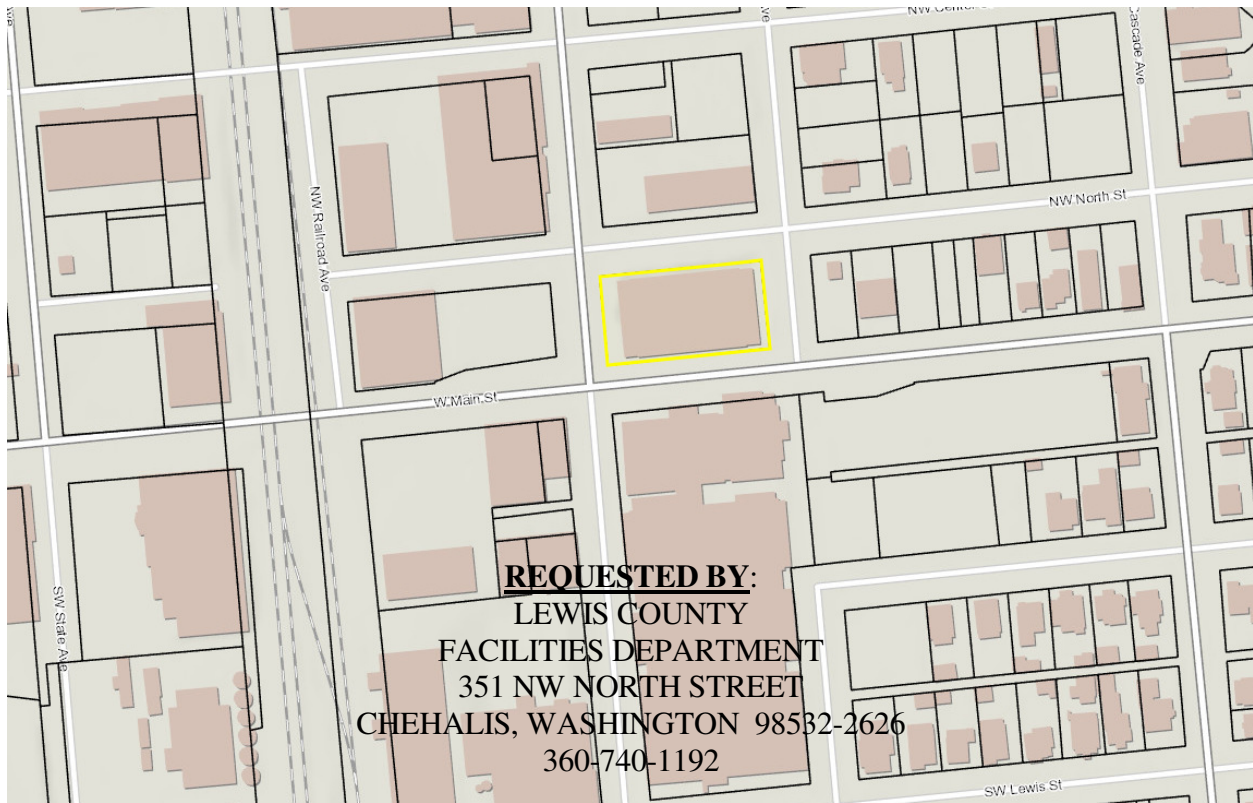




REQUEST FOR QUALIFICATIONS

ARCHITECTURAL AND ENGINEERING CONSULTING SERVICES

CAPITAL FACILITIES PLAN PROJECTS LEWIS COUNTY, WASHINGTON



Seven (7) copies of the Statement of Qualifications are to be submitted to the Lewis County Clerk of the Board, Board of Commissioners, 351 NW North Street, Room 209 (Historic Courthouse Building), Chehalis, WA 98532, no later than 3PM on **Thursday April 2, 2020**. Proposals received after that time or proposals not submitted to the Clerk of the Board 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 design and development of projects contained within the Lewis County Capital Facilities plan.

A. GENERAL DESCRIPTION.

Background

Lewis County (the County) is a noncharter county, governed by statutory authority granted to counties in general throughout the state and is the largest Washington county west of the Cascades. The County has fifteen independently elected officers who are responsible for the daily governance and operations. The Board of County Commissioners (BOCC) is the County legislative body. Serving under the BOCC are six (6) appointed department heads. Strategic planning for the County is accomplished through the County's Executive Steering Committee (ESC), composed of elected officials and appointed department heads. The ESC makes recommendations to the Board of County Commissioners regarding a variety of issues.

