



**REQUEST FOR QUALIFICATIONS**  
Municipal-Judicial complex development

City of Wapato, WA  
February 1, 2016

## 1.0 INTRODUCTION

The City of Wapato, Washington (the City) is soliciting Statements of Qualifications from prospective Architects to conduct the feasibility of a Municipal-Judicial Complex.

Pursuant to RCW 39.80, Contracts for Architectural and Engineering Services, the City intends to award a contract for Phase 1 Feasibility Study to the most qualified contractor.

The City's Project Team includes the following key members:

- Jesse Farias, Mayor
- Richard Needham, Police Chief
- Menglou Wang, Public Works Director

The Selection Committee that will evaluate competitors will be made up of the Project Team members listed above as well as elected officials and other City staff members. Proposers should assume some Selection Committee members do not have previous capital projects or Police Department experience.

### **Statement of Qualifications submittal deadline:**

16 March 2016 at 5:00 p.m. PST

Mayor, City of Wapato  
205 East Third Street  
Wapato, WA 98951

## 2.0 PROJECT HISTORY

The Wapato City Jail was constructed in 1909 with an unknown original design capacity. The current rated capacity by space allocation is 32 beds. Numerous bunks have been added throughout the years and, at one point, the facility held more than 80 inmates, including both Wapato City inmates and contract inmates housed for other jurisdictions.

State statute directs localities to adopt standards. These standards are adopted by local ordinance. These standards adopted by the City of Wapato do not specifically address many of the minimum square footage requirements found in American Correctional Association and Standards. Moreover, the present facility design is not conducive to safe and efficient operations.

The jail recently (2015) was reviewed in a Jail and Justice System Assessment by the National Institute of Corrections. It is deficient by contemporary jail standards. It is anticipated the City Council will adopt ACA standards in the future and the City needs to provide a facility that meets these needs.

The current building is approximately 17,000 square feet and houses the police department, jail and court facilities. The proposed building will house the Police Department, low to medium security Jail facility and the Municipal Court. It will include evidence storage, separate records storage for P.D. and court, sally port, employee fitness center, general storage, medical facility, kitchen, visiting and outdoor exercise areas for inmates as well as interviewing rooms for attorneys and their clients, and offices for staff. It is the intent of the City is to construct an appropriate facility that meets future needs

of these entities as well as possibly including the municipal offices.

Currently the Police Department consists of thirteen including administrative staff and the Chief of Police. The Jail currently is staffed by six Corrections Officers. The municipal court is staffed by a clerk and a part-time judge. It is anticipated the city will increase in size due to annexation as well as normal growth. The facility will need to accommodate changing requirements over its expected useful life span.

### **3.0 SCOPE OF WORK**

#### **Phase 1- Feasibility Study**

Evaluate current levels of service of the jail and forecast future population levels for local and contract inmates.

Provide an analysis of alternatives to improve levels of safety and service in the jail.

Analysis of optimum facility size to maximize inmate population in servicing contracting agencies.

Evaluation of potential locations for a new facility.

Evaluate approximate size of structure to accommodate present and future needs

A rough architectural rendition of the proposed design

Approximate costs: cost of facility and cost of site improvements

Analysis of project delivery

Identify potential funding sources

Develop a public input process

Financial analysis of any alternatives such as repurposing current municipal properties or other mechanisms to modernize municipal facilities.

#### **Phase 2 -Implementation**

Provide architectural services

Provide supporting services, including but not limited to engineering, mechanical, plumbing, electrical, civil and site, and landscape services.

Submit all required planning and design documents including: pre-application, SEPA, site, construction, landscaping and others as may be required

Obtaining all required permits

Schedule all phases of the work

Schedule all inspections

Establish and maintain an accurate budget

Conduct regular project meetings

Provide support throughout construction

#### **Phase 1/Phase 2 - Awarding of bid(s)**

Awarding of the bid in Phase 1 is not a guarantee of contractual services in Phase 2. Each Phase is a stand-alone contract. Separate bidding may, at the City's option, be required. The current bid / RFQ is for Phase 1 only.

