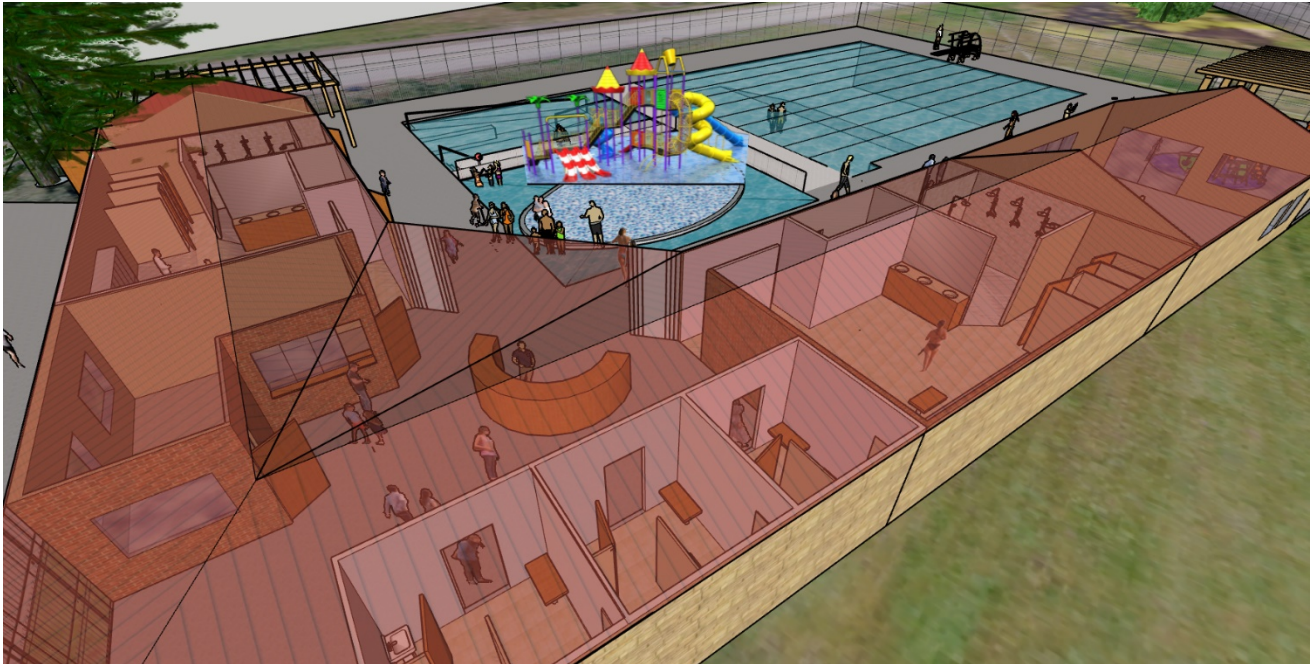


Request for Qualifications (RFQ)
For Architectural & Engineering Services
For Design Services of the
White Salmon Valley Pool



White Salmon Valley Pool Metropolitan Park District
P.O. Box 2533
White Salmon, WA 98672

SECTION I - GENERAL INFORMATION

INTRODUCTION

The White Salmon Valley Pool Metropolitan Park District (the “District”) invites qualified firms or individuals to submit qualifications for the design of a new public swimming pool facility. The project includes facility programming, design, engineering, bid, and construction support for a fully functional and operating facility. See SECTION IV for submission requirements.

The deadline for submitting qualifications is **2:00 p.m. PST, on October 19, 2020.**

It is the District's intent to select a Design Professional Services Team based on qualifications, abilities, past performance, and the ability to perform the necessary work to complete the project within the timeframe specified. Once the District has reviewed the qualifications, one or more firms may be requested to provide additional information and/or participate in an interview process.

BACKGROUND

The White Salmon Pool was built in the 1930's and had been operated and maintained by the City of White Salmon for many years for the pleasure of residents and guests. Unfortunately, over the years it deteriorated to such a point that by the summer of 2019 it could not be safely reopened again. In 2018 the White Salmon Valley Pool Metropolitan Park District (WSVPMPD) was created by the voters of the district to build, operate, and maintain a pool for the White Salmon Valley Community.