Capital Planning is the responsibility of the Capital Facilities Planning (CFP) Committee. The CFP is comprised of members from several different elected offices and departments. The CFP Committee reviews Capital project requests, the Capital Facilities plan and other information to make recommendations to the BOCC on projects and funding to accomplish the business of the County.

Currently, Lewis County has updated its Capital Facilities Plan and identified several projects. While the successful applicant will work under the direction of the Facilities Manager, Chief of Internal Services and County Manager, they will also interact with other County leadership to develop design parameters and functional application of those designs.

The membership of the ESC follows.

The elected officials are

- Commissioners (3)
- Assessor
- Auditor
- Clerk
- District Court Judges (2)
- Prosecutor
- Sheriff

- Superior Court Judges (3)
- Treasurer
- Coroner

The appointed officials are

- Director, Community Development
- Director, IT Services
- Manager, Facilities
- Director, Health and Social Services
- Director, Public Works
- Director, Emergency Services

The CFP membership is

Facilities Manager
 Treasurer
 Auditor Chief Accountant
 Community Development Director
 Budget Manager
 Chief of Internal Services
 County Commissioner
 IT Services Director
 PW Property Manager

B. SCOPE OF WORK. See Appendix A to this RFQ.

C. STATEMENT OF QUALIFICATIONS.

Lewis County is requesting a Statement of Qualifications from interested firms to provide Architectural and Engineering services to: develop designs, plan and construction documents for various projects included in the County's Capital Facilities Plan, assist in the bidding process on certain projects and provide services to the County during construction, commissioning and project acceptance phases.

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

- Development of project plans that are aesthetically pleasing, sustainable and financially responsible.
- Creating project documents that are complete, minimize changes required, meet current code requirements and "best" practices.
- Public building security
- Workplace ergonomics and technology integration in the workplace
- Identifying and estimating costs for public facility construction

Qualifications of the Consultant.

The County requires submission of supporting data regarding the qualifications of the consultant in order to determine whether he/she is qualified and responsible. The consultant must furnish the following:

- Satisfactory evidence that the consultant has been in existence in excess of five (5) years and possesses not less than three (3) years actual experience in providing Architectural and /or Engineering services, including design for local government.
- Evidence that the consultant is licensed or has staff licensed as Professional Engineers and/or Professional Architects and is authorized to do business in the State of Washington and Lewis County.
- Satisfactory evidence that the consultant has the facilities, equipment, and personnel necessary to perform the contracted services.

Proposal Forms to be submitted.

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

Section 1 shall contain the name, address, phone number and email address of the proposer.

Section 2 shall contain information in response to the documented experience established in the above paragraph **Demonstrated Experience**.

Section 3 shall take the scope of work identified in Appendix A to this RFQ and project a reasonable estimate of the duration of the time to complete each process step involved in developing a completed document.

Section 4 shall contain all information requested in the above paragraph entitled **Qualifications of the Consultant**.

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

Submission, Schedule, and Selection Process.

Seven (7) hard copies and **one (1) Electronic copy** of the Statement of Qualifications are to be submitted to the Lewis County Clerk of the Board, Board of Commissioners, 351 NW North Street, Room 209 (Historic Courthouse Building), Chehalis, WA 98532, no later than 3 PM. on **Thursday, April 2, 2020**. Proposals received after that time or proposals not submitted to the Clerk of the Board will not be considered.

Statements of Qualifications will be opened in the Lewis County Board of Commissioners Hearing Room, 351 NW North Street, Room 223, Chehalis, WA 98532, on or after 10:00 AM on **Friday April 3, 2020**.

A team of County officials will review the proposals and select a certain number of respondents to interview.

Upon completion of the interviews, the team will make a recommendation to the Capital Facilities Committee and the Board of County Commissioners who will award the contract.

D. PERFORMANCE REQUIREMENTS.

Permits and Licenses

The consultant will be required to acquire all the necessary operating permits and licenses prior to commencement of the contract, or immediately as shall thereafter be required.

Project Manager/Point of Contact

The consultant will designate a project manager/point of contact who shall be authorized to represent its legal interests, and be available and accessible during normal County business hours of 8 a.m. through 5 p.m. Monday through Friday to receive and respond to problems or complaints associated with and notices related to the implementation of this contract.

Project Plan

The consultant will develop a project plan to monitor the work's progress. The plan will be presented to the County's representatives within two weeks upon award of contract. Changes to the project plan must be negotiated with the County's point of contact prior to implementation.

