



REQUEST FOR PROPOSAL

Lake Stevens Historical Museum Building Design

SOLICITATION NUMBER	RELEASE DATE
RFP 2024-0528	May 28, 2024
CLOSING DATE AND TIME	SUBMITTAL CONTACT
June 14, 2024, 4 p.m.	Dawn Erickson
SUBMITTAL REQUIREMENT	SUBMITTAL EMAIL
EMAILED IN A PDF FORMAT	derickson@lakestevenswa.gov

PLEASE READ CAREFULLY!
SCOPE OF SERVICE/PROJECT SCOPE

**PROPOSALS MUST MEET THE REQUIREMENTS OUTLINED IN THIS REQUEST FOR PROPOSAL TO BE
CONSIDERED VALID. PROPOSALS WILL BE REJECTED IF THEY ARE NOT IN COMPLIANCE WITH THESE
REQUIREMENTS.**

A. INTRODUCTION

The city of Lake Stevens seeks proposals from qualified architectural firms to develop design options and architectural drawings for a new multi-use building that will house the Lake Stevens Historical Museum and provide tenant spaces for potential retail or restaurant uses.

B. PROJECT BACKGROUND

The city of Lake Stevens, Wash. (pop. 41,260) is located 36 miles north of Seattle in Snohomish County. The city shares the name of the lake it surrounds and is nestled between the beautiful Cascade Range and Puget Sound. The city's vision is to be "one community around the lake" with a vibrant economy, modern infrastructure, and exceptional quality of life for residents and businesses alike.

As part of its downtown revitalization, the city purchased properties adjacent to North Cove Park to locate the historic Grimm House and a new historical museum. The city intends to build a new three-story structure to house the museum along with tenant spaces to help activate downtown. The city, in coordination with the Historical Society, developed conceptual designs and materials for the museum looking to the past for reference (Attachment A). The design proposal should use these renderings and prior design work (Attachment B) as its starting point to design the building. The final building must be affordable to construct, allow flexible uses, be sustainable and efficient, and attractive for the public and city visitors.

The project will be led by the Community Development Director. Additional engagement with other stakeholders will take place throughout the process as coordinated through the project manager.

C. CONTRACT DURATION

The design and drawings need to be completed within approximately three months of contract execution to start permit review, and full permitting should be completed by year's end.

D. PROPOSED RFP PROCESS AND TIMELINE

The following schedule provides key dates for the consultant selection process. The city reserves the right to change these dates and expedite the process if possible and will notify consultants in such a case.

ACTIVITY	DATE
Issue RFP/RFP Advertised	May 28, 2024
Deadline for Questions	June 7, 2024
Deadline for Submittal of Proposals – 4 p.m.	June 14, 2024
Initial Evaluations	June 17- 19, 2024
Interviews (if required)	Week of June 24, 2024
Consultant Selected	June 28, 2024
Agreement Negotiations Begin	June 28, 2024
Agreement Finalized	July 5, 2024
Work begins	July 8, 2024

E. SUBMITTALS

Interested firms shall submit their proposal electronically. The city of Lake Stevens reserves the right to request additional information following a review of the initial submission.

Email proposal to: Dawn Erickson, Administrative Assistant at derickson@lakestevenswa.gov. In the "Subject" line place the following: **"PROPOSAL – LAKE STEVENS HISTORICAL MUSEUM BUILDING DESIGN 2024"**. Proposals shall be received no later than 4:00 pm. on June 14, 2024.

F. SCOPE OF WORK

The city is seeking an architectural firm to first develop internal layouts for the museum and other tenant spaces; second complete full architectural, permit-ready drawings for the building; and finally provide updated costs estimates for construction.

The proposed scope of work below is intended to provide a general outline of the work anticipated to be included in the process. It is not an all-inclusive description of the components to be included in the plan, or associated activities.

