

## **Civic Campus Project 2018 Process Recap**

**May 18, 2018 – Update on Civic Campus Project:** Following up on the City Council’s recent approval of Amendment No. 1 to the Professional Services Agreement between the City and ARC Architects, the design team met with police department staff on May 10, 2018. The purpose was to begin programming the approximately 3,000 square foot Police Station building addition and to master plan the existing Police Station. As noted on May 3, 2018, the design team will work with police staff to establish options for fulfilling program space needs within the existing building and new addition, develop strategies to determine how best a renovation of the existing Police Station can be developed to ensure continued operations at the site during construction, and identify costs for the preferred master plan.

ARC Architects submitted a draft timeline to the City which depicts bidding of the civic campus redevelopment projects between April 12 and May 17, 2019.

ARC Architect continues its work on design concepts which will be presented during a Wednesday, July 11, 2018 Open House. The public event will be held at the Senior/Community Center (23000 Lakeview Drive) at 6:00 p.m. Please add this date to your calendars and plan to join us!

---

**May 11, 2018 – Update on Civic Campus Project:** Department directors met with ARC Architects on May 7 to further review the space needs assessment report, and discuss operational needs of departments and square footages for offices, lobby, storage, meeting rooms, etc.

Later that evening at the May 7 City Council meeting, the Council approved Amendment #1 to the Professional Services Agreement with ARC Architects, Inc. to master plan the existing Police Station including an assessment of existing building systems and providing a report outlining current conditions, life expectancy and replacement costs. Additionally, the design team will work with police staff to establish options for fulfilling the existing building program space needs within the entire existing building and new addition. Strategies will also be developed to determine how best a renovation of the existing Police Station can be developed to ensure continued operations at the site during construction, and costs will be identified for the preferred master plan.

In order to effectively design the Police Station building addition, it is necessary to also undertake master planning of the existing Police Station building concurrent with designing the building addition. As a reminder, the Civic Campus project consists of: (1) a new City Hall approximately 18,000 square feet in area (City Council Chambers, public lobby, City offices and associated parking); and (2) Police Station building addition of approximately 3,100 square feet. The project did not include funding for master planning or remodel of the existing Police Station, or public gathering space at the corner of 232<sup>nd</sup> Street and 58<sup>th</sup> Avenue W. The city did issue a separate proposal for those project components should funding be identified.

The city is preparing for the sale of bonds later this month to fund the project, and the Architect is working on design concepts for public input at the next community meeting. **The Wednesday, July 11 Open House will be held at the Senior/Community Center (23000 Lakeview Drive) at 6:00 p.m.** Please add this date to your calendars and plan to join us!

## **Civic Campus Project 2018 Process Recap**

---

**May 4, 2018 – Update on Civic Campus Project:** Department directors met with employees last week to review the 2017 functional requirements (space needs) report. The city's Executive Leadership Team will meet with ARC Architects on May 7 to further review the space needs assessment report, and discuss operational needs of departments and square footages for offices, lobby, storage, meeting rooms, etc.

The Assistant City Manager and City Clerk toured Bothell and Kenmore City Halls this week to look at the functionality of their public spaces, interview staff members and find efficiencies that can be used in the Mountlake Terrace project. Onsite surveying work also began this week. ARC Architects will use information and comments provided by city administration and public comments obtained during an April 5 Open House to develop concepts which will be presented during a public Open House on July 11. Comments from residents will be used to help ARC and the city develop a draft plan(s).

The Wednesday, July 11 at 6:00 p.m. Open House will be held at the Senior/Community Center (23000 Lakeview Drive). Please add this date to your calendars and plan to join us!

---

**April 27, 2018 – Update on Civic Campus Project:** The city's Executive Leadership Team met with ARC Architects on April 13 to review the space needs assessment report and discuss arrangement of departments within the building. In follow up, the Executive Leadership Team met on April 24 to review potential programming of the new City Hall by floor as well as square footage of office and meeting spaces. Department Directors in City Hall met with their employees this week to review the space needs assessment report summary to provide feedback to the Architects.

The city needs to provide feedback on preliminary department layouts to ARC Architects in early May so they can develop concepts for the public to review at the July 11 community meeting. Particular emphasis is being placed on how to utilize space in the most efficient ways and to consider how spaces can serve multi-function roles. On April 27, some department directors and the Assistant City Manager toured Mukilteo City Hall since it is located nearby and is similar in size to the future Mountlake Terrace City Hall.

The next community meeting is scheduled for Wednesday, July 11 at 6:00 p.m. at the Senior/Community Center (23000 Lakeview Drive). Please add this date to your calendars and plan to join us!

---

**April 20, 2018 – Update on Civic Campus Project:** In follow up to the April 5 community meeting, the city is working on updates to the webpages to include visual displays and a summary of comments provided by the public. The city's Executive Leadership Team met with ARC Architects on April 13 to review the space needs assessment report and discuss arrangement of departments within the building. Previous information gathered from tours of other local city halls has been helpful to determine how to utilize space in the most efficient ways and to consider how spaces can serve multi-function roles.

