

# REQUEST FOR Qualifications



**Snohomish County**  
Purchasing Services  
(425) 388-3344  
[purchasing@snoco.org](mailto:purchasing@snoco.org)

RFQ NUMBER: RFQ-03-19SB

ADVERTISED DATE: 5/3/2019

REQUEST FOR Qualifications (RFQ) TITLE:

## Design Services & Project Management, Timber Frame Structures

DUE DATE: 5/16/2019

- not later than 3:00 p.m., Local Time

**SEALED Qualifications are hereby solicited and will only be received by:**

Snohomish County Purchasing Services  
Robert J. Drewel Building, 6<sup>th</sup> Floor  
3000 Rockefeller Avenue, M/S 507  
Everett, WA 98201  
Office Hours: 8:00 a.m. – 4:30 p.m.  
Monday - Friday

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### Pre-submittal Conference:

*There will be no pre-submittal conference for this RFQ.*

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## SCHEDULE

Month/Day/Year	Event
05/3/2019	Public announcement of Request for Qualifications
05/8/2019	Questions due, in writing, not later than 3:00 p.m. local time
05/16/2019	Submittals due, not later than 3:00 p.m. Local Time
05/17/2019	*Begin Evaluation of Submittals
05/22/2019	*Begin Interviews if applicable
05/23/2019	*Begin Negotiations
05/31/2019	*Execute Contract

\*NOTE: Events preceded by an asterisk are estimated dates. Estimated dates are for information purposes only.

## **SUBMITTAL LABEL**

Complete the form below (or a reasonable facsimile thereof) and affix to the exterior lower left hand corner of the submission package.

**URGENT – SEALED SUBMITTAL ENCLOSED**

**Do Not Delay – Deliver Immediately**

**RFQ No.: RFQ-03-19SB**

**RFQ Title: Design Services & Project Mgmt, Timber  
frame Structures**

**Due Date:**

**Proposer:**



**Mail To:**

**Snohomish County Purchasing Division  
Robert J Drewel Building, 6<sup>th</sup> Floor, MS 507  
3000 Rockefeller Avenue  
Everett, WA 98201**

RFQ 03-19SB

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# REQUEST FOR QUALIFICATIONS

## RFQ-03-19SB

### 1. SUBMITTAL INSTRUCTIONS

Submit one (1) original and one (1) electronic copy and attachments on compact disk or USB Flash Drive. The original shall be marked ORIGINAL and shall be unbound (no binder or comb binding) (binder clips and/or rubber bands may be used). Responders are encouraged to use recycled paper and both sides of the paper in the preparation of their responses. For easy identification, please affix the label provided on the second page to the outside of the submittal envelope in the lower left corner.

Sealed submittals shall contain all required information as defined above and be submitted to the Snohomish County Purchasing Division no later than the date, time, and place as stated on the cover page of this RFQ or as amended. Submittals will not be accepted at any other county location other than the Snohomish County Purchasing Division. Late submittals will not be accepted and will be returned to the Responder unopened.

Responders shall be fully responsible for any and all costs incurred in the preparation and submittal of their responses.

### 2. PLAN HOLDER REGISTRATION PROCESS

Prospective responders must register to obtain Solicitation Packages directly from the Official Snohomish County website <https://snoco.procurement.com/home>

By registering, the prospective responder will be placed on the County's notification list for any forthcoming addendum or other official communications.

Failure to register as a prospective responder may cause a responder's Submittal Package to be rejected as non-responsive if the Submittal Package does not include acknowledgment of issued addenda or if the responder fails to submit revised required documents.

### 3. PROJECT OVERVIEW

Snohomish County requests statements of qualifications from firms or individuals interested in design of timber frame structures as well as acting as a consultant to manage the raising of timber frame park shelters. The management shall include incorporating instruction and management of local volunteers for the cutting of joinery, assembly and raising of the shelters at these locations:

- 1) Whitehorse Park, Darrington, WA
- 2) Kayak Point Park, Stanwood, WA
- 3) SR 530 Memorial, Oso, WA
- 4) Lord Hill Park, Snohomish, WA
- 5) Flowing Lake Park, Snohomish, WA

**4. BACKGROUND**

Snohomish County Parks intends to replace or add unique and attractive public gathering shelters at various park properties. Included in this effort is the desire to incorporate education, skill building and promotion of community involvement with local volunteers in an effort to provide a unique and quality structure for small gatherings while promoting a sense of ownership of the park and fellowship within the community.