G. GENERAL REQUIREMENTS and DELIVERABLES

- a. The design must adhere to the state building code, accessibility standards, existing city codes, policies, and planning documents. Review and analyze local zoning and development plans for the Downtown Lake Stevens subarea, beautification plan and conceptual renderings of the museum.
- b. The firm must be able to support city staff in presentations of design options to city stakeholders as needed.

c. Design Alternatives

1. Based on current renderings and the design board, provide three design options for internal configurations for the museum, potential tenant suites and shared spaces.
 - Each option should include an analysis of its pros and cons and assumed cost.
 - Alternatives should demonstrate flexibility and affordability, leading to a preferred option.
2. Basic building assumptions
 - Overall Size – 6,500 to 7,000 square feet
 - Approximately 4,000-5,000 square feet for the museum
 - Approximately 2,000-2,500 square feet for a retail and/or restaurant space(s)
 - Separate entrances for museum and tenant spaces evaluating locations off Mill Spur and adjacent to the Grimm House
 - Convenient and effective storage options
 - Thoughtful window placement to maximize natural light, protect artifacts, provide ultraviolet protection where necessary, and balance views of lake and park
 - Maximization of street visibility and access for museum and tenant spaces
 - Use design boards and city design guidelines as reference for building style, materials and colors
 - LEED Silver focusing on overall energy efficiency, water usage, indoor air quality, sustainable materials and emission reductions.

d. Full architectural design including mechanical and plumbing and cost estimates for construction.

H. FORMAT REQUIREMENTS

The Statement of Qualifications should be organized in a manner that allows the reviewer to evaluate the firm's qualifications 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 interested firm or group must provide an electronic copy of the proposal.

1. The proposal should present complete and detailed descriptions of the team, and information demonstrating the team's ability to meet the requirements established within the RFP.
2. The written proposal should be prepared in the sequential order as outlined below.
3. The city reserves the right to require additional information or materials after the proposals are submitted.

I. SUBMITTAL CONTENT REQUIREMENTS

Letter of Interest

The letter of interest should indicate: (a) an interest in developing Conceptual Designs leading to full design of a preferred option; (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 project responsibilities. 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 and developing conceptual and final architectural design for a civic building with tenant spaces. Include at least three projects completed that are like or share elements with the proposed project. 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 project 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 on time and budget.
4. Describe the firm's approach to dealing with and communicating with public officials about complex analytical data regarding facility planning.

J. CONSULTANT SELECTION AND EVALUATION PROCESS

General Approach

Responses to the request for a RFP will be evaluated based on the ability to meet the items contained in this request. The Project Review Team will rate responses according to the criteria detailed below. This may result in the selection of a firm or group, or 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 based on the recommendations of the Project Review Team.

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 - 20 points maximum

1. Timeline – 15 points

- Ability to create/monitor project timelines
- Ability to meet project timelines
- Ability to accelerate 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 Experience, including Stakeholder Engagement – 10 points

C. Clarity of Proposal - 20 points maximum

- Is the proposal easy to understand?
- Do the graphics further clarify the written items?
- Did the firm (or group) stay within the maximum allotted pages?

K. AWARD OF CONTRACT

After selection of a consultant, the city will then enter into negotiations as to the terms of the agreement and the compensation to be paid to the consultant.

1. A cost proposal and scope of work shall be submitted within seven (7) calendar days of the city's request once a consultant has been determined to be the most qualified.
2. All cost proposals will remain in effect for 90 days from the date of the city's receipt of the cost proposal.

In the event the negotiations between the consultant selected and the city cannot be completed as a result of an inability to reach agreement on the fee for services, or the scope of work to be performed then, at the option of the city, the contract may be awarded to the second most qualified consultant. Negotiations will continue in this sequence until a contract is finalized, or all proposals are rejected. The selected consultant will be required to assume responsibility for all services offered in its proposal, whether such services are provided by a subcontractor or joint venture arrangement. The selected

consultant will be considered the sole point of contact regarding contractual matters, including payment of all charges resulting from the contract.

