



## REQUEST FOR QUALIFICATIONS (RFQ)

### Community Center and Pool Design

City of Fircrest Department of Parks and Recreation, Fircrest, Washington

#### INVITATION

The City of Fircrest seeks the services of a qualified architectural/engineering firm to manage a public involvement process that will review the options in the 2016 ARC Feasibility Study for the rebuild or renewal of the Roy H. Murphy Community Center and Pool. The final product will be a selection of a preferred option, a financial plan to fund the project, and sufficient information to fully inform the public.

Sealed qualification packages, plainly marked "Community Center and Pool Design" on the outside of the mailing envelope, addressed to the City of Fircrest, 115 Ramsdell Street, Fircrest, WA 98466, will be accepted until \_\_\_\_ p.m. on \_\_\_\_, \_\_\_\_, 2017. Packages may also be hand-delivered in person to Fircrest City Hall by the required date and time. Submittal packages delivered after the posted deadline will not be considered for selection. No faxed, telephone or email proposals will be accepted.

#### PURPOSE

The City of Fircrest is requesting Statement of Qualifications from qualified firms interested in providing professional services including but not limited to preliminary consultation and public processes design services. It is expected that a team from several consulting specialties may collaborate on a proposal.

The Request for Qualification document may be obtained by visiting the City's website at [www.cityoffircrest.net](http://www.cityoffircrest.net).

#### CITY OVERVIEW

The City of Fircrest is located between Tacoma and University Place. Incorporated in 1925, it is home to 6,640 people<sup>1</sup>. Total land area is 1.5 square miles and the City is accessible from Interstate 5 and State Route 16.

Fircrest is a Municipal Code City, with a Council/City Manager form of government. It is served by two school districts and several private school programs as well.

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<sup>1</sup> Source: Office of Financial Management (OFM), 2017 Estimate.

**PROJECT BACKGROUND**

In 2016, ARC Architects and its consultant team were selected by the City of Fircrest to investigate design options for improving the Fircrest Community Center and Community Pool. ARC Architects worked with the City’s steering committee on design options. The committee was knowledgeable about program needs and maintenance and operation challenges of the current center and pool.

The study provides technical information and options for future design. Each option enhances programming and use, integrates on-going use with proposed improvements, and addresses current code requirements.

**GOAL**

The Fircrest City Council seeks a cost sensitive plan to move forward with a capital project, which ensures a safe, pleasant pool and recreation facility, in place by no later than June 1, 2019.

**ANTICIPATED SCOPE OF WORK**

The successful candidate shall be able to demonstrate experience and skills to complete the following tasks:

1. The consultant team must have demonstrated experience in the architectural design of community centers and community pool facilities.
2. Demonstrated experience leading a public involvement process. It is anticipated that there will be up to three public work sessions.
3. Demonstrated ability to guide development of a financial plan for the project that could use a blend of sources including GO Bonds, State Recreation Grants, Capital Budget Appropriations, Private Foundation Grants, other sources.
4. Demonstrated ability to develop conceptual drawing with a sufficient level of detail to support public information efforts in support of the design and financial plan.
5. Demonstrated ability to develop 100% bid ready documents to support soliciting bids from qualified general contractors.
6. Demonstrated ability to work with city staff, a steering committee, and city council.
7. Provide probable operating costs for new pool.
8. Provide project schedules, updated as necessary.
9. Prepare preliminary and final construction cost estimates for the project.
10. During construction, provide shop drawing review and technical assistance to the City as necessary to assure compliance with the intent of the plans. The firm shall file regular progress reports and attend weekly construction progress meetings.
11. Assist the City with developing a listing of equipment and supply needs for the facility.
12. At the completion of construction, provide the City with as-built drawings. All design and documentation will be the property of the City of Fircrest.
13. Compliance with state, federal, and local regulations related to any design service needed to complete this project.

There will be a non-mandatory, pre-RFQ submittal meeting and walkthrough at the Fircrest Community Center, 555 Contra Costa Avenue, Fircrest, Washington at \_\_\_\_\_ p.m. on \_\_\_\_\_, 2017.

### **TIMELINE**

The City will work with the chosen firm to develop a timeline with clear decision points for the elements/phases of this contract. The preliminary goal is to have documents bid-ready by April 2018, with construction commencing Spring 2019.

