



## REQUEST FOR PROPOSAL

### 2024 NEW COUNCIL CHAMBERS DESIGN AND MUNICIPAL SERVICE CAMPUS INFRASTRUCTURE ANALYSIS

SOLICITATION NUMBER	RELEASE DATE
<b>RFP 2024-0610</b>	<b>June 10, 2024</b>
CLOSING DATE AND TIME	SUBMITTAL CONTACT
<b>July 8, 2024 4 p.m.</b>	<b>Dawn Erickson</b>
SUBMITTAL REQUIREMENT	SUBMITTAL EMAIL
<b>EMAILED IN A PDF FORMAT</b>	<a href="mailto:derickson@lakestevenswa.gov">derickson@lakestevenswa.gov</a>

**PLEASE READ CAREFULLY!**  
**SCOPE OF SERVICE/PROJECT SCOPE**

**PROPOSALS MUST MEET THE REQUIREMENTS OUTLINED IN THIS REQUEST TO BE CONSIDERED VALID.  
PROPOSALS WILL BE REJECTED IF THEY DO NOT COMPLY WITH THESE REQUIREMENTS.**

#### **1. Project Background and Description**

##### **Description of Lake Stevens**

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. In 2019, the city bought several parcels off South Lake Stevens Road to house its Police Station and future growth. In 2024, the city purchased the connecting commercial lots with existing buildings for a new Municipal Services Campus.

##### **Project Description**

The city of Lake Stevens seeks qualified proposals from a multidisciplinary firm, or engineering and architectural firms working in partnership to develop design options and architectural drawings for a City Council Chambers and to provide an Infrastructure Analysis for the Municipal Services Campus.

Phase 1 of this project includes development of design options and architectural drawings for a new functional and flexible City Council Chambers, and an Infrastructure Analysis of the entire site to ensure an efficient and sustainable campus.

The project will be led by the Community Development Director. Additional engagement with other stakeholders may be needed throughout the process. Communication with and to those groups will be coordinated through the project manager.

## 2. Project Timing and Deliverables

### Project Timelines

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

ACTIVITY	DATE
Issue RFP/RFP Advertised	June 10, 2024
Deadline for Questions	June 19, 2024
Deadline for Submittal of Proposals – 4 p.m.	July 8, 2024
Evaluations	July 9 – 11, 2024
Interviews (if required)	Week of July 15, 2024
Consultant Selected	July 19, 2024
Agreement Negotiations Begin	July 19, 2024
Agreement Finalized	July 26, 2024
Work begins	July 29, 2024
Work Completed	Within 4-6 months

Under the terms of the grant, the project must be completed by June 2025. Deliverables must be delivered no later than January 31, 2025.

### Scope of Work and Project Deliverables

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.

**Task 1** – *Provide at least three design options for the interior of the proposed Council Chambers, leading to a preferred alternative.*

- Design options should demonstrate flexibility for the primary use as Council Chambers and ancillary uses. The design options must be affordable to construct. The selected firm should evaluate other compatible uses such as a court or public meeting space as design options proceed. The evaluation should identify any safety concerns regarding Council Chambers and propose potential solutions.
- Key design elements include the dais configuration, staff seating and tables, public areas, storage areas for furniture. The design options should consider effective audio-visual configurations, power and internet connections, acoustics and lighting.
- All design options should include pros and cons along with cost estimates.

**Task 2** – *Based on the preferred option, the project architect will develop a set of permit-ready architectural plans and a cost estimate for the preferred option.*

- The existing building was approved under the 1997 Uniform Building Code with an office occupancy (B), construction type V-N.

- The first floor has 4,517 square feet of conditioned space and 508 square feet of unconditioned space.
- The second floor has 3,074 square feet of conditioned space and 156 square feet of unconditioned space.
- The proposed use as a City Council Chambers will require a change of occupancy from (B) to an assembly space (A-3). Please use the 2021 International Existing Building Code (IEBC) to provide the analysis for the change of occupancy.
- The preferred alternative must evaluate current climate-control and mechanical/plumbing systems for potential upgrades, including costs.
- A commercial building permit will be required and new certificate of occupancy. Please analyze accessibility, fire alarm/sprinklers, structural design, egress, electrical, mechanical, plumbing and change of occupancy/use.

**Task 3** – *Complete an infrastructure analysis of the entire site focusing on onsite power, telecommunications, parking, stormwater, and landscaping* to facilitate the buildout of the campus in future development phases.

1. Parking analysis and recommendations including electric vehicle stalls, secured parking and general parking, leading to full civil drawings that will be bid ready, with cost estimates;
2. Backup-power options and associated costs;
3. Analysis of existing telecommunication / internet infrastructure and options for expansion and redundancy, as well as associated costs;
4. Analysis of stormwater options and associated costs for parking and site modifications using a hybrid approach considering standard engineering and low impact techniques;
5. Landscape architecture analysis and design to optimize available outdoor space including a review of existing wetlands and hazardous trees ;

Reports, design documents and plans must adhere to state building code requirements, state stormwater requirements, municipal codes, policies, and planning documents, including the beautification plan, design guidelines and 20th Street SE Corridor subarea plan.

### **3. Submittal and Evaluation Process**

#### **Submittal Requirements**

- The interested team must submit a cover letter (two page maximum) that summarizes interest in the project. The submittal must not exceed 12 pages including resumes, references and related project experience (this excludes the cover letter, table of contents and section dividers).
- Qualified teams must identify the project manager, key personnel, sub-consultants and provide a biography and credentials for the same.
- Qualified teams must document the relevant experiences of key personnel and provide specific examples and work summaries for past projects of similar size and scope, as well as be prepared to submit a sample deliverable upon request.
- Qualified teams must provide a detailed scope of services, indicating how they propose to undertake this project and work with stakeholders.

- Qualified teams must include a detailed project schedule and statement identifying project milestones and how they can meet the project deadline.
- Qualified teams must provide a minimum of three references including email addresses and phone numbers for past projects of similar size and scope.
- Interested firms shall submit their proposal electronically. Please email your proposal to Dawn Erickson [derickson@lakestevenswa.gov](mailto:derickson@lakestevenswa.gov). In the "Subject" line place the following: "PROPOSAL – COUNCIL CHAMBERS DESIGN & INFRASTRUCTURE ANALYSIS". Proposals must be received no later than **4:00 p.m. on July 8, 2024**.

### Evaluation and Selection Procedure

Lake Stevens will evaluate all proposals based on expertise of the qualified firms or assembled teams, references, written proposal responsiveness, past experiences on past projects of similar size and scope, proposed budget and schedule and ability to meet the timeline. After proposals are evaluated, the city may interview finalists or select a preferred candidate based on the materials submitted. The final step will be a notice to proceed.

The city of Lake Stevens reserves the right to request additional information following a review of the initial submission.

All questions regarding this RFP shall be directed to Dawn Erickson: [derickson@lakestevenswa.gov](mailto:derickson@lakestevenswa.gov). All questions must be received by **June 19, 2024**. Any questions received after **June 19, 2024** will not receive a response.