L. TERMS AND CONDITIONS

1. Communication with the city: Communication about the RFP may be directed to Dawn Erickson at derickson@lakestevenswa.gov.
2. Oral Presentation: The city, at its sole discretion, may opt to interview a group of firms if a selection cannot be made based on the RFP responses alone.
3. Addenda to the RFP: In the event that it becomes necessary to revise any part of this Request for Proposals, addenda will be provided.
4. Cost of Proposals: This RFP does not, under any circumstances, commit the city to pay any costs incurred by any proposer in the preparation or submittal of a proposal. The proposer is responsible for all costs associated with its response to this RFP.
5. Evaluation of Proposals: Proposals will be evaluated based primarily on how well the consultant's services meet the city's objectives in the most effective manner. The city reserves the right to reject all proposals, and to waive informalities in the proposal process. The city does not intend to enter into an agreement solely based on a submitted proposal or otherwise pay for the information solicited or obtained. Subsequent procurement, if any, will be in accordance with appropriate city contractual action. Noncompliance with any condition of this proposal may result in a recommendation that the vendor be disqualified.
6. Selection: The selection of a consultant and the execution of a contract, while anticipated, are not guaranteed by the city. The city reserves the right to determine which proposal is in the city's best interest and to award the contract on that basis, to reject all proposals, waive any irregularities of any proposal and negotiate with any potential consultant if such is deemed to be in the best interest of the city.
7. Indemnification: The consultant agrees to hold harmless, indemnify and defend the city, its officers, agents, employees and volunteers from and against any and all claims, injuries, losses, suits, costs or liability, including attorneys' fees (collectively, "Claims"), specifically including without limitation Claims resulting from injuries, sickness or death of employees of the consultant and/or damage to property, arising out of or otherwise resulting from the acts, errors, or omissions of the consultant, its officers, agents, subconsultants or employees, in connection with the services required by this agreement, provided, however, that: The consultant's obligation to indemnify, defend and hold harmless shall not extend to Claims caused by or resulting from the sole willful misconduct or sole negligence of the city.
8. Insurance: The consultant shall carry a minimum \$1,000,000 automobile liability insurance, \$2,000,000 general aggregate commercial general liability insurance, and \$2,000,000 professional liability insurance. The consultant shall procure and maintain for the duration of this agreement insurance of the types and in the amounts required by the city against claims for injuries to persons or damage to property, which may arise from or in connection with the performance of the work by the vendor, its agents, representatives, employees, sub consultants, or subcontractors. See attached Consultant Agreement for full details.
9. Rejection of Proposals: The city of Lake Stevens reserves the right to reject all proposals and to waive irregularities and informalities in the submittal and evaluation process. This Request for Proposals does not obligate the city to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the Request for Proposals does not obligate the city to accept or contract for any expressed or implied services.

10. Non-Exclusivity: Establishing a service agreement between the city and a consultant shall not preclude the city from advertising and awarding at any time similar consultant services, should it be in the city's best interest and/or secured project funding requires public advertisement of said services.
11. Payment: The consultant will only receive payment for services rendered after the city's receipt of correctly prepared consultant invoices listing name, title, time, and a brief explanation of work completed, as it relates to the consultant agreement's scope of work. The selected consultant will be required to provide an agreement as outlined in the attached city of Lake Stevens Consulting Agreement.
12. Americans with Disabilities Act (ADA): The city of Lake Stevens, in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination based on disability, in all its programs and activities. This material can be made available in an alternate format by emailing derickson@lakestevenswa.gov or by calling 425-622-9458.
13. Title VI: The city of Lake Stevens, 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 bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

M. ATTACHMENTS

- Attachment A: Draft Museum Design
- Attachment B: Museum Coordination Plan

N. QUESTIONS

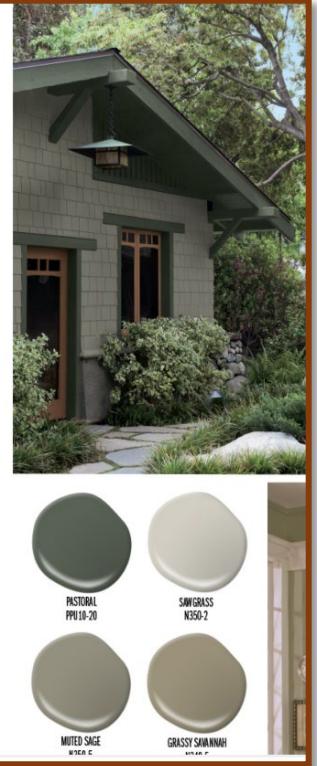
All questions regarding this RFP shall be directed to: derickson@lakestevenswa.gov. All questions must be received by June 7, 2024. Any questions received after June 7, 2024, will not receive a response.



