposals, the District will interview up to the three (3) of the prospective consultants to provide design and construction services. Those firms selected for interview will have the opportunity to present their past and previous experience with multi-use design projects, demonstrate project understanding, discuss their ability to meet proposed timelines, and show the firms process for providing quality assurance and quality control through out the life of the project.

## **Selection Schedule**

The District's proposed schedule for consultant selection, subject to change, is as follows:

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|---|---|
| 1. Advertise for Proposals                              | August 10 <sup>th</sup> , 17 <sup>th</sup> & 24 <sup>th</sup> |
| 3. Deadline for Submittal of Proposals                  | September 1 <sup>st</sup>                                     |
| 4. Preliminary Selection of Firms                       | September 5 <sup>th</sup>                                     |
| 5. Notify Firms Chosen for Interviews (District Option) | September 5 <sup>th</sup>                                     |
| 6. Consultant Interviews                                | September 13 <sup>th</sup>                                    |
| 7. Final Selection                                      | September 13 <sup>th</sup>                                    |
| 8. Complete Contract Negotiations                       | September 20 <sup>th</sup>                                    |
| 9. Board of Commissioner Approval                       | September 21 <sup>st</sup>                                    |
| 10. Execution of Agreement                              | September 22 <sup>nd</sup>                                    |

## **Terms and Conditions**

The Si View Metropolitan Park District reserves the right to reject any and all Proposals and to waive irregularities and informalities in the submittal and evaluation process. This solicitation for Consultant Services does not obligate Si View Metropolitan Park District to pay any costs incurred by respondents in the preparation and submission of a Proposal. This solicitation does not obligate Si View Metropolitan Park District to accept or contract for any expressed or implied services. Furthermore, Si View Metropolitan Park District reserves the right to award the contract to the next most qualified Consultant if the selected Consultant does not execute a contract within thirty (30) days after the award of the proposal.