

REQUEST FOR QUALIFICATIONS (RFQ)

BAINBRIDGE ISLAND SENIOR COMMUNITY CENTER

The City of Bainbridge Island is accepting "Request for Qualifications" (RFQ) from Architectural firms to provide architectural and engineering services for schematic design level services for a new Bainbridge Island Senior Community Center (BISCC). The schematic level design shall include the development of supportive graphical material. The graphic material will be used by Bainbridge Island Senior Community Center and City of Bainbridge; hereinafter the City, to generate funding to advance the project in order to complete the design and construction of the facility.

I. Project Description

The City owns a facility in the historic downtown known as the "Senior Center/Commons." This facility is located in the middle of the Waterfront Park. The City owned Waterfront Park property is 5.76 acres and current Sr. Center/Commons facility is located on two tax parcels equaling 0.34 acres. The existing single story wood frame structure is 4,975 square feet.

The primary use of the current facility is senior programming, supplemented by various community activities in the evenings and on weekends. The community, supported by the City and BISCC, has decided to redevelop the existing property by constructing a new facility of approximately 18,000 square feet that reflects BISCC needs.

II. Preliminary Scope of Work

The anticipated scope of services includes, but is not necessarily limited to:

- 2.1.Review of Feasibility Report (June 2007) prepared A.R.C Architects: BISCC and City staff to verify current and projected plans are addressed in the feasibility study.
- 2.2.Parking: Develop site plans indicating areas of parking that conform to local zoning requirements and agreements with the Interagency Committee for Outdoor Recreation (IAC) land.
- 2.3.Plans: Develop floor plans to meet BISCC program requirements by indicating walls, doors, windows, stairs and room function including casework, furniture, fixtures and ancillary equipment. Develop mechanical, electrical, lighting and technology systems utilizing sustainable design concepts.
- 2.4.Elevations: Develop building elevations with views from each side of facility.
- 2.5.Site Plan: Integration of civil engineering elements, including traffic and pedestrian patterns that accommodate ADA accessibility requirements, with landscape architectural features of the new facility. Identify existing natural landscape features that will remain

and show the integration of new landscaping with proposed and existing facilities and structures.

- 2.6. Presentation Material: Provide presentation drawings that show the proposed building on its actual site, not in a vacuum without surrounding or adjacent buildings, or with unrealistic entourage. A pedestrian's view rather than a bird's eye vantage point is preferred. At a minimum, color renderings are to be developed that include: site and floor plan, and interior and exterior elevations.
- 2.7. Construction Cost Estimate: Develop an estimated construction cost, through an independent professional cost estimator, for the proposed schematic design.
- 2.8. Reviews: The schematic design submittals will be reviewed in detail by BISCC and the City Project Manager on a schedule negotiated with the consultant.
- 2.9. Final Report: After the schematic design submittal has been approved by BISCC and the City Project Manager, the consultant will submit a final schematic design level report. The final report will include all electronic and written documents and any and all graphic presentation materials.

A more detailed final scope will be developed with the selected consultant.

III. Proposal Content

The submittal shall be twenty (20) pages maximum, 8½ x 11 inches, single sided, 12-point font minimum. All pages count towards the page total except the cover, introductory letter, and organizational chart (if included). The proposal shall be submitted in the format as outlined below.

- 3.1. **Brief Description of Firm** – Describe your firm's areas of expertise and other information that helps to characterize the firm. Provide the name, title, address, and telephone number of the primary contact.
- 3.2. **Project Manager's Experience** – Identify the project manager who will be responsible for this project. List the *project manager's* relevant experience and similar work including references.
- 3.3. **Personnel** – Describe the project team including name and office location of key personnel including subs. Describe key personnel's proposed roles and responsibilities on this project, and relevant related experience. In this section the architect must identify who would provide these consulting services: 1) site civil, 2) landscape, 3) structural, 4) mechanical, 5) electrical, 6) lighting, 7) plumbing and 8) building envelope.
- 3.4. **Project Approach** – Describe the tasks that must be accomplished to complete the project and a narrative description of how the firm proposes to execute the tasks. Describe how the firm will be able to collect or verify field data in a timely fashion. Describe particular challenges which you foresee this project presenting and your approach for addressing these challenges.

IV. Additional Information

Questions regarding the project may be directed to Acting City Engineer Chris Wierzbicki, Project Manager, City of Bainbridge Island, (206) 780-3715.

The work will commence as soon as possible after the consultant agreement is signed.

V. Proposal Deadline

Three (3) copies of the proposal must be received no later than 4:00 p.m. local time, on Friday, November 20, 2009, to the following address:

City of Bainbridge Island
Public Works Department
Attn: Chris Wierzbicki
280 Madison Avenue North
Bainbridge Island, WA 98110

Proposals received after the deadline will not be considered.

VI. Selection Process

Proposals will be ranked on qualifications and the City may choose to interview the three top ranked firms. However, at its discretion, the City of Bainbridge Island may dispense with interviews and select a firm to perform the work. Firms will be evaluated on the basis of the following factors:

1. Proposal format (5%)
2. Project manager experience and qualifications (35%)
3. Support personnel experience and qualifications (25%)
4. Project understanding and approach (35%)

Selected references will be contacted.

The City of Bainbridge Island will seek to negotiate a contract, a detailed scope of work, fee, schedule, etc. with the preferred firm. If unable to reach an agreement, the City of Bainbridge Island will terminate negotiations and commence negotiations with the second-ranked firm, and so forth.

This project is financed 100% by the City of Bainbridge Island. No state revolving fund or state grant is involved.