



23204 58th Avenue West ♦ Mountlake Terrace, WASHINGTON 98043 ♦ TEL (425) 776 – 1161 FAX (425) 778 - 6421

REQUEST FOR QUALIFICATIONS (RFQ)

DATE: May 22, 2008

**YOU ARE INVITED TO SUBMIT A LETTER OF INTEREST AND
STATEMENT OF QUALIFICATIONS:**

**“For Professional Architectural/Planning Consulting Services to
Prepare Alternatives to Address the City’s Aging Public Facilities”**

Deadline: 5:00 p.m., Monday, June 16, 2008

I. Project Description

Overview:

The City of Mountlake Terrace requests a Letter of Interest (LOI) and a Statement of Qualifications (SOQ) from interested, qualified firms (or groups) to conduct a Services and Needs Assessment for current and possible future City facilities (e.g., city hall, police station, recreation pavilion, clubhouse at golf course, fire station #18, senior/community center, performing arts center and other community amenities), evaluate Site Alternatives, and develop Conceptual Design Options for the development of a new Civic Center Facility, which would include a new City Hall and which may also include a Community/Senior Center and/or a Police Station (see also page 9 – Supplemental Information: Background).

Deadline for Submittals:

Responses will be accepted until 5:00 PM, Monday, June 16, 2008. The selected firm (or group) for this project would need to immediately work with the City to execute a contract and begin necessary responsibilities.

Scope of Services

The City is seeking professional architectural/planning consulting services of an interested, qualified firm (or group) for a thorough, objective and independent Services and Needs Assessment and to evaluate Site Alternatives and develop Conceptual Designs. The plan will address short and long term goals and objectives of the City.

The scope of services is preliminary and may be revised at the discretion of the City to ensure the successful completion of the project. They may include, but would not be limited to, the following (see also page 13 – Supplemental Information: Scope of Services):

PHASE I: Services and Needs Assessment

Determination of the optimal amount of square footage needed to accommodate the 20-year projection of future City staffing levels and projected services. Utilize the relevant elements of the City's Comprehensive Plan, input from City staff, the community and other sources in order to project the future facility needs of the City.

PHASE II: Site Alternatives and Conceptual Design

From the Services and Needs Assessment begin to develop building footprints and volumes. Provide a list and illustrations of the pros and cons of the various site alternatives.

OVERALL

For both aspects of the project (Services and Needs Assessment and Site Alternatives and Conceptual Design), the expectation is that the selected firm (or group) will:

- Work and coordinate with the Civic Facilities Advisory Taskforce and the City's finance consultant for Services and Needs Assessments.
- Develop and monitor project budget and schedule for design, reviewing cost estimates.
- Identify and analyze options for conceptual design.
- Provide analysis and recommendations on constructability, life cycle costs, schedule considerations and value engineering.
- Coordinate with and brief City Council, staff and public as requested.
- Provide regular project information updates for the City's website and other publications.
- Attend periodic meetings with City Staff and other project participants..

II. Project Milestones

June 2008 – RFQ Submittals Received and Evaluated

July/August 2008 – Award of Contract and Pre-design

October/November 2008 – City Council Presentation and Acceptance of Work Completed (Phase I & Phase II)

III. Submittal Content Requirements:

Letter of Interest:

The letter of interest should indicate: (a) an interest in developing a Services and Needs Assessment and evaluating Site Alternatives and developing Conceptual Designs; (b) the availability of the firm's resources for completing all components of the project; (c) any desire for schedule changes; (d) the firm's contact information (address, telephone, email); and (e) additional data or recommendations, if desired.

Statement of Qualifications:

The nature and form of response are at the discretion of the respondent, but at a minimum, the following information must be included:

A. Project Organization and Staffing

1. Provide an organization chart showing all proposed team members and describing their responsibilities for this project. Include professional qualifications/resumes of each member of the project team.
2. Describe the portion of work that will be performed by a subcontractor, if any, and information about the professional qualifications of proposed subcontractors.

