



CITY OF LAKE STEVENS CHAPEL HILL CIVIC CENTER REQUEST FOR PROPOSAL

November 28, 2016

LAKE STEVENS AND SNO-ISLE LIBRARIES ARE REQUESTING A LETTER OF INTEREST AND STATEMENT OF QUALIFICATIONS FOR PROFESSIONAL ARCHITECTURAL, PLANNING AND ENGINEERING SERVICE TO PREPARE A JOINT SITE DEVELOPMENT PLAN FOR A PROPOSED CIVIC CENTER

1. Project Background and Description

Overview

The city of Lake Stevens and Sno-Isle Libraries request qualified firms or groups to submit a Letter of Interest (LOI) and a Statement of Qualifications (SOQ) for the following actions:

1. Conduct a needs assessment for planned civic buildings/spaces e.g., police station, public plaza, possible city hall, and the potential for other community buildings;
2. Evaluate site alternatives, and develop conceptual site plans for the development of a new civic center for a library, police station and other potential community buildings;
3. Provide preliminary engineering recommendations / concept plan for utilities and storm water and cost sharing between the city of Lake Stevens and Sno-Isle Libraries.
4. Identify financing options to pay for the new Civic Center.

Deadline for Submittals

Responses will be accepted until **3:00 PM, Friday, January 6, 2017**. The selected firm or group for this project would need to execute a contract and begin necessary responsibilities immediately after selection.

Background

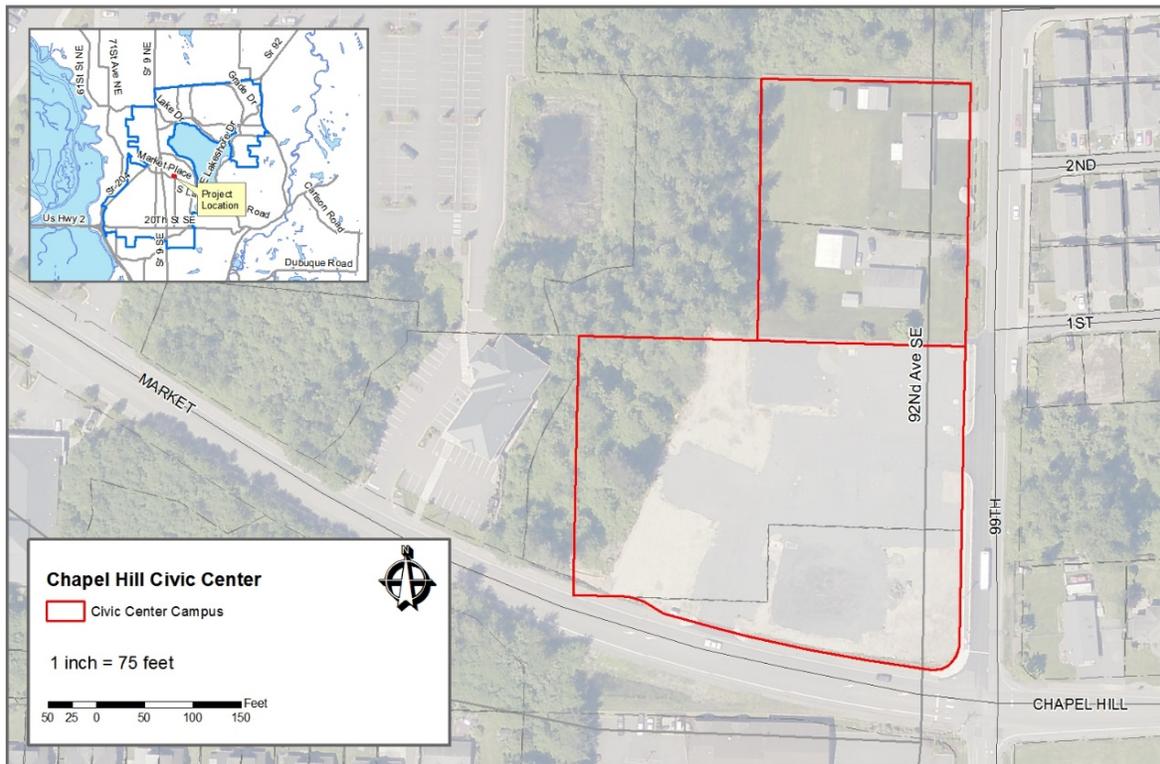
The city of Lake Stevens is a rapidly growing community in central Snohomish County, encircling the banks of Lake Stevens, situated west of the Cascade foothills. Lake Stevens is conveniently located about 2.5 miles east of Everett. The current city boundaries, established in December 2009, encompass an area of approximately nine square miles. Small pockets of unincorporated areas comprise the remainder of the Lake Stevens Urban Growth Area (UGA) with an area of 2,192 acres (3.4 square miles), including the lake. Long-term, the city has a vision to annex remaining areas to become one community around the lake.

