

REQUEST FOR QUALIFICATIONS (RFQ)

Date: December 8, 2017

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

**For Professional Architectural and Engineering Design Services
for Construction of a New City Hall and Police Station Expansion**

Deadline: 12:00 p.m., Friday, January 26, 2018

I. Project Description

Overview

The City of Mountlake Terrace (the “City”) requests a Letter of Interest (LOI) and a Statement of Qualifications (SOQ) from interested, qualified firms (or groups) to work with the city and community to provide architectural design and engineering services for the construction of and improvements to the Civic Campus (the “Project”) located at the intersection of 58th Avenue W and 232nd Street SW, including the following projects:

- City Hall, including City Council Chambers, lobby and other City offices of approximately 18,000 square feet
- Police Station expansion of approximately 3,100 square feet.

The Project shall include all necessary equipment, supplies, and appurtenances. The cost of all necessary architectural, engineering, legal and other consulting services, inspection and testing, administrative expenses, site improvement, demolition, on and off-site utilities, related improvements and other costs incurred in connection with the Project shall be deemed a part of the costs of such capital improvements. The estimated cost of the Project (both design and construction) including the costs of issuing and selling the bonds authorized by ordinance, is approximately \$12,500,000.

Project Background

The Mountlake Terrace Civic Campus is currently home to the Mountlake Terrace Library, Police Station, Fire Station and a vacant site where the former City Hall stood from 1962-2010. The City has a current population of 21,290 within approximately four square miles.

City services provided within City Hall include Administrative Services (Customer Service, Finance, Human Resources, and IT services), City Manager/City Clerk/Community Relations, City Council, Community & Economic Development and Engineering Services. These services have been provided out of rented office space since mid-2009.

In 2008, the Council Chambers ceiling collapsed in the former City Hall building and City Hall operations moved to an Interim City Hall in 2009. The former City Hall was demolished in 2010. Bond measures were taken to voters in 2010 (\$37.5 million project), 2012 and 2013 (\$25 million project), and 2017 (\$12.5 million project). Previous measures failed to reach the required 60 percent approval, but the most recent measure (November, 2017) received nearly 70 percent approval.

During the first six months of 2017 the City worked with a City Hall Advisory Committee (CHAC) and the community to develop a recommendation for a new City Hall for City Council consideration. During the process, a Space Needs Assessment was conducted to evaluate current and future space needs for a projected population of 26,000. As part of the CHAC's role, the community looked at expanding the current Police Station, which opened in 1991. The Project includes an expansion of the existing Police Station to meet the space, security and service needs of the community. The Mountlake Terrace Police Department currently includes 36 full-time employees in addition to Cadets, Explorers and Reserve Officers.

A preliminary layout of the project (attached) was also determined during this public process.

The Civic Campus is located in the heart of the City's downtown. The City of Mountlake Terrace adopted a Town Center Plan in 2007 and although revitalization efforts were slowed by the recession, redevelopment is now occurring. The City envisions the Civic Campus project as a catalyst to downtown redevelopment.

A Regional Town Center Stormwater Detention Facility, for which the City received a VISION 2040 Award from Puget Sound Regional Council, is located underneath the Civic Campus.

Scope of Services

The City is seeking professional architectural/engineering consulting services of an interested, qualified firm (or group) for:

- A. City Hall - approximately 18,000 square feet with a preliminary layout (attached) determined during the 2017 public process. The building shall include City Council Chambers, lobby and other City offices.

- B. Police Station Expansion - approximately 3,100 square feet to be added to the existing Police Station to address safety, security and legal requirements.
 1. Separate prisoner, staff and public movement
 2. Secure lobby
 - a. Interview room/office off of the lobby
 - b. Video recording of lobby area
 3. Secure/level sally port and prisoner intake
 4. Secure holding cells (2) and hard interview room (with visual monitoring of these cells from a patrol report writing area)
 5. Separate Juvenile temporary holding/interview area (not within sight or sound of adult prisoners)

