

CITY OF LEAVENWORTH, WA
REQUEST FOR QUALIFICATIONS & PROPOSALS
FOR
ARCHITECTURAL SERVICES FOR FRONT STREET PARK
RESTROOM AND STAIRWAY ACCESS

I. INTRODUCTION

City of Leavenworth is seeking qualified providers of Architectural Services for the preliminary design and cost estimate for the expansion of the restroom facilities located in Front Street Park and the preliminary design and construction of a replacement walkway from Hwy. 2 to Front Street Park. The scope of work for this initial project will include providing the City with a facility assessment, preliminary design, and an estimate of probable costs to be used in decision making and further development of final construction drawing and documents for this project.

This Request for Qualifications & Proposals (RFQ/P) is intended to establish the specifications and conditions governing the selection of a firm to provide Architectural Services to the City of Leavenworth. All proposals shall be in the form and format specified in the RFQ/P Section IV titled "Submittal Format and Content".

The Professional Services Agreement that would be used for services performed under this request is attached here and labeled as: **Draft Professional Services Agreement for Consultant Services**. The Proposal should be submitted in hard copy format. A final Professional Services Agreement will be prepared by the City upon review and approval of the Proposals.

II. BACKGROUND

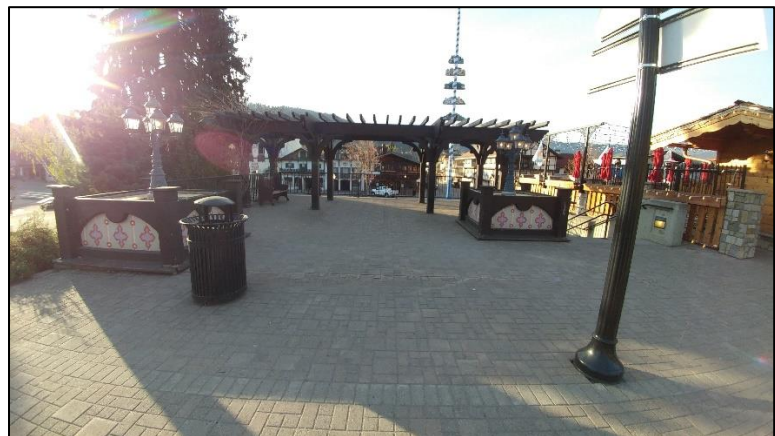
The City of Leavenworth currently owns and operates the Front Street Park and adjoining restroom facilities. This 960 square foot facility is maintained at a high level, however the women's facilities are over used beyond capacity throughout the tourist season and on festival days. The City recently completed a Front Street Park Master Plan which identified either the replacement or expansion of this facility. In conjunction with this, the Master Plan identified the replacement and relocation of the adjacent stairwell that provides access from Hwy. 2 to Front Street Park. The goal of this project is to assess whether the building should or can be expanded to meet future needs and then provide a preliminary design of the new or remodeled building and stairway access.

The City is requesting participation from architectural firms to assist in providing architectural design, drafting, and technical provisions as part of the project. Once the

preliminary design and probable costs are identified and reviewed, a full design and construction project may be authorized by the City Council. Below are some photos of the existing condition.



Front Street Side of Restroom Facility



Hwy. 2 Plaza over top of restroom

III. SCOPE OF SERVICES

The contractor will provide the following Architectural Services at a minimum:

1. Architectural Schematic Design.
 - a. Provide assessment of the existing facility to the Downtown Steering Committee.
 - b. Review of Washington State ADA and Title 24 Standards for the facility.

- c. Compliance with the Old World Bavarian Alpine Theme. One consultation meeting with the Design Review Board. Design focus group meeting.
- d. Submit conceptual design incorporated with Front Street Park area for review.
- e. Complete a preliminary site plan and floor plan to the Downtown Steering Committee.
- f. Provide a preliminary cost estimate including architectural reconstruction and other specialties as necessary to complete the work.

IV. SUBMITTAL FORMAT AND CONTENT

Proposals shall be a single volume booklet bound such that they lay flat when opened. Sections shall be indexed and tabbed for easy reference to the material contained within. Tabs shall be labeled and extend beyond the page width.