Lake Stevens is home to approximately 31,000 residents and 3,500 jobs. Snohomish County predicts the Lake Stevens UGA population will grow by 5.5 percent through 2035 to a population of 46,380 and provide approximately 8,000 jobs. People live in Lake Stevens because of the strong sense of community, excellent schools, proximity to regional employment and relative

affordability. Residents and tourists enjoy easy access to many Snohomish County recreational opportunities such as Lake Stevens, the largest recreational lake in the county with public beaches and boat launches, the Centennial Trail, and Cascade Mountains. Athletes love the beautiful and challenging terrain – many athletes travel from all over the world to compete in local athletic competitions. Businesses locate here because of the city's central access to major transportation routes and because of its growing population.

Lake Stevens is a Washington Code City operating under a strong mayor form of government with an elected Mayor and seven-member City Council. The Mayor appoints the City Administrator as the chief administrator officer of the city. Currently, six directors/managers manage six city departments and various programs.

Sno-Isle Libraries is a tax-supported library district serving Snohomish and Island counties. The mission is to be a community doorway to reading, resources and lifelong learning, and a center for people, ideas and culture. A seven-member Board of Trustees, appointed by the Snohomish County Council and Island County Board of Commissioners, sets policy.



Sno-Isle Libraries provides a network of public library services to more than 713,000 residents across approximately 2,200 square miles. The population within the library district is projected to increase by 14 percent by 2025, with some areas growing at a much higher rate. The Lake Stevens branch is entirely inadequate to meet local and regional library needs.

In 2016, the city of Lake Stevens purchased property to house new civic buildings. Sno-Isle has purchased adjacent properties. The city and Sno-Isle have executed an inter-local agreement to master plan the site to determine the appropriate location of each facility in a combined civic

campus. These sites may be able to house additional civic buildings including a senior center and family center as later phases.

The city and library wish to consolidate some municipal services in the central part of the city because of its proximity to transportation corridors, the transit center and city's population. The city has a goal to replace the city's aging and substandard public facilities. The key objectives are to provide public facilities and buildings that deliver municipal and community services effectively, while maintaining a strong community identity. As an outcome of this planning effort, the city and Sno-Isle will construct modern and efficient civic buildings for the enjoyment of all residents and schedule capital improvements and replacements in a financially sustainable manner.

Existing Civic Buildings

The current civic center is located within the historic town center in the northeastern portion of the city, with the library, city hall, permit center and police station located on separate parcels. The services and functions of the current city hall, permit center, library and police station buildings have outlived their useful lifetimes and are inadequate to serve the needs of the community. Specifically, the city hall, permit center and library building are no longer viable, safe and usable facilities. These structures have building code and safety deficiencies, as well; they lack space to house the current staff and patrons. In addition, the senior center and family centers are located in inefficient, temporary structures that constrain the ability to provide dynamic community services. The current police station, though relatively new, has rapidly outgrown the staffing needs for the Lake Stevens Police Department. A description of each building follows with current staffing levels.

City Hall

Address: 1812 Main Street

Year Built: 1948

Square Feet: 2,600

Staff: Mayor, City Administrator, Finance Director, Human Resources Director, City Clerk, IT Manager, Senior Accountant, Payroll, Receptionist, IT Technician and Project Assistant (new position) – total 11

Number of Stories: 1

Services and Function: City Hall consists of an office building and a singlewide trailer. The current building houses a waiting area, customer counter, meeting room, offices/cubicles, restroom, kitchenette and copy room. These buildings currently house the Mayor, City Administrator, Human Resources, Finance, and Information Technology. These buildings store most of the city's historical records. Council meetings are held at the School District Administration Offices.

Permit Center

Address: 1812 Main Street

Year Built: 1950 / 2007

Square Feet: 2,800

Staff: 2 Permit Specialists, 2 Building Inspectors, 4 Planners, Building Official, Parks & Recreation Coordinator, 2 Engineering Technicians (one will be a new position), Engineer, PW Inspector, Administrative Assistant, Community Development Director, Public Works Director – total 17

Number of Stories: 1

Services and Function: The interior of the building has been converted from a residence to an office. The building houses a waiting area, permit counter, meeting room, offices, single restroom, kitchenette

and copy room. A portable was added in 2007 to house additional staff. The buildings are connected by a breezeway. These buildings store most of the city's land use records.

