

**REQUEST FOR QUALIFICATIONS (RFQ)  
FOR  
SPACE NEEDS & FACILITIES ASSESSMENT**

**Posting Date: November 18, 2021  
Proposals Due: December 17, 2021 by 5:00 pm**

**SUBMIT QUALIFICATIONS AND PROPOSAL TO:**

**Attn: Chantell Steiner, City Clerk  
700 US Hwy 2 / P.O. Box 287  
Leavenworth, WA 98826  
Phone 509-548-5275  
[financedir@cityofleavenworth.com](mailto:financedir@cityofleavenworth.com)**

## *Overview*

The City of Leavenworth is seeking proposals from qualified consultants to perform a Space Needs & Facilities Assessment for the Department of Public Works facilities and City Hall facility. The city desires to develop plans to address any identified existing deficiencies and meet future needs (30-plus years) for the following facilities:

- Public Works facilities located at 216 14<sup>th</sup> Street (parcel 241701675085) includes a utility, storage and old office metal building and use of the site for the city recycling and Public Works equipment storage. In addition, this parcel has a wastewater treatment plant which includes a laboratory, open office, restroom and breakroom. There is a need to plan for a future wastewater treatment expansion.
- Public Works facilities located at 1440 Commercial Street (parcel 241701440150) includes a 1945 home and detached garage which were partially converted to office space and breakroom and outdoor area for equipment storage and parking.
- Public Works facilities located at 1471 US Hwy 2 (parcel 241701675080) includes outdoor equipment storage.
- Public Works facilities located at NNA 14<sup>th</sup> Street (parcel 241701440450) includes open bay storage and equipment maintenance facility with office space and outdoor equipment storage.
- Public Works facilities located at 1381 Commercial Street (parcel 241701675107) includes the “PUD Shop” and a separate building rented to a local non-profit serving the community.
- Public Works facilities located at 7201 Icicle Rd (parcel 241727320050) includes a surface water treatment plant and chlorine contact chamber building.
- City Hall facility is located at 700 Hwy 2 (parcel 241712220450) includes offices, breakroom, meeting rooms, Council Chamber Hall, and leased area for the city library.

## *Scope of Work*

The following scope of work and criteria will be used for evaluation for remodeling or constructing a new Public Works facility and/or combination of Public Works and City Hall facility.

1. Determine the condition and deficiencies of the existing facilities, using ASTM Designation E2018 or similar evaluation tool, including but not limited to:
  - a. Structural Issues
  - b. Plumbing

- c. Compliance with ADA requirement for public buildings (interior exterior)
  - d. Storage
  - e. Furniture/Equipment Needs
  - f. Parking
  - g. Security of facilities (access points, reception area safety, cameras)
  - h. Vehicle and equipment maintenance and storage
  - i. Fuel dispensing
2. Future facility needs pertaining to the following:
- a. Space needs for vehicle/equipment storage and individual workspace potential
  - b. Staffing growth potential
  - c. Storage
  - d. Breakroom/Cafeteria
  - e. Offices
  - f. Meeting Rooms
  - g. Sustainability (energy, environment, and efficiency)
  - h. IT and computer equipment
  - i. Secure facilities for people and equipment
  - j. Cameras: interior and exterior
  - k. Facility access points: card readers
  - l. Reception area safety
  - m. Restrooms (number and size)
  - n. Emergency power sufficient to meet potential service as Emergency Operation Center
  - o. Provision of fiber optic or wireless high-speed communication to the site
- A. The consultant will need to evaluate the adequacy of the current facilities and make recommendations that address the needs and requirements identified if they remain in the current facilities. The recommendations must include estimated costs to renovate and/or expand the facilities, including site layouts for expansion. The consultant should consider a time window of 30 years into the future.
- B. The consultant will need to identify the building costs and site requirements to accommodate a new Public Works facility and/or combined Public Works and City Hall facility.
- C. Provide a comparison of the life cycle costs for renovating and upgrading the current facilities with estimated costs of constructing a new facility or facilities.

The firm selected will be required to make site visits and conduct interviews with appropriate personnel to derive a final set of recommendations.