Cover Letter – The cover letter must be on Consultant Firm letterhead and should include in the subject heading “Proposal for Architectural Services for Front Street Park Restroom and Stairwell” and proposal due date. The cover letter should be brief (two pages maximum), and any changes to the format or deletions of requested materials clearly explained.

Describe how the delivery of services will be provided to City, including the location of the consultant’s offices and response time to City’s requests. In addition, describe those conditions, constraints, or problems that are unique to the scope of work that may adversely affect either the cost or work progress; identify the team members other than the consultant firm’s employed personnel (i.e., joint partners, sub-consultants, and contract personnel); and include the title and signature of the firm’s contact person for this procurement. The signatory shall be a person with official authority to bind the company.

1. Methods and Strategic Plan – Describe methods and plan for carrying out the Scope of Work.
2. Qualifications and Experience – This section shall contain the following: The name of the consultant firm’s proposed personnel for this project. The consultant firm’s and proposed personnel’s experiences in the past five (5) years specifically related to the scope of work of this project. Experiences shall be listed consecutively with name of the City or Agency the work was completed for. Each listed experience shall include the name(s) and telephone number(s) of the consultant’s project manager and inspector and the client’s project manager or contract for each listing. When listing sub-consultants, describe the listed experience and the exact tasks that each entity will perform.
3. List of Project Responsible Personnel – This list should include the identification of the project manager or contract person with primary responsibility for this contract, the personnel proposed for this contract, and any supervisory personnel,

including partners and/or sub-consultants, and their individual areas of responsibility (include their e-mail addresses). The persons listed will be considered as those committed to the project. The resumes shall include at least one reference from previous assignments.

4. Organization Chart – An organization chart containing the names of all key personnel, joint venture partners, and sub-consultants with titles and their specific task assignment for this contract shall be provided in this section.
5. Other Information - This section shall contain all other pertinent information regarding this procurement in the following order:
 - a. Description of insurance coverage for prime respondent if different than that which is currently valid and on file with the City and co-venture partner(s) (Types of coverage and policy limits, deductible, exclusions, and outstanding claims).
 - b. Description of in-house resources for prime respondent and co-venture partner(s) (i.e., vehicles, mobile telephone, computer capabilities, software applications, etc.)
6. Not-to-Exceed project Fee and Schedule of Hourly Rates – The respondent shall provide a Not-to-Exceed Fee and a Schedule of Hourly Rates in a separate sealed envelope. The envelope shall be marked clearly with the Consultant firm's name, "PROPOSAL FOR ARCHITECTURAL SERVICES FOR THE FRONT STREET PARK RESTROOM AND STAIRWELL PROJECT" and proposal due date and time.

The proposal shall be based upon the Basic Services/Scope of Services and include the basis of cost for the respective items of work requested as well as associated descriptions and sample deliverables.

V. SUBMITTAL SCHEDULE

The solicitation, receipt, and evaluation of submittals and the selection of the provider of consultant services will conform to the following schedule (Note: Dates are subject to change):

The proposals shall be delivered to the City of Leavenworth, City Clerk 700 Hwy. 2, Leavenworth, WA 98826 no later than **4:00 PM, on June 7, 2019**. Late proposals will not be accepted.

- Submittal of Proposal Due: June 7, 2019 by 4:00 PM
- Submittal Review: June 9 through June 26, 2019

- City may request a meeting with individual firms as part of the submittal review process
- City Approval: Tentative July 9, 2019
- Notice to Proceed: TBD

Three (3) copies (one of the copies shall be unbound and paper clipped) of the proposal shall be submitted no later than the proposal due date and time above.

Submittal of Proposal to:

Chantell Steiner, City Clerk
City of Leavenworth
700 Hwy 2 / PO Box 287
Leavenworth, WA 98826

Contact Person:

Joel Walinski
City Administrator
jwalinski@cityofleavenworth.com
(509) 548-6429

Attachment

Draft Front Street Park Master Plan
Draft Professional Services Agreement