



Request for Qualifications (RFQ)

Architectural Consulting Services to Address the Future Needs of Skagit PUD's Public Facilities

June 27, 2017

1.0 Background

1.1 Executive Summary

The Public Utility District No. 1 of Skagit County, Washington (“District”) requests a Statement of Qualifications (“SOQ”) from qualified professional architectural firms (“Consultant”) to conduct a needs analysis and the development of alternatives to address the future needs of the District’s facilities. This is intended to be the first phase of a multi-phased project, leading to the potential construction of a new facility housing all of the District’s functions.

The District currently owns 15.86 acres located at 1415 Freeway Drive in Mount Vernon, WA with buildings that consolidate the District’s operations. The buildings on site comprise the administration, engineering, and operations functions, as well as providing enough space for the storage of all District vehicles and material inventory. The additional acreage that is not used by the District is leased out to the Mount Vernon School District as recreational play fields.

The District’s main campus building was originally constructed in 1969, and then was added to in 1995 to create a building with an overall size of approximately 26,462 square feet. The original building is in need of many maintenance improvements, and the District has also outgrown the space required for its staff. The maintenance improvements would involve some significant construction projects which would be costly and disrupt the operations of the District.

The District is interested in performing a needs assessment to determine the growing and future needs over the next 30 years instead of making costly improvements to a building which is nearly 50 years old. Part of the needs assessment will involve evaluating the options of staying at the current location or moving to a new location.

1.2 Overview of Public Utility District No. 1 of Skagit County

The District is a municipal corporation of the State of Washington, established in 1936 for the purpose of providing safe, efficient, reliable and affordable water service to the residents of Skagit County. The District is also authorized under state law to provide sewer services and wholesale telecommunication services. At the current time, there are no active sewer customers, but there are two wholesale fiber-optic customers.

The District currently employs approximately 76 FTEs, which include 66 employees working out of the main campus building on Freeway Drive, and another 10 employees at the water treatment plant. The District operates the largest water system in Skagit County, providing an average of nine million gallons of piped water to approximately 65,000 people every day. The District maintains over 600 miles of pipelines and has over 31 million gallons of water storage volume.

The cities of Mount Vernon, Burlington, and Sedro-Woolley receive the majority of our water. Due to public demand for quality water, the District also provides service to unincorporated and remote areas of the county. The District’s service area includes part of Fidalgo Island at the west end of the county and extends as far east as Marblemount. From south to north, the District’s service area starts in Conway and extends north to Alger/Lake Samish.

2.0 Submittal Format

2.1 General Submittal Requirements

The SOQ shall be a single volume of double-sided pages, bound such that they lay flat when opened and shall be no longer than 15 pages (8.5x11 letter size format). Sections shall be indexed and tabbed for easy reference to the material contained within. The front cover, back cover, introductory letter, table of contents, and District submittal pages are not included in the page limit. Consultants must submit:

- Six (6) hard copies; and
- One (1) digital copy

The SOQ shall be signed in ink by an authorized representative of the Consultant. Signature on a submittal certifies that it is made without connection with any other person, firm or corporation making a submittal for the same goods and/or services and is in all respects fair and made without collusion or fraud. Signature on an SOQ also certifies that the Consultant has read, fully understands and agrees with all solicitation requirements, terms and conditions. No consideration will be given to any claim resulting from submittal without fully comprehending all requirements of the Request for Qualifications.

The District reserves the right to request any Consultant submitting an SOQ to clarify its submittal and to supply additional information deemed necessary to assist in the selection of a Consultant. The District also reserves the right to clarify, modify or alter any of the requirements herein. In the event of a material modification of the submittal requirements by the District, Consultants selected by the District may be given an opportunity to modify their SOQ in the specific areas that are impacted.

The District may cancel, reject in whole or in part any submittal, without liability incurred at any time after issuing a RFQ, if it is in the District's best interest to do so. Consultants responding to RFQs are responsible for all costs they may incur in connection with submitting SOQ, which includes, but is not limited to: submittal preparation, pre-proposal conference, if any, document submittal, travel, expenses, interviews, presentations, or evaluation of any related documents.