B. Description of Related Experience

1. Describe the firm's experience with preparing Services and Needs Assessment and evaluating Site Alternatives and developing a Conceptual Design. Include at least three projects the firm has completed that are somewhat similar to the project described in this request. For each project, provide the following information:
 - Name, address and telephone number of the client.
 - Name of the firm's project manager and personnel who worked on each project with a brief description of their responsibilities.
 - Budget and actual project cost.
 - The elements of the projects that are common to the projects proposed above.
 - Summary of the firm's role/responsibility in overall project.
 - Summary of the firm's deliverables.
2. Describe the firm's familiarity with Mountlake Terrace or similar cities.
3. Describe the firm's ability to complete work under a short timeline.

4. Describe the firm's approach to dealing with and communicating with public officials about complex, analytical data regarding facility planning.
5. (Optional) Identify any other relevant information pertinent to this RFQ section.

IV. Submittal Format

The Statement of Qualifications should be organized in a manner that allows the reviewer to evaluate the firm's qualifications quickly and easily. Brevity of text will be appreciated.

The Statement of Qualifications shall be no more than fifteen (15) pages in length. The page count excludes the covers, a one or two page Letter of Interest, and section dividers, provided the text of the response is not printed upon them. The pages shall be eight and one-half inches by eleven inches with printed text only on one side, except that pages containing only charts and graphs may be printed on pages eleven inches by seventeen inches.

Six (6) copies and one electronic copy must be provided.

V. Selection Process

General Approach

Responses to the request for a LOI and SOQ will be evaluated, based on their clear ability to meet the City's interest in quickly and efficiently developing a Services and Needs Assessment and evaluating Site Alternatives and developing a Conceptual Design, consistent with the project description contained in this request. The responses will be rated according to the criteria detailed below. This may result in the selection of a firm (or group), or in a short list of firms (or groups) who will be asked to provide additional information at an oral interview. The selected finalist will be asked to begin fee negotiations immediately. Final approval of an agreement will rest with the City Council based on the recommendations of the City staff.

Evaluation Criteria for the Written Responses

Each proposal will be evaluated and given a score based upon the quality of response to each of the following topic areas. Maximum number of points achievable is 100.

A. Project Timeline & Budget - 30 points maximum

- i. Timeline – 15 points
 - Ability to create/monitor project timelines
 - Ability to meet project timelines

- Ability to exceed project timelines
- ii. Budget – 15 points
 - Ability to create/monitor total project budget (soft and hard costs)
 - Methods of proven successes of staying within budget during design

B. Organizational Background, Experience & Expertise - 50 points maximum

- i. Qualifications of Proposed Members – 15 points
 - Years of experience
 - Quantity of similar projects
 - Education
 - Years with the firm
- ii. Comprehension, Responsiveness and Demonstrated Success – 15 points
 - Illustrates that the team clearly understands objectives and technical requirements
 - Responsiveness to all aspects of the RFQ
 - Firm’s demonstrated success with similar projects
- iii. LEED Experience and Successes – 10 points
- iv. Public Sector Experiences, including Community Engagement – 10 points

C. Clarity of Proposal - 20 points maximum

- Is the SOQ easy to understand?
- Do the graphics further clarify the written items?
- Did the firm (or group) stay within the maximum allotted pages?

Agreement for Services

The selected firms (or groups) will be expected to enter into a standard Professional Services Agreement in a timely fashion. Insurance requirements, included in the services agreement package are:

1. General Liability
2. Professional liability

VI. City Contacts

Questions should be submitted to Leslie Lavoie at llavoie@ci.mlt.wa.us. Replies to questions will be sent via electronic mail to all firms (or groups) submitting a LOI and SOQ. Please send your electronic mail address to Leslie Lavoie at llavoie@ci.mlt.wa.us upon receipt of this request for LOI and SOQ to ensure receiving a copy of all questions and responses.