Meetings

The consultant is expected to meet with various Elected Officers and Department Directors in the course of this contract. The Consultant may also be required to provide interim progress reports to the Capital Facilities Committee or Executive Steering Committee (ESC) and the Board of County Commissioners. It is anticipated that minimal meetings will be required with the final two groups.

Progress Reports

Written monthly progress reports will be made to the County's point of contact until completion of the project. The report will use the scope of work and identify what has been completed, or progress unless another format is negotiated prior to bid award.

Record Keeping Requirements

The selected consultant will keep accurate records of reports, memoranda, conceptual design drawings and specifications, and will provide them to the County as part of this project. The County liaison for this project will be staff within the Facilities Department, specifically Doug Carey, Facilities Division Manager.

E. RIGHTS AND OPTIONS OF THE COUNTY

The County may:

- Decline to award the contract.
- 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 proposer within a specified time period in order to complete evaluations.

F. CONTRACT TERMS AND CONDITIONS

Contract Administration

The contract for this project will be administered by the Lewis County Facilities Department.

General Terms and Conditions

The following terms and conditions are expected to be included in the contract:

- Compliance with Laws. The contractor shall comply with applicable federal, state, and local laws and regulations.
- Assignments. This contract is binding on the parties and their heirs, successors, and assigns. No party may assign, transfer or subcontract its interests, in whole or in part, without the other party's prior written consent.
- Amendments. This contract may be amended at any time by mutual written agreements of the contractor and the County. In the contract award the County will designate who is authorized to amend the contract.
- Liability. In the performance of this contract, the contractor is an independent contractor and the contractor; its officers, employees, agents or subcontractors shall not be considered to be employees or agents of the County. To the fullest extent permitted by law, the Contractor agrees to indemnify, defend and hold the County and its departments, elected and appointed officials, agents, and volunteers, harmless from and against any and all claims, damages, losses and expenses, including but not

limited to court costs, attorney's fees and alternative dispute resolution costs, for any personal injury, for any bodily injury, sickness, disease or death and for any damage to or destruction of any property (including the loss of use resulting therefrom) which 1) are caused in whole or in part by any act or omission, negligent or otherwise, of the Contractor, its employees, agents or volunteers, or Contractor's subcontractors and their employees, agents or volunteers; or 2) are directly or indirectly arising out of, resulting from or in connection with performance of this Agreement; or 3) are based upon the Contractor's or its subcontractors' use of, presence upon or proximity to the property of the County. This indemnification obligation of the Contractor shall not apply if the claim, damage, loss or expense is caused by the sole negligence of the County. This indemnification obligation shall not be limited in any way by the Washington State Industrial Insurance Act, RCW Title 51, or by application of any other workmen's compensation act, disability benefit act or other employee benefit act, and the Contractor hereby expressly waives any immunity afforded by such acts. The foregoing indemnification obligations of the Contractor are a material inducement to County to enter into this Agreement, are reflected in the Contractor's compensation, and have been mutually negotiated by the Parties.

- **Nondiscrimination.** During the performance of this contract, the contractor and its subcontractors shall not discriminate on the basis of race, color, sex, religion, national origin, creed, age, marital status, being a disabled veteran, being a Vietnam era veteran, or disability or in the administration or delivery of services or any other benefits under the contract.
- **Insurance Coverage:** Contractor shall provide the following types and amounts of insurance:
 1. **Commercial General Liability Insurance** using Insurance Services Office "Commercial General Liability" policy form CG 00 01, with an edition date prior to 2004, or the exact equivalent. Coverage for an additional insured shall not be limited to its vicarious liability. Defense costs must be paid in addition to limits. Limits shall be no less than \$1,000,000 per occurrence for all covered losses and no less than \$2,000,000 general aggregate.
 2. **Workers' Compensation** on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than \$1,000,000 per accident for all covered losses.
 3. **Business Auto Coverage** on ISO Business Auto Coverage form CA 00 01 including owned, non-owned and hired autos, or the exact equivalent. Limits shall be no less than \$1,000,000 per accident, combined single limit. If Contractor owns no vehicles, this requirement may be satisfied by a non-owned auto endorsement to the general liability policy described above. If Contractor or Contractor's employees will use personal autos in any way on this project, Contractor shall obtain evidence of personal auto liability coverage for each such person.

Excess or Umbrella Liability Insurance (Over Primary) if used to meet limit requirements, shall provide coverage at least as broad as specified for the underlying coverages. Such policy or policies shall include as insureds those covered by the underlying policies, including additional insureds. Coverage shall be "pay on behalf", with defense costs payable in addition to policy limits. There shall be no cross liability exclusion precluding coverage for claims or suits by one insured against another. Coverage shall be applicable to County for injury to employees of

Contractor, subcontractors or others involved in the Work. The scope of coverage provided is subject to approval of County following receipt of proof of insurance as required herein.