### **SELECTION PROCESS**

Staff will review the qualification packages received and, based on the evaluation criteria established below, arrive at a shortlist for an interview. Short-listed consultant teams will be ranked at the interview. The City may choose to contact officials from other jurisdictions regarding the consultant, their prior work experience and their ability to successfully complete the scope of services. The City may require changes in the scope of services as deemed necessary by the City, before execution of the contract.

The City intends to enter into an agreement with the consultant team, in the opinion of the City, that best meets all the listed evaluation criteria. The Director of the Parks and Recreation Department of the City of Fircrest will submit a final recommendation to the City Manager and the City Council for approval. Upon selection of a Consultant, the City intends to enter into an agreement using its standard Consulting Services Agreement, which shall be used to secure these services. [See Attachment A for a sample contract.](#)

### **EVALUATION CRITERIA**

1. Quality and content of response to Submittal Requirements
2. Responses from References
3. Quality of Past Work, particularly aquatic and community centers
4. Familiarity and understanding of Fircrest Community
5. Experience working with municipalities and other government agencies
6. Responsiveness to Submittal Requirements

## SUBMITTAL REQUIREMENTS

Please provide the following in your Qualification Package:

1. Cover Letter: Provide a statement of interest for the project, including firm's history, a narrative describing the firm's specific expertise and unique qualifications as they pertain to this particular project.
2. Team Qualifications: Brief history of the firms, including areas of team expertise and technical capabilities. Provide an organizational chart and resumes of key personnel. Identify the proposed project manager and roles for all key personnel.
3. Project Approach: Describe your team's project approach from programming and schematic design through construction. Include a proposed timeline which identifies major proposed tasks and products.
4. Relevant Work: Minimum of three (3) projects of a similar nature and scale, and other relevant project the firm feels are appropriate. Please describe the scope of work performed by the firm responsible for each project. Include project duration (design through construction) and final cost.
5. References: Provide a minimum of three (3) aquatic center and (3) community center references for projects completed within the past five (5) years. Include project name, client name, and reference name title, phone number and email address.

### PROPOSED TIMELINE

|                            |                     |
|----------------------------|---------------------|
| Qualification Packages due | _____, 2017         |
| Shortlisted Firms Notified | _____, 2017         |
| Interviews                 | Week of _____, 2017 |
| Consultant Selected        | _____, 2017         |
| Anticipated Project Start  | _____, 2017         |

## **ADDITIONAL INFORMATION**

Inquiries should be directed to the Parks and Recreation Director:

**Mail:**

City of Fircrest  
Attn: Jeff Grover  
115 Ramsdell Street  
Fircrest, WA 98466

**Phone:** (253) 238-4160

**E-mail:** [jgrover@cityoffircrest.net](mailto:jgrover@cityoffircrest.net)

Any oral communications will be considered unofficial and non-binding on the City.

## **RESPONSE REQUIREMENTS AND FORMAT**

Sealed qualification packages, plainly marked "Community Center and Pool Design" on the outside of the mailing envelope, addressed to the City of Fircrest, 115 Ramsdell Street, Fircrest, WA 98466, will be accepted until \_\_\_\_ p.m. on \_\_\_\_, \_\_\_\_, 2017. Packages may also be hand-delivered in person to Fircrest City Hall by the required date and time. Submittal packages delivered after the posted deadline will not be considered for selection. No faxed, telephone or email proposals will be accepted.

Please limit submittals to 15 sheets of two-sided, 8 ½" x 11" pages (30 pages total) in length. Front and back covers and tabs do not count in the total number of pages.

Provide seven (7) copies (which includes one unbound copy suitable for photocopying) of submittal. Provide one (1) electronic copy of the proposal in Adobe PDF format, on a readable CD. All materials must be received no later than \_\_\_\_, \_\_\_\_, 2017 at \_\_\_\_ p.m. All proposals must be in a sealed envelope and clearly marked "City of Fircrest Community Center and Pool Design". No faxed, telephone or email proposals will be accepted.

The City of Fircrest reserves the right to reject any or all qualification packages received, and to waive any irregularities or information in the evaluation process. The final selection is the sole decision of the City of Fircrest, and the respondents to this formal request have no appeal rights or procedures guaranteed to them.

The City reserves the right to award additional work and contracts for future phases of the final design, construction documents and construction administration to the team that completes the feasibility study and schematic design, or to one or more of the finalist teams selected in the initial selection process.