**5. SCOPE OF SERVICES**

The County encourages “partnering” by Consultants to present the strongest possible solution, provided the prime and sub-consultants are appropriately identified.

The selected consultant(s) shall produce the following product:

- Initial Conceptual Design
- Illustrations suitable for public presentations
- Architectural drawings for the approved design concept
- Engineering of the architectural drawings
- Instruction and training of volunteer laborers for cutting of joinery and assembly of structural elements
- Coordination and management of volunteers for the safe raising of the timber frame structure on-site

The final scope of work will be identified by the Consultant and as agreed upon by the County in the Scope of Services of the executed Professional Services Agreement.

Consultants shall have 3 years of experience in the following:

- Timber frame construction, design and engineering
- Providing instruction and management of volunteer laborers.

<b>TASK 1. PROJECT MANAGEMENT</b>	
<b>1A.</b> Project Schedule – Illustrate key tasks, sub-tasks, phasing, information/decision steps, milestones and projected task completion dates. Schedule should reflect and be organized based on approved contract scope of work	Deliverable 1A – Provide one hard copy, digital reproducible copy (pdf) and working file of complete schedule for up to five locations. Provide updates and revised schedules as merited.
<b>1B.</b> Progress Reports – Prepare progress reports broken down by task with associated percent complete. Include description of any issues which may affect budget or timeline and steps planned or taken to address	Deliverable 1B – Submit progress report with itemized invoice with billings after deliverables are complete.
<b>TASK 2 PROJECT MEETINGS</b>	
<b>2A.</b> Meetings with County Staff – This includes meetings to present concepts or review County comments to streamline the project to meet timeline and result in a better project outcome	Deliverable 2A – Provide one hard copy and digital reproducible copy (pdf) of all presentation materials.
<b>TASK 3. STUDIES/INVESTIGATIONS/SURVEY</b>	

Not Applicable	
<b>TASK 4. PLANS/SPECIFICATIONS/COST ESTIMATE</b>	
<b>4A.</b> Provide construction plans, specifications and cost estimate for county review and comment at 50%, 90% and prior to permit submittal. Incorporate comments as required prior to submitting for permit	Deliverable 4A – Provide two (2) sets of hard copies and an electronic reproducible version (pdf) for initial submittal for comments and for final submittal
<b>TASK 5. PERMITTING</b>	
<b>5A.</b> provide all responsive documents necessary for a complete application for all applicable permits to agencies having jurisdiction over the project. Address all comments until permit issuance <b>County Responsibility:</b> Parks will Complete permit application(s), and will pay fees for all applicable permits	Deliverable 5A – Provide digital copy set of plans and reports for digital permit submittal to be administered by Parks project manager. For resubmittals, provide copy of response letter(s) addressing agency comments.
<b>TASK 6. INSTRUCTION AND MANAGEMENT OF VOLUNTEER LABORERS</b>	
<b>6A.</b> Provide Event Strategy Plan including number of participants needed, requirements for accommodations, food, sanitary facilities, first aid, communications, publicity and participant information packets	Deliverables 6A – 6C: <b>Provide one (1) hard copy set of plans and/or packets each for the following;</b> Event Strategy Plan
<b>6B.</b> Provide Safety Strategy Plan for supervising and advising of participants on relevant health and safety issues	Safety Strategy Plan
<b>6C.</b> Provide Qualified Experienced Instructors and an Education and Training Plan outlining general information/overview aspects and areas of specific focus to be covered	Education and Training Plan, including a brief bio on featured instructors
<b>TASK 7. CONSTRUCTION AND MANAGEMENT</b>	
<b>7A.</b> Provide a Risk Assessment and Site Safety Plan	Deliverables 7A-7E: <b>Provide one (1) hard copy set of plans and/or packets for each of the following;</b> Risk Assessment and Site Safety Plan
<b>7B.</b> Provide a Timber Strategy Plan including acquiring timbers and transporting to the site, movement of timbers on the site, cleaning, labeling and stacking/storage	Timber Strategy Plan
<b>7C.</b> Provide Construction Schedule including key dates and milestones	Construction Schedules including updates as merited
<b>7D.</b> Provide Assembly and Lifting Scripts	All Assembly and Lifting Scripts
<b>7E.</b> Provide a Raising Strategy Plan including a detailed method statement, risk assessment and lifting plan	Raising Strategy Plan
<b>TASK 8. RECORD DRAWINGS</b>	
<b>8A.</b> Prepare record drawings in accordance with latest edition of Snohomish County EDDS	Deliverable 8A - Provide two (2) hard copies (22" x 34") along with digitally reproducible (pdf and AutoCAD compatible using county standards) files.

