



The Imagine Institute

Child Care Center RFQ for Pre-Design Services

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NOTICE TO CONSULTANTS

REQUEST FOR QUALIFICATIONS: PRE-DESIGN SERVICES

Submittal Date: December 6, 2022 | 1:00 pm PST

This Request for Qualifications is for pre-design services for creating a licensed child care center to support machinists families in Everett, Washington.

Our Approach

The Imagine Institute is a leader in increasing child care access in Washington State through relationship-based professional development and peer mentorship. Our approach is provider-centered and based on the core tenets of liberatory design. Since 2018, the Imagine Institute has helped open over 400 licensed child care facilities throughout the state with the potential to serve approximately 5,000 children. 99% of these new businesses are women-owned, 60% are BIPOC-owned, and 99% of the new licensed child care facilities opened through our program serve low-income children receiving state subsidies. Our proven community-based approach leads to long-lasting and resilient child care options for Washington families, where 96% of our graduates remain in business.

Project Background

The Machinists Institute has contracted with the Imagine Institute to oversee the creation of a new licensed child care center business located in the Everett area to serve machinists families and the surrounding community.

Scope of Work

This project is for pre-design services for a new licensed child care center site. The architectural firm selected for this project (The Consultant) will assist the project team in articulating a program plan with short- and long-term goals and will evaluate the appropriateness of the site in relation to a) the program plan and b) the resources available. The Consultant will then develop a narrative report of findings and recommendations. The report should include the site locations considered, the feasibility and cost for each of the sites, and the use of contractors and subcontractors that follow a prevailing wage. The Consultant will then develop a conceptual master site plan, sketches of the building exterior and floor plan, and a preliminary cost estimate that should consider options for major building systems and sustainability. The Imagine Institute will supply a note taker for meetings and will be responsible for transcribing and distributing meeting notes. Potential Consultants are encouraged to offer creative approaches to meeting the project objectives within the available funding.

Anticipated Services to Be Provided by the Consultant

- Attend and facilitate regular meetings, as needed.
- Prepare agendas/materials and facilitate project team meetings.
- Collect data that may be necessary for siting and programming, assessing alternatives, and developing findings and recommendations.
- Prepare a Pre-Design Study that summarizes the alternatives considered, findings and recommendations, and presents one or more preferred alternative(s) for the planned facility.
- Prepare architectural sketches and renderings and construction estimates in support of the Pre-Design Study.

Anticipated Deliverables

- Pre-Design Study or Report identifying the recommended program outline including an executive summary, project and design goals, space, and square-footage requirements, building performance goals, site considerations, and preliminary budget and schedule
- Conceptual Master Plan
- Scaled site information noting characteristics and potential issues
- Survey maps and plans
- Preliminary Geotechnical Report
- Presentation sketches and renderings developed during the project
- Concept drawings of floor plan with rough square footage of program areas
- Project construction estimate that assumes prevailing wage

Anticipated Schedule

- Release RFQ 10/19/2022
- Hold live webinar 10/26/2022
- Close RFQ submission period 12/6/2022
- Hold interviews (if necessary) 12/21/2022-12/30/2022
- Notify submitters 1/10/2023
- Execute contract 1/13/2023
- Commence work 1/16/2023
- Complete work TBD

Informational Meeting

A one-hour informational meeting will be held virtually for this project on **Wednesday, October 26 at 1:00 pm**. Register here: <https://imaginewa.io/RFQ-info-session>.

After registering, you will receive a confirmation email about joining the meeting.

Submittal Content

- **Cover or Transmittal Letter:** Clearly identify the name, title, address, telephone number, and email address of the team's primary point of contact regarding this request. Also include the signature and statement of an official who is authorized to bind the prime Consultant contractually and guarantee capacity to perform the services by the completion date.
- **Diversity, Equity, and Inclusion:** Please indicate your approach to addressing diversity, equity, and inclusion in your work and this project. Diversity, equity, and inclusion may include, but is not limited to, practices, policies, and goals related to race, gender, religion, sexual orientation, and other identities. For this project, it is important that the Consultant has experience working with diverse staff, contractors, and stakeholders.