### **4.0 ANTICIPATED SCHEDULE**

#### **Phase 1- Feasibility Study**

Issuance of RFQ .....	February 1, 2016
Last Day for Questions: .....	March 1, 2016
Statement of Qualifications Due: .....	March 16, 2016
Interviews .....	Week of April 1, 2016
Award of contract by City Council.....	April 18, 2016

Phase 2 -Implementation

Construction Permit, Bid Documents .....	June 2017
Construction .....	Sept 2017-2020
Complex opening.....	Second Quarter 2020

**5.0 STATEMENT OF QUALIFICATIONS**

Please respond to each of the items set forth below in a clear and concise manner. Responses must be in the same order as listed, clearly separated with tabs and labeled by response. Attention should be paid to specific requests for information. The submittals shall be organized in a manner that will enable the selection committee to quickly assess pertinent information.

Submit four (4) hard copies in 8-1/2" x 11" and one (1) exact duplicate in electronic format on a thumb drive in PDF format.

Submittals shall be limited to single spaced, typewritten pages (minimum 11 point font) and shall be no more than 20 double sided sheets of paper (front and back of one sheet equals two pages). The page count does not include the tabs, RFQ cover sheet, resumes, or blank pages.

**5.1 Letter of interest: (0 points)**

The letter of interest should not be more than two (2) pages, may contain any information not shown elsewhere in the submittals, and must provide the email and contact information for notices required by Section 12 below (Protest Process).

**5.2 Staff Qualifications: (14 points)**

Please provide an organizational chart and a narrative staffing plan showing proposed staff, reporting relationships and key responsibilities for each staff member. At a minimum, include background information and experience for the following staff members: the principal-in-charge or corporate executive dedicated to the project, project manager, preconstruction manager, architects, engineers, superintendents, the estimator, the scheduler and the safety officer.

Clearly identify the key individual(s) who will provide a leadership role for the Project and be the day-to-day contact(s) for the City. Demonstrate how each such individual has successfully accomplished a similar role on other projects.

**5.3 Firm Past Performance on Relevant Projects: (10 points)**

Please provide a description of the history and capabilities of your firm. Describe the types of projects or services the firm normally performs and the relative dollar value of each.

Provide profiles of five successfully completed (or currently ongoing) projects that demonstrate complexity, size, and scope similar to the proposed scope of work. For each project, provide the duration of construction, initial price, the final price, references from both Owner and Contractor (include the manager who is familiar with your firm's performance) and note if any of the individuals named in your Project team participated as members of the project team for the listed project. Preference will be given to firms that demonstrate relevant experience in analyzing the need for, designing and constructing new fire stations.

Clearly describe which of your referenced projects were delivered using the staff proposed for this project. Staff members proposed will be required to fully participate in and deliver the Project.

#### **5.4 Project Approach: (16 points)**

Please describe your overall approach to achieving the proposed scope of services listed in Section 3. In addition, briefly address the following Project issues:

- How do you anticipate supporting the City's decision making process?
- Describe your approach to cost estimating that supports decision making and avoids overly conservative estimates.
- How do you plan on maximizing participation of the community?
- Describe your overall approach to executing the Project, including phases, and how you recommend the City into your overall plan.
- Describe your approach to Project completion, closeout, commissioning, startup and operations. How will you support smooth transition to ongoing operations?
- Describe your firm's cost tracking and budget forecasting approach when working as a Project team member during early design and throughout the Project.
- Location and Current Workload (8 points)
- Please describe the work your firm typically self performs and your capability and interest in doing so on this Project. How will you assure price competition on these scopes of work?
- Describe the typical geographic range of your firm's work. If Wapato is outside of that typical geographic range, how do you plan on managing this work to the benefit of the City, including meeting attendance during design and construction phases?
- Provide a summary of your firm's recent, current and projected workload in addition to this Project. What has been your annual volume of work (in dollars) for each of the past ten years?
- What is your anticipated volume of work (in dollars) for the current year, and what is your plan for the next three years?

**DBE/MWBE Approach and Apprentice Program (2 points).**

Provide a summary of your firm's overall approach to maximizing participation of Disadvantaged Business Enterprises, including a history and examples of recent outreach and procurement efforts and outcomes.