Library Building (also houses the Historical Museum)

Address: 1804 Main Street

Year Built: 1948

Square Feet: 4,600

Staff: 12

Number of Stories: 1

Services and Function: This building currently houses the Lake Stevens Library and Lake Stevens Historical Museum. Approximately 2,500 square feet is dedicated for library uses including a reading room, office, storage and catalog. As part of the Downtown Lake Stevens Subarea Plan, the city and Historical Society are coordinating to determine the best location(s) to display the museum's collection as a separate action.

Police Station

Address: 2211 Grade Rd.

Year Built: 2005

Square Feet: 4,700 square feet

Staff: 36 (2017)

Number of Stories: 1

Services and Function: The station houses both commissioned and civilian police staff, including the Police Chief, 2 Lieutenants, 1 Administrative Manager, 1 Administrative Supervisor, 4 Records Clerks, 1 Evidence Technician, 1 Support Officer, 4 Sergeants (1 Desk Sergeant will be added in 2017), 16 officers (2 officers will be added in 2017), 1 Citizen Volunteer and 2 School Officers.

Family Center

Address: 1806 Main Street

Year Built: 1945

Square Feet: 1,100 square feet

Number of Stories: 1.5

Services and Function: The Lake Stevens Family Center is a non-profit program that provides individuals, families and children with access to food, housing, clothing and other services to ensure stability and reduce child abuse and neglect.

Senior Center

Address: 2302 Soper Hill Road

Year Built: 2009

Square Feet: 2,700

Number of Stories: 1

Services and Function: The Lake Stevens Senior Center houses recreation and community space for seniors to gather and take classes. The space includes a commercial kitchen and meeting rooms.

2. Project Scope

Scope of Services

The city of Lake Stevens and Sno-Isle Libraries are seeking professional architectural, planning and engineering consulting services from a qualified firm or group to provide a joint development plan for a civic campus, shared utilities and infrastructure that will include a library, police station, potential city hall and public plaza. Specific tasks will affect individual city needs and /or library services as distinct deliverables. The needs assessment should address city hall and police station sizing and identify the future needs of other civic facilities such as a senior center and family center as future development phases.

The firm or group will need to evaluate site alternatives and develop conceptual site plans and engineering recommendations for the development of a standalone library, new police station, plaza and possible city hall and other civic buildings on the properties located at the northwestern corner of Chapel Hill Road and 99th Ave SE.

PHASE I: Building Needs Assessment – City Task

1. Determine the optimal square footage needed to accommodate police and municipal services (e.g., City Administration, Council Chambers, Finance, Human Resources, Information Technology, Parks and Recreation, Planning and Community Development, Public Works – Engineering Division) over the next 20-years in a new city hall and police station.
 - a. Detailed space requirement standards developed in Excel spreadsheet format for each department and for each position based upon employee position types or job families for each city department to be housed in the facilities;
 - b. Typical common area needs calculated for hallways, lobby areas, conference spaces, break rooms, records storage, filing, rest rooms, copy and printing centers and other requirements for city departments as identified through the process.
 - c. Parking requirements calculated for the project to accommodate staff, customers and public participation at community meetings/events.
 - d. Special space requirements calculated for individual departments:
 - Holding cell(s), interview/interrogation room, evidence room and weapons storage for the Police Department;
 - Permit/plans review center for Planning and Community Development;
 - Server room for Information Technology; and
 - A flexible, multi-purpose City Council chambers/conference space with modern public address and multimedia technology and emergency power generation for parts or all of City Hall.
 - e. Site-related security considerations for the Police Department are be important considerations for the selected site and layout.
 - f. Calculations for staff growth and space demands within the 20-year period should be based upon the city's Comprehensive Plan primarily, which contains projected growth targets for population and job growth during this planning horizon.
 - g. Define implementation steps and milestones necessary to fulfill the needs identified,

coordinating the identified scope of work with funding resources and creating a 20-year schedule for the plan. Identify future needs of the 10-20-year period in terms of excess square feet that may be added as phased construction; or created initially as leased office space that may be converted for city use later.

2. Provide recommendations on standard building needs for a senior center and family center common to jurisdictions of a similar size allowing for growth over the next 20 years.