2.2 Performance Period

It is the District's desire to complete this project within five (5) months from the signing of an agreement. Any future phases of the overall project will depend on the results of this first phase and budget availability.

2.3 Submittal Delivery/Closing Date

Submittals with all required information must be submitted to Doug McConnell, Contracts Administrator, either by hand delivery to 1415 Freeway Drive, Mount Vernon, WA or by mail to PO Box 1436, Mount Vernon, WA 98273-1436 by Friday, July 14 2017 at 3:00 pm Pacific Time. Submissions received by the District after the closing date and time will not be opened.

2.4 Questions Regarding the Request for Qualifications

There will only be one point of contact for inquiries during the RFQ process. The contact point is the District's Contracts Administrator Doug McConnell, (360) 848-2169, or by email at mcconnell@skagitpud.org. Any questions or issues that may arise regarding the scope, the RFQ process, and/or the award process shall be directed to Doug McConnell. Responses to such inquiries shall be given in writing via an addendum to all parties who have obtained the RFQ documents from the District.

NOTE: In order to receive an addendum, Consultants must contact Mr. McConnell to be placed on the communication list regarding this RFQ.

2.5 Organization of Submittal

Submissions should be prepared and organized in a clear and concise manner, and must include all information required by this RFQ. Headers, titles, or tabs should be used to identify required information. The submittal shall include the following at a minimum:

Introduction

- Introductory letter indicating the Consultant's interest in offering these services to the District and highlighting its qualifications to perform this engagement. Also include the availability of the firm to complete all components of the project and any desire to change the proposed schedule.
- Firm name, authorized contact person, address and telephone number.
- Table of Contents of SOQ

Consultant Experience and Workload

- A description of Consultant's experience in conducting a needs assessment and evaluating site alternatives for development of a conceptual design.
- A listing of at least three (3) similar projects the firm has completed that are similar to the project described in this RFQ. For each project, provide:
 - Name, address and telephone number of the client
 - Summary of the firm's role/responsibility in the projects along with the deliverables.
 - Name of the firm's project manager and personnel who worked on the project, with a description of their roles.
 - Budget and actual project cost
 - The elements of the projects that are similar to the project described in this RFQ.
- A description of the Consultant's experience in working with public agencies, including working and communicating with an elected board of commissioners.

Personnel Experience

- Provide an organization chart showing all proposed team members and describing their responsibilities for this project. Include professional qualifications/resumes of each member of the project team.
- Describe the portion of the work that will be performed by a subcontractor, if any, and information about the professional qualifications of proposed subcontractors.

Project Approach and Schedule

- Provide a write-up on the specific tasks listed in the Scope of Work and your approach on how you will complete these, given the District's needs. Include proposed dates and milestones.
- Suggestions for additional services which may benefit the District.
- Proposed project management and communications approach for this contract.

3.0 Project Requirements

To achieve the desired results, the District will require the project to complete the following:

1. Meetings with District staff to understand the District's operations, and current and future requirements.
2. Develop a draft Needs Assessment report that can be reviewed by staff, and then finalized for presentation to the Board of Commissioners in a workshop.
3. A review of previous reports on the existing building to better understand the building's existing condition and maintenance requirements. No additional evaluation work will be performed on the existing building.
4. Identify and evaluate the options available to the District to address the future needs, including development of costs for each option.
5. Develop a draft Master Planning report for review by District staff, and then finalized for presentation to the Board of Commissioners in a workshop.
6. The final deliverable will be a conceptual site plan and building phasing plan including budget cost estimates.

4.0 Scope of Work

The District is seeking an architectural consultant to provide services to assist the District in the development of alternatives to address the future needs to the District's facilities. This is intended to be the first phase of a multi-phased project, leading to the potential construction of a new joint facility housing the District's administration, engineering and operations functions. The specific scope of services for the work under this contract will include the following:

Task One – Needs Analysis

Meet with representatives of the District to understand the functional requirements of each group of employees and their relationship with other staff and departments. This can be accomplished through one-on-one meetings, group discussions with functional work groups and/or touring all of the various work sites. The functional requirements of the different work groups should focus on the short term needs (5-10 years) as well as the long term needs (20-30) years of the Department so that building phasing is considered. The deliverable for Task one shall be a draft and final report, along with a presentation of findings to the Board.

