

## **NOTICE**

### **WHITWORTH WATER DISTRICT NO. 2 REQUEST FOR QUALIFICATIONS Administrative and Maintenance Building**

Whitworth Water District No. 2 (District) is requesting qualifications from firms or individuals for the architecture and design of new District administrative and maintenance building(s). The building site is located on District-owned land at and adjoining 17315 N Newport Rd. Mead, WA 99021

#### **SUBMISSION OF PROPOSAL**

To receive consideration, responses must be submitted in accordance with the following instructions:

1. All response submittals shall be sealed and delivered to:

Whitworth Water District No. 2  
Attention – General Manager  
10828 N. Waikiki Rd.  
Spokane, WA 99218

2. Submit six (6) copies of the response by 4:00 p.m. (PST) September 6, 2017 ; and
3. The envelope must be clearly marked “ADMINISTRATIVE BUILDING”; and
4. Modifications to submissions may be submitted prior to the date and time specified for receipt of submissions; and
5. Optional attendance to a Pre-Submittal Conference at 2:00 p.m. (PST) on August 30, 2017 at Whitworth District Offices

The District reserves the right to reject any responses, and can utilize its sole discretion to accept the submittal it considers most favorable to the District’s interests. The District also has the right to waive minor irregularities in procedures.

August 04, 2017  
Timothy Murrell, General Manager

WHITWORTH WATER DISTRICT NO. 2  
Administrative and Maintenance Building

**INSTRUCTIONS TO SUBMITTERS**

**I. INTRODUCTION AND BACKGROUND**

The Whitworth Water District is soliciting qualifications from individuals and firms for architecture and design services for a new office and maintenance building(s) on District-owned property located at and contiguous to 17315 N Newport Rd. Mead, WA

**II. SCOPE OF SERVICES**

A. Services

- Interview District management staff to determine space, layout, and facility needs of the District.
- Provide a design for building(s) that addresses needs identified in interviews.

B. Project Goals

- Design a facility that minimizes total cost of ownership by designing for low initial cost, low energy consumption and low long-term maintenance cost;
- Create a facility that maximizes the opportunities of the existing site including traffic flow, circulation, utilities, and the storage of equipment and materials;
- Promote collaborative spatial utilization between different work groups; e.g. administrative and operations;
- Create a drought resilient and native landscaping plan to be applied to site plan that can serve as a demonstration garden to District customers;
- Provide the District bid-ready plan set that includes:
  - a site plan;
  - utility plan;
  - building exterior elevations: vertical cross sections detailing exterior wall components as well as thermal and weather seal envelope components;
  - structural plan that includes a single level building and corresponding foundation design, roof structure, supporting walls and columns;
  - building interior: floor plans, indicating room names, square footage, circulation (horizontal and vertical); ADA Accessibility Requirements; Building Services indicating all mechanical, electrical, IT and other service areas;
  - plumbing: fixtures – show locations of all plumbing fixtures specifying brand and model of each fixture;
  - mechanical: provide HVAC system plan, indicating any shafts, duct mainlines and specific air handing equipment;

- fire protection: show connections to utilities on the mechanical plans;
- fire Alarm: show panel locations;
- electrical: provide interior and exterior lighting plan; show main distribution room locations and transformer locations;
- telecommunications: show locations of closets and cable trays;
- Xeric demonstration garden and landscaping plan

### III. SCHEDULE

The following is the schedule for this RFQ and contracting process (which is subject to change):

<b>Date</b>	<b>Description</b>
On or before 8/14/2017	Issuance & Advertisement of RFQ
8/30/2017 @ 2:00 PM (PST)	Optional Pre-Submittal Conference – District Offices
9/06/2017 @ 4:00 PM (PST)	Proposal Submission Deadline (Due Date)
9/07/2017	Notify RFQ Finalist(s)
9/8/2017 through 9/14/2017	Possible Interview of Finalist(s) and/or Negotiation of Contract Terms
9/15/17	Issue Notice of Intent to Award Contract
9/21/2017	District Board Approval - Execution of Contract
TBD	Commencement of Services Under the Contract

### IV. PROPOSAL REQUIREMENTS

Following the optional pre-submittal meeting on August 30, 2017 starting at 2:00 p.m., each proposal shall include the following:

#### A. Cover Letter

All proposals must include a cover letter to the attention of Timothy Murrell, General Manager, signed by a person legally authorized to bind the applicant to its proposal. The letter shall include a brief overview of your approach to the project.

#### B. Experience

Specialized experience and technical competence of proposer and their team in similar project scope. Identify recent experience and expertise with similar type of project including:

1. Design and construction management of building project for administrative, civic or public safety types of uses;
2. Design Build experience with a project of similar size, use and complexity;
3. Experience with various city, county, police, fire permitting agencies

A list of memberships in professional organizations, special training, licenses and experience shall be included in the submittal. The Contractor must be licensed in State of Washington.

C. Project Team

Describe the proposed project team, including the key contacts and leaders of the team and discuss who will interact with the District. Please provide resumes of all key personnel who will conduct any work on this Project .

Please provide the proposed staffing or total number of persons you plan to have available to assist with regard to this proposal.

D. References

A professional profile of the Contractor, including a list of at least three references from public entities for which the Contractor has provided similar services. Include the scope of work, budget, timeline and change order report.

E. Possible Interview of Finalist(S) and/or Negotiation of Contract Terms

The District reserves the right to Interview one or more Contractors and negotiate engagement and contract terms with such Contractors between September 8, 2017 through September 14, 2017.

