

# **REQUEST FOR QUALIFICATIONS**



## **CONSULTING & ARCHITECTURAL SERVICES**

**FOR**

## **NEW PUBLIC SAFETY FACILITY**

**Date Issued: June 1, 2017**

## **1. Request for Qualifications (RFQ) Instructions and General Scope of Services**

### **1.1. Public Notice**

The City of Puyallup (City) is soliciting Statements of Qualification (SOQs) from professional consulting firms (Firms) to provide needs or scoping assessment services as well as subsequent architectural design services (Services) for a new Public Safety Facility, which, may include a police station, municipal court and jail.

For questions related to this solicitation, please contact the Office of the City Manager.

Office of the City Manager  
City of Puyallup  
333 S. Meridian, Puyallup, WA 98371  
Phone: (253) 841-5584  
Email: [jmjohnson@ci.puyallup.wa.us](mailto:jmjohnson@ci.puyallup.wa.us)

### **1.2. Project Overview**

The City of Puyallup has identified a need for modern facilities in its criminal justice system, which, may include a new police station, municipal court and jail. The existing police station and jail were built in the 1960's. Due to their age and design, they are becoming less and less effective in the modern policing era. The municipal court is currently located in leased commercial space, space that is not ideal for the operations of a municipal court.

The City has taken the preliminary step of acquiring real property for its contemplated public safety facility. The property is comprised of approximately 3.5 acres. In contrast to the present locations of the police station and municipal court, which are in the valley, the new property is located on South Hill. Information about the property can be provided upon request.

In order to advance the contemplated new public safety facility, the City will require a needs or scoping assessment, and thereafter, design services.

#### **RFQ Schedule of Events**

Provided below is the anticipated schedule of events. The City reserves the right to adjust the schedule and to add or remove specific events to meet the unique needs of the Project.

Advertisement of RFQ	June 1, 2017
Deadline for Questions	June 30, 2017
Deadline for SOQ Submission	July 28, 2017, 4:00 p.m.
Contract Award	August 22, 2017 or TBD

In response to the RFQ, Firms shall provide a statement of qualifications (SOQ). SOQs shall be enclosed in a sealed envelope or package and addressed to the City of Puyallup. The name and address of the Firm, and the RFQ Title, shall be noted on the outside of the package. All items required for a responsive SOQ shall be included. It is the sole responsibility of the Firm to ensure that the SOQ package is received no later than the established due date and time at the proper location. The City reserves the right to reject SOQs received after the due date and time. SOQs submitted by facsimile or other electronic means will not be accepted. Please do not submit any price or fee information at this time. Firms providing such information as part of their response to this RFQ may be disqualified.

Statement of Qualifications Submittal and Deadline: One (1) paper copy and one (1) electronic (PDF) file must be received no later than 4:00 p.m., local time, on Friday, July 28, 2017 to the following address:

Submit/Deliver to: City of Puyallup  
333 S. Meridian  
Puyallup, WA 98371  
Attn: Office of the City Manager  
[jmjohnson@ci.puyallup.wa.us](mailto:jmjohnson@ci.puyallup.wa.us)

### **1.3. Evaluation Criteria and Process**

A Firm may not be considered by the City unless the following minimum requirements are met:

- a. Firm must be properly registered with the Office of the Secretary of State of Washington—or appropriate licensing or regulatory agency of the State of Washington; and
- b. Firm must employ at least one Washington Licensed Professional Architect who shall be responsible for the work contemplated in this RFP.

Evaluation criteria include:

- Qualifications of the Firm;
- Relevant Past Project Experience of the Firm—especially, police stations, jails or courts;
- Relevant Past Project Experience of Key Team Members;
- Resumes of Key Individuals;
- Approach to Designing Municipal Building Projects for New Facilities;
- Past History with Client;
- Proposal Completeness

The City will evaluate each SOQ and make recommendations to the Council based on the evaluation criteria provided above. Evaluations will focus on identifying the relative strengths, weaknesses, deficiencies, and risks associated with each SOQ. Interviews are not anticipated, but may be held at the discretion of the City. The City reserves the right to obtain clarification or additional information from any Firm regarding its proposal.