6. Separate employee entrance/exit
7. Secure area for employees' personal vehicles
8. Secure restroom/locker rooms
9. ADA compliant with nursing mothers room
10. Soft interview room (for victims/witnesses)
11. Secure records area with ballistic barrier between lobby and records area
12. Updated HVAC System
 - a. Better ventilation in evidence room
 - b. Better ventilation in staff restrooms
13. Video Recording Capability
 - a. Lobby
 - b. Sally port and prisoner intake
 - c. Holding cells
 - d. Hard and soft interview rooms (with audio recording capability)
 - e. Employee entrance/exit
 - f. Employee parking area
14. Updated wiring, network and cable locations
15. Low maintenance landscaping around building to keep up appearance and improved exterior security

Additional Scope of Services

- A. In addition to the design of City Hall and an expansion to the Police Station, the City seeks a separate proposal for remodel of the current Police Station as part of the expansion project.
- B. The City seeks a separate proposal for a public gathering space at the corner of 232nd Street and 58th Avenue W. In order to keep the project estimate down, the Committee recommended using alternate funding for this component of the project.

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.

The Delivery Process and Schedule

The City plans to utilize a standard design and construction method for project delivery. Provided below is a high level view of the current project schedule. The City intends to complete this process in time to contract with a highly qualified Architectural and Engineering firm by March 1, 2018 with design complete, permitted, and contract documents ready for construction bidding by the first week in January of 2019. Construction would take place in 2019 and 2020.

Pre-Submittal Site Tour and Meeting

A pre-submittal Civic Campus and Police Station tour will be held on **January 10, 2018**. Attendance is encouraged, but it is not required to respond to the RFQ. Meet in the small conference room at the Mountlake Terrace Library located at 23300 58th Avenue W at 1:00 p.m. for a quick orientation followed by the tour of the neighboring Police Station and City Hall site.

The purpose of the tour and meeting is to present potential parties with information about the project and process. The meeting will also provide a forum for interested parties to get answers to pertinent questions. Please RSVP by 5:00 p.m. on **Tuesday, January 2, 2018** to llavoie@ci.mt.wa.us.

Deadline for Submittals

Responses will be accepted until **12:00 p.m., Friday, January 26, 2018**. The selected firm (or group) for this project would need to immediately work with the City to execute a contract and begin necessary responsibilities.

II. Project Milestones

January 26, 2018	Statement of Qualifications Received
February 15, 2018	Interviews of Firms
March 5, 2018	Award of Contract
Spring 2018	Begin Public Outreach on Design of Building and Public Spaces
Construction 2019-2020	

III. Submittal Content Requirements

Letter of Interest

The letter of interest should indicate: (a) the availability of the firm's resources for completing all components of the project; (b) any desire for schedule changes; (c) the firm's contact information (address, telephone, email); and (d) 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 design and construction plans for public facilities. 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 and the region.
 3. Describe the firm's ability to work closely with a community in the design of a public facility.
 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.

Ten (10) 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 community outreach plan, layouts, and 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 submittal 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. Public Sector Experiences, including Community Engagement – 20 points

C. Clarity of Submittal – 20 points maximum

- i. Is the SOQ easy to understand?
- ii. Do the graphics further clarify the written items?
- iii. 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 at cityhall@ci.mt.wa.us. Replies to questions will be sent via electronic mail to all firms (or groups) requesting to be on the list for this RFQ. Please send your

electronic mail address to cityhall@ci.mt.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	December 8, 2017
Deadline for Receipt of RFQ	January 26, 2018
Review and Selection of Finalists	February 5 – February 8, 2018
Interview Finalists	February 15, 2018
Select Firm (or group) & Contract Negotiations	February 16 – February 28, 2018
City Council Recommendation & Discussion	March 1, 2018
City Council Award of Contract	March 5, 2018

The deadline for submittals is Friday, January 26, 2018, at 12:00 p.m. Please deliver responses in person to the Customer Service Counter or by mail to:

Attn: City Manager's Office
City of Mountlake Terrace
6100 219th Street SW, Suite 200
Mountlake Terrace, WA 98043

Proposals should be marked "City of Mountlake Terrace City Hall 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. 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.
4. 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.
5. The City reserves the right to request clarification of information submitted and to request additional information from any respondent.
 6. The City will not accept any submittal after the time and date specified on the RFQ. 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.
 7. 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.
 8. If negotiations are not completed with the top ranked team, negotiations may proceed with the next most qualified team or teams.
 9. Upon selection of a qualified team through the RFQ process, the City shall enter into a contract for Professional Architectural and Engineering Design Services for Construction of a New City Hall and Police Station Expansion 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.
 10. 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.
 11. 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 21,290 residents, 7,975 jobs and is about four square miles in size. Known for its quiet residential neighborhoods, beautiful parks, trails, Lake Ballinger, first-class schools and close proximity to Interstate-5 and employment centers, Mountlake Terrace is conveniently located about 14 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. Visitors and residents enjoy over 260 acres of recreational attractions including parks, playfields, a golf course, fishing, a sports pavilion and year-round swimming in an internationally acclaimed aquatics center.

