



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

# REQUEST FOR QUALIFICATIONS

**RFQ NUMBER:** RFQ-24-001TB

**REQUEST FOR QUALIFICATIONS (RFQ) TITLE:**

**Design Services, New Start Center of Edmonds**

**DUE DATE: 2/1/2024 - not later than 11:00 a.m., Local Time**

**Qualifications are hereby solicited.**  
**Email submittals to [purchasing@snoco.org](mailto:purchasing@snoco.org).**

Snohomish County Purchasing Division  
3000 Rockefeller Avenue, M/S 507  
6<sup>th</sup> floor Robert J Drewel Admin East Bldg  
Everett, WA 98201

Please refer to Section 1 for submittal options.

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## **Pre-submittal Conference:**

*There will not be a pre-submittal conference for this RFQ.*

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## **SCHEDULE**

Month/Day/Year	Event
12/27/2023	Public announcement of Request for Qualifications
1/16/2024	Questions due, in writing, not later than 3:00 p.m. local time
2/1/2024	Submittals due, not later than 11:00 a.m. Local Time
2/6/2024	*Short list and RFQ Second Phase
2/8/2024	*Begin Interviews if applicable
2/14/2024	*Begin Negotiations
2/29/2024	*Execute Contract

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

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# REQUEST FOR QUALIFICATIONS

## RFQ-24-001TB

### 1. SUBMITTAL INSTRUCTIONS

Submittals shall contain all required information as defined herein 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. Responders are fully responsible for any and all costs incurred in the preparation and submittal of their submittals

Electronic submittal via email is preferred. An authorized representative of the responder's firm shall digitally sign the Submittal Packet's first page. For easy identification, please list the RFQ number in the subject line of the email. Electronic submittals shall be emailed to [purchasing@snoco.org](mailto:purchasing@snoco.org).

If you would like to submit a hard copy submittal, the address to hand deliver the submittal or mail via commercial carrier or post office is listed on the front page of this RFQ. An authorized representative of the responder's firm shall provide an original signature in ink on the Submittal Packet's first page. The submittal shall be sealed in an envelope. For easy identification, please list the RFQ number and the responder's company name on the outside of the envelope.

Late submittals will not be accepted and will be returned to the responders unopened if hard copy or deleted if electronic. Submittals will not be accepted at any other county location other than the Snohomish County Purchasing Division.

### 2. PLAN HOLDER REGISTRATION PROCESS

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

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 is seeking a qualified consultant to provide professional services for the remodel of the former America's Best Value Inn (hotel) into a Bridge Housing facility.

### 4. BACKGROUND

Snohomish County has purchased the 54-room hotel located at 22127 Highway 99, Edmonds, WA for the purpose of transitioning individuals from being unhoused to more permanent residences. Snohomish County's Human Services Department is in negotiations with a private operator to run the facility. Snohomish County and OAC Services, Inc. are in the process of completing Planning and Zoning Entitlements for the project. Refer to the Property Condition Assessment Report by Falkin Associates (Attachment B) and the Summary of Salient Facts and Conclusions by Cushman & Wakefield (Attachment C) for information about the property at the time of the purchase.

After the property purchase, the building has gone through a complete methamphetamine decontamination process. During the process, major elements of the building have been removed including but not limited to the HVAC systems, electrical receptacles, lighting switches, light fixtures, cabinetry, etc. The assessment report will be provided to the successful consultant.

Additionally, AOC Services has completed a full building analysis to assess the physical condition of the building. The building analysis report will be provided to the successful consultant after the RFQ selection process is complete. The building analysis will be performed after the decontamination process.

## **5. SCOPE OF SERVICES**

The successful consultant shall provide construction documentation, permitting assistance, bidding assistance, and construction administration services for the project based on the Planning and Zoning Entitlement and Project Programming Documentation. The documents will be provided to the successful consultant after the RFQ selection process is complete. Preliminary schematic floor plans and site plans are attached as Attachment D for reference and are subject to change. The services shall be provided in a manner consistent with the highest standard for care ordinarily provided by those who provide such services for projects of the type, scope, and complexity of the project. The services shall be performed as expeditiously as is consistent with the highest quality professional skill and care and the orderly progress of the project.

