REQUEST FOR QUALIFICATIONS (RFQ)

Masonic Lodge Historic Structures Report

Abstract Description

Project Description	The City of Gig Harbor is soliciting proposals from qualified historic preservation consultants, architectural historians, architects or multidisciplinary teams to prepare an historic structures report for a former Masonic lodge and school located at 3025 96th Street in Gig Harbor.
Due Date	**November 10, 2026 by 4:00 PM**
Eligibility	The City will evaluate all applicants based on the technical merit and demonstrated experience of project staff in architecture, historic architecture, history and related fields.
Electronic copies of RFQ	Electronic copies of the complete RFQ are also available on the City's website.

1. Introduction and Background

The Gig Harbor Masonic Lodge is located in the city's Crescent Creek Park. It was originally built as the Crescent Valley School in 1915 with two floors and a basement. That school closed in 1947, and it was purchased by the Masonic Temple Association and extensively remodeled to become the John Paul Jones Lodge No. 217. The Masons removed the top floor, original windows and bell tower and added an addition to the basement and main floor. They also covered the windows. The city purchased the building in 2017, intending to demolish it and create more space in Crescent Creek Park.

The building has a 2,272 s.f. main floor and a 2,272 s.f. basement according to Pierce County Assessor's Records. It also has a small attic and a large unfinished attic. The city hired an architect as part of a master plan project for Crescent Creek Park, which stated that "Because the building has been modified extensively over the past 100+ years, with the removal of the 2nd story of the original schoolhouse, the doubling of the building's footprint, the infilling of the main floor windows, the replacement of siding with vinyl siding, and the replacement of the roofing with standing seam metal roofing, it would appear that there is little remaining of the original building fabric to have the structure considered for nomination…" for the National Register of Historic Places under criteria 3 for architectural distinction. (Rolluda Architects Technical Memorandum, Feb. 24, 2023)

City council considered demolition of the building in the past. Many community members wrote letters and testified at meetings about the historic value of the building and expressed desire to restore the building to use as a community center. A group led by the Harbor History Museum created an elevation and floor plan to remodel it to look similar to the architectural style of the school. A letter from the Washington Department of Archaeology and Historic Preservation indicated that while it has lost its character as a school, it may have historic value as a mid-century Masonic lodge.

In 2025 the city adopted the master planning process for Crescent Creek Park. However, the city decided to remove the Masonic Lodge and the building envelope from the master planning process and instead to separately complete this historic structures report.

This historic structures report will help city council with making decisions on the future of the building.

The desired completion date of the project is no later than March 1, 2027.

The major elements of this project and the consultant's tasks are as follows:

- Document the history of the building.
- Document the history of the local Masonic organization and its relationship to the property.
- Identify historically significant individuals, organizations, events, activities, and associations associated with the building.
- Document the architectural history and evolution of the building, including historic periods and changes to the building.
- Evaluate the building's existing historic character.
- Identify historically significant character-defining features.
- Evaluate the property's historic significance at the local and state levels, as appropriate.

- Review the property against national, state and local historic preservation criteria.
- Provide recommendations for preservation, maintenance and rehabilitation, as appropriate, including cost estimates.
- Create a permanent record of the building's history and condition for future City use.

Deliverables should include:

- Executive summary
- Complete draft report
- Final historic structure report
- Supporting materials and documentation

2. City Request for Qualifications

The response to the City's RFQ (hereinafter referred to as "Qualifications") should briefly outline the professional services to be provided by the firm/team (herein after referred to as "Candidate") in connection with each task and demonstrate the experience of the Candidate's key personnel that will be working directly on this project. The Qualifications should demonstrate the Candidate's experience, education, training, and credentials with the type of work described in each defined task. Further, the Candidate must demonstrate they will possess all applicable licenses and registrations that are required for the work to be rendered.

A minimum of three (3) references must be included for similar work in size and scope of the tasks defined herein. For each reference, specify the contact name, title, address, phone number and email address (if known) and provide a very brief statement of the services provided.

A professional resume of the Project Manager and/or Lead as well as other key personnel expected to work on the project must be included and made a part of the Qualifications. This requirement extends to any agent of the Candidate expected to render services in connection with the defined tasks. The City seeks to review the credentials of only those key personnel who will actually render professional services in relation to the tasks described. The Candidate is to provide adequate information that will render it qualified and capable of effectively accomplishing the project.

Submittal Requirements:

Deliver the Qualifications by **4:00 PM on November 10, 2026** in one of the following manners:

1. Three copies of Qualifications may be delivered by mail or in-person to the address below. Postmark dates will not be accepted.