## 6. CONTRACT LENGTH

The contract term will be effective upon the date of contract execution for 2 years with the option to renew for three (3) additional one (1) year terms subject to the “Time of Performance” and the “Termination” provisions of the County’s “Pro Forma” Agreement.

## 7. SUBMITTAL REQUIREMENTS (See Section 19. Submittal Packet)

Submittals shall include, at a minimum, the following:

- A. Transmittal Page including signature.
- B. Plan Approach / Project Management: Provide a detailed narrative of the individual’s or firm understands of the complex elements inherent to this project, along with the proposed approach to successfully complete the tasks identified herein. Additional tasks, efforts, studies not identified herein that would be beneficial in providing a superior product should be identified; as well as any exceptional, value-added features or capabilities the consultant brings to the project. The Plan Approach should also include a discussion on the consultant’s intent and ability to meet the projected timeline.

Sustainability is a fundamental and enduring value of Snohomish County. In complying with this commitment, this project should address any potential means by which to do this programmatically, socially, ecologically, and physically.

- C. Previous Projects / Technical Expertise / References: Provide previous projects successfully completed by the individual or firm(s) including sub consultants within the last five (5) years that have components that are similar in scope to the various elements of this project, including but not limited to: Guiding, coordinating and managing volunteers in construction activities. Teaching and perpetuating the skills associated with timber framing methods of construction. Provide a minimum of three (3) client references that have knowledge of the listed projects with up-to-date contact information including name, title, e-mail address and phone number.

Include the number of years the firm has been in business and any previous or additional names under which the firm has conducted business.

- D. Qualification/Experience of Proposed Project Manager: Provide three (3) examples that demonstrate your proposed Project Manager’s prior experience as a Project Manager on similar projects in size and scope. Include the date of each project; the name of the client/organization for each project; list the project manager’s responsibilities and tasks on each project. Include qualifications & resume for architect & engineers for this project, architecture and engineering work shall be performed by individuals licensed to perform work in Washington State. Provide other license information as applicable for other disciplines.

- E. Qualification/Experience of Key Team Members: Provide a detailed narrative describing strengths and uniqueness of any proposed partnerships. Provide qualifications and experience of key personnel, including sub consultants who will be assigned to this project, and expected role and responsibilities.

Architecture and engineering work shall be performed by individuals licensed to perform work in Washington State. Provide other license information as applicable for other disciplines. It is desirable that the selected team demonstrate that individuals or firms have specialized areas of expertise necessary to complete certain aspects of the scope of work. The Consultant and

sub consultants shall be licensed to perform work in the State of Washington as required for the respective discipline of work they are performing.

- F. “Pro-Forma” Agreement Terms & Conditions:** By this reference, the County’s “Pro Forma” Agreement (Local Agency A&E Professional Services Negotiated Hourly Rate Consultant Agreement) is made a part of this RFQ and will be used as the basis for preparing a final agreement with the successful proposer compliant with applicable law and in the best interests of the County. Proposers are advised to carefully read the “Pro Forma” Agreement as all terms and conditions are mandatory. A copy of the agreement is included as Appendix 1 to this RFQ.
- G. Legal Action:** Disclose any current or recent (within past five years) legal action in progress or taken against the firm or individuals. Disclosures: List all business transactions and relations within the past five years that may create or be perceived to create a conflict of interest.