Policy or policies must list Lewis County as “primary, non-contributory” additionally insured.

- Payments and Records. Payment will be made based on progress billings based on work performed to the point of requested payment. Final payment will be authorized once the project has been accepted by the Department. Partial funding for this project may come from state grants and/or loans.

**LEWIS COUNTY FACILITIES
REQUEST FOR STATEMENTS OF QUALIFICATIONS
ARCHITECTURAL AND ENGINEERING SERVICES
CAPITAL FACILITIES PLAN PROJECTS**

Section 1: PROPOSER INFORMATION

Name:

Address:

Phone:

Facsimile:

Email:

Website:

Proposing Company's Authorizing Agent:

Name:

Title:

Signature:

Date:

Contact for Additional Information:

Name:

Title:

Phone:

Facsimile:

Email:

**LEWIS COUNTY FACILITIES
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Section 2: DEMONSTRATED EXPERIENCE

The selection team will be looking for documented experience in the following areas:

- Development of project plans that are aesthetically pleasing, sustainable and financially responsible.
- Creating project documents that are complete, minimize changes required, meet current code requirements and “best” practices.
- Public building security
- Workplace ergonomics and technology integration in the workplace
- Identifying and estimating costs for public facility construction

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Section 3: SCOPE OF WORK TIME AND SCHEDULE ESTIMATE

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Section 4: QUALIFICATIONS OF CONSULTANT

The proposer shall provide the following:

1. Satisfactory evidence that the consultant has been in existence in excess of five (5) years and possesses not less than three (3) years actual experience in providing Architectural and /or Engineering services, including design for local government.
2. Evidence that the consultant is licensed or has staff licensed as Professional Engineers and/or Professional Architects and is authorized to do business in the State of Washington and Lewis County.
- 3.
4. Satisfactory evidence that the consultant has the facilities, equipment, and personnel necessary to perform the contracted services.

**LEWIS COUNTY FACILITIES
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FORM 5: FIVE REFERENCES

Name:
Address:
Phone:
Point of Contact:
Project Description:

Name:
Address:
Phone:
Point of Contact:
Project Description:

Name:
Address:
Phone:
Point of Contact:
Project Description:

Name:
Address:
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**LEWIS COUNTY FACILITIES
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ATTACHMENT A

SCOPE OF WORK

Introduction

This scope of work is intended to provide framework for consultants to build upon when responding to the County's request for qualifications. The task list represents staff's current understanding of likely projects to be included in a project list generated by the Capital Facilities Plan. Timing of projects may vary.

Scope

Each project will include developing a programming document, schematic design, design development and construction documents. Larger projects may include constructability reviews, permitting, SEPA and other studies, and construction management. Designs and plans shall conform with local and national codes and requirements.

In addition, the process may illuminate other items the County should be considering such as building security, building technology, current best practices, etc. These items shall be considered for inclusion in final plans.

Task List

**Demolition of Buildings & Parking Lot
Construction**

This project will demolish one existing building and reconfigure several parking lots to maximize use and appearance.

Community Development

This project will renovate an existing structure contiguous to the campus to house Community Development and Permit Center, including Environmental Health staff.

Public Works Admin Building

This project will renovate existing space to house the Public Works administration, including engineering, property management, administration, and accounting. In addition, this project will provide new structure to house field engineering and Traffic Control functions.

Juvenile Justice Center

This project will construct a new Juvenile Justice Center to replace an aging obsolete facility. Project is anticipated to be located on campus near the existing Jail for service consolidation purposes.

EOC / E911 / Radio Shop

This project will construct a new E911/EOC on existing property (Central Shop) to house Lewis County Communications, Emergency Management and Radio Services.

Reconfigure Traffic Control Shop for Motor Pool

This project will reconfigure existing shop space vacated by Field Engineering and Traffic Control to house Motor Pool shop.

**LEWIS COUNTY FACILITIES
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ATTACHMENT B

Selection Process

Submitted proposals shall be reviewed by members of the Capital Facilities Committee and scored based upon the following

A. Appearance and completeness of the proposal	10%
B. Demonstrated experience	35%
C. Qualifications	35%
D. References	15%
E. Project Schedule	5%

Upon completion of the review, the CFP will forward a recommended list of proposals to the interview portion of the selection process. The selected will then be invited to present a brief presentation and answer questions from the selection committee.