- **Project Team Experience/Qualifications:** Provide an executive summary of the Consultant's history and relevant qualifications. Include an executive summary of any proposed sub-consultants and the relevant relationship with the prime Consultant.
- **Project Team Organization:** Identify the proposed team and its organization, including all subconsultants, and provide the relevant roles and responsibilities of each.
- **Project Approach and Schedule:** Outline the project team's approach and understanding of the project. Provide a conceptual-level work plan that describes the capacity of the project team to accomplish the anticipated scope of services or other work necessary to complete the work. Provide an overview of the project team's internal and external communication style and describe the management philosophy and approach the Consultant's team would use. Provide a project schedule that indicates major activities and related tasks in an orderly and logical sequence, including the durations of each planned activity or task, key milestone dates, and the date of planned project completion.
- **Key Personnel:** For each key person on the Project Team, identify the individual's name, firm, position, number of service years, total years of relevant experience, education and professional licenses and certifications held, relevant or key project experience, and the percentage of time anticipated to be devoted to the project.
- **Relevant Project Experience:** Provide at least three (3) examples of relevant projects, including a brief description of the services or work performed by the prime Consultant and its sub-consultants; identify the project owner and contact information; and provide the approximate total cost of services provided and the estimated date of completion.
- **Professional References:** Provide a minimum of three (3) professional references, which will verify the past performance of the project team and its key personnel on the projects listed above, or other projects having similar scope of services and relevant work products to those anticipated in this request.
- **Preliminary Fee Estimate:** Provide a preliminary estimate of fees. Cost will not be the primary factor in the selection process but will be used by the selection panel to gauge the proposer's understanding of the project objectives as described in this RFQ. The Preliminary Fee Estimate should include a list of tasks with a timeline and schedule of deliverables, as well as a list of staff with level of effort expressed in hours assigned to the project and hourly rates for each. Reimbursable, travel, and related expenses should be broken out separately from services. The Imagine Institute intends to negotiate a final scope of work and enter into a fixed-price contract with the most highly qualified Consultant.
- **Sustainability and Healthy Building:** Provide within your approach the sustainability of the investment in this project. This should include location, building, systems, building materials.
- **Union Preference Policy:** Please describe your experience working with prevailing wage, unions, and apprentices. If an award is made, the successful applicant may be required to comply with all applicable Public Works statutes (RCW 39.80 and 39.04), Prevailing Wage (RCW 39.12) and Apprenticeship. These requirements must be followed if applicable to the proposed project.

Submittal Format

The Imagine Institute requires electronic submittals. Please do not submit materials beyond those listed in the RFQ. Submission of unnecessary materials may be interpreted as a prospective Consultant's lack of cost-consciousness.

A complete submittal should contain:

- Cover or Transmittal Letter
- Diversity, Equity, and Inclusion
- Project Team Experience and Qualifications
- Project Team Organization
- Project Approach and Schedule
- Key Personnel
- Relevant Project Experience
- Professional References
- Preliminary Fee Estimate
- Sustainability and Healthy Building
- Union Preference Policy
- Acknowledgment of Amendment(s) (if applicable)

Note: Failure to meet the requirements of the RFQ may be cause for rejection.

Delivery Instructions

Interested Consultants must submit one (1) electronic copy in PDF format by email no later than 1:00 pm PST on December 6, 2022, to Marie Keller at marie.keller@imaginewa.org.

Evaluation of Submittals

The Machinists Institute intends to enter into an agreement with the Consultant determined by the Review Committee to be the most highly qualified for this project. The Review Committee members will review and evaluate each submittal that meets the submittal requirements. In the event of scores that are equal, cost may be considered.