   Jennifer Haro, Parks Manager
   City of Gig Harbor Public Works
   3510 Grandview St.
   Gig Harbor, WA 98335

2. One copy of Qualifications may also be delivered electronically by uploading documents to the City's filesharing service at the link below. Documents must be

submitted by the due date and time provided in this RFQ. Documents submitted after this date and time will not be accepted.

LINK: Consultant Submittal Link

Qualifications should be limited to 15 pages or less, not including resumes, and shall include/exemplify the following information:

- Cover sheet (last page of this RFQ)
- Professional qualifications
- Experience and capabilities of proposed team members including project manager
- Related experience with historic structure reports
- Strong budget management experience
- Site knowledge and its unique challenges
- Strong communication skills
- Project schedule

The city will provide information to assist in the process including:

- Architectural Technical Memo
- Engineering Structural Analysis
- Previous construction estimates
- History Museum group recommendation

3. Selection Criteria

The City of Gig Harbor will select a successful Candidate pursuant to RCW 39.80 on the basis of the following parameters:

1) Demonstrated qualifications
2) Demonstrated work experience with historic structure reports
3) Comprehension of the goals and objectives
4) Quality of applicant's Qualifications and attention to instructions
5) Ability to meet deadlines and complete project within allotted timeframe
6) Any other means and methods the City deems appropriate in the selection process

In addition to the parameters listed above, the candidates will be evaluated in the following areas:

1) Qualifications of the project manager demonstrating excellent communication skills and style

Short lists, interviews, presentations, and/or requests for additional information may or may not be used as a part of the selection criteria and shall be at the sole discretion of the City.

After the candidate is chosen, they will be asked to develop a scope of work that includes the level of effort with hourly rates and the schedule for completing the project. If scope of work cannot be agreed upon, the selection panel will meet and select another candidate from the original RFQ submittals and re-start the scope of work with another candidate.

4. Contractual Requirements

The City expects to execute a professional services contract (Contract) on the City's non-modifiable standard contract form for any or all of the tasks herein described with the successful candidate. In consideration of the federal funding source, Standard WSDOT contract criteria may apply.

Within two (2) weeks of the City's selection, the successful candidate will be expected to submit a complete scope of services. The scope must include a break-down of individual project staff and their estimated hours as it relates to each project task as outlined in Section 1 above. The total estimated costs of all tasks will be used to finalize the contract amount.

5. Scope of Work

The successful candidate's scope of work may include but is not limited to the key tasks identified in Section 1 above.

6. Approximate Schedule

Contract award: December 14, 2026

Final Report: March 1, 2027

7. Public Disclosure – Diversity – Rights Reserved

All materials submitted in response to this RFQ shall remain confidential until a candidate has been selected. The City of Gig Harbor strongly encourages minority-owned and women-owned businesses as well as socially and economically disadvantaged businesses to respond to this RFQ or to participate in a subcontracting capacity on City of Gig Harbor Contracts.
The City of Gig Harbor reserves the right to waive any informalities, irregularities in submittals, and/or to reject any and all submittals.

8. Additional Information and Exhibits

Exhibit A: A sample City of Gig Harbor professional services contract is included as an exhibit for your reference and is not modifiable. The successful candidate will be required to sign a professional services contract with the City prior to issuing a notice to proceed with the work.

Exhibit B: Aerial map

Exhibit C: Photos of building exterior in past and current state.

9. Project Contact

For more information please contact:

Jennifer Haro, Parks Manager
Email: jharo@gigharborwa.gov
Phone: 253-853-8253

10. ADA, Title II, and Title VI Information

Americans with Disabilities Act (ADA) Information

The City of Gig Harbor 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 contacting the Human Resources Department at (253) 851-6170.

Title II Statement

In accordance with the requirements of Title II of the Americans with Disability Act of 1990 ("ADA"), the City of Gig Harbor will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities.