VII. Intended Submittal Schedule:

RFQ Advertised	May 22, 2008
Deadline for Receipt of RFQ	June 16, 2008
Review and Selection of Finalists	June 16, 2008 – June 23, 2008
Interview Finalists	June 30, 2008 – July 07, 2008
Select Firm (or group) & Contract Negotiations	July 08, 2008 – July 22, 2008
Finalized Scope and Fee	July 25, 2008
City Council Recommendation & Discussion	July 31, 2008
City Council Approval	August 04, 2008

The deadline for submittals is Monday, June 16, 2008, at 5:00 PM. The responses are to be addressed to the attention of *Leslie Lavoie*, and hand delivered to the Customer Service Counter, located at:

City of Mountlake Terrace
23204 58th Avenue West
Mountlake Terrace, WA 98043-4697

Or by mail to: City of Mountlake Terrace
P.O. Box 72
Mountlake Terrace, WA 98043-0072
Phone: 425.776.1161

Proposals should be marked “City of Mountlake Terrace Civic Center Proposal.” Proposals submitted by any means other than mailing, courier or hand delivery will not be accepted. Proposals submitted after the deadline date and time will not be accepted.

VIII. Terms, Conditions and Disclaimers

1. All facts and opinions stated within this RFQ and in all supporting documents and data are based on available information from a variety of sources. Additional information may be made available via written addenda throughout the process. No representation or warranty is made with respect thereto.
2. Respondents to this RFQ shall be responsible for the accuracy of the information they provide to the City.
3. The City reserves the right to reject any and all submittals, to waive minor irregularities in any submittal, to issue additional RFQ's, and to either substantially modify or terminate the Project at any time prior to final execution of a contract. The City also reserves the right to choose not to proceed with this project or to re-issue the request for LOI and SOQ. The City reserves the right to postpone the opening of the responses and to reject all responses without indicating any reasons for such rejection.
4. The City shall not be responsible for any costs incurred by the respondent(s) in preparing, submitting, or presenting its response to the RFQ or to the interview process. The Firm (or group) or responding firm (or group) shall bear all costs relating to their response to this RFQ including time in preparation of an RFQ, copies submitted, and time spent in interviews or

- negotiation with the City prior to final selections.
5. Nothing contained herein shall require the City to enter into exclusive negotiations and the City reserves the right to amend, alter and revise its own criteria in the selection of a respondent without notice.
 6. The City reserves the right to request clarification of information submitted and to request additional information from any respondent.
 7. The City will not accept any submittal after the time and date specified on the RFQ.
 8. The qualifications of each member of the team are important criteria in the selection process. The selected team will not be allowed to substitute any members without prior approval by the City. The City, at its sole discretion, reserves the right to accept or reject proposed changes to the team. Team members may participate in multiple team submittals.
 9. In the interest of a fair and equitable process, the City retains the sole responsibility to determine the timing, arrangement and method of proposal presentations throughout the selection process. Members of the team are cautioned not to undertake activities or actions to promote or advertise their qualifications or proposal except in the course of City sponsored presentations.
 10. If negotiations are not completed with the top ranked team, negotiations may proceed with the next most qualified team or teams.
 11. Upon selection of a qualified team through the RFQ process, the City shall enter into a contract for Services and Needs assessment, Site Alternatives and Conceptual Design Options with the selected team on terms and conditions acceptable to the City. Until execution of a contract, the City reserves the right to cease negotiations and to start the RFQ process again.
 12. All submittals and accompanying documentation will become the property of the City, will not be returned and will become public documents subject to public disclosure with limited exceptions. The Washington State Public Disclosure Act (RCW 42.17) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the act or is otherwise privileged. Qualifications submitted under the RFQ process shall be considered public documents and with limited exceptions submittals that are recommended for contract award will be available for inspection and copying by the public.
 13. The City of Mountlake Terrace encourages submittals from firms that demonstrate a commitment to equal employment opportunity.