## **Civic Campus Project 2018 Process Recap**

The information from the community meeting and meetings with city staff will help the architect team develop design options and concepts to bring back for review and discussion at the second community meeting scheduled for Wednesday, July 11 at 6:00 p.m. at the Senior/Community Center (23000 Lakeview Drive). Please add July 11 to your calendars and plan to join us!

---

**April 13, 2018 – Update on Civic Campus Project:** In follow up to the April 5 community meeting, the city is working on updates to the webpages to include visual displays and a summary of comments provided by the public. The city's Executive Leadership Team met with ARC Architects on April 13 to review the space needs assessment report and discuss arrangement of departments within the building. Previous information gathered from tours of other local city halls has been helpful to determine how to utilize space in the most efficient ways and to consider how spaces can serve multi-function roles.

The information from the community meeting and meetings with city staff will help the architect team develop design options and concepts to bring back for review and discussion at the second community meeting scheduled for Wednesday, July 11 at 6:00 p.m. at the Senior/Community Center (23000 Lakeview Drive). Please add July 11 to your calendars and plan to join us!

---

**April 6, 2018 – Update on Civic Campus Project:** City Council approved a Professional Services Agreement with ARC Architects related to design/engineering services for a new City Hall and addition to the existing Police Station building at their April 2 meeting.

On Thursday, April 5, the first community meeting was held at Mountlake Terrace Library. Over 40 people were there to discuss the project's vision and look at images that were meant to stimulate conversation about what resonates for the Mountlake Terrace Civic Campus Redevelopment. Imagery included building form, materials, color/texture, transparency, landscaping features, and welcoming lobby/service center areas.

The discussion sparked ideas and provided some general direction to the architect team to develop design options and concepts to bring back for review and discussion at the second community meeting scheduled for Wednesday, July 11 at 6:00 p.m. Thanks to everyone who took time to participate! Please add July 11 to your calendars and plan to join us!

---

**March 30, 2018 – Update on Civic Campus Project:** City staff have been working on a Professional Services Agreement with ARC Architects related to design/engineering services for a New City Hall and addition to the existing Police Station building. The draft Agreement was reviewed and discussed by the City Council during a Council workshop on March 29, 2018 with consideration and potential action by the Council scheduled for April 2, 2018.

Related to the above project, the community is being notified of two near-term public open houses. The open houses are scheduled as follows:

- Thursday, April 5, 2018 Mountlake Terrace Library, 23300 58<sup>th</sup> Avenue West  
Purpose: Discuss imagery and vision for new City Hall and addition to Police Station including the lobbies/customer service areas, Council Chambers, and future gathering spaces.

## **Civic Campus Project 2018 Process Recap**

- Wednesday, July 11, 2018 Senior Community Center, 23000 Lakeview Drive  
Purpose: Focus on reviewing design options and concepts that were incorporated from input received at the first open house.

Notifications to date include the April *City Happenings* newsletter; a news release; a “Notify Me” subscription notice; citywide postcard mailing; poster in the library lobby; electronic reader board in Town Center; invitations sent to the Mountlake Terrace Business Association, Vineyard Park and MLT Plaza; Facebook and Twitter posts on the city and community pages; Council meeting announcements; and website updates.

For each open house, doors will open at 6:00 p.m. with presentations beginning at 6:30 p.m. A third open house will also be scheduled sometime this fall.

---

**March 23, 2018 – Civic Campus Project Update:** The fee agreement and scope of services with ARC Architects for design of the Civic Campus was received on March 14, and is tentatively scheduled for City Council discussion and review on March 29. At the March 1 City Council work/study session, the Assistant City Manager and Community Relations Director provided an update on the process to date. **The first community meeting will be held on Thursday, April 5 at 6:00 p.m. at the Mountlake Terrace Library.** The second community meeting is confirmed for Wednesday, July 11 at 6:00 p.m. at Ballinger Clubhouse. The remainder of the public process will be laid out once the scope of services is approved. These dates are announced in the April issue of *City Happenings* that will be mailed in late March and staff is working on a citywide postcard mailing. Other notification will include news releases, “notify me” subscription list, social media, electronic reader board, website postings, signage and flyers.

---

**March 16, 2018 – Civic Campus Project Update:** The fee agreement and scope of services with ARC Architects for design of the Civic Campus was received on March 14, and is tentatively scheduled for City Council discussion and review on March 29. At the March 1 City Council work/study session, the Assistant City Manager and Community Relations Director provided an update on the process to date. The first community meeting will be held on Thursday, April 5 at 6:00 p.m. at the Mountlake Terrace Library. The second community meeting has now been confirmed for Wednesday, July 11 at 6:00 p.m. at Ballinger Clubhouse. The remainder of the public process will be laid out once the scope of services is finalized.

---

**March 9, 2018 – Civic Campus Project Update:** The fee agreement and scope of services with ARC Architects for design of the Civic Campus project is tentatively scheduled for City Council discussion on March 15 with approval tentatively scheduled for March 19. The materials from ARC are expected to arrive on March 9. At the March 1 City Council work/study session, the Assistant City Manager and Community Relations Director provided an update on the process to date. It was noted that pending approval of the agreement, the first community meeting would be held on Thursday, April 5 at 6:00 p.m. at the Mountlake Terrace Library. The second community meeting has now been confirmed for Wednesday, July 11 at 6:00 p.m. at Ballinger Clubhouse. The remainder of the public process will be laid out once the scope of services is finalized.

