



REQUEST FOR QUALIFICATIONS
Municipal-Judicial complex development

Revision #1, 7 March 2016

City of Wapato, WA
February 1, 2016

1.1 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 firm.

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 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.

R.C.W. 70.48.071 directs localities to adopt standards for operation. These standards are adopted by local ordinance 2.64. 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, independent review from the National Institute for Corrections has indicated that 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. The NIC review concluded it is deficient by contemporary jail standards. It is anticipated the City Council will adopt ACA standards in the future and the City leadership has decided to explore the potential 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 the police department, 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 staff including administrative personnel 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
- Provide preliminary schedule of the work
- Establish project estimated budget
- Conduct regular project meetings
- Provide support throughout construction

Phase 1/Phase 2 - Consultant Selection for A/E Services

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

4.0 ANTICIPATED SCHEDULE

Phase 1- Feasibility Study

Issuance of RFQ	February 1, 2016
Last Day for Written 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

5.1 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 or 40 pages (front and back of one sheet equals two pages). The page count does not include the tabs, RFQ cover sheet, resumes, or blank pages.

5.2 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

5.3 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, architects, engineers, , and cost estimator,.

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.

5.4 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 project size in terms of dollar value.

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 a project description, estimated construction price, the final constructed 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 justice facilities.

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.

5.5 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 collaborating with the City assigned project manager and supporting the City's decision making process?
- Describe your approach to cost estimating, cost control and accuracy of estimating past similar projects.
- How do you plan on assisting the City with public outreach, community involvement and participation?
- Describe your overall approach to executing the Project, including phases, and how you include City stakeholders 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 estimated gross A/E services revenue (in dollars) for the current year,

and what is your outlook for the next three years?

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

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

6.0 INTERVIEWS

At the City's discretion, A/E team selection may be based solely on the content of the submitted SOQ's, Extended Interviews are optional. The firms will be evaluated on the criteria listed in Section 7 and may take into consideration SOQ responses.

Key personnel proposed for the Project, are encouraged to attend the Extended Interviews.

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

7.1 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:

7.2 Statement of Qualifications (SOQ)

Evaluation of SOQs	Points Possible
Staff qualifications	14
Past performance on relevant projects	10
Project approach	16
, firm location, current workload	8
DBE/MWBE plan and approach	2
Subtotal:	50 Points*

* Points scored in Step 1

7.3 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 from Step I- SOQ, Maximum points is 100 Points

The firm receiving the highest combined score as a result of the SOQ and Interviews will be invited to enter into fee negotiations and a potential agreement with the City. If an agreement cannot be reached with the selected firm, the City can go to the number two finishing firm and begin fee negotiations.

8.1 SUBMITTAL REQUIREMENTS

8.2 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.

8.3 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.

8.4 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.

8.11 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

9.1 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.