Title VI Statement

In accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, the City of Gig Harbor hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award

SUBMISSION FORM

Request For Qualifications

MASONIC LODGE HISTORIC STRUCTURES REPORT

To:

Jennifer Haro, Parks Manager
City of Gig Harbor Public Works Department
3510 Grandview St.
Gig Harbor, WA 98335
Email: jharo@gigharborwa.gov
Phone: 253-853-8253

PROPOSER

Company Name: _____

Doing business as: ☐ an individual ☐ a partnership ☐ a corporation ☐ non-profit

duly organized under the laws of the State of _____

by: _____ _____
signature of authorized representative type or print name

PRINCIPLE OFFICE ADDRESS

Street address _____

City _____ County _____

State _____ Zip Code _____ Phone ( ) _____

E-mail Address _____ Fax ( ) _____

TAXPAYER IDENTIFICATION NUMBER

Tax I.D. No. _____ or _____
Corporation or Partnership Sole Proprietorship

ALL SUBMISSIONS MUST INCLUDE THIS COVER SHEET

EXHIBIT A

PROFESSIONAL SERVICES CONTRACT BETWEEN THE CITY OF GIG HARBOR AND

_____

THIS AGREEMENT is made by and between the City of Gig Harbor, a Washington municipal corporation (the "City"), and _____, a _____ corporation (the "Consultant").

RECITALS

WHEREAS, the City is presently engaged in _____ and desires that the Consultant perform services necessary to provide the following consultation services; and

WHEREAS, the Consultant agrees to perform the services more specifically described in the Scope of Work including any addenda thereto as of the effective date of this Agreement, all of which are attached hereto as **Exhibit A – Scope of Work**, and are incorporated by this reference as if fully set forth herein;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, it is agreed by and between the parties as follows:

TERMS

1. Retention of Consultant - Scope of Work. The City hereby retains the Consultant to provide professional services as defined in this Agreement and as necessary to accomplish the scope of work attached hereto as **Exhibit A** and incorporated herein by this reference as if set forth in full. The Consultant shall furnish all services, labor and related equipment necessary to conduct and complete the work, except as specifically noted otherwise in this Agreement.

2. Payment.

A. The City shall pay the Consultant an amount based on time and materials, not to exceed _____ ($_____) for the services described in Section 1 herein. This is the maximum amount to be paid under this Agreement for the work described in **Exhibit A – Scope of Work**, and shall not be exceeded without the prior written authorization of the City in the form of a negotiated and executed supplemental agreement. The Consultant's staff and billing rates shall be as described in **Exhibit B – Schedule of Rates and Estimated Hours**. The Consultant shall not bill for Consultant's staff not identified or listed in **Exhibit A** or bill at rates in excess of the hourly rates shown in **Exhibit B**, unless the parties agree to a modification of this Contract, pursuant to Section 17 herein.

B. The Consultant shall submit monthly invoices to the City after such services have been performed, and a final bill upon completion of all the services described in this Agreement. The City shall pay the full amount of an invoice within 45 days of receipt. If the

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City objects to all or any portion of any invoice, it shall so notify the Consultant of the same within 15 days from the date of receipt and shall pay that portion of the invoice not in dispute, and the parties shall immediately make every effort to settle the disputed portion.

3. Duration of Work. The City and the Consultant agree that work will begin on the tasks described in **Exhibit A** immediately upon execution of this Agreement. The parties agree that the work described in **Exhibit A** shall be completed by_____; provided however, that additional time shall be granted by the City for excusable days or extra work. Further, the parties may extend the duration of this Agreement consistent with the terms of Section 17 below.

4. Termination. The City reserves the right to terminate this Agreement at any time upon ten (10) days written notice to the Consultant. Any such notice shall be given to the address specified above. In the event that this Agreement is terminated by the City other than for fault on the part of the Consultant, a final payment shall be made to the Consultant for all services performed. No payment shall be made for any work completed after ten (10) days following receipt by the Consultant of the notice to terminate. In the event that services of the Consultant are terminated by the City for fault on part of the Consultant, the amount to be paid shall be determined by the City with consideration given to the actual cost incurred by the Consultant in performing the work to the date of termination, the amount of work originally required which would satisfactorily complete it to date of termination, whether that work is in a form or type which is usable to the City at the time of termination, the cost of the City of employing another firm to complete the work required, and the time which may be required to do so.

5. Non-Discrimination. The Consultant agrees not to discriminate against any customer, employee or applicant for employment, subcontractor, supplier or materialman, because of race, color, creed, religion, national origin, marital status, sex, sexual orientation, age or handicap, except for a bona fide occupational qualification. The Consultant understands that if it violates this provision, this Agreement may be terminated by the City and that the Consultant may be barred from performing any services for the City now or in the future.

6. Independent Status of Consultant. The parties to this Agreement, in the performance of it, will be acting in their individual capacities and not as agents, employees, partners, joint ventures, or associates of one another. The employees or agents of one party shall not be considered or construed to be the employees or agents of the other party for any purpose whatsoever.

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7. Indemnification.