Supplemental Information: Background

Background:

Mountlake Terrace is home to 20,810 residents (2007 estimate from State OFM), 6,500 jobs and is about four square miles in size. Known for its quiet residential neighborhoods, beautiful parks, trails, a lake, first-class schools and close proximity to employment centers, Mountlake Terrace is conveniently located about 12 miles north of downtown Seattle and about 15 miles south of Everett. The city is inside Snohomish County along the northern border of King County, just three miles northwest of Lake Washington bisected by I-5. Visitors and residents enjoy about 262 acres of recreational attractions including parks, playfields, two golf courses, fishing, a sports pavilion and year-round swimming in an internationally acclaimed aquatics center.

Mountlake Terrace is a Washington Code City operating under the Council-Manager form of government. The City is governed by an elected seven-member City Council. The City Manager is appointed by the City Council as the chief administrator of the City. Currently, eight directors manage seven City departments and various programs.

In 2006, the City Council decided to generate economic development throughout the community by creating and implementing a Town Center Plan. The City Council worked in tandem with the community to adopt a Town Center Plan in February 2007 with the hope of revitalizing its downtown to create an economically viable city and retain quality of life for its residents.

Furthermore, one of Council's goals is to "Develop and Implement a Strategy to Address the City's Aging Public Facilities." The key objective of this goal is to provide public facilities and buildings that ensure municipal and community services are delivered in an efficient and effective manner, while helping to create and maintain a community identity and community pride. The City Council collectively decided to accomplish this goal by creating and implementing a Capital Investment Strategy that addresses facility needs and services at all City Facilities (i.e., civic center, city hall, police station, recreation pavilion, clubhouse at golf course, fire station #18, senior/community center, multi-purpose uses, youth club, arts & crafts, theater, performing arts center, etc.). The purpose of the Capital Investment Strategy is to provide a safe, clean, and well-maintained community for the enjoyment of all residents and to schedule capital improvements and replacements in a way that is most financially efficient. Developing a new Civic Center Facility is a key part of this strategy. For more information about Mountlake Terrace, see the official website at: www.cityofmlt.com.

Current Conditions – Existing Civic Center Facilities:

The Mountlake Terrace Civic Center is located within the Town Center at the southwest corner of 232nd St. SW and 58th Ave. W. The Civic Center is approximately 4.8 acres and includes a City Hall, Fire Station, Police Station and a Library. A surface parking lot of 152 spaces serves all the civic buildings. The Civic Center is bordered north and west by single-family zoning. The planned heart of the downtown lies directly across the street on the east; it currently contains senior housing, the Post Office and a retail area.

On the south side, the Civic Center adjoins Veteran's Memorial Park, an approximately eight acre park to the south which, in turn, adjoins the I-5 Park and Ride to its southwest.

a. City Hall

- Address: 23204 58th Ave. W
- Year Built: 1961
- Sq. Ft.: 19,562
- Number of Stories: 2
- Services and Function: This building is currently home to the City Council, Mayor, City Manager, Administrative Services, Planning and Development Services, Engineering Services, and the Fire Marshal's Office. This building also stores most of the City's historical records.

b. Fire Station #19

- Address: 5902 232nd St. SW
- Year Built: 2006
- Sq. Ft.: 18,000
- Number of Stories: 2
- Services and Function: Mountlake Terrace has an Interlocal Agreement with Snohomish County Fire District No. 1 (SCFD1) to provide Fire and Emergency Medical Services to our City. Under the terms of the Agreement, SCFD1 staffs the City's two fire stations (Fire Station #18 and Fire Station #19). Each station is staffed 24 hours per day with one Fire Captain, one Fire-fighter/Paramedic, and one Firefighter/Emergency Medical Technician. (The Fire Chief of SCFD1 is designated as the City's Fire Chief and the District provides the City with a designated Fire Marshal.)

c. Library

- Address: 23300 58th Ave. W
- Year Built: 1988
- Sq. Ft.: 13,090
- Number of Stories: 1
- Services and Function: With a service area population of 23,198, the building contains: 20 public computers; 2 Meeting/Study rooms (312 total capacity); Quiet Zone/Study Rooms; Public Phone; Copier; Proctoring; and Volunteer Opportunities.

d. Police Station

- Address: 5609 232nd St. SW
- Year Built: 1991
- Sq. Ft.: 6,4000
- Number of Stories: 1
- Services and Function: The station houses both commissioned and civilian Police Department staff, including the Chief of Police.

