



**RFQ/SOQ For Professional Architectural/Planning Consulting Services for  
Conceptual Space Layout and Cost Estimating of a City Hall**

**Responses to RFQ Questions  
Updated January 12, 2017**

1. Will there be any sort of presubmittal meeting before our qualifications are due? We would love a chance to come tour the proposed site and meet with your team.

There is no anticipated pre-submittal meeting; interested parties are welcome to visit the site themselves.

2. This reads as if it is a new facility for both City Hall and Police. Can you confirm this?

The current Police Station will continue to be used, but the new City Hall is anticipated to be designed to include additional space for Police, such as offices for Police managers and possibly a sally-port, due to the limited space in the existing station.

3. Is a copy of the 2008 / 2009 space needs assessment available?

The 2008 space needs assessment from Miller Hull is on the [Architect RFQ webpage](http://www.cityofmlt.com/1903) (www.cityofmlt.com/1903). The 2009 plan anticipated a community center, which is no longer considered a present need.

4. It was mentioned that the City worked with an architect in 2013 for run at a new City Hall concept. Can you share this name?

The City hired Miller Hull for the 2008-2009 project design. The only other architect involved was Opsis, which did some work in 2014-2015.

5. Do we understand correctly that the new concept design will be sited on the 4.8 acre Civic Center site? If so, are site plans available for this area?

At this time, the site is fairly “green,” with a handful of parking spaces and a lawn where the old city hall was located.

6. Would you be so kind as to tell me if the City will hire an independent construction management firm for this project?

It is too early to know whether or not a construction manager will be selected from in-house or outside resources.

7. Are the previous programming and conceptual plans from 2008/2009 and thereafter available for review?

The plans from the 2008/2009 project are available on the [RFQ webpage](http://www.cityofmlt.com/1903) (www.cityofmlt.com/1903).

8. Who did them and how were they received?

The plans were done by Miller Hull. The community advisory group and City Council supported the plans, and put them to a vote of the community three times.

9. What are the skill and experience levels of the persons on your City Hall Advisory Committee?

The Committee has a broad range of skill and experience, ranging from engineers and transit managers to construction estimators and public policy advisors. The members range in residency in Mountlake Terrace from a few years to a few decades.

10. What is your budget?

The budget has not been identified.

11. “Much of the space needs assessment and cost estimating was done in 2008/2009...” Is this document available for review to potential proposers now, ahead of our response to this RFQ?

The “Mountlake Terrace Civic Center Space Needs Assessment” document is available on the [RFQ webpage](http://www.cityofmlt.com/1903) ([www.cityofmlt.com/1903](http://www.cityofmlt.com/1903)).

12. If the City did not author the above report, who was the firm that authored it?

Miller Hull and its subcontractors.

13. Will that firm be precluded from responding to this solicitation?

No.

14. Will the firm selected for this study be given the opportunity to move directly into design of the new facility with a contract amendment? If not, will the firm authoring this study be precluded from submitting a proposal for the follow-on design work?

This has not been determined at this time.

15. Is a consultant fee budget required for this initial phase of the RFQ process? On page 6 of 13, Evaluation Criteria, (A.) Project Time & Budget, you indicate 15 point are assigned to ‘Budget’. But the sub-bullets suggest you may be looking for a text response on how our firm creates/manages typical project budgets. It does not explicitly say you are looking for a fee budget for the Conceptual Space Layout and Cost Estimate services at this time. Please clarify.

The ability to stay within a project budget, as well as a range of costs for similar work done, is being considered. However, final costs of the service agreement with the city will be negotiated based on a finalized scope of services.

16. Will the City be looking for a preliminary traffic study ‘memorandum’ at this phase based on the anticipated space needs and development program?

No.

17. Does the City anticipate a full public engagement program above and beyond working with the City Hall Advisory Committee for this next phase? Specifically, is it the desire of City staff to program in multiple community engagement events, such as interactive design workshops, community open house events and/or online survey's as a part of this next phase?

At this time the City Hall Advisory Committee has not yet discussed a number of public engagement meetings/open houses/workshops, but it should be anticipated that at least three public meetings will be needed.

18. Are resume's included in the page count?

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.

19. May I add a Table of Contents to help readers find information easily without being penalized on page count?

If it is a section divider.

20. Where can we review the original?

Unclear as to what this refers to.

21. Do you want resumes of the subconsultant teams?

Your choice, as long as it fits within the size parameters.

22. What economic Census reports are being used to determine population growth for the next 20+ years? (WA State, PRSC, ULI?)

A combination of State and PSRC numbers.

23. Where would we find the downtown plan goals as mentioned on page 3, Phase II, C.?

The 2009 document can be found here:  
<http://www.cityofmlt.com/DocumentCenter/View/750>

24. The last study done showed a \$40Million City Hall Plan. Is that what the City and population are expecting, or are they expecting the earlier \$25M cost?

The 2009 plan, which included a community center, was for \$37.5 million. This was followed by two ballot measures of \$25 million that also included a community center. The current City Hall Advisory Committee is focusing on a City Hall without a community center.

25. When are the Project Coordinating Committee meetings – and have they met yet?

The first meeting was held Wednesday, January 11. Future meetings will occur on Thursday evenings every one to two weeks. See the meeting schedule: [www.cityofmlt.com/1907](http://www.cityofmlt.com/1907).

26. Who is on the Selection Committee for the Chapel Hill Civic Center?

This information can be found here: [www.cityofmlt.com/1899](http://www.cityofmlt.com/1899).

27. May we call you to ask questions verbally? Often, one answer leads to another question.

Calls with questions on the SOQ are not being taken at this time.