



CITY OF LAKE STEVENS POLICE STATION / CIVIC CAMPUS REQUEST FOR QUALIFICATIONS

March 9, 2018

1. Project Background and Description

Overview / Deadline for Submittals

The city of Lake Stevens is requesting a Letter of Interest (LOI) and Statement of Qualifications (SOQ) for professional architectural and engineering services to design a new police station and other potential civic buildings. Responses are due by **4:00 PM, Wednesday, April 18, 2018**.

Background

The city of Lake Stevens is a rapidly growing community in Snohomish County situated west of the Cascade foothills. Snohomish County predicts Lake Stevens and surrounding areas will grow to a population of 46,380 and provide approximately 8,000 jobs by 2035. In 2016, the city of Lake Stevens purchased property to house new civic buildings near Chapel Hill and 99th Ave NE. In 2017, the city began a master planning exercise and needs assessment to identify preferred alternatives for a centralized city campus. The city's primary objective is to build a new Police Station to deliver effective police services that is designed and constructed in a financially sustainable and responsible manner that meets the operating needs of the police department.

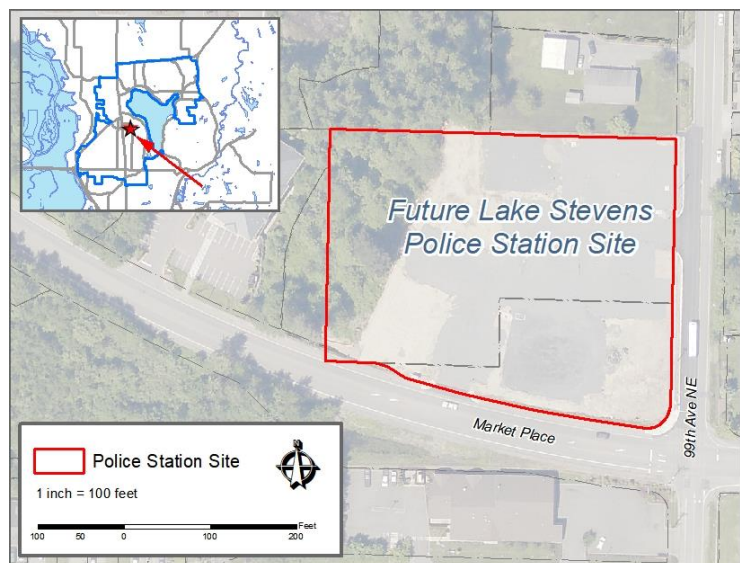
2. Project Scope

Preliminary Scope of Services

The city of Lake Stevens is seeking professional architectural and engineering services from a qualified firm or team to design a 18,000 square foot police station and 1,500 square foot storage building along with associated site improvements such as parking and stormwater. The site should be developed in a manner to allow future civic buildings including a city hall. The desire would be to start construction of the police station in early 2019.

The firm or team will need to evaluate the current needs assessment as it develops its design. The selected firm or group shall complete permit and environmental documents, full plans, specifications and estimates to bring the project forward ready to bid.

Project Location



3. Submittal Content Requirements

Letter of Interest / Statement of Qualifications

The letter of interest should indicate: (a) the availability of the firm's resources for completing all components of the project; (b) proposed schedule; and (c) the firm's contact information (address, telephone, email).

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 project manager, team members, and responsibilities for this project. Include 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 designing civic buildings, including police stations. Include descriptions of at least three similar projects completed in the last five years with references. For each project, provide the following information:
 - Name, address and telephone number of the client.
 - Summary of the firm's role/responsibility, 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 proposed project.
 - Summary of the firm's deliverables.
 - Illustrations and/or photos of the completed project
2. Describe the firm's familiarity with Lake Stevens or similar sized cities.
3. Describe the firm's approach to dealing with and communicating with public officials about complex, analytical data regarding facility planning.

4. Submittal Format

The Statement of Qualifications should be organized in a manner that allows the reviewer to evaluate the firm's qualifications quickly. The Statement of Qualifications shall be no more than 10 pages, excluding the cover, a 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, pages containing charts and graphs only may be printed on pages eleven by seventeen inches. The interested firm or group must provide five printed copies and one (1) electronic copy of the proposal.

5. Selection Process

The city of Lake Stevens will evaluate the LOI / SOQ based on expertise of the qualified firms or assembled teams, references, written responsiveness, past experiences of similar size and scope, proposed schedule and ability to meet an accelerated timeline.

Prior to applying, the city will hold a bidders' conference on **March 26, 2018** to discuss the project scope with interested firms. After proposals are received and evaluated, the city will interview

finalists. Following interviews, the selection committee will make a recommendation to City Council. Upon Council approval, the selected firm / team will be notified and the city will complete contract negotiations. The final steps will be the city issuing a Notice to Proceed.

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

A. Project Management - 20 points maximum

1. Timeline – 20 points

- Ability to create realistic project timelines
- Ability to meet project timeline
- 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

- RFQ 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?

6. Contact / Schedule

Questions should be submitted to Russ Wright at rwright@lakestevenswa.gov. Replies will be sent via email to all firms or groups that submitted a LOI and SOQ.

Responses are to be addressed as follows:

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

Proposals should be marked Police Station / Civic Campus Proposal. Proposals submitted after the deadline date and time will not be accepted.

Schedule

RFQ Advertised

March 9, 2018

Bidders Conference

March 23, 2018

Deadline for Receipt of RFQ	April 18, 2018
Review and Selection of Finalists	April 30, 2018
Interview Finalists	Mid-May 2018
Select Firm (or group) & Contract Negotiations	May/June 2018

7. Terms, Conditions and Disclaimers

The successful submittal and consultant team will be expected to sign a city of Lake Stevens Professional Services Agreement for Consultant Services in the form utilized by the city.

The city of Lake Stevens reserves the right to reject all proposals, to waive any informality in proposals, and to negotiate changes in the scope of services to be provided.