Task Two – Identification of Potential Options

Identify and evaluate potential options that are suitable for addressing the District's needs. This may range from construction of a new facility on the existing site, purchase and remodel of a new facility, or construction of a new facility on a new site. All evaluations shall involve a comparison of the items that have been determined to be most critical, along with a planning level cost estimate to support all options. Provide an analysis of constructability, life cycle costs, schedule considerations, LEED opportunities, and value engineering. The deliverable for Task Two shall be a draft and final report, along with a presentation of findings to the Board with the goal of selecting a preferred option.

Task Three – Development of a Master Plan and Final Concept

Develop a preliminary master plan for the preferred option and outline how that solution would address the District's long term needs. The plan shall include a conceptual site plan, building phasing plan and budget cost estimate. The final report and findings will be presented to the Board.

5.0 Evaluation of Proposal

5.1 Method of Evaluation

A panel of District staff members will review the submission based on the criteria listed below and make a recommendation for award. Proposals shall be evaluated based on the following criteria:

1. Consultant Experience and Workload (45 points maximum)
 - o Experience and qualifications of the Consultant in performing needs assessments and evaluating site alternatives for the development of a conceptual design. Provide a description of success with similar projects. (25 points)

- Experience with public sector clients and a board of elected officials, including community engagement. (15 points)
 - The Consultant’s ability to incorporate this contract into its present workload. (5 points)
2. Experience of the Personnel Assigned to the Team (30 points maximum)
- Significant consideration will be given to the individual qualifications of the team members identified in the proposal, including years of experience, years with the firm, and experience with similar projects.
3. Project Approach and Schedule (15 points maximum)
- This includes a demonstrated understanding of the objectives, scope and purpose of the contract, with a specific explanation of how the consultant proposes to achieve the District’s goals. Innovative suggestions that may increase the value of the Consultant to the District will also be considered.
4. Interview (10 points maximum)
- Consultants may be requested to take part in an interview to answer questions from the District’s review panel.

The panel may make a recommendation at the appropriate level for a contract award. Upon approval of this recommendation, District staff will coordinate with the selected firm to complete the attached Agreement for Professional Services.

5.2 Tentative Evaluation Schedule

The schedule of events set out herein represents the District’s best estimate of the schedule that will be followed.

| | |
|---|--------------|
| Release of RFQ | June 27 |
| Last Date for Request for Clarifications | July 7 |
| Closing Date of RFQ | July 14 |
| Responses Evaluated | July 21 |
| Possible Interviews | August 1 – 3 |
| Finalize Scope of Work, Negotiations and Contract Execution | August 11 |

PROPOSAL SIGNATURE PAGE

Name of Corporation _____

Mailing Address _____

City/State/Zip Code _____

Receipt is hereby acknowledged of addendums(s) No(s). _____, _____, and _____

Individual designated as the point of contact for any questions or concerns related to evaluation of this proposal:

Name of Representative _____

Telephone _____ Email _____

Federal Employee Tax Identification Number _____

Person authorized to bind corporation to the Terms and Conditions of this response:

Authorized Person _____

Title _____

Telephone _____ Email _____

Authorized Signature _____

Appendix A

Skagit County Assessor File

Details for Parcel: P26303



Jurisdiction: MOUNT VERNON
 Please contact the city of **MOUNT VERNON** for MOUNT VERNON zoning information.