ATTACHMENT A

Museum Design Board

Museum Design Board



Desired Characteristics

- Complements Downtown Vision
- Contemporary Northwest Style w/ Craftsman Elements
- Distinctive Rooflines
- Large Mullioned Windows
- Includes Commercial Element to Activate Spaces



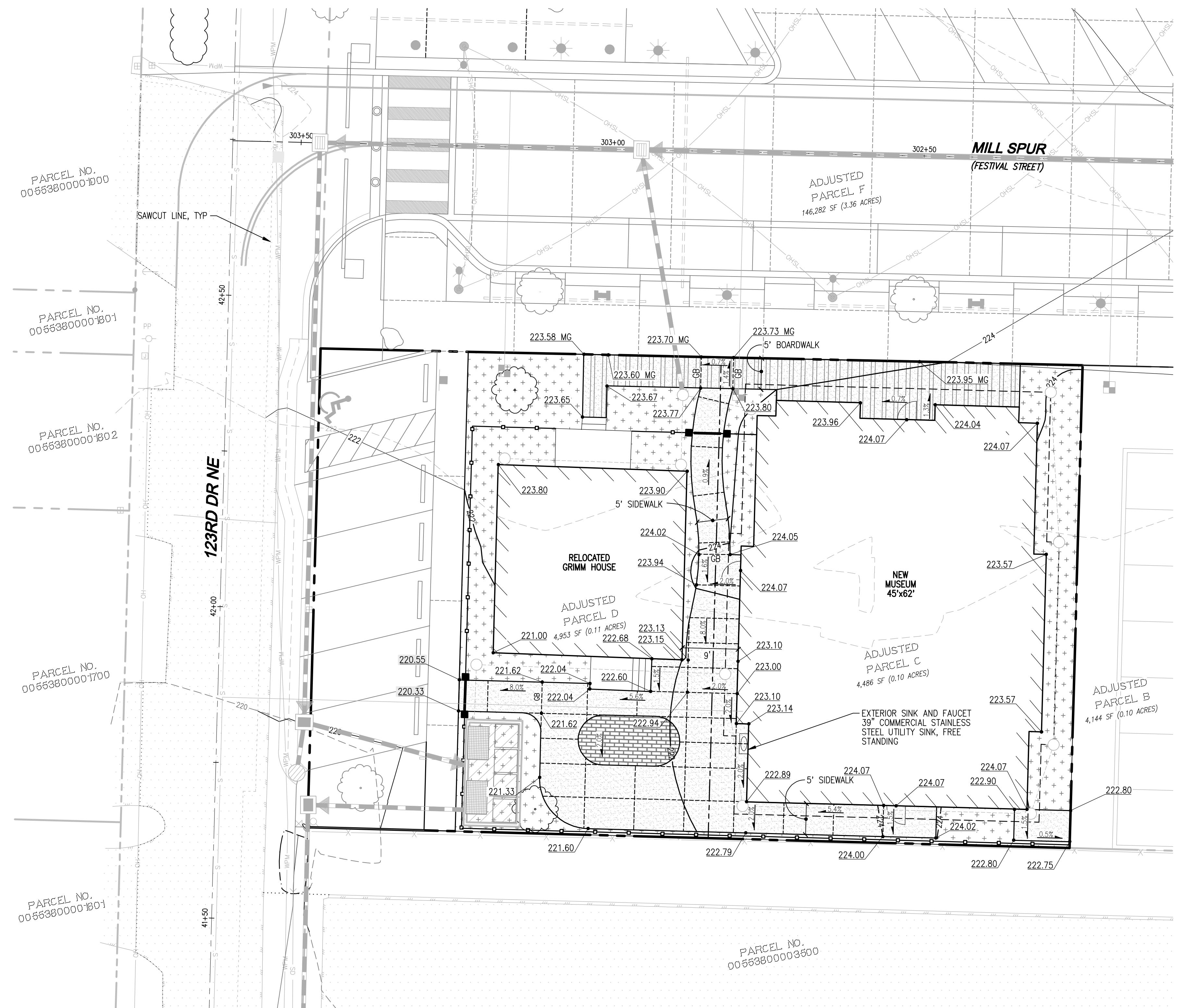
MIX OF MATERIALS – HORIZONTAL & SHAKE SIDING, STONE BASE AND METAL ROOFING





ATTACHMENT B

Museum Coordination Plan



UTILITY NOT

UTILITY NOTE
THE CONTRACTOR SHALL VERIFY THE
LOCATION OF ALL EXISTING UTILITIES
PRIOR TO ANY CONSTRUCTION. AGENCIES
INVOLVED SHALL BE NOTIFIED WITHIN A
REASONABLE TIME PRIOR TO THE START
OF CONSTRUCTION.

DISCLAIMER

DISCLAIMER
THE TOPOGRAPHIC SURVEY WAS PERFORMED
BY LDC, INC. IN JUNE 2019. ANY CHANGES TO
THE SITE AFTER THIS DATE WILL NOT BE
REFLECTED IN THE PLANS. ANY DISCREPANCIES
FOUND BETWEEN WHAT IS SHOWN ON THE
PLANS AND WHAT IS NOTED IN THE FIELD
SHOULD BE BROUGHT IMMEDIATELY TO THE
ATTENTION OF THE ENGINEER.



Call 2 Business Days Before You Dig
811 or 1-800-424-5555
Utilities Underground Location Center

CITY PROJECT #:

CITY OF LAKE STEVENS
12. CONSTRUCTION DRAWING REVIEW ACKNOWLEDGMENT

