

**CITY OF PORT ORCHARD NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS (RFQ)
FUTURE CITY HALL IMPROVEMENT PROJECT
2020-2021 AD READY DESIGN (PS&E)**

The City of Port Orchard solicits Statements of Qualifications (SOQ) from qualified A&E consulting firms with expertise in the preparation of the 2020-2021 Ad Ready Design (100% PS&E) for a future City Hall Improvement Project (the “Project”). Submittals meeting the criteria described herein shall be submitted to the *City of Port Orchard, RE: Future City Hall Improvement Project 2020-2021, 216 Prospect Street, Port Orchard, WA 98366, and Mark R. Dorsey, P.E., Public Works Director/City Engineer* no later than 2:00 p.m. on February 28, 2020. Information related to this RFQ, including any addenda, will be posted to the City’s website at <https://www.cityofportorchard.us/bids-and-proposals/>. Any questions regarding this project should be directed to Mark R. Dorsey, P.E., (360) 876-4991 or publicworks@cityofportorchard.us.

Project Description

The Work to be performed by the Consultant shall consist of the Schematic (30%), Design Development (60%) and the 100% Ad Ready Design (Plans, Specifications & Estimate) necessary for the future construction of the future City Hall Improvement Project located at 216 Prospect Street, Port Orchard, WA. The Work to be performed, in compliance with all International, Federal, State and Local Regulations, is as follows;

City Hall Exterior

Clock Tower Upgrades, Clock Replacement, Roof Replacement, Evaluation of Solar Energy Return, Window Replacement, Siding & Trim Replacement, Painting and Brick Clean/Seal

City Hall Interior

Space Planning (Current & Future)/Office Space Remodel, ADA Compliant Customer Service Counters, Council Chamber A/V Upgrades, Window Treatment Upgrades, Painting, HVAC Upgrades, Security Upgrades, Carpet Replacement, LED Lighting Upgrade and Emergency Generator/Building Electrical Upgrade

The City intends to utilize the City’s standard consultant agreement for this work. The Project shall occur in FY 2020-2021, with the option for the City of Port Orchard to extend the consultant agreement for additional time if necessary at the City’s sole discretion.

RFQ Schedule: *(Dates are estimates and subject to change by the City)*

Event	Date
RFQ Release	January 31, 2020 and February 7, 2020
Submittals Due	February 28, 2020
Interviews/Presentations	March 13, 2020
Notify Apparent Successful Firm	March 17, 2020
New Contract in Place	April 14, 2020

Funding Source

To be determined

Submittal

Submittals should include the following information:

- A cover letter/statement of interest demonstrating the firm's interest in the project and highlighting its qualifications to meet the City's needs;
- Firm name, email address, phone and fax numbers;
- Name of Principal-in-Charge and Project Manager;
- A brief overview of the firm, and the number of employees in each firm proposed to project;
- A statement of the consulting firm's qualifications, including brief resumes of staff proposed to work on the project. The information should be focused on the firm's demonstrated ability to meet the criteria set out below, and experience with similar projects to the City Hall Improvement Project.
- Description of the most recent projects performed by the consulting firm, that included a similar scope of work.

The consulting firm's SOQ shall be limited to 10 pages, double sided excluding resumes, cover sheet and cover letter. Submittals shall include a completed and signed Non-Collusion Affidavit form (Attachment A).

Please submit THREE copies of your SOQ to: City of Port Orchard, RE: *Future City Hall Improvement Project 2020-2021, 216 Prospect Street, Port Orchard, WA 98366, and Mark R. Dorsey, P.E., Public Works Director/City Engineer* no later than 2:00 p.m. on February 28, 2020. Submittals will not be accepted after that time and date.

Evaluation Criteria

Submittals will be evaluated by City staff based upon the responsiveness of the submittal to this RFQ, and based on the following criteria:

- 1) Demonstrated Qualifications of Proposed Project Manager, including ability to work without significant monitoring, provide strategic recommendation, and ability to communicate information to the community and Council. (15 points)
- 2) Demonstrated Qualifications/Expertise of Firm and/or Team (20 points)
- 3) Demonstrated Ability to meet Schedule (20 points)
- 4) Description of General Approach to this Project (15 points)
- 5) Familiarity with Port Orchard Municipal Code and Related Regulatory Requirements (10 points)
- 6) Relevant Past Performance/References (10 points)
- 7) Demonstrated HVAC and Window Expertise in a remodeling project (10 points)

Evaluations will be based on criteria outlined herein, which may be weighted by the City in any manner it deems appropriate. Interviews, if considered necessary, will be held with selected Consultants based on an evaluation of the Qualifications. All submittals will be evaluated using the same criteria and weighting.