Since February, 2019, the White Salmon Valley Pool Park District (MPD) has been working with the White Salmon Valley School District (WSVSD) toward an agreement to build a new pool facility on an unused school parcel located between the School District bus barns to the north and the Early Learning Center/Loop Road to the south. This site is ideal for the new pool for many reasons, including:

- It's a relatively large area poorly suited to other school uses
- It is easily accessible on a familiar 'Safe Route to School'
- It is easily accessible to the nearby assisted living complex
- It is relatively central to the entire Park District and highly visible
- It will support water-based programs (swim lessons, swim teams, classroom projects) for grades 4-12
- It will easily support about 35 additional parking spaces in addition to other future uses
- It will be an important and valuable asset for the school district at no cost to the district
- There is ample room on the site for additional facilities, such as a future community center

The District has already embarked on an intensive concept design and will expect that the chosen Design Professional Services Team will use this information to assist with their schematic design stage.

Additional information including the initial concept design can be found at the District's designated website: <https://www.whitesalmonvalleypool.org/>.

It is very likely that the project delivery method chosen by the District will include General Contracting/Construction Management (GC/CM). This is due to many factors including seeking the most efficient schedule, delivering quality design for an agreed upon Guaranteed Maximum Price (GMP), having a team approach to addressing changes and identifying potential bid alternates that can best align design and budget, having real-time market pricing to inform cost estimates and design decisions, and addressing challenges with site access and conditions. In this case, the title Architect shall be considered the Architect and/or lead design professional on the delivery team.

SECTION II - SCOPE OF WORK

The Design Professional Services Team in coordination with the District, will guide the design and construction of the new pool facility. The project will include, but is not limited to, a new eight lane recreation pool with separate children's splash pool and warmer / therapy pool, equipment room, community room, changing rooms, office space, and onsite parking, drainage, lighting, landscaping; and street frontage improvements.

In addition, it is the District's intent to have a facility design which conserves resources, minimizes adverse effects to the environment, and improves occupant productivity, health, and comfort to reduce the total cost of ownership of the building over the life of the facility.

The selected Design Professional Services Team will be required to coordinate with the District Manager and Owner's Representative, or their designees, on the project and frequent status meetings will be required throughout the project.

The Design Professional Services Team will be required to develop conceptual designs for a pool facility that will accommodate the District's anticipated needs using industry standards, project experience, and input from District staff.

The total funding allocated for this Project is \$2,500,000.00. Anticipated completion date for the project is expected to be in May 2022.

In addition to preparation of construction documents, specifications, construction cost estimates, and timelines, the Design Professional Services Team shall respond to all questions posed by prospective bidders during the construction bid process. The Design Professional Services Team shall also prepare and distribute any necessary addenda, shall evaluate all bids while working in conjunction with the Owner's Project Management team and shall make a recommendation to the District Manager, or their designee, regarding who the architect believes has the best responsive and responsible bid, with supportive reasoning.

The Design Professional Services Team will work with the District to expedite building design and construction documents for permit approvals. The Design Professional Services Team will also administer the construction contract and make periodic site visits during construction, as identified in the scope of work. An agreement between the District and the selected Design Professional Services Team will outline the full requirements and expectations of the project.

SECTION III - PROJECTED SELECTION SCHEDULE

Issue RFQ	September 28, 2020
Pre-Qualification Meeting	October 08, 2020 at 2:00PM
Zoom Meeting Details https://zoom.us/j/99860438759?pwd=Uk5zdndTaWRKWDZvM1MxTG5JcnFTZz09 Meeting ID: 998 6043 8759, Passcode: 5KYd7R	
Deadline for Questions	October 12, 2020 at 2:00PM
Deadline for Request for Qualifications	October 19, 2020 at 2:00 PM
Interview Top Firms	October 28, 2020 (TBD)
Anticipated Project Award	November 12, 2020

SECTION IV - INSTRUCTIONS TO PROPOSERS

- A. Four (4) hard copies, including one (1) original and one (1) USB flash drive of the RFQ must be received by **2:00 P.M. on October 19, 2020**. No faxed or e-mail documents will be accepted. It is the responsibility of the Design Professional Services Team to ensure the RFQ arrives on time and to the correct location in a sealed envelope marked "Request for Qualifications – White Salmon Valley Pool Metropolitan Park District – New Pool Facility Project." Any RFQ received after the scheduled closing time shall be returned unopened. Responses should be limited to twenty pages (20) inclusive of cover letters and sections noted in this RFQ.