Mountlake Terrace is a 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, six directors manage seven city departments and various programs.

Project History/Civic Facilities Advisory Task Force

In 2006-07, the City Council worked in tandem with the community to develop a Town Center Plan that was adopted in February 2007 with the hope of revitalizing its downtown to create an economically viable city and retain quality of life for its residents.

In June of 2008, the city appointed a Civic Facilities Advisory Task Force to work on a strategy to address the city's aging facilities to include City Hall (demolished in 2010), Recreation Pavilion, Police Station, Clubhouse at Ballinger Park (former Ballinger Golf Course), and Fire Station 18 (demolished in 2012). Appointment of the Task Force was in line with the City Council's goal: "Develop and Implement a Strategy to Address the City's Aging Public Facilities." The key objective of this goal was 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.

Shortly after the Task Force began meeting in 2008, the ceiling of the former City Hall Council Chambers collapsed during the night and that portion of the building was sealed off and the city underwent asbestos abatement. Given this change, the Task Force was asked to focus on just the City Hall facility and work with the community on a plan and financing options for City Council consideration. A recommendation for a 47,694 SF City Hall/Police Station with underground parking, 8,500 SF community/senior center, amphitheater in Veterans Park, repurpose the Police Station into an Emergency Operations Center, civic green, farmers market, library roof replacement and ornamental gardens was made. The cost was \$37.5 million and the Task Force recommended financing the project with a 30-year capital bond. The City Council approved the recommendation in 2009.

Interim City Hall

There were no injuries as a result of the 2008 ceiling collapse, however the City Council had concerns about the known safety/liability issues with the nearly 50-year-old building. The Council provided direction to look for an Interim City Hall so employees and those visiting City Hall would not be at risk.

The city spent the remainder of 2008 and early 2009 looking at existing buildings to purchase or rent and ultimately decided to rent Class A office space in the Redstone Corporate Center II where the city moved its services in July of 2009.

Proposition 1 – November 2010

The measure went on the November 2010 ballot as one of several tax measures statewide including statewide income tax. The proposal received only 47 percent approval of the 60 percent needed.

Several changes in the community occurred over the next few years. The City of Mountlake Terrace purchased part of the Operations Facility (for Public Works and Parks Departments) that was previously owned by the City of Lynnwood. The city received a grant from the Department

of Homeland Security in 2011 to construct an Emergency Operations Center in this facility. Ballinger Golf Course operators stepped away in 2012 and the property was converted to a passive park. The Clubhouse was converted to a community/senior center in 2013. Improved economic conditions have spurred development in the Town Center with three major mixed-use projects now open and more businesses locating in Mountlake Terrace. The large grocery store located at 232nd Street and 56th Avenue has now closed and the property has been purchased and redevelopment plans are being discussed.

The Mountlake Terrace Transit Center opened in 2009. The Sound Transit Freeway Station that is located in the I-5 median and adjoins the Transit Center opened in 2011 and a Light Rail Station is currently under design and is planned to open in 2024. Mountlake Terrace is quickly becoming a transit-oriented community with a link from the Civic Center (old City Hall site) through Veterans Park to the Transit Center.

In 2011, the city conducted two focus groups (one with males only and one with females only) to learn more about why the proposal failed. The main reasons that rose to the top were total cost and scale of the project including too many amenities.

Proposition 1 – August 2012

With the prominent changes in the community coupled with the focus group information, the city worked on a scaled down version of the Civic Center proposal reducing the scope and the cost. The updated plan was reduced by 1/3 with a cost of \$25 million for a 31,000 SF City Hall and 8,500 SF Community/Senior Center by eliminating amenities such as underground parking, the Emergency Operations Center, amphitheater, farmers market, and ornamental gardens.