Zoning Designation:

| | | |
|--|---|---|
| Parcel Number P26303 | XrefID 340418-4-012-0004 | Quarter Section Townsh SE 18 34 |
| Owner Information PUBLIC UTILITY DISTRICT PO BOX 1436 MOUNT VERNON, WA 98273 | Site Address(es) 1415 FREEWAY DR Mount Vernon, WA (<i>Jurisdiction, State</i>) Zip Code Lookup Site Address Information | Map Links Open in iMap Assessor's Parcel Map: PDF DWF |

Current Legal Description [Abbreviation Definitions](#)
 (15.8600 ac) S1/2 NW1/4 SE1/4 LESS HWY LY BTW 2 FENC -DK 17 ES SC#25671 SEG FOR DIKE 17 LESS PCL TO ST HWY#1-9986 CONV AF#787

| | | |
|--|--|---------------------------------------|
| 2016 Values for 2017 Taxes* Exemption | Sale Information | 2017 Property Tax Summary |
| Building Market Value \$2,437,800.00 | Deed Type | 2017 Taxable Value \$0.00 |
| Land Market Value +\$3,734,300.00 | Sale Date | General Taxes \$0.00 |
| Total Market Value \$6,172,100.00 | Sale Price \$0.00 | Special Assessments/Fees +\$11,384.20 |
| Assessed Value \$6,172,100.00 | Sale requires NRL disclosure (more info) | Total Taxes \$11,384.20 |
| Taxable Value \$0.00 | | |

* Effective date of value is January 1 of the assessment year (2016) [Legal Description at time of A](#)

| | | | |
|---|--|------------------------------|---------------------|
| *Land Use | (480) UTILITIES (DIKE & DRAIN PROPERTY) | | WAC |
| Neighborhood | (6E1PBLDG) ALL COUNTY EXEMPT PUBLIC BUILDING | | |
| Levy Code | 0930 | Fire District | |
| School District | SD320 | Exemptions | Miscellaneous |
| Utilities | *SEW, PWR, WTR-P | Acres | 15.86 |
| Improvement 1 Attributes Summary | | | |
| Building Style | COMMERCIAL REAL PROPERTY | | |
| Year Built | 1974 | Foundation | |
| Above Grade Living Area | 26,770 Square Feet | Exterior Walls | |
| Finished Basement | | Roof Covering | |
| *Total Living Area | 26,770 Square Feet | Heat/Air Conditioning | |
| Unfinished Basement | | Fireplace | |
| *Total Garage Area | | Bedrooms | |
| Bathrooms | | | |

For additional information on individual segments see Improvements tab

* Land Use codes are for assessment administration purposes and do not represent jurisdictional zoning. Please contact the appropriate planning department in your jurisdiction for land use questions.

* Total living area includes above grade living area and finished basement area.

* Garage square footage includes all garage areas; basement garages, attached garages, detached garages, etc.

Assessment data for improvements is based on exterior inspections. Please contact the Assessor's office if the information does not accurately reflect the interior characteristics.