The City reserves the sole right to select the most qualified firm on the basis of best overall proposal that is most advantageous to the City. Firms that submit SOQs will be notified of the selection results. Final approval of any selected firm is subject to the approval of City Council and/or City officials.

SOQs should be prepared simply and economically, providing a clear and concise description of the Firm's capabilities to satisfy the requirements of the request. All qualifications must include the following information:

1. A cover letter/statement of interest indicating the Firm's interest in the project and highlighting its qualifications to perform the project.
2. A brief overview of the company.
3. A proposed approach to the services including key activities, milestones, possible design concepts, potential challenges and areas of concern.
4. Related experience with similar types of services/projects and specific qualifications and resumes of key team members. The roles and qualifications of key project team members, both in-house and sub-consultants. Identity of the project lead and that person's availability to start work on the project and to complete the work without interruption from other projects, commitments or schedule.
5. A staffing plan that identifies the Firm's proposed project manager and as appropriate, the names and specific staff members proposed to conduct the work plus appended resumes. If a Firm proposes involvement of a

sub-consultant, the plan should describe coordination and relationships with any sub-consultants.

6. Examples of relevant projects completed by the Firm, including:
  - a. Project Name and Location
  - b. Summary of Scope/Services Provided
  - c. Project Size and Construction Value
  - d. Duration of Project
  - e. Owner/Representative name and contact information
7. At least three (3) references including entity name contact person and telephone number.
8. A statement verifying the Firm's ability to execute a contract upon award.
9. A statement verifying that your firm has not been suspended or disbarred from Federal/Government work.
10. Exceptions: Any and all exceptions to this solicitation shall be noted on **Attachment A – Exceptions**, and submitted with the final proposal.

#### **1.4. Terms and Conditions**

- A. The City of Puyallup reserves the right to reject all submissions and waive any irregularities and informalities in the information provided.
- B. The City of Puyallup reserves the right to request clarification of information submitted, and to request additional information from any firm.
- C. The City of Puyallup reserves the right to award any contract to the next most qualified firm, if the successful firm does not execute a contract in a timely manner.
- D. The contract resulting from acceptance of a proposal by the City of Puyallup shall be in a form supplied or approved by the City of Puyallup, and shall reflect the specifications in this RFQ. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in the RFQ, and which is not approved by the City Attorney.
- E. The City of Puyallup shall not be responsible for the costs incurred by the Firm in preparing, submitting or presenting its response to the RFQ.

- F. In submitting qualifications, the respondent agrees to comply with all applicable Federal, State, and City of Puyallup laws in the conduct of work specified herein. The consultant selected to work on this project will be required to obtain a City of Puyallup business license.
- G. The City of Puyallup fully complies with Title VI of the Civil Rights Act of 1964 and related statutes in all programs and activities. Those requiring disability accommodations and/or materials made available in an alternate format, please contact the office of the City Manager.

**1.5. Scope of Work**

**Perform Scoping/Needs Assessment, Conceptual Design and Design Development**

The Firm will conduct a Scoping/Needs Assessment, and using industry standards, project experience, and input from stakeholders, develop conceptual designs for the public safety facility.

Date of Publication: June 1, 2017.

**ATTACHMENT A**

**EXCEPTIONS to RFQ**

**CONSULTANT SERVICES for the City of Puyallup Police and Municipal Court Facility**

If a proposer wishes to suggest a change to any mandatory term, condition, or qualifications set forth in any part of this RFQ, or wishes to request an exemption to any of the mandatory qualifications, it shall be noted on this Attachment and submitted to the City of Puyallup as part of the RFQ submittal. Please be specific with all exceptions