- B. All responses shall be sent to the District's Project Manager/Owner's Representative:

PlanB Cost Consultancy LLC (PlanB)
Attn: Gerard Mulrooney
696 McVey Ave, Unit 202
Lake Oswego, Oregon, 97034

Questions can be emailed to gmulrooney@planbconsult.net

- C. Any additional information or addenda to this RFQ will be issued by the District's Project Manager (PlanB) prior to the submittal deadline. The District will mail or e-mail such information directly to known interested parties.
- D. RFQs should be prepared simply and economically, providing a straightforward, concise description of the Design Professional Services Team capabilities to satisfy the requirements of the request. All qualifications must include the following information:
1. A cover letter/statement of interest indicating the Design Professional Services Team interest in the project and highlighting its qualifications to perform the work.
 2. A brief overview of the company. The company must have provided design, bid and construction services for at least (3) similar projects in the last five (5) years, be licensed in the State of Washington, and provide proof upon request. The company should also list any subconsultants / specialist pool designers that they have collaborated with on any past pool projects.
 3. A proposed approach to the project including key activities, milestones, and potential challenges or areas of concern.
 4. Related experience with similar types of projects and specific qualifications.
 5. Provide resumes of key team members and sub-consultants including roles and qualifications. Identify the project lead, their availability to start work on the project, and their ability to complete the work without interruption from other projects or commitments. Describe coordination and relationships with sub-consultants.

6. Examples of at least three (3) similar projects completed by the Design Professional Services Team. Including:
 - Project Name, Location, and Photographs
 - Summary of Scope/Services Provided
 - Project Size and Construction Value
 - Duration of Project
 - Primary Contact's name and contact information
7. At least three (3) references including entity name, contact person, and telephone number.
8. A statement verifying the Design Professional Services Team's ability to execute contract upon award.
9. A statement verifying that your firm has not been suspended or disbarred from Federal/Municipal work.
10. Written proof of insurance requirements (Section VII).

Written qualification proposals will be evaluated on the basis of the following criteria:

E. Business Profile: (0 Points)

Furnish a brief profile of your company.

- State the name of the firm, address, telephone and fax number, e-mail address
- Date firm established and type of business (individual, corporation, etc.)
- Washington license number and federal taxpayer ID number.
- Identify who is authorized to sign agreements and represent your firm in matters related to this Statement of Qualifications.
- Describe your firm in terms of: number of years in business, experience with similar projects, and other significant Engineering and Architectural Services provided, including consultants and number of employees.
- Identify the percentage of your work that is public.
- The firm's ownership status and employment practices regarding women, minorities and emerging small businesses or historically underutilized businesses.
- The firm's geographic proximity to and familiarity with the physical local of the project.

F. Performance Standards. (25 Points)

Project Plan and Methodology: Describe the processes and procedures with which you intend to administer the architectural and engineering phases to ensure a buildable project is completed in a cost effective, timely manner.

- How will you undertake the District's project considering your current and projected workload?
- How will your firm interact with the project manager/construction manager to handle issues that occur during the design, bidding, or construction phases of a project?
- What methods do you use to reduce, avoid, or resolve conflicts?
- How will you help ensure project completion within budget?

G. Experience and Strengths. (50 Points)

Capabilities. Please describe the special strengths that your firm can bring to the projects and how these set your firm apart from others.

- What management tools and software programs does your firm employ to aid in architecture and engineering?
- Experience with similar projects. Describe in detail your experience working with and related to construction of facilities of a similar nature to this project.

Identify at least five (3) completed projects, preferably of similar scope as this project, in which the firm serve as architect and engineer in the past five (5) years and provide the following information for each project:

- Original sum of construction contract
- Total value of all change orders issued for the project
- Whether claims for additional time or compensation were asserted by any contractor on any project and if so, a description of the nature and resolution of each claim.

Include the name of the name and telephone number of the person to contact.

H. Consultants and Staffing. (25 Points)

If your firm were to be awarded a contract, please identify the key individuals who will be assigned to the project, including their name, title, function, years of experience in higher education Architecture and Engineering Services, how long they have been employed by your firm, and a current resume.