Appendix B

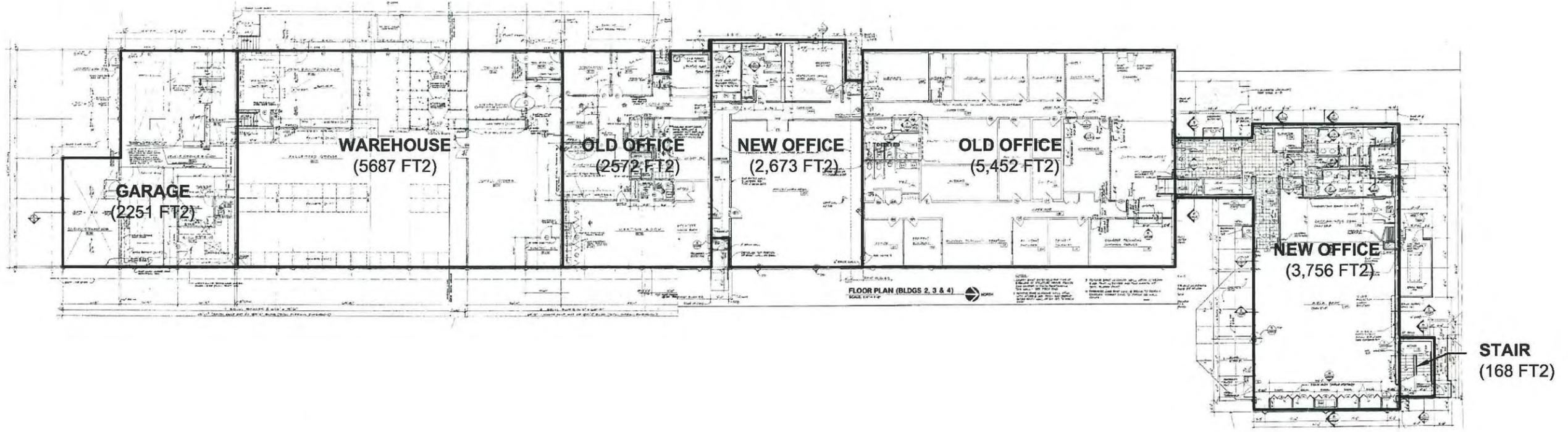
Site Plan

PUD No. 1 of Skagit County – Building Site Plan

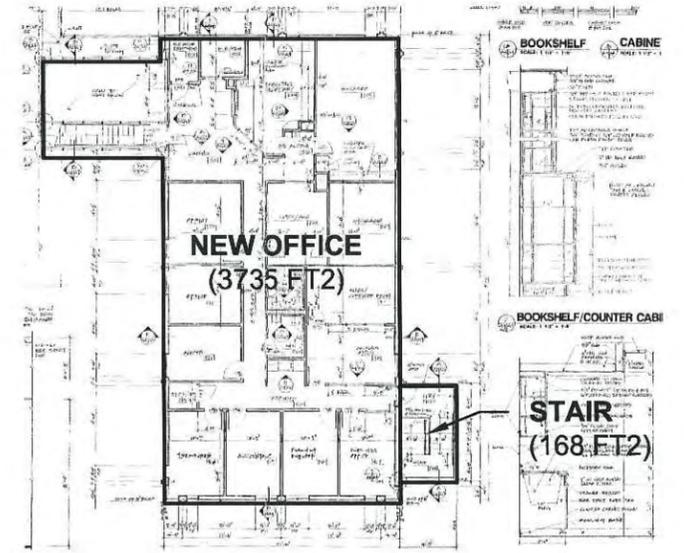


Appendix C

Building Plan



1ST FLOOR



2ND FLOOR

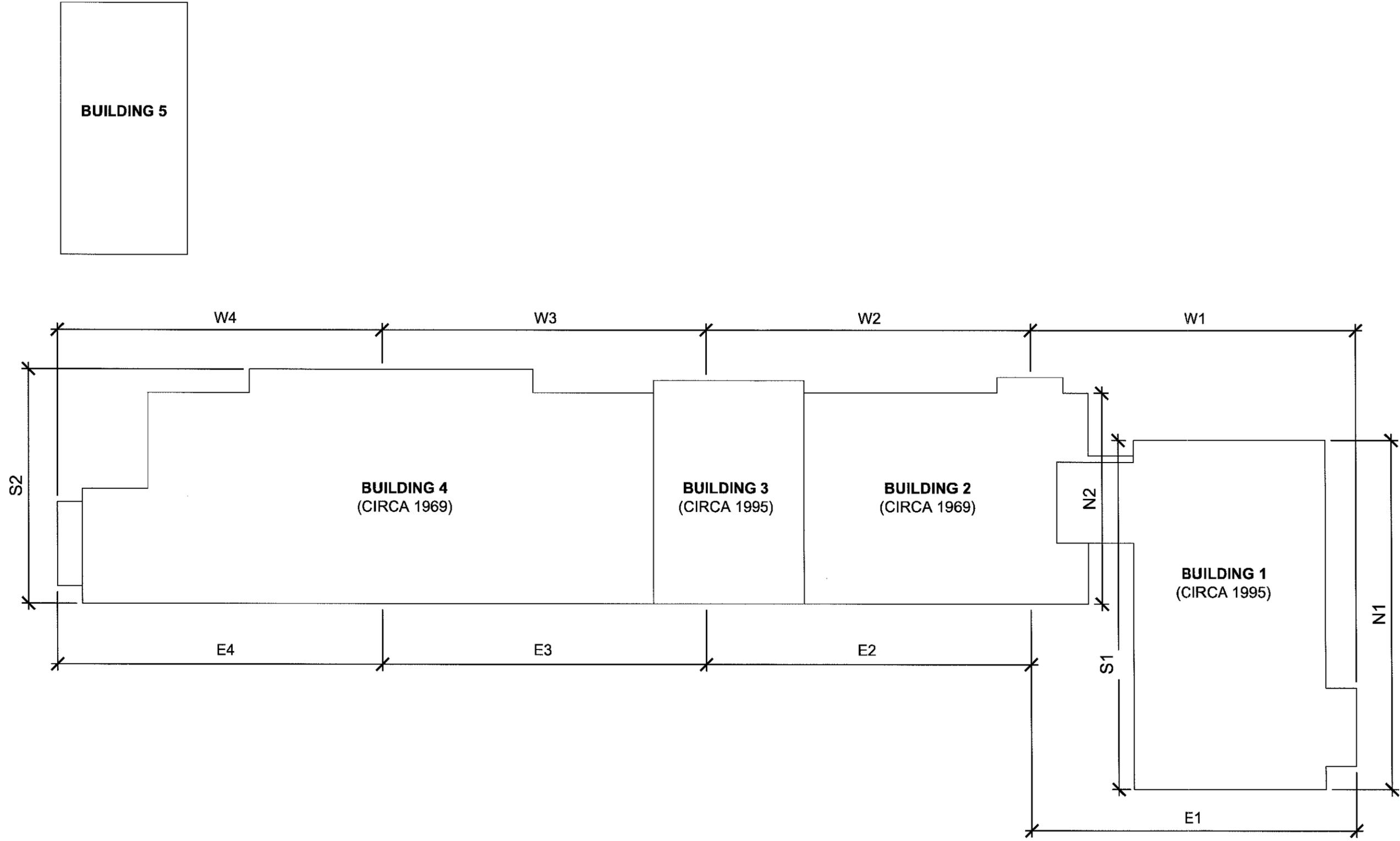
BUILDING ZONES

| | |
|-------|----------|
| DATE | 6/4/10 |
| DRAWN | |
| CHECK | |
| JOB | 2010-031 |

SKAGIT PUD
SCALE : 1/32" = 1'-0"

OAC
 701 Dexter Avenue North
 Suite 301
 Seattle, WA 98109-4342
 t: 206-285-4300
 f: 206-285-4371
 w: www.obcvs.com

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BUILDING 5

BUILDING 4
(CIRCA 1969)

BUILDING 3
(CIRCA 1995)

BUILDING 2
(CIRCA 1969)

BUILDING 1
(CIRCA 1995)

SITE PLAN

DATE 6/4/10

DRAWN

CHECK

JOB 2010-031

OAC
701 Dexter Avenue North
Suite 301
Seattle, WA 98109-4342
t: 206.285.4300
f: 206.285.4371
w: www.oacsvcb.com

SKAGIT PUD

SCALE : 1/32" = 1'-0"

A1

Appendix D

Professional Services Agreement

AGREEMENT

Project # WO-1234-01

(Insert "Small Works", "Work Order", etc. and corresponding # on above line)

THIS CONTRACT is made and entered into by and between **PUBLIC UTILITY DISTRICT NO. 1 OF SKAGIT COUNTY** (Owner) and _____ (Consultant) whose names are subscribed hereto.

WITNESSETH:

WHEREAS the Owner has caused the preparation of certain Contract Documents entitled **ARCHITECTURAL CONSULTING SERVICES TO ADDRESS THE FUTURE NEEDS OF SKAGIT PUD'S PUBLIC FACILITY**

WHEREAS the Owner has developed a scope of work, requested a proposal, has received and analyzed said proposal, and has duly given notice of Acceptance of Proposal to the Consultant all of which are made a part hereof and which constitute the whole Contract between the Owner and the Consultant.

