



**CITY OF LEAVENWORTH**  
**REQUEST FOR QUALIFICATIONS**

**Downtown Parking Garage Feasibility & Design**

**Project No. 2025-07**

**Posting Date: April 2, 2025**

**Submission Deadline: May 5, 2025 by 5:00pm PDT**

**Submit Electronic Statement of Qualifications to:**

**City of Leavenworth  
Andrea Fischer, City Clerk  
700 US Hwy 2 / P.O. Box 287  
Leavenworth, WA 98826  
[afischer@cityofleavenworth.com](mailto:afischer@cityofleavenworth.com)**

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## **REQUEST FOR QUALIFICATIONS (RFQ)**

### **1.0 OBJECTIVE**

The City of Leavenworth (City) is soliciting qualifications from qualified consulting firms (Consultants) to provide professional services to complete feasibility, design, bidding, and construction services for a new parking structure in downtown Leavenworth, Washington. The goal of this project is to add a minimum of 200 covered parking stalls within a short walking distance to Front Street Park in a structure that is consistent with Leavenworth's Old World Bavarian Alpine theme.

### **2.0 BACKGROUND**

The City of Leavenworth is a small city (1.4 square miles) with a year-round population of less than 2,500 located in Chelan County in North Central Washington. Incorporated in 1906 as a logging and railroad town, in the 1960s the City re-invented itself as the Bavarian Village in an effort to attract tourists and reinvigorate a dying economy.

Today, Leavenworth welcomes approximately 3,000,000 visitors each year. Visitors are attracted to the City for its Old World Bavarian Alpine theme and the restaurants, breweries, wineries and shops downtown, but also due to its proximity to an abundance of outdoor recreation opportunities. During busy weekends and festival weeks, the demand for the City's limited parking far exceeds the supply.

Leavenworth's 2018 Downtown Strategic Parking Management Plan outlined several on- and off-street parking system recommendations to manage its parking problem. Many of the recommended 2018 strategies have since been implemented, most prominently the transition of on-street parking in the core zone from free to time-limited paid parking, and the expansion of the City's monthly parking permit program.

One of the biggest changes since the 2018 plan was the permanent closure of Front Street to create a vehicle-free Pedestrian Plaza, reducing the on-street parking supply by more than 100 stalls. This change came at a time when Leavenworth's resident and visitor populations increased, placing additional demand on the City's limited parking supply.

Given these changes, the City engaged Rick Williams Consulting (RWC) to assist in a process to refresh the 2018 Downtown Strategic Parking Management Plan based on current parking demand patterns. Part of this plan was a forecast of future parking demand, and a parking garage feasibility analysis, comparing the cost of constructing and operating a parking structure within walking distance to Front Street Park versus a structure on the outskirts of the City. The final 2024 Downtown Strategic Parking Management Action Plan is included as an appendix for consultant reference.

The City's Parking Advisory Committee (Committee), composed of a combination of City Council members, City staff, business owners and community members, was

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instrumental in driving both the 2018 and 2024 parking studies. With the finalization of the 2024 Plan and the resulting recommendation to invest in a new multi-level parking structure within the downtown core, the Committee recommended issuing this RFQ.

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### **3.0 SCOPE OF WORK**

The Scope of Work shall, at a minimum, include the following elements described herein.

**Project Limits:** City-owned properties within 1,000 feet of Front Street Park

**Site Selection (Phase 1):** The full scope of the Site Selection (Phase 1) will be included in the initial agreement with the selected Consultant.

#### **Scope of Work: Parking Garage Feasibility Study – Site Selection**

**1. Project Overview:** The purpose of this feasibility study is to evaluate potential locations for a City-owned parking garage within 1,000 feet of Front Street Park. The study will analyze at least two City-owned sites of at least one acre in size, assessing their suitability based on traffic impact, pedestrian accessibility, restroom requirements, and potential for ground-level commercial space. The site must be able to accommodate a minimum of 200 new parking spaces while complying with the City's zoning code and relevant height and setback limitations.

#### **2. Site Selection & Analysis:**

- Identify and evaluate City-owned parcels within the designated area that meet the minimum size and location requirement.
- Assess site accessibility, utility availability, and environmental constraints.
- Provide a comparative analysis of identified sites, including advantages and challenges of each location.

#### **3. Traffic Impact Analysis:**

- Conduct a traffic study to evaluate vehicular and pedestrian movement patterns for each site.
- Analyze impacts to US Highway 2, including:
  - Vehicular congestion and circulation patterns.
  - Pedestrian safety and crossings.
  - Potential mitigation measures for identified traffic concerns.
- Assess ingress and egress points for optimal functionality and safety.