**H. Non-Disclosure Request**

**8. EVALUATION CRITERIA:** Described in Submittal Requirements, Section 7A. to G.

<b>A.</b>	Transmittal Page with Signature	Y or N
<b>B.</b>	Plan Approach / Project Management (as described in Section 7.B.)	30%
<b>C.</b>	Previous Projects / Technical Expertise / References (as described in Section 7.C.)	20%
<b>D.</b>	Qualifications/Experience of Project Managers (as described in Section 7.D.)	25%
<b>E.</b>	Qualifications/Experience of Key Team Members (as described in Section 7.E.)	25%
<b>F.</b>	Pro-Forma Agreement Acceptance (as described in Section 7.F)	Y or N
<b>G.</b>	Legal Action (as described in Section 7.G.)	Y or N
<b>H.</b>	Non-Disclosure Request	Y or N
	<b>Total</b>	<b>100%</b>

**9. SUBMITTAL EVALUTATION**

- A. The County will evaluate submittals using the criteria set forth in Section 8 of this RFQ.
- B. The County may choose to interview one or more of the proposers or issue Best and Final Offers to the highest rated proposers.
- C. The County reserves the right to award a contract to the single highest rated proposer without proceeding to interviews.

**10. RFQ QUESTIONS/CLARIFICATIONS**

Questions shall be submitted to the Snohomish County Purchasing Division by email to: [purchasing@snoco.org](mailto:purchasing@snoco.org), or by fax (425) 388-3931, not later than 3:00 pm, Wednesday, May 08, 2019. Please reference the RFQ number when submitting questions.

- A. Verbal questions will not be answered. Questions must be in written form, by email. An addendum to this RFQ will be issued by the County Purchasing Division as a result of the questions generated under this competitive solicitation to all plan holders.
- B. A Silent Period is established between the time the County develops the RFQ and the time that the County recommends award of the RFQ. The Silent Period includes the issuance, submittal



receipt, and evaluation of the RFQ. All proposers, consultants, or individuals acting on their behalf are hereby prohibited from contacting or lobbying any County employee, official, or representative regarding this RFQ during the Silent Period other than the Purchasing Division. All communication regarding this RFQ shall be directed to the email or fax defined above. Failure to observe to the Silent Period may disqualify the proposer and/or delay or void the RFQ.

## **11.ADDENDA**

If at any time, the County changes, revises, deletes, clarifies, increases, or otherwise modifies the RFQ, the County will issue a written addendum to the RFQ. Proposer must register for this RFQ to be notified of addendum and new documents on this RFQ. It is the Proposer's responsibility to check for addenda and other new documents on-line.

## **12.PROTEST PROCEDURES**

### **A. Protest.**

In order to be considered, a Protest shall be in writing, addressed to the Purchasing Manager of Snohomish County, and include:

1. Contact information including phone number and email address for the Responder protesting, or the authorized representative of the Responder, the Request for Qualifications (RFQ) Number and Title under which the Protest is submitted;
2. A detailed description of the specific grounds for protest and any supporting documentation.
3. The specific ruling or relief requested.

### **B. Timeliness.**

1. Protests or clarifications based on specifications/scope of work or other terms in the RFQ documents must be received by the County in accordance with the RFQ Questions/Clarification schedule. Please refer to section 10.
2. Protests based on the award recommendation or the award/evaluation process must be received by the County within four business days after notification of intent to award is received or posted. In no event shall a Protest be considered if all submittals are rejected or after award of the RFQ.

### **C. Investigation and Response.**

Upon receipt of a timely written Protest, the Purchasing Manager shall investigate the Protest and shall respond in writing prior to the award of contract.

## **13.INSURANCE REQUIREMENTS AND INDEMNIFICATION**

See section 12 of the Pro Forma Agreement, Attachment 1.