A. The Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers, harmless from any and all claims, injuries, damages, losses or suits including reasonable attorney's fees, arising out of or resulting from the negligent or wrongful acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

B. In the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees or volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

8. Insurance.

A. The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

B. No Limitation. The Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City of Gig Harbor's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance. The Consultant shall obtain at no cost to the City and maintain said insurance in force for the duration of this agreement, insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 or a substitute form providing equivalent liability coverage and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named by endorsement as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work

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performed for the City.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Professional's profession.

D. Minimum Amounts of Insurance. The Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of $1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than $1,000,000 each occurrence, $2,000,000 general aggregate.
3. Employer's Liability, each accident $1,000,000, Employer's Liability Disease-each employee $1,000,000, and Employer's Liability Disease - Policy Limit $1,000,000.
4. Professional Liability insurance shall be written with limits no less than $1,000,000 per claim/aggregate.

E. Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

1. The Consultant's insurance coverage shall be primary insurance as respect to the City of Gig Harbor. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute to it.
2. The City of Gig Harbor will not waive its right to subrogation against the Consultant. The Consultant's insurance shall be endorsed acknowledging that the City of Gig Harbor will not waive its right to subrogation. The Consultant's insurance shall be endorsed to waive the right of subrogation against the City of Gig Harbor, or any self-insurance, or insurance pool coverage maintained by the City of Gig Harbor.
3. The Consultant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, unless thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
4. If any coverage is written on a "claims made" basis, then a minimum of a three (3) year extended reporting period shall be included with the claims made policy, and proof of this extended reporting period provided to the City.

F. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII and licensed to conduct business in the State of Washington.

G. Verification of Coverage. The Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily

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limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

9. Ownership and Use of Work Product. Any and all documents, drawings, reports, and other work product produced by the Consultant under this Agreement shall become the property of the City upon payment of the Consultant's fees and charges therefore. The City shall have the complete right to use and re-use such work product in any manner deemed appropriate by the City, provided, that use on any project other than that for which the work product is prepared or modification of the work product shall be at the City's risk unless such use is agreed to by the Consultant.

10. City's Right of Inspection. Even though the Consultant is an independent contractor with the authority to control and direct the performance and details of the work authorized under this Agreement, the work must meet the approval of the City and shall be subject to the City's general right of inspection to secure the satisfactory completion thereof. The Consultant agrees to comply with all federal, state, and municipal laws, rules, and regulations that are now effective or become applicable within the terms of this Agreement to the Consultant's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

11. Records.

A. The Consultant shall keep all records related to this Agreement for a period of three years following completion of the work for which the Consultant is retained. The Consultant shall permit any authorized representative of the City, and any person authorized by the City for audit purposes, to inspect such records at all reasonable times during regular business hours of the Consultant. Upon request, the Consultant will provide the City with reproducible copies of any such records. The copies will be provided without cost if required to substantiate any billing of the Consultant, but the Consultant may charge the City for copies requested for any other purpose.

B. Consultant acknowledges that the City is an agency governed by the public records disclosure requirements set forth in chapter 42.56 RCW. Consultant shall fully cooperate with and assist the City with respect to any request for public records received by the City concerning any public records generated, produced, created and/or possessed by Consultant and related to the services performed under this Agreement. Upon written demand by the City, the Consultant shall furnish the City with full and complete copies of any such records within ten business days. Consultant’s failure to timely provide such records upon demand shall be deemed a material breach of this Agreement. To the extent that the City incurs any monetary penalties, attorneys’ fees, and/or any other expenses as a result of such breach, the Consultant shall indemnify and hold harmless the City as set forth in Section 7. For purposes of this section, the terms “public records” and “agency” shall have the same meaning as defined by chapter 42.56 RCW, as construed by Washington courts.

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C. The provisions of this section shall survive the expiration or termination of this Agreement.

12. Work Performed at the Consultant's Risk. The Consultant shall take all precautions necessary and shall be responsible for the safety of its employees, agents, and subconsultants in the performance of the work hereunder and shall utilize all protection necessary for that purpose. All work shall be done at the Consultant's own risk, and the Consultant shall be responsible for any loss of or damage to materials, tools, or other articles used or held by the Consultant for use in connection with the work.

13. Non-Waiver of Breach. The failure of the City to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein conferred in one or more instances shall not be construed to be a waiver or relinquishment of said covenants, agreements, or options, and the same shall be and remain in full force and effect.