#### **4. Restroom Facilities Assessment:**

- Determine the appropriate number of restroom stalls required based on parking capacity and projected usage.
- Evaluate industry standards and best practices for public restroom facilities in parking structures.

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- Assess the feasibility and costs of incorporating restroom facilities into the parking structure design.

**5. Commercial Space Feasibility:**

- Analyze market demand for commercial space within the parking garage footprint.
- Identify potential tenants or business types that could enhance the garage's functionality and financial sustainability.
- Assess zoning and regulatory requirements for integrating commercial space at ground level.
- Provide a cost-benefit analysis/revenue comparison of incorporating commercial space versus a parking-only structure.

**6. Stakeholder Coordination & Engagement:**

- Coordinate with City staff and the Parking Advisory Committee throughout the study.
- Attend bi-weekly update meetings with staff (either in-person or virtual)
- Attend periodic Parking Advisory Committee meetings virtually (third Thursday of each month at 4pm)
- Attend Community Block Party on August 21 to gather community feedback.
- Prepare and deliver presentations to the Downtown Steering Committee and City Council to review findings and recommendations.

**7. Recommendations & Final Report:**

- Summarize findings and provide site rankings based on feasibility criteria.
- Present conceptual layouts and configurations for top site options.
- Provide cost estimates for development, including traffic mitigation, restroom facilities, and commercial space integration.
- Deliver a final report with recommendations for the most viable parking garage site and design considerations.

**Design (Phase 2):** The initial agreement with the selected consultant will only include the scope of Phase 1, Site Selection. Upon completion of Phase 1, a supplemental agreement will be executed for Phase 2, Design.

**Scope of Work: Parking Garage Design Phase**

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**1. Project Overview:** Following the completion of Phase 1 (Feasibility Study and Site Selection), the design phase will focus on developing architectural and engineering plans for the selected site. The design will incorporate key findings from Phase 1, including restroom facility requirements, the inclusion of ground-level commercial space (if applicable), and traffic impact mitigation measures. The project will adhere to the City's Old World Bavarian Alpine architectural theme and go through the Design Review Board approval process. This scope is subject to change based on Phase 1 deliverables and applicable regulations.

**2. Conceptual Design Development:**

- Develop preliminary site plans and architectural renderings consistent with the Old World Bavarian Alpine theme.
- Incorporate required parking capacity, including ADA-compliant spaces and EV charging stations.
- Integrate restroom facilities based on occupancy and usage projections.
- Design commercial space (if included) to complement the structure and surrounding area.
- Ensure pedestrian and vehicular circulation aligns with the traffic impact study findings.

**3. Engineering & Structural Design:**

- Perform geotechnical analysis and structural engineering assessments for site stability.
- Design foundation, structural framework, and load-bearing elements.
- Develop mechanical, electrical, and plumbing (MEP) systems, including lighting, ventilation, security, and utilities.
- Design stormwater management and drainage systems in compliance with City regulations.

**4. Design Review & Compliance:**

- Ensure all architectural elements align with the City's Old World Bavarian Alpine design standards.
- Prepare and submit design plans to the Design Review Board for feedback and approval.
- Address any modifications required by the Design Review Board to meet aesthetic and zoning standards.
- Ensure compliance with all local, state, and federal building codes and regulations.

**5. Stakeholder Coordination & Public Engagement:**

- Bi-weekly update meetings with City staff (either in-person or virtual)
- Attend periodic Parking Advisory Committee meetings to provide updates (either in-person or virtual)
- Present design concepts to the Downtown Steering Committee and City Council for feedback and approval.

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- Engage the community through public meetings or outreach efforts to gather input.
- Facilitate and attend 30, 60, and 90-percent design review meetings with City staff (either in-person or virtual)
- Attend up to eight (8) in-person public meetings (e.g., City Council Study Session, City Council Meeting, Leavenworth Community Engagement Night, Public Open House)

**6. Cost Estimation & Budgeting:**

- Develop detailed cost estimates for construction, including materials, labor, and contingency planning.
- Provide a financing and funding strategy, identifying potential grants or revenue sources.
- Compare cost implications of incorporating commercial space versus a parking-only structure.
- Identify potential grants and other funding sources to finance the project.

**7. Final Design & Construction Documents:**

- Prepare final architectural and engineering drawings for permitting and construction.
- Develop bid-ready construction documents, including specifications and procurement requirements.
- Assist City staff in the contractor selection process by providing technical evaluations.

