

REQUEST FOR QUALIFICATIONS

ARCHITECTURAL AND ENGINEERING CONSULTING SERVICES

NIGHT-BY-NIGHT SHELTER LEWIS COUNTY, WASHINGTON



REQUESTED BY:

LEWIS COUNTY PUBLIC HEALTH & SOCIAL SERVICES
360 NW NORTH STREET CHEHALIS, WASHINGTON 98532
360-740-1235

**Statements of Qualifications are to be submitted via email to
Eric.Eisenberg@lewiscountywa.gov by March 28, 2023 at 5PM.
Proposals received after that time will not be considered.**

REQUEST FOR QUALIFICATIONS
ARCHITECTURAL AND ENGINEERING SERVICES
CAPITAL FACILITIES PLAN PROJECTS
LEWIS COUNTY, WASHINGTON

Lewis County is seeking qualified consultants to assist with the development of an Architectural and Engineering Plan for an office building owned by Lewis County, which is to be newly repurposed into a permanent emergency housing shelter.

A. PROJECT BACKGROUND.

Lewis County has designated a soon-to-be-vacated county office building at 2025 NE Kresky Ave, Chehalis, WA as the site for a new, permanent night-by-night or 24-hour shelter for people experiencing homelessness. The shelter will serve not only as emergency housing, but also as an entrance and propulsion point into the pipeline for housing and supportive services, to help clients step up into more permanent housing and improved, more self-sufficient lives.

Separate from this RFQ, Lewis County has a concurrently open RFP for housing service providers related to the shelter's program design and operations. The winning provider will engage in a collaborative design process with county staff, technical consultants, and a citizen advisory committee to design an interim and final program for the site. The interim program should start as soon as possible, with only minor reconfiguration of the building and site. The final program should be efficient and effective for homeless housing services, and may involve substantial renovation of the building and site.

This Request for Qualifications seeks a consultant who, through the scope of work below, will participate in the process above and facilitate the resulting program.

B. PROPOSED SCOPE OF WORK AND TENTATIVE SCHEDULE

This scope of work and timeline represents staff's current understanding of the project. Both the scope and timeline are subject to change depending on funding opportunities, development milestones, or other reasons that may arise, in Lewis County's sole discretion.

Technical Assistance in Collaborative Program Design – May-June 2023

The consultant will participate in the collaborative design process through the lens of building and site configuration or renovation, providing technical expertise, cost estimates, and concept-level architectural work.

Programmatic/Schematic Design for Interim and Final Shelter – June-Aug. 2023

After the interim and final program designs are finalized, the consultant will facilitate those programs through further concept-level, programmatic, or schematic designs as necessary.

Construction Documents – June-July 2023 (Interim); Dec. 2023-Feb. 2024 (Final)

This Phase will produce Construction Documents, including but not limited to Architectural and Engineered drawings, civil and site planning, specifications, engineers estimate and contract documents.

Bidding and Construction – March-April 2024

Consultant will assist the County during the bidding process by: assisting in the creation of bid documents, receiving and answering clarification and substitution requests, creating and issuing addenda to the bid request, reviewing bids, etc. and permitting.

In the construction phase, the consultant will assist with project management, hold construction meetings, submittals, review and answer Requests for Information, create Change Order requests for approval, review Change orders and make recommendations to County, provide progress reports and inspections, advise on special inspections and assist with project closeout, including but not limited to: commissioning, punch list and other inspections, final reports and as-built documents.

C. STATEMENT OF QUALIFICATIONS AND PROPOSAL REQUIREMENTS.

Demonstrated Experience. The selection team will be looking for demonstrated experience in areas assisting governments in:

- Emergency Shelter design and construction, including experience working with diverse populations at risk of homelessness
- Creating achievable goals based upon priority and financial limitations
- Public building security
- Workplace / living space ergonomics and social services integration
- Identifying and estimating costs for public or community facility construction
- Public housing funding requirements, such as for HOME, CDBG, or HTF grants

Qualifications of the Consultant.

A qualified consultant must be a going concern with relevant experience of not less than three (3) years' actual experience in architectural and engineering planning and design for local governments or emergency housing providers. The consultant must be licensed or have staff licensed as Professional Engineers and/or Professional Architects and authorized to do business in the State of Washington and Lewis County. Preference may be given for minority- or woman-owned business enterprises. Finally, the consultant must have the facilities, equipment, and personnel necessary to perform the services herein within the tentative schedule above.

Proposal Forms to be submitted.

The Statement of Qualifications should be submitted in five (5) sections.

Section 1 should contain the consultant's name, address, phone number and email address.

Section 2 should describe the consultant's **Demonstrated Experience** as set forth above.

Section 3 should discuss how that experience will enable the consultant to provide the best services available for the scope of work identified herein.

Section 4 should contain all information requested in the above paragraph entitled **Qualifications of the Consultant**. If not identified in sections 2 or 3 previously, section 4 should also identify the personnel who will be designated to work on this project, with their qualifications.

Section 5 should list three references that have used the consultant's services in the past four years. The list shall include the reference's name, address, phone number, point of contact, and the project.

Section 6 should include the consultant's fee schedule or other cost proposal for the work. Consultants should separate out their proposed fees for each of the following phases:

- Technical Assistance in Collaborative Program Design
- Programmatic and Schematic Design for Interim and Final Shelter
- Preparing Construction Documents
- Bidding and Construction Administration

In the event that the consultant's fee proposal is not a fixed fee for one or more of these phases, please detail the methodology for determining the fee.

Submission, Schedule, and Selection Process.

Email Statements of Qualifications to Eric.Eisenberg@lewiscountywa.gov by March 28, 2023 at 5PM. Proposals received after that time will not be considered.

A team of County officials and citizens will review the proposals and may select a certain number of applicants to interview. Upon completion of any interviews, the team will make a recommendation to the Board of County Commissioners, who will award the contract in open session.

Scoring for the proposals will be as follows:

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| • Quality and completeness of the proposal | 5% |
| • Demonstrated experience | 20% |
| • Ability to perform scope of work | 25% |
| • Qualifications | 10% |
| • References | 15% |
| • Cost proposal | 25% |

D. RIGHTS AND OPTIONS OF THE COUNTY

The County may, in any combination:

- Decline to award the contract, or award a contract consisting of less than the full scope of work.
- Award the contract for one or more phases, reserving to Lewis County the option, in its sole discretion, to extend or negotiate for the additional phases.
- Award more than one contract, under such respective terms and conditions as may be tendered by the County and compliance with bidding laws.
- Request that further information be presented by the applicant within a specified time period in order to complete evaluations.