V. EVALUATION PROCESS

A. Project Approach ~ 35% Evaluations will be performed to determine proposer understanding of the work to be performed, overall approach to the project, and potential for completing the work as specified in the Scope of Services. Award will be made to the proposer whose conformance to the RFQ is considered most advantageous to the District, considering the Evaluation Criteria in this section.

B. Personnel Proposals, Project Organization and Experience ~ 10% Proposals will be evaluated considering the proposer's technical and analytical experience, proposals, and the availability of personnel licensed to do business in the State of Washington who are proposed to work on the project that include their resumes'.

C. Relevant Past and Present Performance Criteria ~ 35% Assessment of the proposer's past and present performance will be evaluated relative to the capability to meet the requirements contained herein. Additionally, quality of service, customer satisfaction, cost control and timeliness will be evaluated.

D. Capacity to Perform Work ~ 20% The applicant's capacity to perform work in the prescribed time frame considering the applicant's team current and planned workload. Describe the applicant's ability to provide the technical disciplines and services required to cover the work required by the project.

VI. GENERAL INFORMATION

A. Selection Process

Additional information, interviews and or presentations may be required at the option of the District. In no event shall the District or its Board, Officers or employees be liable for any costs incurred for the preparation of and participation in the submission of responses to this request

or subsequent interviews of persons or companies.

B. Compliance with Rules

Proposers responding to this RFQ must follow its procedures and requirements. Failure to comply with any portion of this RFQ may result with the rejection of your proposal.

C. Proposal Withdrawal

Any proposal may be withdrawn at any time before the “Proposal Due” date and time by providing a written request for the withdrawal to the General Manager. A duly authorized representative of the submitting entity shall make the request. Withdrawal of a proposal will not preclude the proposer from filing a new proposal as long as it’s prior to the close date.

D. Appeals

Proposers who wish to appeal a disqualification of their proposal or the award of contract may submit the appeal in writing to the General Manager’s Office within two (2) working days of the postmarked Notice of Intent to Award Contract or disqualification. Disagreement with the process, e.g., scoring by evaluators, or otherwise, is not subject to appeal.

E. Ownership of Documents

Any material submitted by a proposer shall become the property of the District. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

F. Public Record

Pursuant to Chapter 42.56 RCW, proposals submitted under this RFQ shall be considered public records and with limited exceptions will be available for inspection and copying by the public. Except to the extent protected by state and/or federal laws, Proposals shall be considered public documents and available for review and copying by the public after an award of contract is made by the Board.

Any proprietary information included in the proposal that the proposer wishes to remain confidential (to the extent allowed under the laws of the State of Washington) should be clearly identified as “Confidential” in the proposal. In addition, the proposer must provide to the District the legal basis for the exemption. If a proposal does not clearly identify the confidential portions, the District will not notify the proposer that its proposal will be made available for inspection and copying.

If a request is made for disclosure of material or any portion marked “Confidential” by the proposer, the District will determine whether the material should be made available under the law. If the District determines that the material is not exempt and may be disclosed, the District will notify the proposer of the request and allow the proposer five (5) business days to take appropriate action pursuant to RCW 42.56.540. If the proposer fails or neglects to take such action within said period, the District may release the portions of the proposal deemed subject to disclosure.

To the extent that the District withholds from disclosure all or any portion of proposer's documents at proposer's request, Proposer shall agree to fully indemnify, defend and hold harmless the District from all damages, penalties, attorneys' fees and costs the District incurs related to withholding information from public disclosure.

By submitting a proposal, the proposer consents to the procedure outlined in this section and shall have no claim against the District because of actions taken under this procedure.

G. Confidentiality of Information

All information and data furnished to the proposer by the District and all other documents to which the proposer's employees have access during the preparation and submittal shall be treated as confidential to the District. Any oral or written disclosure to unauthorized individuals is prohibited.

H. Submission Requirements

Proposals and their sealed packaging (boxes or envelopes) should be clearly marked with the name and address of the proposer and should be marked with the name of this RFQ. The bound proposals should be in an 8 1/2" by 11" format, using a minimum 12-point type size.

I. Late Proposals

Proposals will not be accepted by the District after the date and time specified in this RFQ. In the event that a proposal is delivered after the proposal submission deadline, the proposal will not be accepted or considered and will be returned to the proposer unopened. The District will not be liable for delays in delivery of proposals due to handling by the U.S. Postal Service, courier services, overnight carriers, or any other type of delivery service. Proposals may be delivered in person or by a delivery service. No verbal, fax, electronic (e.g. e-mail), telegraphic or telephonic proposals will be accepted. Proposers are responsible for ensuring that the District receives the proposal at the designated location and to the designated person by the deadline stated in this RFQ.

J. Prohibition Against Lobbying

The Proposer shall not lobby, either on an individual or collective basis, the Board or any District officers or employees regarding this RFQ or its written proposal. Proposers, the proposer's acquaintances, friends, family, outside advisors, agents, or other representatives shall not contact the Board or any District officers or employees to arrange meetings, visits, or presentations to influence the outcome of the selection process. Violation of this provision, by or on behalf of a proposer, intentionally or unintentionally, will result in disqualification of the proposer and/or rejection of a written proposal.

K. Insurance

Prior to execution of a contract for services, the successful proposer will be required to provide to the District acceptable evidence of insurance coverage.