NOW, THEREFORE, it is hereby agreed that:

1. The Consultant shall furnish the work, pay all costs, and perform all requirements of this Contract in the manner specified in the attached proposal dated July 7, 2017.
2. Said Proposal calls for time and material pricing set forth in (1) above with a not to exceed price without Owner written approval. The Owner shall pay to the Consultant a total contract amount computed from the unit prices in said Proposal and the actual quantities of units furnished. Based upon the unit prices in the Consultant's Proposal the estimated Total Contract Amount including Washington State Sales Tax is _____/100 Dollars (\$_____).
3. Owner will pay invoices to the Consultant within 30 days of receiving monthly invoices based on actual quantities of work performed.
4. The attached Indemnification Agreement is hereby made part of this agreement.
5. Either party hereto may terminate this agreement upon thirty (30) days written notice either personally delivered or mailed postage-prepaid by certified mail, return receipt requested, to the party's last known address for the purposes of giving notice under this paragraph. If this agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this agreement prior to the effective date of termination.

IN WITNESS WHEREOF, **two (2)** identical counterparts of this Contract, each of which shall for all purposes be deemed an original hereof, have been duly executed by the parties hereto.

CONSULTANT

PUBLIC UTILITY DISTRICT NO. 1 OF SKAGIT COUNTY

Type Signee Name, Title
Mailing Address
Mailing City St Zip

George Sidhu, P.E., General Manager
Post Office Box 1436, 1415 Freeway Drive
Mount Vernon, WA 98273

Date _____

Date _____

**Architectural Consulting Services
To Address The Future Needs Of
Skagit Pud's Public Facility**

Project #

INDEMNIFICATION AGREEMENT

The Consultant agrees to defend, indemnify, and hold the District harmless from any and all claims, demands, losses, and liabilities to or by third parties arising from, resulting from, or connected with work performed or to be performed under this Contract by the Consultant, its agents, employees, and subcontractors, even though such claims may prove to be false, groundless or fraudulent, to the fullest extent permitted by law and subject to the limitations provided below.

The Consultant's duty to indemnify the District shall not apply to liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the District or the District's agents or employees. The Consultant's duty to indemnify the District for liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the concurrent negligence of Consultant, its agents, employees, or subcontractors and/or the District or the District's agents or employees, shall apply only to the extent of negligence of Consultant, its agents, employees, or subcontractors.

With respect to claims against Consultant by the District pursuant to this Contract only, Consultant expressly waives any immunity that may be granted it under the Workers' Compensation, Industrial Insurance or like statutes and/or any administrative regulations issued pursuant thereto. This waiver does not include or extend to any claims by Consultant's employees directly against Consultant.

Further, Consultant's defense and indemnification obligations under this Contract shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable to or for any third party under Workers' Compensation, Industrial Insurance or like statutes and/or any administrative regulations issued pursuant thereto.

Consultant's duty to indemnify the District for liabilities or losses, other than for bodily injury to persons or damage to property caused by or resulting from negligence, shall apply only to the extent of the fault of Consultant, its agents, employees, or subcontractors, except in situations where fault is not a requirement for liability, in which case indemnity will be provided to the extent the liability or loss was caused by Consultant or its agents, employees, or subcontractors.

Consultant's duty to defend, indemnify and hold the District harmless shall include, as to all claims, demands, losses and liabilities to which it applies, the District's actual attorneys' fees and costs incurred in connection with defending such claim(s) including, without limitation, consultant and expert witness fees and expenses and personnel-related costs in addition to costs otherwise recoverable by statute or court rule.

THE UNDERSIGNED HEREBY CERTIFY THAT THIS AGREEMENT WAS MUTUALLY NEGOTIATED.

CONSULTANT

PUBLIC UTILITY DISTRICT NO. 1
OF SKAGIT COUNTY, WASHINGTON

By: _____
Name/Title of Signee

By: _____
George Sidhu, P.E., General Manager

Dated: _____

Dated: _____

The Consultant shall cause each of its subcontractors (and suppliers to the extent any perform any work on the Project site) to execute an Indemnification Contract substantially in the form of the foregoing by which each such entity or person assumes to the District all obligations Consultant assumes to the District as set forth above.