## **14.TITLE VI (FEDERAL) NON-DISCRIMINATION**

Snohomish County assures that no person shall on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964, as amended, and the Civil Rights Restoration Act 1987 (P.L. 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any County sponsored program or activity. Snohomish County further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

## 15. COUNTY NON-DISCRIMINATION

By signing and submitting a response to this RFQ, the proposer (firm or individual) certifies that, in the event it is awarded a contract under this competitive solicitation (i.e., becomes the “successful vendor”), and as of the date of contract award, it shall comply with the “Non-Discrimination Clause” provided below:

Non-discrimination. It is the policy of the County to reject discrimination which denies equal treatment to any individual because of his or her race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability as provided in Washington’s Law against Discrimination, Chapter 49.60 RCW, and the Snohomish County Human Rights Ordinance, Chapter 2.460 SCC. These laws protect against specific forms of discrimination in employment, credit transactions, public accommodation, housing, county facilities and services, and county contracts.

The Vendor shall comply with the substantive requirements of Chapter 2.460 SCC, which are incorporated herein by this reference. Execution of this Agreement constitutes a certification by the Vendor of the Vendor's compliance with the requirements of Chapter 2.460 SCC. If the Vendor is found to have violated this provision, or to have furnished false or misleading information in an investigation or proceeding conducted pursuant to this Agreement or Chapter 2.460 SCC, this Agreement may be subject to a declaration of default and termination at the County's discretion. This provision shall not affect the Vendor's obligations under other federal, state, or local laws against discrimination.

## 16. FEDERAL SUSPENSION AND DEBARMENT CERTIFICATION

Federal Executive Order 12549 prohibits federal, state and local public agencies receiving grant funding from contracting with individuals, organizations, or companies who have been excluded from participating in federal contracts or grants.

The purpose of this certification is for the contractor/vendor to advise Snohomish County, in writing, of any current Federal Suspension and Debarment.

Debarment Certification. By signing and submitting a response to this competitive solicitation, I certify that this firm and its principals are not currently suspended or debarred by any Federal Department or Agency from participating in Federal Funded Contracts.

## **17. PUBLIC DISCLOSURE**

Submittals received by Snohomish County in response to this solicitation become public records and are subject to Chapter 42.56 RCW, the Public Records Act. The proposer should clearly identify in its submittal any specific information that it claims to be confidential or proprietary. If Snohomish County receives a Public Records Act request to view the information so marked in the Responder's submittal and the County determines that it must produce that information in response to the Public Records Act request, its sole obligations shall be to notify the responder (1) of the request and (2) of the date that such information will be released to the requester unless the Proposer obtains a court order to enjoin that disclosure pursuant to RCW 42.56.450. If the Proposer fails to timely obtain a court order enjoining disclosure, Snohomish County will release the requested information on the date specified.

## **18. OTHER PUBLIC AGENCY ORDERS**

The Washington State Interlocal Cooperative Act, RCW 39.34, provides that other governmental agencies may purchase goods or services on this RFQ or contract in accordance with the terms and prices indicated herein if all parties agree. The County does not accept any responsibility or involvement in the purchase orders or contracts issued by other public agencies.

**19. SUBMITTAL PACKET  
RFQ 03-19SB**



**Snohomish County**  
Purchasing Services  
[purchasing@snoco.org](mailto:purchasing@snoco.org)

Proposers shall complete and submit the entire Submittal Packet

**8A. Transmittal Section & Original Signature**

**BIDDERS SHALL COMPLETE AND SIGN THE FORM BELOW**

We acknowledge that all Addenda (      through      ) have been examined as part of the Submittal documents.

Company Name:		
Address:		City/State/Zip Code:
Original Signature:		Authorized Representative / Title (Please Print Name and Title):
E-mail:	Phone:	Fax:

**Please complete the following information:**

Is your firm a:

- |  |                              |                                  |                              |
|--|------------------------------|----------------------------------|------------------------------|
| Women Business Enterprise (WBE)?         | Yes <input type="checkbox"/> | Small Business Enterprise (SBE)? | Yes <input type="checkbox"/> |
| Minority Business Enterprise (MBE)?      | Yes <input type="checkbox"/> | Veteran Owned Business (VOB)?    | Yes <input type="checkbox"/> |
| Disadvantaged Business Enterprise (DBE)? | Yes <input type="checkbox"/> |                                  |                              |

Do you have a certification number? Yes

If yes, please provide certification number and state or entity who issued the number below:

Certification No.:	State or Entity Issued:
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**8B. Plan Approach / Project Management**

Provide a detailed narrative of the individual's or firm's understands of the complex elements inherent to this project, along with the proposed approach to successfully complete the tasks identified herein. Include exception or value-added features or capabilities, include discussion on ability to meet projected timeline. Please include a response specific to sustainability.