Scoring Value

Content submitted under this RFQ will be scored according to the following values:

- 5 points: Fully Meets
- 4 points: Meets, with Minor Gaps (no compromise required)
- 3 points: Meets, with Moderate Gaps (some compromise required)
- 2 points: Partially Meets (significant gaps, compromise required)
- 1 point: Does Not Meet

The Review Committee may request an interview to discuss the anticipated scope of services and successful delivery of the project. Following the interview process, the Committee will further evaluate and discuss the information presented in each submittal along with information presented during interviews to determine which Consultant is most highly qualified to perform the anticipated services within the planned contract period, and further offers the best value and benefits to the project. The Machinists Institute shall have the sole and absolute discretion to begin negotiations with and award a contract to the Consultant that provides the best value to the Machinists. The Machinists Institute's decision will be final and not subject to appeal.

Note: The successful Consultant will not be disqualified from future consideration for full design services.

Minority- and women-owned firms are encouraged to submit proposals.

Confidentiality

The Consultant will not disclose or use, either during or after the term of this Agreement, any proprietary or confidential information of the Imagine Institute or the Machinists Institute without prior written permission except to the extent necessary to perform services on behalf of the project. Proprietary or confidential information includes, but is not limited to:

- The written, printed, graphic or electronically recorded materials furnished by the Institutes for the Consultant to use.
- Business plans, customer lists, operating procedures, trade secrets, design formulas, know-how and processes, computer programs and inventories, discoveries, and improvements of any kind.
- Information belonging to customers and suppliers of the Institutes about whom the Consultant gained knowledge as a result of the Consultant's services to the Imagine Institute.

The Consultant shall not be restricted in using any material which is publicly available, already in the Consultant's possession or known to the Consultant without restriction, or which is rightfully obtained by the Consultant from sources other than the Imagine Institute.

Upon termination of the Consultant's services to the Machinists Institute and the Imagine Institute, or at their request, the Consultant shall immediately deliver to the Imagine Institute all materials in the Consultant's possession relating to the Institutes.

Inquiries

Questions will be addressed at the [information session](#) on October 26, 2022 at 1:00 pm.

Register for this meeting in advance here: <https://imaginewa.io/RFQ-info-session>.

After registering, you will receive a confirmation email about joining the meeting.

Additional Inquiries: You may submit additional inquiries electronically using [this form](#). All inquiries and responses will be reviewed weekly from November 2 through December 2, 2022 and posted on the Machinists Institute's website: <https://www.machinistsinstitute.org/center-rfq>.

General Provisions

Professional Licensing Requirements

Professional services shall be performed by or under the direct supervision of persons who are registered and licensed to practice their respective disciplines, including but not limited to architecture, civil engineering, mechanical engineering, electrical engineering, structural engineering, surveying, etc. and as required in the state of Washington.

Substitutions, Modifications and Withdrawal of Team Members

Failure to notify the Imagine Institute of substitutions, modifications, or withdrawal of its team members prior to or following selection may render the entire submittal as being considered non-responsive. The Imagine Institute understands extenuating circumstances may occur that are beyond a prospective Consultant's control (promotion, termination, etc.). In such circumstances, the Consultant responding agrees to notify the Imagine Institute in writing. Such notification shall include: (i) an explanation of the circumstances necessitating the substitution or withdrawal; (ii) a complete resume of any proposed substitute; and (iii) any other information requested by the Imagine Institute to evaluate the substitution request. All requests shall clearly document that each proposed person or entity possesses qualifications

that are equal to or better than the qualifications of the person or entity to be replaced. The Imagine Institute is under no obligation to honor any such request and may approve or disapprove a portion of the request or the entire request at its sole discretion.

Rejection

The Machinists Institute reserves the right to reject any or all submittals if it is deemed to be in the best interest of the Machinists Institute.

Bidder Responsibilities

All professional services shall be performed by personnel who are careful, skilled, experienced, and competent in their respective trades or professions, who are professionally qualified to perform the work, and who shall assume professional responsibility for the accuracy and completeness of the services provided and work performed, including all deliverables and work products prepared by them or prepared under their direct supervision. The Consultant will maintain adequate financial records, in accordance with generally accepted accounting practices, such that the Consultant can clearly and easily identify all claimed costs and expenses and the relatedness of those costs and expenses to this Contract.

Amendments or Cancellation

Amendments or cancellation of the solicitation shall be made only by the Imagine Institute.