- How will the project be staffed?
- How does your firm maintain project team continuity?
- Who will be the Project Manager dealing with the day to day activities?
- How would your firm react to sudden increases in workload?
- Identify proposed consultants you may employ, including their relevant construction experience and resumes.
- Provide a list of current projects, including general scope and the project cost.

I. Insurance. (0 Points)

Please provide the errors and omissions and professional liability insurance coverage carried by your firm.

SECTION V – EVALUATION AND SELECTION CRITERIA

The Design Professional Services Team will be selected by the District Manager. The following may be used to evaluate the applicants:

- A.** Demonstrated experience and expertise in pool facility design. Success in designing facilities that meet all regulatory requirements and are completed within budget.
- B.** Previous overall experience of team members assigned to the project.
- C.** References.

- D. General impressions and presentation of qualifications.
- E. Demonstration of understanding of the project and its phases of development.
- F. Demonstration of ability to meet timelines.

The scoring committee will score the RFQ Sections IV, E-I as follows:

Section IV, E, Business Profile	0 Points
Section IV, F, Performance Standards	25 Points
Section IV, G, Experience and Strengths	50 Points
Section IV, H, Consultants and Staffing	25 Points
Section IV, I, Insurance	0 Points
Total	100 Points

After the evaluation committee reviews, scores and ranks the respondents, the District shall establish a short list of at least three (3) qualified based on the highest scoring respondents. Those short-listed firms will be invited to submit a full proposal in response to a District-generated Request for Proposal from which one firm will be selected to provide services.

The District also reserves the right to proceed with selection based on the RFQ and initial evaluation criteria alone or the firms determined to be most qualified through the initial evaluation phase will be invited in for interviews and the final determination for short listed firms will be based on reference checks and interviews. The District reserves the option to select the respondent who represents the most qualified team and begin the negotiation and award process based on the evaluated scores. The selected Consultant will be invited to enter into contract negotiations with the District. Should the District and the selected firm(s) not reach a mutual agreement, the District will terminate negotiations and move to the next highest ranked firm and proceed with negotiations. The District reserves the right to accept or reject any or all information in its entirety or in part and to waive informalities and minor irregularities and to contract as the best interest of the District may require.

SECTION VI -TERMS AND CONDITIONS

- A. The District reserves the right to reject any and all RFQs.
- B. The District reserves the right to request clarification of information submitted and to request additional information from any firm.
- C. The District reserves the right to award any contract to the next most qualified Design Professional Services Team if the successful Design Professional Services Team does not execute a contract within two (2) weeks of being awarded the contract. The contract resulting from acceptance of a RFQ by the District shall be in a form supplied or approved by the District and shall reflect the specifications in this RFQ. The District reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ, and which is not approved by the District's Attorney.
- D. The District shall not be responsible for any costs incurred by the Design Professional Services Team in preparing, submitting, or presenting its response to this document.

SECTION VII - INSURANCE REQUIREMENTS

- A. Proposers will be required to meet the following insurance requirements to be considered for selection. The Design Professional Services Team must place insurance with carriers who have a current A.M./Best rating of not less than A-(VII) or other industry rating which is satisfactory to the District:
1. Workers' compensation and employer's liability insurance in amounts sufficient pursuant to the laws of the State of Washington.
 2. Commercial general liability insurance shall cover liability arising from premises, operations, independent contractors, personal injury, and advertising injury. The District shall be named as an additional insured under the Design Professional Services Team Commercial General Liability insurance policy with respect to the work performed for the District. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence and \$2,000,000 general aggregate.
 3. Automobile liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be written to provide equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage, with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
 4. Professional liability insurance appropriate to the Design Professional Services Team profession with limits of no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.
- B. The insurance policies for Commercial General Liability and Automobile Liability shall contain the following endorsements or provisions:
1. The Design Professional Services Team insurance coverage shall be primary insurance in respect to the District.
 2. The Design Professional Services Team insurance shall not be cancelled by either party, except after thirty (30) days prior to written notice by certified mail, return receipt requested and has been given to the District. The Design Professional Services Team shall furnish the District with original certificates and a copy of the amendatory endorsements, including without limitation, the additional insured endorsement evidencing the insurance requirement of the Design Professional Services Team before commencement of the services. The Design Professional Services Team failure to maintain such insurance policies shall be grounds for the District to immediately terminate the Professional Services Agreement. All final Construction Contracts will be subject to the District's approval.