SECTION 10 CONSTRUCTION DRAWING REVIEW ACKNOWLEDGMENT

THIS PLAN SHEET HAS BEEN REVIEWED AND EVALUATED FOR GENERAL COMPLIANCE WITH THE APPLICABLE CITY OF LAKE STEVENS CODES AND ORDINANCES. CONFORMANCE OF THIS DESIGN WITH ALL APPLICABLE LAWS AND REGULATIONS IS THE FULL AND COMPLETE RESPONSIBILITY OF THE LICENSED DESIGN ENGINEER, WHOSE STAMP AND SIGNATURE APPEAR ON THIS SHEET. ACKNOWLEDGMENT OF CONSTRUCTION DRAWING REVIEW DOES NOT IMPLY CITY APPROVAL FOR CONSTRUCTION ACTIVITIES THAT REQUIRED OTHER COUNTY, STATE OR FEDERAL PERMIT REVIEW AND APPROVAL. THE PROPERTY OWNER AND LICENSED DESIGN ENGINEER SHALL BE RESPONSIBLE FOR THE ACQUISITION AND COMPLIANCE OF ALL APPLICABLE PERMITS OR AUTHORIZATIONS THAT MAY INCLUDE, BUT ARE NOT LIMITED TO, WDFW HYDRAULIC PROJECT APPROVAL (HPA), WASHINGTON STATE ECOLOGY'S NOTICE OF INTENT (NOI), NPDES CONSTRUCTION STORMWATER GENERAL PERMIT, ALL U.S. ARMY CORPS OF ENGINEERS FILL PERMITS, AND THE REQUIREMENTS OF THE ENDANGERED SPECIES ACT.

THIS _____ DAY OF _____, 20____.

5 | BY: _____

JOB NUMBER:	C20-122
DRAWING NAME:	C20122CM-GR-PL
DESIGNER:	DCS
DRAFTING BY:	BJN
DATE:	6-22-21
SCALE:	1"=10'

GR-01

SHEET 6 OF 7