**C. Plan Approach / Project Management**

Provide previous projects successfully completed by the individual or firm(s) including sub consultants within the last five (5) years that have components that are similar in scope to the various elements of this project, including but not limited to: Guiding, coordinating and managing volunteers in construction activities. Teaching and perpetuating the skills associated with timber framing methods of construction.

Provide three (3) examples of similar projects in size and scope, completed within the past five (5) years. Briefly describe each project, include the start and completion date of each project, the name of the client/organization, and current contact information for each project.

	Reference One	Reference Two	Reference Three
Client/Organization Name			
Contact Name			

Project Description			
Contact phone			
Contact email			
Start Date			
Completion Date			

**8D. Qualifications/Experience of Proposed Project Manager**

Provide three (3) examples that demonstrate your proposed Project Manager’s prior experience as a Project Manager on similar projects in size and scope. Include the date of each project; the name of the client/organization for each project; list the project manager’s responsibilities and tasks on each project.

Example #1

Example #2

Example #3

**8D. Qualifications/Experience of Key Team Members**

List key team members, team must consist of Architect & Engineer(s) licensed to do business in Washington State, may include other key sub-consultant team members as applicable. Identify role/responsibilities of each key team member on your proposed team.

Identify role/responsibilities of each key team member on your proposed team.

For each proposed key team member, provide three (3) examples of prior relevant projects. Include the start and completion date of each project; the name of the client/organization, and current contact information for each project; and list the team member's roles/responsibilities on each project.

**8F. Ability to Contract**

Proposer shall identify any additional contract provisions to be sought by the proposer and should also identify "Pro Forma" provisions the proposer considers unacceptable and suggest alternate language. If none, please write in "none".

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**8G. Legal Action and Disclosures**

Disclose any current or recent (within past five years) legal action in progress or taken against the firm or individuals. If none, write in "none".

--

List all business transactions and relations within the past five years that may create or be perceived to create a conflict of interest.

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## 8H. Non-Disclosure Request

If you believe any statements or items you submit to the County as part of this submittal/response are exempt from public disclosure under the Washington Public Records Act (PRA), you must identify and list them below. You must very clearly and specifically identify each statement or item, and the specific exemption that applies. If awarded a County contract, the same exemption status will carry forward to the contract records.

The County will not exempt materials from disclosure simply because you mark them with a document header or footer, page stamp, or a generic statement that a document is non-disclosable, exempt, confidential, proprietary, or protected. You may not identify the entire page, unless the entire page is within the exemption scope. Only records properly listed on this Form will be protected and withheld for notice. All other records will be considered fully disclosable upon request.

- I do not request any information be withheld
- I request the following specific information be withheld. I understand that all other information will be considered public information.

For each statement or item you intend to withhold, you must fill out every box below. You should not request an entire page withheld; only request the specific portion subject to the exemption.

<b>Document Page:</b> Specify the <b>page number</b> on which the material is located within your submittal package	<b>Statement:</b> Repeat the text you request to be held as confidential, or attach a redacted version	<b>RCW Exemption:</b> Specify the RCW exemption including the subheading

For this request to be valid, you must specify the RCW provision or other State or Federal law that designates the document as exempt from disclosure. For example, potential RCW exemptions include the following:

1. RCW 42.56.230.3 - Personal information - Taxpayer
2. RCW 42.56.230.4 - Personal information - Credit card numbers and related
3. RCW 42.56.240 - Investigative, law enforcement and crime victims
4. RCW 42.56.250 - Employment and licensing - specify the applicable subheading
5. RCW 42.56.260 - Real estate appraisals
6. RCW 42.56.270 (Items 1- 17) – specify applicable subheading
7. RCW 42.56.420 - Security