General Terms and Conditions

The City reserves the right to accept or reject any or all proposals, to waive all minor technicalities, and to accept the proposal or proposal determined to be the most advantageous to the City. Additionally, the City may accept a proposal subject to an exception if, in the sole judgement of the City, the proposal meets or exceeds the City's specifications.

The City of Port Orchard reserves the right to amend the terms of this "Request for Qualifications" (RFQ) to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort consultants have spent on their responses. This Project is contingent upon the acquisition of a funding package, and as such, the City reserves the right to cancel this Project and any associated contracts depending on the quality of said funding package, solely at the City's discretion.

All questions shall be submitted to Mark R. Dorsey, P.E., (360) 876-4991 or publicworks@cityofportorchard.us. Unauthorized contact regarding this RFQ with other City employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City.

Any questions will be answered in writing and posted on the City's website at <https://www.cityofportorchard.us/bids-and-proposals/>. It is the responsibility of individual firms/teams to check the website for any amendments or Q & A's to this RFQ.

If you would like to schedule a tour of the area and existing facilities, please contact Tony Lang 360.535.2490 tlang@cityofportorchard.us.

The City reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the City to pay any costs incurred by Consultants in the preparation and submission of their Statement of Qualifications. Furthermore, the RFQ does not obligate the City to accept or contract for any expressed or implied services.

The City reserves the right to request that any Consultant clarify its submittal or to supply any additional material deemed necessary to assist in the evaluation of the submittal.

Modification of a submittal already received will be considered only if the request is received prior to the submittal deadline. All modifications must be made in writing, executed and submitted in the same form and manner as the original submittal.

Americans with Disabilities Act (ADA) Information

The City of Port Orchard in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing the Public Works Department at publicworks@cityofportorchard.us or by calling (360) 876-4991.

Title VI Statement

The City of Port Orchard in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award."

Ownership of Work Product

Any and all data, reports, analyses, documents, photographs, pamphlets, plans, specifications, surveys, films or any other materials created, prepared, produced, constructed, assembled, made, performed or otherwise produced by the consultant or the Consultant's subcontractors for delivery to the City under this RFQ shall be the sole and absolute property of the City. Such property shall constitute "work made for hire" as defined by the U.S. Copyright Act of 1976, 17 U.S.C. §101, and the ownership of the copyright and any other intellectual property rights in such property shall vest in the City at the time of its creation. Ownership of the intellectual property includes the right to copyright, patent, and register, and the ability to transfer these rights. Material which the Consultant uses to prepare a proposal in response to this RFQ but is not created, prepared, constructed, assembled, made, performed or otherwise produced for or paid for by the City is owned by the consultant and is not "work made for hire" within the terms of this RFQ.

Public Records Request

This RFQ and all public records associated with proposals submitted in response to this RFQ shall be available from the City for inspection and copying by the public where required by the Public Records Act, Chapter 42.56 RCW (the "Act"). To the extent that public records then in the custody of the Consultant are needed for the City to respond to a request under the Act, as determined by the City, the Consultant agrees to make them promptly available to the City.

Additional Terms and Conditions. To view the City's full terms and conditions for this project, please refer to the contract for this project on the City's website at <https://www.cityofportorchard.us/bids-and-proposals/>. By this reference, the terms and conditions in the contract are incorporated into this RFQ.

Dates of publication:

Port Orchard Independent:	January 31 st and February 7 th , 2020 editions
Daily Journal of Commerce:	January 31 st and February 7 th , 2020 editions
City of Port Orchard Website:	January 31, 2020

NON-COLLUSION DECLARATION

I, by signing the proposal, hereby declare, under penalty of perjury under the laws of the United States that the following statements are true and correct:

1. That the undersigned person(s), firm, association or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this proposal is submitted.
2. That by signing the signature page of this proposal, I am deemed to have signed and agreed to the provisions of this declaration.

By: _____

(Authorized Signature)

Title: _____