PHASE II: Site Alternatives and Conceptual Design – Joint Task

1. Integrate Sno-Isle's building size preference for a 20,000 square foot single-story building with approximately 80 parking spaces to replace the existing Lake Stevens branch library for patrons, meeting spaces, classrooms, etc.
2. From the city's needs assessment and defined library preferences, develop three conceptual site plans that show building footprints, building volumes, parking areas, public spaces and future development areas.
3. Provide a conceptual utility plan that identifies combined storm water needs and locations for dry and wet utilities based on expansion of existing infrastructure and future development. The engineering analysis should also identify cost sharing for existing and proposed infrastructure requirements.
4. Provide a traffic analysis that addresses impacts of anticipated development.
5. Identify and analyze the pros and cons of the various site alternatives for public meetings and decision makers. The siting analysis must be developed prior to determination of a final site design. Such considerations/options include, but are not limited to:
 - a. Phasing building and site facilities;
 - b. Options for meeting parking requirements and shared parking options;
 - c. Options for inclusion of other potential uses that would complement civic uses and/or be compatible with a civic campus; and
 - d. Options for incorporating outdoor public spaces and amenities.

OVERALL – Joint Task

1. For all aspects of the project, the selected firm or group will coordinate with the Project Coordinating Committee.
2. Develop an estimate of approximate costs per square foot based on current project bids for similar construction and develop construction cost estimates for the proposed plans.
3. Identify and analyze project options.
4. Prepare regular progress reports on project schedule and budget.
5. Provide analysis and recommendations on constructability, life cycle costs, schedule considerations and value engineering.
6. Attend periodic meetings with City Staff, the Library Board, City Council, as requested.
7. Provide regular project information updates for agency websites.

3. Project Milestones

- January 2017 – Submittals Received and Evaluated
- February 2017 – Award Contract
- March 2017 – Needs Assessment as Deliverable 1 to the city of Lake Stevens
- March 2017 – Provide Traffic Analysis as Deliverable 2
- April 2017 – Provide three alternative concepts, preliminary engineering recommendations and associated as Deliverable 3
- May 2017 – Provide final site plans, engineering recommendations and associated documents as Deliverable 4 for acceptance by Lake Stevens City Council and Sno-Isle Libraries.

The city and Sno-Isle would prefer a compressed timeline subject to the applicant's proposal.

4. Submittal Content Requirements

Letter of Interest

The letter of interest should indicate: (a) an interest in developing a Needs Assessment and developing Conceptual Designs; (b) the availability of the firm's resources for completing all components of the project; (c) any desire for schedule changes; (d) the firm's contact information (address, telephone, email); and (e) additional data or recommendations, if desired.

Statement of Qualifications

The nature and form of response are at the discretion of the respondent, but at a minimum, the following information must be included:

A. Project Organization and Staffing

1. Provide an organization chart showing all proposed team members and describing their responsibilities for this project. Include professional qualifications/resumes of each member of the project team.
2. Describe the portion of work that will be performed by a subcontractor, if any, and information about the professional qualifications of proposed subcontractors.

B. Description of Related Experience

1. Describe the firm's experience preparing a civic needs assessment and evaluating site alternatives and developing conceptual designs. Include at least three projects completed that are similar to the project described in this request. For each project, provide the following information:
 - Name, address and telephone number of the client.
 - Name of the firm's project manager and personnel who worked on each project with a brief description of their responsibilities.
 - The elements of the projects that are common to the projects proposed above.
 - Summary of the firm's role/responsibility in overall project.

- Summary of the firm's deliverables.
2. Describe the firm's familiarity with Lake Stevens or similar sized cities.
 3. Describe the firm's ability to complete work under a short timeline.
 4. Describe the firm's approach to dealing with and communicating with public officials about complex, analytical data regarding facility planning.

5. Submittal Format

The Statement of Qualifications should be organized in a manner that allows the reviewer to evaluate the firm's qualifications quickly and easily. The Statement of Qualifications shall be no more than 10 pages in length, excluding the cover, a one or two page Letter of Interest, and section dividers, provided the text of the response is not printed upon them. The pages shall be eight and one-half inches by eleven inches with printed text only on one side, except that pages containing only charts and graphs may be printed on pages eleven inches by seventeen inches. The interested firm or group must provide six (6) printed copies and one (1) electronic copy of the proposal.

6. Selection Process

General Approach

Responses to the request for a LOI and SOQ will be evaluated, based on the ability to meet the Project Coordinating Committee's interests quickly and efficiently developing a Services and Needs Assessment, evaluating Site Alternatives, and developing a Conceptual Design, consistent with the project description contained in this request. The Project Coordinating Committee will rate responses according to the criteria detailed below. This may result in the selection of a firm or group, or in a short list of firms or groups who will be asked to provide additional information at an oral interview. The selected finalist will be asked to begin fee negotiations immediately. Final approval of an agreement will rest with the City Council / Sno-Isle Library Board based on the recommendations of the Project Coordinating Committee

Evaluation Criteria for the Written Responses

Each proposal will be evaluated and given a score based upon the quality of response to each of the following topic areas. Maximum number of points achievable is 90.