**6.0 INTERVIEWS**

Those firms identified within the Short List from the SOQ process will be invited for Extended Interviews. The firms will be evaluated on the criteria listed in Section 7 and may take into consideration SQQ responses. Extended Interviews may include site and office visits with competing firms by some or all members of the Selection Committee.

The personnel proposed for the Project, including the project manager, architects, engineers, and superintendents, must attend and must be present at the Extended Interviews.

The Extended Interview process will be used primarily to compare to the relevant strength and Project understanding of short-listed management team members.

**7.0 EVALUATION CRITERIA**

All the submittals received will be reviewed by the evaluation committee established by the City. Each evaluation criterion has been assigned points based on its relative value and the selection process as a whole. The criteria and their associated points are as follows:

**7.1 Statement of Qualifications (SOQ)**

Evaluation of SOQs	Points Possible
Staff qualifications	14
Past performance on relevant projects	10
Project approach	16
Self-performed work, firm location, current workload	6
Accident prevention program, safety, claims,	2
DBE/MWBE approach and Apprentice Program	2
<b>Subtotal:</b>	<b>50 Points*</b>

\* Points scored in Step 1 will be reassessed and included in Step 2 - Extended Interview and in Step 3 - Final Pricing Proposal.

**7.2 Interviews**

At the conclusion of the Step 1 process, those firms identified on the Short List will be invited into Extended Interviews. An agenda, including details, presentation topics, information, and/or format, will be transmitted to those firms prior to the scheduled date and time of the interviews.

Evaluation Criteria for Interviews

Points Possible

Presentation: Clarity and thoroughness of presentation and the firm's Understanding of and approach to the requirements of the project.	20
Specific Questions: Thoroughness and insight in providing direct and Clear answers to the questions asked.	20
Communications: Overall quality of the team's presentation, including Interpersonal communications between team members and the interview Panel. Quality of questions asked by the firm.	10
Subtotal Possible Points for Interview:	50 Points**

•• Points received as a result of the Interview will be combined with points reassessed from to determine the selected firm. Total Possible Points for Step 1- SOQ, Step 2 - Extended Interviews, and Step 3 - Final Pricing Proposal is 100 Points

The firm receiving the highest combined score as a result of the SOQ and Interviews will be selected to enter into an agreement with the City.

**8.0 SUBMITTAL REQUIREMENTS**

**8.1 Submittal Delivery**

Statement of Qualification submittals shall be delivered to:

Mayor, City of Wapato  
205 East Third Street  
Wapato, WA 98951

In a sealed envelope or box clearly marked as "Statement of Qualifications, New Judicial Complex" by the date and time listed above.

**8.2 Late Submittals**

Submittals, modifications of submittals, received at the office designated in the solicitation after the exact hour and date specified for receipt will not be accepted.

**8.3 Cancellation of RFQ or Postponement of Submittal Due Date and Time**

The City reserves the right to cancel this RFQ at any time. The City may change the date and time for receiving submittals prior to the date and time established for submittal.

**8.4 Pre-submittal Conference**

A pre-submittal conference will be held at 10:00 a.m., Wednesday, March 2, 2016.

Location: Wapato City Hall  
205 East Third Street  
Wapato, WA 98951.

All prospective respondents are strongly encouraged to attend. The intent of the pre-submittal conference is to assist the respondents to more fully understand the requirements of this RFQ. Respondents are encouraged to submit questions in advance to enable the City to prepare responses; these questions should be emailed to the Police Chief. Questions will be encouraged during the pre-submittal conference.

### **8.5 Cost of Submittals**

Respondents are responsible for all costs of participating in this process.

### **8.6 Collusion on Proper Contact**

Contact with City staff, Selection Committee members, or Council Members, regarding this RFQ is collusion of any kind strictly prohibited. Respondents violating this prohibition will be disqualified from competition.

### **8.7 Public Disclosure of Submittal**

Submittals received by the City in response to this RFQ become public records that are subject to Chapter 42.56 RCW, the Public Records Act. The respondent should clearly identify in its submittal any specific information that it claims to be confidential or proprietary. After a decision to award the contract has been made, the submittals will be available for inspection and copying by the public. If the City receives a Public Records Act request to view the information marked confidential or propriety in a respondent's submittal following an award, the City's sole obligation shall be to notify the respondent (1) of the request and (2) of the date upon which such information will be released to the requester unless the respondent obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If the respondent fails to timely obtain a court order enjoining disclosure, the City will release the requested information on the date specified.