---

**March 3, 2018 – Civic Campus Project Update:** Work continues on the fee agreement and scope of services with ARC Architects for design of the Civic Campus project. The contract and

## **Civic Campus Project 2018 Process Recap**

scope is tentatively scheduled for City Council discussion on March 15 with approval tentatively scheduled for March 19. At the March 1 City Council work/study session, the Assistant City Manager and Community Relations Director provided an update on the process to date. It was noted that pending approval of the agreement, the first community meeting would be held on Thursday, April 5 at 6:00 p.m. at the Mountlake Terrace Library. The remainder of the public process will be laid out once the scope of services is finalized.

---

**February 23, 2018 – Civic Campus Project Update:** After conducting reference checks on the top firms, ARC Architects has been selected as the initial firm for design of the Civic Campus project. The City Council will discuss the selection at the March 1 work/study session. ARC Architects has a wealth of experience with public projects, particularly City Halls and Police Stations. Staff is currently negotiating the scope and contract terms with ARC with approval of a contract tentatively scheduled for the March 5, 2018 City Council meeting. It is anticipated that community outreach will begin very soon.

---

**February 16, 2018 – Civic Campus Project Update:** Three architectural firms, selected as finalists, were interviewed by a panel of 11 staff representing all disciplines of the project. Each firm has experience with a number of civic projects. Currently the city is conducting reference checks before making a decision on the preferred firm to negotiate with on a contract. Approval of a contract with the preferred firm is tentatively scheduled for the March 5, 2018 City Council meeting.

---

**February 9, 2018 – Civic Campus Project Update:** Five architectural firms submitted responses to the Request for Qualifications for professional architectural and engineering design services for construction of the Civic Campus project. The submittals were reviewed and three firms were selected as finalists and will interview on February 15. Approval of a contract with the preferred firm is tentatively scheduled for the March 5, 2018 City Council meeting.

---

**February 2, 2018 – Civic Campus Project Update:** Five architectural firms submitted responses to the Request for Qualifications for professional architectural and engineering design services for construction of the Civic Campus project. The submittals were reviewed and three firms were notified that they will be finalists and invited to present their approach to work with the community. Interviews are scheduled for February 15 and approval of a contract with a firm is tentatively scheduled at the March 5, 2018 City Council meeting.

---

**January 26, 2018 – Civic Campus Project Update:** Five architectural firms submitted responses by Friday, January 26, expressing interest in aiding the community in the design of the civic campus project in 2018. The submittals will be reviewed, and then firms will be invited to present their approach to work with the community.

---

**January 19, 2018 – Civic Campus Project Update:** Thirteen architectural and engineering firms participated in a pre-submittal tour of the Civic Campus and Police Station on Wednesday. The optional tour was offered to parties interested in responding to the city's Request for Qualifications for the Civic Campus Project. Attendees met the Executive Leadership Team and other city staff at the Library and then toured the Police Station and site followed by a question and answer session.

## **Civic Campus Project 2018 Process Recap**

Responses to the RFQ will be accepted until **Friday, January 26, 2018** at 12:00 p.m. Any firm that plans to submit should notify the city at [llavoie@ci.mlt.wa.us](mailto:llavoie@ci.mlt.wa.us) and provide an email address in order to receive any RFQ updates. The full RFQ can be seen at <http://www.cityofmlt.com/bids.aspx>.

---

**January 12, 2018 – Civic Campus Project Update:** Thirteen architectural and engineering firms participated in a pre-submittal tour of the Civic Campus and Police Station on Wednesday. The optional tour was offered to parties interested in responding to the city's Request for Qualifications for the Civic Campus Project. Attendees met the Executive Leadership Team and other city officials at the library and then toured the site followed by a question and answer session.

Responses to the RFQ will be accepted until **Friday, January 26, 2018** at 12:00 p.m. Any firm that plans to submit should notify the city at [llavoie@ci.mlt.wa.us](mailto:llavoie@ci.mlt.wa.us) and provide an email address in order to receive any RFQ updates. The full RFQ can be seen at <http://www.cityofmlt.com/bids.aspx>.

---

**January 5, 2018 – RFQ for Professional Architectural and Engineering Design Services for Construction of a New City Hall and Police Station Expansion:** On December 8, 2017, the city issued a request for Letters 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 located at the intersection of 58<sup>th</sup> Avenue W and 232<sup>nd</sup> Street SW, including the following elements:

- 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.

On January 10, the city will be providing a Civic Campus tour including walk through in the Police Station for firms interested in submitting a response to the RFQ.

Responses to the RFQ will be accepted until **Friday, January 26, 2018** at 12:00 p.m. Any firm that plans to submit should notify the city at [llavoie@ci.mlt.wa.us](mailto:llavoie@ci.mlt.wa.us) and provide an email address in order to receive any RFQ updates. The full RFQ can be seen at <http://www.cityofmlt.com/bids.aspx>.