

**CITY OF TUMWATER  
REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL AND ENGINEERING SERVICES**

**COMMUNITY CENTER PLANNING AND DESIGN**

**I. PURPOSE OF REQUEST**

The City of Tumwater ("City") is soliciting statements of qualifications and performance data from architects and engineers in connection with performing services for the City pursuant to Chapter 39.80 RCW. The City's needs are outlined in the following Request for Qualifications ("RFQ").

**II. BACKGROUND**

The City of Tumwater recognizes that there is a lack of indoor recreation facilities in the community. The City currently operates a part-time senior center and senior food program in an existing facility. Various outdoor recreational opportunities are available in the City of Tumwater, but indoor community facilities are very limited. A community center is a much needed facility and the City of Tumwater voters approved a Metropolitan Park District (MPD) in 2018 and it began collecting revenue in 2020. The MPD was authorized to collect \$0.75/\$1,000; with the first \$0.45 being imposed in 2020 to fund park maintenance, new park facilities, arts and recreation programs, trails, and land acquisition for a community center. The MPD was authorized to impose the remaining \$0.30/\$1,000 in 2025 for community center construction. At the time, the estimated budget for the community center was \$12 million, which includes the design fees.

The City recognized there are many different elements that could be included in a community center and a range of scales for a facility. Beyond committing that the facility would not initially include an aquatic component, but would provide expansion space for possible future inclusion of aquatic facilities, no other priorities were established. It is expected that the existing senior center program will be moved to the new facility. Depending on the design and scope, it is anticipated that the new center will allow for future phases to be added. The City anticipates that some use of the center could be revenue generating in order to help cover costs of construction and/or operations.

Following selection of a design firm and subject matter experts, the City anticipates working with the firm to develop conceptual design criteria with the public and elected officials that can be used to drive property acquisition. When property is

acquired, the City and design firm would work with the community to create conceptual designs that work for that site and address unique site-specific conditions. Following the selection of that conceptual site-specific design, the City would contract for detailed project-specific architecture, engineering, and contract specifications.

### **III. TIME SCHEDULE**

The City will follow the following timetable:

Issue RFQ	9/29/2022
Deadline for Submittal of Responses to RFQ	10/21/2022
Selection of Firms to Interview	10/26/2022
Interview Firms	11/9/2022
Notify Firm Selected	11/10/2022

### **IV. INSTRUCTIONS TO PROPOSERS**

- A. All responses to RFQs will be accepted electronically and shall be sent to:

Chuck Denney, Parks and Recreation Director:  
cdenney@ci.tumwater.wa.us

- B. Closing date for questions is 4:00 p.m. Pacific time on October 19, 2022. Emailed proposals must be received on or before 4:00 p.m. Pacific time on October 21, 2022. All proposals should indicate "Tumwater Community Center RFQ" in the email subject line.
- C. Statement of Qualifications (SOQ)s should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content. Submittals should not exceed 20 one-sided pages.
- D. Chuck Denney, Parks and Recreation Director or representative will notify the firm selected by *[date]*.
- E. Any questions concerning the City's specifications or RFQ process shall be directed to Chuck Denney, Parks and Recreation Director.
- F. All SOQs must include the following information:

- Qualifications of key personnel who will be actively working on the project
- Relevant experience with community center planning/design (three relevant projects completed in the last 5 years)
- Suggested project approach
- Three client references from municipal agencies for which the firm has completed similar services led by the proposed project manager.
- Experience in assessing community needs and conducting surveys with various tools for community engagement
- Innovative and sustainable ideas and design that meet the community objectives
- Demonstrated ability to meet project schedule and estimate budget from similar projects (provide information from previous projects showing estimated cost and final project cost)
- Experience in benchmarking against other successful, financially sustainable recreation facilities
- Demonstrated expertise in producing compelling visual graphics/video of the design
- Experience with “green” and sustainable design
- Limit submittals to no more than 20 pages

Other factors important to Tumwater include:

- Environmental sustainability and energy usage – it is anticipated that this will be an all-electric facility
- Operating cost and revenue potential
- Ability to manage the project budget during the design process and develop a project that fits within the projected budget.
- Experience in community planning meetings both in-person and virtually

## V. SELECTION CRITERIA

SOQs will be evaluated as follows:

<u>Factor Given</u>	<u>Weight</u>
a. Responsiveness of the SOQ to the purpose and scope of services.	40%

b. Ability and history of successfully completing contracts of this type, meeting projected deadlines, experience in similar work.	50%
c. References, key personnel.	<u>10%</u>
Total Criteria Weight	100%

Each SOQ will be independently evaluated on factors a through c.

## VI. TERMS AND CONDITIONS

- A. The City reserves the right to reject any and all SOQs, and to waive minor irregularities in any SOQ.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from any contractor.
- C. The City reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the selection of the contractor.
- D. Any SOQ may be withdrawn up until the date and time set above for opening of the SOQs. Any SOQ not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to provide to the City the services described in the attached specifications, or until one or more of the SOQs have been approved by the City administration, whichever occurs first.
- E. The contract resulting from acceptance of a SOQ by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFQ. A copy of the contract is available for review. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ, and which is not approved by the City Attorney's office.
- F. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFQ.
- G. The City reserves the right to retain the services of the successful Consultant for any subsequent phases associated with this project including preliminary and final design.

## **VII. SCOPE OF SERVICES**

The City of Tumwater is requesting SOQs from qualified firms interested in providing professional services for the preliminary design of a new community center. The City has an adopted budget of \$12 million dollars for the construction of the community center. This planning and design project will define what elements are included in the facility. Working with City staff and the community, there will be an evaluation of needs and building designs. It is anticipated that the facility will contain spaces that are multi-use/multi-functional and could support sports, dance, performance, child care, senior services, arts, classes/meetings and special events. The space must provide for community center and support staff, concession area, reception area and adequate storage areas. Design must meet goals of equity, inclusion, accessibility, flexibility, sustainability, affordability and climate resiliency. The space should also be evaluated for acting as an emergency shelter or support facility during local disasters.

The successful candidate shall be able to demonstrate experience and skills to complete the following tasks:

1. The consultant team must have demonstrated experience in the architectural design of community centers.
2. Demonstrated experience leading a public involvement process.  
It is anticipated that there will be up to three public work sessions and a community survey.
3. Demonstrated ability to guide the development of a preliminary financial plan for construction and operation.
4. Demonstrated ability to develop conceptual drawings and video with a sufficient level of detail to support public information efforts.
5. Develop criteria for building site selection
6. Demonstrated ability to work with City staff, elected officials and the public.
7. Ability to prepare drawings, permit documents, and specifications sufficient for applicable permit applications and bidding consistent with City standards and requirements.

## **VIII. COMPENSATION**

- A. Upon selection of the most qualified firm on the basis of demonstrated competence and qualifications for the type of professional services required, the City will negotiate a price which it determines is fair and reasonable. If the City is unable to negotiate a satisfactory contract with

the firm selected, negotiations with that firm will terminate and the City may select another firm.

- B. Payment by the City for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the City and approved by the appropriate City representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

#### **VIII. PUBLICATION**

This RFQ shall be published as follows:

Name of Publication:

Dates:

The Olympian

October 4 and 11, 2022