Professional services shall include, but not limited to the following:

- **Project Management**
  - Design and engineering construction documentation coordination between all disciplines.
  - Development of the design to completion.
- **Civil Engineering**
  - On-site paving and grading improvements as required by the jurisdiction and Building Analysis Report.
  - On-site improvements as indicated in the Planning and Zoning Entitlement documents.
  - Off-site improvements as required by the jurisdiction and utility companies.
- **Landscape Architecture**
  - Landscape Architecture services shall include but not be limited to the following refinement of the design of the exterior spaces based on the Planning and Zoning Entitlement and Project Program Documents.
- **Architecture**
  - Building envelope repair as indicated as required by the Building Analysis Report.
  - Spatial reconfiguration as indicated by the Planning and Zoning Entitlement and Project Program Documents.
  - Façade improvements for design consistency.
  - Interior improvements for functionality, including but not limited to the following:
    - Design of bathroom cabinetry.
    - Design of kitchenettes including built-in cabinetry and appliance spatial configuration.
    - Common use areas, including but not limited to the lobby and community kitchen.
      - Built-in cabinetry including appliance spatial configurations and furniture spatial configurations.
    - Offices and meeting rooms.

- Circulation spaces.
  - Building utility rooms.
  - Laundry facilities.
- Other interior spaces as listed in the Project Program Documents. Interior design of finish material for all construction surfaces.
- Specification of movable furnishings, linens, residential equipment, etc. for the residential rooms.
- Fencing design based on the Planning and Zoning Entitlement Documents.
- Refuse enclosure design based on the Planning and Zoning Entitlement Documents.
- Design of open-air shelters as indicated in the Planning and Zoning Entitlement Documents.
- **Structural Engineering**
  - shall be completed in support of the site, building, and accessory structure designs and as required by the Building Analysis Report, Planning and Zoning Entitlement, and Project Program Documents.
- **Mechanical Engineering**
  - shall be completed in support of the site, building, and accessory structure designs and as required by the Building Analysis Report, Planning and Zoning Entitlement, and Project Program Documents.
- **Plumbing Engineering**
  - shall be completed in support of the site, building, and accessory structure designs and as required by the Building Analysis Report, Planning and Zoning Entitlement, and Project Program Documents.
- **Electrical Engineering**
  - Including Lighting Design improvements, interior and exterior
  - shall be completed in support of the site, building, and accessory structure designs and as required by the Building Analysis Report, Planning and Zoning Entitlement, and Project Program Documents.
- **Fire Protection Systems Engineering**
  - shall be completed in support of the site, building, and accessory structure designs and as required by the Building Analysis Report, Planning and Zoning Entitlement, and Project Program Documents.
- **Fire Alarm Systems Engineering**
  - shall be completed in support of the site, building, and accessory structure designs and as required by the Building Analysis Report, Planning and Zoning Entitlement, and Project Program Documents.
- **Low Voltage Systems Conceptual Design**
  - Including security camera systems and internet connectivity
  - shall be completed in support of the site, building, and accessory structure designs and as required by the Building Analysis Report, Planning and Zoning Entitlement, and Project Program Documents.
- **Access Control Systems Conceptual Design**
  - shall be completed in support of the site, building, and accessory structure designs and as required by the Building Analysis Report, Planning and Zoning Entitlement, and Project Program Documents.

The construction documents shall be based upon and consistent with the Planning and Zoning Entitlement Documents, Project Program Documents, and Building Analysis Report. The successful team will demonstrate a complete understanding of the project based upon these documents.

The construction documentation shall include drawings and specifications adequate to describe the demolition and construction necessary for the remodeling of the facility for a design-bid-build delivery method. The construction documents shall be adequate for the permitting of the project through all jurisdictions having authority, including but not limited to the building department, fire department, Labor and Industry, trade permits, right-of-way permits, utility companies, etc.

The project permitting assistance shall include but not be limited to assembling and making submittals to the jurisdiction having authority for all required permits, responding to all plan review comments, completing all permitting forms and paperwork, etc. Snohomish County will pay for the plan reviews and permits. Permitting assistance shall include but not be limited to obtaining permit approvals from the building department, fire department, Labor and Industry, trade permits, right-of-way permits, utility companies, etc.