Status of Project:

The services and function of the Civic Center has outlived its designed lifetime. More specifically, the City Hall building is no longer a viable, safe and usable City facility. The population of the City at the time of construction was around 5,000, about one

quarter of its current size. All of the City government offices, including police station, library and the fire station, were originally housed in the Civic Center building. As the City has grown, so have city services. Several departments have moved out of the building over the years, most visibly the Police Department in 1991 and the Fire Department in 2005. In 1991 an architecture firm (Architects West) tasked with making some minor modifications to the building said that renovating the building was not cost effective, and it should instead be replaced. Since then further structural deficiencies of have been identified, but have not been corrected. Building codes have since been strengthened, further demonstrating the inherent problems with the building's design and construction. The building's problems can be broadly categorized as safety-related and usability-related.

In 2001 the City Council decided that the City Hall building needed to be replaced and the Civic Center needed to be updated in order to further provide efficient and effective services to the community. The following is an outline of the recent actions made by the City since Council's decision in 2001:

- 2002: The City Council established a goal of replacing the fire station and the Civic Center building.
- 2003-07 Capital Improvement Plan: As approved by the City Council, includes replacing the Civic Center Building and the fire station.
- 2003-04 City Budget: Includes replacement of the Civic Center as a goal.
- 2004: The City contracted with Otak to have a Master Plan developed for the Civic Campus. A public design preference process resulted in the Civic Campus Master Plan Report, Final Draft Report recommending two basic concepts for the location and layout of a new City Hall building on the Civic Campus, and a single concept for a new fire station on the Civic Campus.
- 2005: New fire station constructed.
- 2006 - 2007: The City developed a plan for the Town Center district.
- 2006-08: City Council goals include planning for civic center needs
- 2008 and Beyond: Keeping with their goal, Council adopted and began implementing a capital investment strategy to develop and maintain the City's capital infrastructure and identify future investment needs. One component of the strategy is based around developing and implementing a plan and process to redevelop the City's Civic Facility, that would include a new City Hall and, which may include a Community/Senior Center and/or a police Station.

Next steps and actions -

- Complete a space needs assessment for current and possible future City facilities (e.g., city hall, police station, recreation pavilion, clubhouse at golf course, fire station #18, senior/community center, performing arts center and other community amenities)
- Evaluating site alternatives and developing a conceptual design for the development of a new Civic Center Facility that would include a new City

Hall and which may also include a Community/Senior Center and/or a Police Station

- Identify financing options to pay for a new Civic Center (working with ClearPath LLC)
- Appoint a Civic Center Advisory Task Force (in process)

Existing available information to assist with development of the Services and Needs Assessment and evaluate Site Alternatives and develop Conceptual Design Options for certain City facilities (i.e., civic center, city hall, police station, recreation pavilion, clubhouse at golf course, fire station #18, senior/community center, multi-purpose uses, youth club, arts & crafts, theater, performing arts center, etc.) includes:

- Synthesis of Past Reports and Assessments Concerning the Civic Center Building (September 2006)
- Civic Campus Master Plan (January 2004)
- Financial Analysis of Civic Center Development Options (March 2008)