**8. Deliverables:**

- Conceptual design renderings and site plans.
- Structural, mechanical, electrical, and plumbing design documents.
- Traffic and pedestrian circulation analysis updates based on final design.
- Design Review Board submission package.
- Cost estimates and construction budget.
- Final construction documents and bid package.

**Supplemental Scope**

The City reserves the right to amend this scope of work, if agreed to by the selected consultant, to include services during bidding and/or services during construction.

**4.0 QUALIFICATIONS PROCESS**

**Qualification Submission Procedure**

Submissions shall be sent **electronically** to Andrea Fischer, City Clerk, at [afischer@cityofleavenworth.com](mailto:afischer@cityofleavenworth.com) by **5:00 PM on Monday, May 5, 2025**. Late or incorrectly submitted submissions will be automatically disqualified from consideration.



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Any qualifications received after the specified date and time will automatically be rejected and will not receive any further consideration by the City.

### **Consultant Selection Schedule**

The solicitation, receipt, and evaluation of submittals and the selection of the Consultant are anticipated to conform to the following schedule. Please note that these dates are subject to change and are only provided for preliminary purposes.

Qualifications Due .....	May 5, 2025
Qualifications Review .....	May 16, 2025
Consultant Interviews .....	June 2, 2025
Consultant Selected .....	June 20, 2025
City Council Approval .....	June 24, 2025
Consultant Notice to Proceed Issued .....	June 30, 2025

### **Addendums to the Request for Qualifications**

Any revisions, updates and/or clarifications of the Request for Qualifications will be posted on the City's webpage at:

<https://cityofleavenworth.com/documents/category/requests-for-bids-proposals/>

### **Qualifications Format and Content Requirements**

The following requirements must be met in all submittals:

- Submittal shall have a maximum page limit of 10 pages (5 pages if double-sided) excluding title page and/or cover letter.
- **Cover Letter:** Provide a cover letter that, at a minimum, is:
  - On Consultant Firm letterhead
  - Includes "Downtown Parking Garage" in the subject heading
  - A maximum of two (2) pages long
  - Signed by an individual authorized to bind the Consultant to the proposal for a period of 90 days with corresponding contact information
- **Qualifications and Experience:** This section shall contain the following:
  - Type of organization
  - Size (i.e., local office and total firm size)
  - Number of years as a firm
  - Name, qualifications, and experience of personnel assigned to the Project, including professional registrations and affiliations. When

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listing sub-consultants, describe the listed experience and the exact tasks that each entity will perform

- Outline of recent projects completed that are similar to this Project
- Client references from recent similar projects, including name, address and telephone number of agency contact(s)

- **List of Project Responsible Personnel:** This list should include the identification of the project manager or contact 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.

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.

- **Successful Past Projects:** A list of similar completed projects with original completion dates and actual completion dates. This list may be used as a reference list and, when possible, should include contact information for the respective city/agency.

**5.0 CONSULTANT EVALUATION AND SELECTION PROCESS**

A committee comprised of City staff will evaluate and select a short list, based on Statement of Qualification (SOQ) scores, of up to three (3) consultants to make an oral presentation. SOQs will be scored based on the following criteria:

<b>Criteria.....</b>	<b>Total Possible Points</b>
Qualifications and Experience.....	30 points
List of Project Responsible Personnel.....	30 points
Successful Past Projects.....	40 points

**6.0 CITY CONTACT INFORMATION**

Questions regarding this project should be directed to:

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Matthew "Selby"  
City Administrator  
Phone: (509) 548-5275  
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Mailing Address:  
P.O. Box 287  
Leavenworth, WA 98826  
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700 US Hwy 2  
Leavenworth, WA 98826

## **7.0 TERMS AND CONDITIONS**

The City of Leavenworth exercises its discretion in selecting a firm or individual that presents the proposal that, in sole judgement of the City, best serves the interest of the City. The City reserves the right to waive minor irregularities in any proposal, reject any proposal that fails to meet the proposal requirements in any respect, to reject all proposals for any reason, or to cancel in part or in its entirety the Request for Proposals.

This Request for Proposal 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 proposal if it is in the best interest of the City to do so.

All costs for developing a response to this request 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 closing date, provided notification is received in writing to the City Contact listed in Section 7.0 of this Request for Proposal. Proposals cannot be withdrawn after the published close date.

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 proposal in response to this invitation and will

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not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

## **8.0 ATTACHMENTS**

- City of Leavenworth – 2024 Downtown Strategic Parking Management Action Plan by Rick Williams Consulting – January 2024