14. Resolution of Disputes and Governing Law.

A. Should any dispute, misunderstanding, or conflict arise as to the terms and conditions contained in this Agreement, the matter shall first be referred to the City Engineer or Director of Operations and the City shall determine the term or provision's true intent or meaning. The City Engineer or Director of Operations shall also decide all questions which may arise between the parties relative to the actual services provided or to the sufficiency of the performance hereunder.

B. If any dispute arises between the City and the Consultant under any of the provisions of this Agreement which cannot be resolved by the City Engineer or Director of Operations determination in a reasonable time, or if the Consultant does not agree with the City's decision on the disputed matter, jurisdiction of any resulting litigation shall be filed in Pierce County Superior Court, Pierce County, Washington. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. The prevailing party in any such litigation shall be entitled to recover its costs, including reasonable attorney's fees, in addition to any other award.

15. Written Notice. All notices required to be given by either party to the other under this Agreement shall be in writing and shall be given in person, electronically delivered receipt confirmed, or by mail to the addresses set forth below. Notice by mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, addressed as provided in this paragraph.

CONSULTANT:	City of Gig Harbor
ATTN: _____	ATTN: _____
_____	City of Gig Harbor
_____	3510 Grandview Street
_____	Gig Harbor, WA 98335

SAMPLE

253-851-6170

16. Subcontracting or Assignment. The Consultant may not assign or subcontract any portion of the services to be provided under this Agreement without the express written consent of the City.

17. Entire Agreement. This Agreement represents the entire integrated agreement between the City and the Consultant, superseding all prior negotiations, representations or agreements, written or oral. This Agreement may be modified, amended, or added to, only by written instrument properly signed by both parties hereto. If extending the duration of the Agreement only, the parties may agree to such duration extension by written instrument approved and signed by the Consultant and by the Department Director if all other terms of the Agreement are unchanged and remain in full force and effect for the entire new duration of the Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on _____.

CONSULTANT

By:_____
Its:_____

CITY OF GIG HARBOR

By:_____
Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

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EXHIBIT B - Aerial Map



10/20/2026, 8:25:27 AM

City Boundary

Parcel Boundary

1:1,610

0 50 100 200 ft

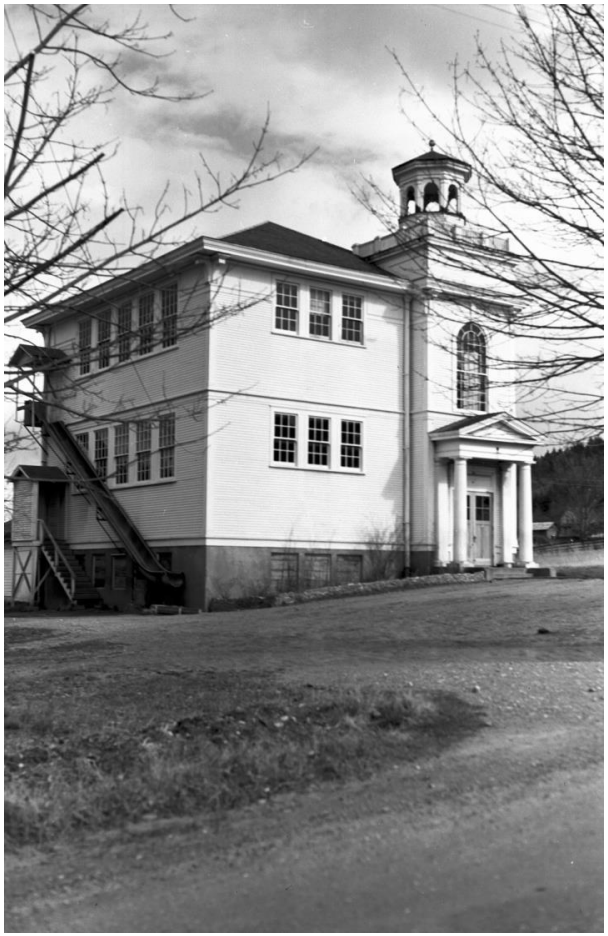
0 15 30 60 m

City of Gig Harbor, Sources: Esri, HERE, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Imagery © 2023 Hexagon
and data partners., Microsoft, Vantor

City of Gig Harbor Staff

The map features are approximate. All data is provided "as-is" and "with all faults." The City assumes no liability for variations ascertained by actual survey.

EXHIBIT C – PHOTOS





1 Left: Crescent Valley School c. 1920s (front)

2 Right: Crescent Valley School (rear)



3: Masonic Lodge c.1950s



4. Recent photo of building