

**CITY OF PORT ORCHARD REQUEST FOR STATEMENT OF QUALIFICATIONS  
FROM QUALIFIED A&E PROFESSIONAL SERVICES CONSULTANTS**

**SOUTH KITSAP COMMUNITY EVENTS CENTER**

**Planning, Programming, Schematic Design, Design Development, Ad Ready Construction Documents, and Bid Support**

The City of Port Orchard (City) hereby solicits interest from professional services consulting firms with expertise in architecture and engineering, community design, and public outreach. The Agreement will be for approximately 24-33 months in duration, with the option for the City to extend it for additional time and money, if necessary. Consultants will be considered for the project described below.

The City of Port Orchard reserves the right to amend 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.

**Project Description**

The City of Port Orchard proposes to construct an approximately 24,000 square foot South Kitsap Community Events Center (SKCEC) building, including adjacent site improvements. The SKCEC will provide a central gathering place and multi-purpose facility in downtown Port Orchard that will support a multitude of functions for local and regional use. The facility will house the City’s Regional Library branch and support large events such as galas, community festivals, conferences, concerts, and service group meetings. The project will also support the redevelopment of the shoreline area with pedestrian and water access. The facility will include a catering kitchen and other amenities to support events requiring food service. The project will serve as a centerpiece of a much larger redevelopment project that includes parking, office, commercial, retail, and residential development.

The work to be performed by the selected A&E PROFESSIONAL SERVICES CONSULTANT consists of evaluation, design and public outreach, as broken down into the following Task Items:

**Task 1: Project Planning, Public Outreach, Schematic Design, and Cost Estimates.**

Task 1.1: Prepare Draft Management Plan. (Task 1.2 from KPFD Contract) (15-21 months)

Deliverable: Draft Management Plan.

Task 1.2: Public Outreach, Concept Planning, and Space Programming. (Task 1.3, Task 2.1, 2.2, 2.3, 2.4, and 2.5) from the Kitsap Public Facilities District (KPFD) Contract)

Task 1.2.1: Initial public outreach – Determine space needs.

Task 1.2.2.: Site alternative identification and assessment.

Task 1.2.3.: Seek City Council, public, and stakeholder input on possible sites

Task 1.2.4.: Review feasibility report prepared by the KPFD.

Task 1.2.5.: Assess alternatives for SKCEC ownership.

Task 1.2.6.: Final (chosen) site selection and investigation including Environmental Assessment, preliminary storm drainage report, preliminary geotechnical report, biological evaluation (if needed),

topographical survey, archaeological and cultural resources report including inadvertent discovery plan, and utilities capacity evaluation (water/sewer).

Task 1.2.7.: Concept Planning, Space Programming, Public Outreach. Provide at least three preliminary Schematic Design (SD) alternatives and cost estimates for each alternative, and conduct public process to review and evaluate alternatives.

Task 1.2.8 Develop Preferred Alternative based on feedback from the stakeholders, public, and the City Council.

Task 1.2.9 City to perform independent feasibility study prior to proceeding to task 2.

Deliverables 1.2.1.: Report summarizing public outreach and space demands.

Deliverable 1.2.2.: Report summarizing alternative sites including assessments of each site.

Deliverable 1.2.3.: Final (chosen) Site Investigation Report including EA, preliminary storm drainage report, preliminary geotechnical report, biological evaluation (if needed), topographical survey, archaeological and cultural resources report including inadvertent discovery plan, and utilities capacity evaluation (water/sewer).

Deliverable 1.2.4.: Concept Plans and Space Programming Report

Deliverable 1.2.5.: Preferred alternative schematic and site plan.

**Task 2: Prepare 60% Design Development, Cost Estimates, and Shoreline Permit Submittal. (9-12 months)**

Task 2.1: Prepare 60% Design Development (DD) plans and Shoreline Development Phasing Plan (SDPP). (KPFD Contract Task 3.1)

Deliverable 2.1: 60% Design Development (DD) Plans for site improvements and building, finalize reports from Task 1.2. Develop SDPP [Phase 1 CEC building and landscape/hardscape, Phase 2 shoreline restoration, Phase 3 overwater structure(s)]. Finalize all technical reports. Prepare Environmental Checklist. Prepare Traffic Impact Analysis/Parking Analysis. Prepare complete application for SSDP (and Shoreline Variance if required).

Task 2.2: Cost Estimates. (KPFD Contract Task 3.2)

Deliverable 2.2: Consultant to provide cost estimates for completion of plans, specifications and bid documents for three phases of project and for construction of each phase of project.

Task 2.3: Operations and Maintenance Costs and Responsibilities. (KPFD Contract Task 3.3.)

Deliverable 2.3: Determine estimated facility operating costs and tenant responsibilities. Work with partners to identify operational cost responsibilities.

**Task 3: Shoreline Permits, 100% Ad Ready Construction Documents (PS&E) and Complete Applications for Development. (Task 5 from KPFD Contract) (6-12 months)**

Task 3.1: Prepare SSDP application, submit, and provide application support.

Deliverable 3.1: Attend meetings and provide support for (SSDP) application.

Task 3.2: Prepare 100% ad ready construction documents (PS&E) for each phase of the approved shoreline phasing plan (CEC, over water structures (such as a pier), Shoreline Restoration).

Deliverable 3.2: 100% ad ready construction documents (PS&E).

Task 3.3: Prepare complete applications for building permits, land disturbing activity permits (LDAP), and stormwater drainage permits (SDP). Prepare and file JARPA application.

Deliverable 3.3: Complete application submittal packages and provide resubmittal support as needed.

Task 3.4: Prepare plans for any offsite Improvements (if required under SEPA, SSDP, or as conditions of other permit approvals).

Deliverable 3.4: Provide permit application submittal packets for offsite improvements.

#### **Task 4: Bid Support**

##### **Evaluation Criteria**

Submittals will be evaluated and ranked based on the following criteria:

- 1) Qualification of Proposed Project Manager
- 2) Ability to Manage the Project and Minimize Project Impacts to City Staff.
- 3) Qualifications/Expertise of Firm
- 4) Related Design Experience.
- 5) Understanding of Local Conditions and Project Challenges
- 6) Ability to meet schedule
- 7) Approach to Project
- 8) Familiarity with applicable State and Local Regulations
- 9) Past Performance/References

The above criteria are weighted equally for scoring statements of qualifications submitted in response to this RFQ. Additional scoring guidance may be provided to responders prior to a potential consultant interview.

##### **Submittal**

**Two copies of the Statement of Qualifications (or one PDF copy for email submittals) are due to the City of Port Orchard Department of Community Development prior to 2:00 p.m. on Friday, March 27, 2020.** Statements of qualification may be hand-delivered, mailed, delivered by courier or e-mailed. The maximum size of emailed documents shall be 20 mb.

Submittal Address: City of Port Orchard  
720 Prospect Street  
Port Orchard, WA 98366  
Attention: Dept. of Community Development  
(360) 874-5533  
Email: [planning@cityofportorchard.us](mailto:planning@cityofportorchard.us)  
Subject: **South Kitsap Community Events Center**

All Statements of Qualification (SOQ) should be clearly marked on the outside of the envelope or on the email subject line with the title **“South Kitsap Community Events Center”**.

SOQs submitted after the due date and time will not be considered. The proposing party accepts all risks of late delivery of proposals regardless of fault.

Any hard copies should be duplex printed, and not use plastic or non-recyclable covers or bindings.

Inquiries regarding the RFQ can be directed to Keri Sallee, Long Range Planner, at the address and phone number noted above.

#### **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](mailto: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.”