A. Project Timeline & Budget - 30 points maximum

1. Timeline – 15 points
 - Ability to create/monitor project timelines
 - Ability to meet project timeline
 - Ability to exceed project timelines
2. Budget – 5 points
 - Methods of proven successes for staying within budget during design

B. Organizational Background, Experience & Expertise - 50 points maximum

1. Qualifications of Proposed Members – 20 points
 - Years of experience

- Quantity of similar projects
 - Education
 - Years with the firm
2. Comprehension, Responsiveness and Demonstrated Success – 20 points
 - Illustrates that the team clearly understands objectives and technical requirements
 - Responsiveness to all aspects of the request
 - Firm’s demonstrated success with similar projects
 3. Public Sector Experiences, including Community Engagement – 10 points
- C. Clarity of Proposal - 20 points maximum
1. Is the proposal easy to understand?
 2. Do the graphics further clarify the written items?
 3. Did the firm (or group) stay within the maximum allotted pages?

7. Contact

Questions should be submitted to Russ Wright, Community Development Director at rwright@lakestevenswa.gov. Replies will be sent via electronic mail to all firms or groups that submitted a LOI and SOQ. Please send your electronic mail address to rwright@lakestevenswa.gov, upon receipt of this request for LOI and SOQ to ensure receiving a copy of all questions and responses.

8. Schedule

| | |
|--|-------------------------------|
| RFQ Advertised | November 18, 2017 |
| Deadline for Receipt of RFQ | January 6, 2017 |
| Review and Selection of Finalists | January 13, 2017 |
| Interview Finalists | January 19 – 20, 2017 |
| Select Firm (or group) & Contract Negotiations | January 13 – February 3, 2017 |
| City / Library Approval | February 14, 2017 |

Responses are to be addressed as follows:

Attention:
 Russ Wright / City of Lake Stevens
 PO Box 257
 Lake Stevens, WA 98258

Proposals should be marked Chapel Hill Civic Center Proposal. Proposals submitted after the deadline date and time will not be accepted.

9. Terms, Conditions and Disclaimers

1. All facts and opinions stated within this request and supporting documents and data are based on available information from a variety of sources. Additional information may be

made available via written addenda throughout the process.

2. Respondents to this request shall be responsible for the accuracy of the information provided.
3. The Project Coordinating Committee reserves the right to reject any submittals, to waive minor irregularities in any submittal, to issue additional requests and to substantially modify or terminate the project at any time prior to final execution of a contract. The Project Coordinating Committee also reserves the right to choose not to proceed with this project or to re-issue the request for LOI and SOQ.
4. The City of Lake Stevens and Sno-Isle Libraries shall not be responsible for any costs incurred by the respondent(s) in preparing, submitting, or presenting its response to the RFQ or to the interview process.
5. Nothing contained herein shall require the C
6. City of Lake Stevens and Sno-Isle Libraries to enter into exclusive negotiations; both agencies reserve the right to amend, alter and revise its own criteria in the selection of a respondent.
7. The Project Coordinating Committee reserve the right to request clarification of information submitted and to request additional information from any respondent.
8. The Project Coordinating Committee will not accept any submittal after the time and date specified on the RFQ.
9. The qualifications of each member of the team are important criteria in the selection process. The selected team will not be allowed to substitute any members without prior approval by the Project Coordinating Committee.
10. In the interest of a fair and equitable process, the Project Coordinating Committee retain the sole responsibility to determine the timing, arrangement and method of proposal presentations throughout the selection process.
11. If negotiations are not completed with the top ranked team, negotiations may proceed with the next most qualified team or teams.
12. The City of Lake Stevens and Sno-Isle Libraries encourage submittals from firms that demonstrate a commitment to equal employment opportunity. Upon selection of a qualified team through the request process, the City of Lake Stevens and Sno-Isle Libraries shall enter into a contract for described herein.
13. All submittals and accompanying documentation will become the property of the City of Lake Stevens and Sno-Isle Libraries; materials will not be returned and become public documents subject to public disclosure. The Washington State Public Disclosure Act (RCW 42.17) requires public agencies in Washington to make public records available for inspection and copying unless they fall within the specified exemptions contained in the act. Qualifications submitted under the request shall be considered public documents and with limited exceptions, submittals that are recommended for contract award will be available for inspection and copying by the public.