### **8.8 Non-Closure Obligation**

Any data provided by the City either before or after Contract award shall only be used for its intended purpose. Contractors and Subcontractors shall not utilize or distribute City data in any form without the express written approval of the City.

### **8.9 Addenda**

Any changes, revisions, deletions, clarifications, increases, or other modifications to the RFQ will be issued only as a written Addendum to the RFQ. Proposers must register on the City's website for this RFQ to be notified of addendum and new documents on this RFQ. It is the Proposer's responsibility to check for addenda and other new documents on-line.

### **8.10 Questions and Interpretation of the RFQ**

No oral interpretations of the RFQ will be made to any respondent. All questions and any explanations must be requested in writing and directed to the City no later than date specified herein or as extended per addendum. Oral explanations or instructions are not binding. Any information modifying a solicitation will be furnished to all respondents solely by written addendum. Communications concerning this RFQ with other than the person listed below may cause the respondent to be

disqualified.

All questions regarding this procurement must be submitted via email to:

Richard Needham  
Chief of Police  
City of Wapato  
[rneedham@wapato-city.org](mailto:rneedham@wapato-city.org)

## **9.0 PROTEST PROCESS**

At the conclusion of SOQs, notices will be sent to those firms not invited to continue onto Interviews.

- A. Form of Protest. In order to be considered, a protest shall be in writing, addressed to the Police Chief at the address listed above, and shall include:

The name, address, and phone number of the respondent protesting, or the authorized representative of the respondent;

The Request for Qualifications (RFQ) Title under which the protest is submitted;

A detailed description of the specific grounds for protest and any supporting documentation. It is the responsibility of the protesting respondent to supplement its protest with any subsequently discovered documents prior to the City's decision;

The specific ruling or relief requested; and

Evidence that all persons with a financial interest in the procurement have been given notice of the protest or if such persons are unknown, a statement to that effect.

- B. Who May Protest

Protests based on qualifications criteria: Any prospective respondent.

Protests following submittal: Any respondent submitting a response to the RFQ showing a substantial financial interest in the solicitation or award of any Contract.

- C. Time to Protest

Protests based on qualifications, criteria or other terms in the RFQ documents that are apparent on the face of said documents must be received by the City no later than five calendar days prior to the date established for submittal of Qualifications.

Protests based on other circumstances must be received by the City within five calendar days after the protesting respondent knows or should have known of the facts and circumstances upon which the protest is based. In no event shall a protest be considered if all submittals are rejected or after award of the Contract.

- D. Determination of Protest

Upon receipt of a timely written protest, the Police Chief shall investigate the protest and shall respond in writing to the protest prior to the award of the Contract. Except as provided below, the decision of the Police Chief shall be final.

#### E. Reconsideration of Chief of Police's Decision

A financially interested respondent may request that the Police Chiefs adverse decision be review by the Public Works Director on a reconsideration basis only. The only justification for reconsideration must either be (i) discovery of new information relevant to the underlying grounds for protest and unavailable at the time of the protest to the Police Chief; or (ii) an error of law or regulation made by the Police Chief.

The request for reconsideration must be in writing, filed with the Public Works Director, and include: name, address, and telephone number of the person protesting or their authorized representative; a copy of the written decision of the Police Chief; and

Justification for reconsideration by the Police Chief decision, including all pertinent facts and law on which the respondent is relying.

The financially interested respondent must file the request for reconsideration no later than five calendar days after receiving the Police Chiefs decision on the protest.

Upon receipt of a request for reconsideration, the Public Works Director or designee shall review: the information submitted to and reviewed by the Police Chief; and

The decision of the Police Chief, and shall thereafter issue a final determination regarding the request for reconsideration. No other information will be reviewed unless the basis for the request for reconsideration is new information.

#### F. Failure to Comply

Failure to comply with the procedures set forth herein may render a protest untimely or inadequate, and may result in rejection thereof by the City.