Supplemental Information: Scope of Services

PHASE I: Services and Needs Assessment

- A. Requirements. Determination of the optimal amount of square footage needed to accommodate the 20-year projection of future City staffing levels and projected services. Utilize the relevant elements of the City's Comprehensive Plan, input from City staff, the community and other sources in order to project the future facility needs of the City. Develop total needs based on:
1. Detailed space requirement standards with total space requirements developed in Excel spreadsheet format for each department and for each position based upon employee position types or job families for each City department to be housed in the facilities;
 2. Typical common area needs calculated for hallways, lobby areas, conference spaces, break rooms, storage, filing, rest rooms, copy and printing centers and other requirements for City departments as identified through the process.
 3. Parking requirements calculated for the project to accommodate staff, customers and public participation at community meetings/events.
 4. Special space requirements calculated for individual departments, such as holding cell(s), interview/interrogation room, evidence room and weapons storage for the Police Department, permit/plans review center for Planning and Development Services, server room for Information Services, records storage, a flexible, multi-purpose City Council chambers/conference space with modern public address and multimedia technology and emergency power generation for parts or all of City Hall.
 5. Site-related security considerations for Police Department usages may also be important considerations for the selected site.
 6. Calculations for staff growth and space demands within the 20-year time frame will be primarily based upon the City's Comprehensive Plan, which contains projected growth targets for population and job growth during this planning time frame. Department directors will be responsible for developing staff growth projections based on these numbers.
- B. Review of Current Facilities. Inventory current facilities and public services within the City and research perceived future needs of the various City departments. Identify any significant deficiencies in existing facilities and sites.
- C. Gap Analysis. Gap Analysis. Analyze the future requirements of the new and existing facilities and identify interim City Hall options should the new facility be constructed on a site that conflicts with operation of City Hall at its existing location.

- D. Plan. Define implementation steps and milestones necessary to fulfill the needs identified, coordinating the identified scope of work with funding resources and creating a 20-year schedule for the plan. Identify future needs of the 10-20-year time frame in terms of excess square feet that may be either:
 - 1. Added as new construction at a future date; or
 - 2. Created initially as leased private office space that may be consumed into City use at a later date.
- E. Funding Needs. Develop an estimate of approximate costs per square foot based on current project bids for similar construction and develop construction cost estimate for the proposed plan.
- F. Presentations. Present results to the Civic Facilities Advisory Taskforce and the City Council for discussion and review.
- G. The tentative timeline for this work is completion by October/November 2008.

PHASE II: Site Alternatives and Conceptual Design

The pros and cons of various site alternatives, building and site design considerations and options must be evaluated and presented for consideration prior to determination of a final site/building design. Such considerations/options include, but are not limited to:

- A. Phasing for building and site facilities.
- B. Options for meeting parking requirements and shared parking options with surrounding uses.
- C. Options for inclusion of other potential uses that would complement civic uses and/or be compatible with downtown plan goals.
- D. Options for temporarily accommodating current city hall functions on site or offsite depending on the determined new civic center location.
- E. Options for public gathering spaces and multi-purpose uses on site and within the building.
- F. Options for separating publicly accessible space from City Hall office functions.
- G. Options to achieve a site and building that is functional, efficient, safe/secure, incorporates quality systems and materials, energy efficient with low operating and maintenance costs.
- H. Options for "green built" (e.g. LEED Gold), energy efficient and/or low impact development.

- I. Innovative design and architecture options for compliance with adopted design standards.
- J. Options for amenities including lighting, seating, public art.
- K. Options for integration and relationship to downtown (i.e., pedestrian and vehicular circulation, edge and street treatments).

Overall, for both aspects of the project (Services and Needs Assessment and Site Alternatives and Conceptual Design), the expectation is that the selected firm (or group) will:

- Work and coordinate with the Civic Facilities Advisory Taskforce.
- Develop and monitor project budget and schedule for design, reviewing cost estimates.
- Identify and analyze project options.
- Prepare regular progress reports on project schedule and budget, including cash flow projections.
- Provide analysis and recommendations on constructability, life cycle costs, schedule considerations and value engineering.
- Coordinate with and brief City Council, staff and public as requested.
- Provide project information for the City's website and other publications.
- Attend regular meetings with City Staff and other project participants.
- Review and recommend approval of invoices.

The firm (or group) will be familiar with environmental and development permitting process; relevant codes and standards; civic projects; public involvement and effectively communicating options and recommendations; meeting demanding schedule requirements; and, effective budget and cost estimating. Experience in projects using GC/CM process and sustainable design is desirable.