The city conducted more than 40 “Civic Center 101” presentations to the community and there was a great deal of support for this measure. The measure received almost 58 percent approval and was 124 votes short of the required 60 percent.

Proposition 1 – April 2013

After such a strong showing, the City Council met in September of 2012 and decided to put the measure back on the ballot in April of 2013 and do a better job of educating the public. It was also important because construction costs were rising and the city had forecasted that it only had funds for Interim City Hall rent through summer of 2014.

The same measure was put before voters in April of 2013. The result was 53 percent in favor of the measure that required 60 percent.

The current City Manager (who had served as Assistant City Manager since 2004) worked with the City Council to develop a property tax levy lid lift proposal to fund four years of Interim City Hall rent and ongoing parks and recreation funding. The measure passed in August of 2016 and the voters were informed that the next steps would include working with the community to plan design, fund and construct a new City Hall on vacant city-owned property at the Civic Center.

City Hall Advisory Committee

In October of 2016, the City Council established a City Hall Advisory Committee and appointed the nine-member Committee in December.

The Committee is a well-rounded group with individuals representing previous yes and no campaigns, male and female perspectives, and some specialized skills including construction, engineering and finance. The Committee began meeting in January of 2017.

The Committee worked on the following:

- A. Task 1. Work with City to provide input on Architect selection for conceptual design and cost estimating.
- B. Task 2. Work with City and Architect to gather community input.
- C. Task 3. Evaluate and provide input on current and future services, needs, functions and amenities the City should offer to the community in a new City Hall facility.
- D. Task 4. Work with City and Architect to provide input on conceptual designs for developing a new City Hall.
- E. Task 5. Provide input on financing options for constructing a new City Hall.
- F. Task 6. Develop recommendations to present to City Council relating to the City Hall facility.

Following the CHAC's work in early 2017, voters approved funding of a \$12.5 million project to include a new City Hall and expansion to the Police Station.

Current Conditions – Existing Civic Center Facilities

The Mountlake Terrace Civic Center is located within the Town Center at the southwest corner of 232nd Street SW and 58th Avenue W. The Civic Center is approximately 4.8 acres and includes the former City Hall site (now vacant and being used as a staging area for projects in the city), Fire Station 19, Police Station and a Library. A surface parking lot that formerly held 152 spaces served all the civic buildings. The Library parking lot was reconstructed following construction of a Regional Town Center Stormwater Facility in 2014.

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 Veterans Memorial Park, an approximately eight acre park to the south which, in turn, adjoins the I-5 Park and Ride to its southwest.

a. Interim City Hall

- o Address: 6100 219th Street SW, Suite 200
- o Leasing Space in Redstone Corporate Center II
- o Sq. Ft.: 14,000 including the City Council Chambers plus 2,000 SF of shared space (lobby and restrooms)
- o Services and Function: This building is home to the City Council, Mayor, City Manager, Administrative Services, Community and Economic Development, Community Relations, Engineering Services, and the Fire Marshal's Office. This building also stores records and provides flex space for annual audits, etc.

Former City Hall

- o Address: 23204 58th Avenue West
- o Year Built: 1961

- Sq. Ft.: 19,562
 - Number of Stories: 2
 - Services and Function: This building was 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 stored most of the City's historical records.
- b. Fire Station #19
- Address: 5902 232nd Street SW
 - Year Built: 2006
 - Sq. Ft.: 18,000
 - Number of Stories: 2
 - Services and Function: Mountlake Terrace has an Interlocal Agreement with South Snohomish County Fire and Rescue to provide Fire and Emergency Medical Services to our City. Under the terms of the Agreement, SSCFR staffs the City's fire station. Station #19 is staffed 24 hours per day. (The Fire Chief of SSCFR is designated as the City's Fire Chief and the District provides the City with a designated Fire Marshal at Interim City Hall.)
- c. Library
- Address: 23300 58th Avenue 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 Street SW
 - Year Built: 1991
 - Sq. Ft.: 6,400
 - Number of Stories: 1
 - Services and Function: The station houses both commissioned and civilian Police Department staff, including the Chief of Police.

City Hall Advisory Committee Recommended Layout