Bidding assistance shall include but not be limited to answering clarifications during the bidding process, participating in the pre-bid site meeting, and attending the bid-opening.

Construction administration shall include but not be limited to answering clarifications, writing, and issuing ASIs, attending construction meetings, performing construction observations, reviewing construction change order requests, reviewing construction payment applications, reviewing shop drawings, reviewing construction material submittals, attending and documenting the punch list, advising the owner on the construction schedule, etc.

#### **PROPOSED CONTRACT SCHEDULE:**

<b>DATE</b>	<b>ACTIVITY</b>
February 2024	Award Contract – Begin work
February 2024 – June 2024	Construction Documentation
June 2024 – August 2024	Permitting
August 2024 – October 2024	Bidding for Construction
November 2024 – April 2025	Construction

#### **6. CONTRACT LENGTH**

The contract term will be effective upon the date of contract execution for two (2) years with the option to renew for one (1) additional one-year terms subject to the “Time of Performance” and the “Termination” provisions of the County’s “Pro Forma” Agreement. Contract prices shall remain firm fixed during the contract term.

## 7. SUBMITTAL REQUIREMENTS

The attached Submittal Packet, Attachment A, contains the RFQ submittal requirements organized in the format outlined in Section 8. Submittals shall be submitted using the Submittal Packet provided herein.

## 8. EVALUATION CRITERIA: Described in Submittal Requirements, Section 8A. to J.

<b>A.</b>	Transmittal Page	Y or N
<b>B.</b>	Plan Approach	25%
<b>C.</b>	Previous Experience / References	25%
<b>D.</b>	Team Organization and Technical Expertise	20%
<b>E.</b>	Adhere to Submittal Requirements	5%
<b>F.</b>	Sustainability	5%
<b>G.</b>	ARPA Contract	Y or N
<b>H.</b>	Legal Action	Y or N
<b>I.</b>	Conflict of Interest	Y or N
<b>J.</b>	Non Disclosure Request	Y or N
	<b>Total</b>	<b>100%</b>

## 9. SUBMITTAL EVALUATION

- A. The County will evaluate submittals using the criteria set forth in Section 7 & 8 of this RFQ. The County reserves the right to contact respondents for clarification of items included in the submittal as needed.
- B. The County may elect to interview all of the responders or only those responders who have achieved scores within the competitive range during the evaluations. Firms selected for the interview process will be required, at their own expense, to give a presentation and/or answer interview questions.
- C. The County will rate and score interviews based on pre-determined questions and criteria. One or more of the highest ranking firms based upon the interview criteria will be deemed the "Most Qualified". The most qualified firm(s) and/or individual(s) selected will then be notified for purposes of negotiating a mutually acceptable contract.
- D. The County will attempt to negotiate a Professional Services Agreement with the most qualified firms/individual at rates of compensation that are fair and reasonable and mutually acceptable. Negotiation of an agreement shall be in conformance with applicable federal, state and local laws, regulations and procedures.
- E. In the event negotiations are not successful with the highest ranked firm, the County reserves the right to end negotiations and contact the next highest ranked firm.
- F. The County reserves the right to forego interviews and enter into negotiations with the most qualified firm/individual when deemed to be in the County's best interests.

## 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 online via the purchasing portal, **not later than the date and time referenced in the Schedule on the front page**. If submitting email questions, please list the RFQ number in the email subject line when submitting questions.

- A. Verbal questions will not be answered. Questions must be in written form, by email or online. 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 responders, 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 above. Failure to observe to the Silent Period may disqualify the responder 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. Responder must register for this RFQ to be notified of addendum and new documents on this RFQ. It is the responder's responsibility to check for addenda and other new documents on-line.

## **12.SUBMITTAL EFFECTIVE DATE**

The submittals shall remain in effect for 180 days after the RFQ due date, unless extended by mutual agreement between the County and the applicable responders.

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

See "Pro Forma" Agreement Attachment E.

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

Snohomish County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award

## **15.COUNTY NON-DISCRIMINATION**

By signing and submitting a response to this RFQ, the submitter (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 responder 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 Responder obtains a court order to enjoin that disclosure pursuant to RCW 42.56.450. If the Responder 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. SUPPLEMENTAL INFORMATION**

Intentionally blank.