### ***Products to be Provided by the Consultant***

Consultant will be expected to provide the following products:

- A. An evaluation of the long-term (over 30 years into the future) facilities needs
- B. The suitability of the current facility to meet those needs and the costs to improve those facilities to address current deficiencies and meet future needs
- C. The site requirements and estimated building cost to construct a building on the existing site
- D. A general floor plan for design of the Facility as recommended by the consultant for each alternative
- E. A list of pros and cons of each of the alternatives

### ***Items provided by Leavenworth***

- A. Leavenworth will conduct tours of the facilities by appointment, if requested.
- B. Information concerning utility and operating costs of the current facility, if requested.
- C. Point-person to coordinate with and field questions
- D. Copy of property surveys, as available
- E. Other materials as deemed necessary

### **Submittal Requirements**

Interested firms shall submit electronically a Statement of Qualifications that contains the following:

1. Cover letter
2. Qualifications
  - a. Submit a general description of the proposed design team's background and experience with similar work.
  - b. Discuss the proposed design team's knowledge and experience of public projects.
3. Availability of Staff and Resources
  - a. Explain how the proposed design team will approach the work. Include any experience with design standards, similar to the Leavenworth Bavarian Alpine Theme.
4. Personnel.
  - a. Quality of personnel is critical in the decision-making process. List of available personnel for this project and similar work experience.
5. References
  - a. Provide three (3) references for similar work since 2015 along with specific individuals we may contact for references.
6. Format
  - a. Statements of Qualifications shall have a maximum page limit of 10 pages (5 pages if double-sided) excluding title page and/or cover letter.

## **General Information**

Pursuant to, and in compliance with, RCW 39.80 the City of Leavenworth requests Statements of Qualifications for engineering services specific to performing a Space Needs & Facilities Assessment for the Department of Public Works facilities and City Hall facility. This work is currently budgeted at \$30,000.

Qualification statements shall be provided to the City electronically. Late submissions will be automatically disqualified from consideration. Submissions are to be sent to Chantell Steiner, Finance Director/City Clerk, at [financedir@cityofleavenworth.com](mailto:financedir@cityofleavenworth.com). Questions may be directed to Tom Wachholder, Public Works Director, at [twachholder@cityofleavenworth.com](mailto:twachholder@cityofleavenworth.com), phone 509-548-5275.

The City of Leavenworth, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252,42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all consultants that will affirmatively ensure that any contract entered into pursuant to this request for qualifications, disadvantaged business enterprises will be afforded full and fair opportunity to submit Statements of Qualifications in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

This Request for Qualifications does not commit the City to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The City reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the Request for Qualifications if it is in the best interest of the city to do so.

All costs for developing a response to this RFQ are the obligation of the respondent and are not chargeable to the city. The respondent must bear all costs associated with the preparation of the submittal and of any oral presentation requested by the city. All responses and accompanying documentation will become property of the city and will not be returned. Proposals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the below listed city agent(s). Proposals cannot be withdrawn after the published close date.

## **Selection Process**

City Staff will perform a review based on a matrix and what the city staff views as a good fit for the projects. The evaluation will be based on the submittal requirements and the following criteria. Follow up interviews may be required.

- a) A demonstrated understanding of the requirements of this project (10 points)
- b) Project approach and schedule (20 points)
- c) Qualifications and expertise of firm and key personnel assigned to the project and their proven ability to efficiently complete similar projects (10 points)
- d) References (5 points)
- e) Firm possesses resources required to complete the project (20 points)
- f) Clarity, consciousness, and organization of the proposal (20 points)

**Terms and Conditions**

The City reserves the right to amend terms of this RFQ to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort firms may have spent on their responses.

**Proposed Personnel**

Consultant agrees to provide all professional staff necessary to perform the scope of work, including key individuals named in Consultant's proposal. These key personnel shall remain assigned for the duration of the contract, unless otherwise agreed to in writing by the City. In the event Consultant proposes to substitute any key personnel, the individual(s) proposed must demonstrate similar qualifications and experience as required to successfully perform such duties. The City shall have the sole right to determine whether key personnel proposed as substitutes are qualified to work on the project.