

# **Request for Qualifications (RFQ) Architectural Design, Engineering, Space Planning, and Construction Management Services**

August 2, 2022



**City of Ferndale  
Request for Qualifications (RFQ)**

## **Project Description:**

The City of Ferndale is requesting Statements of Qualifications (SOQs) from qualified architectural and engineering firms to assist in space planning, design, and construction services for Ferndale City Hall Campus ("City Hall").

The project is described in the five phases below:

### **Phase I – Planning**

1. Review and perform a facility space audit and space needs analysis for a combined City Hall, Court, and Council Chambers to be constructed between the current City Hall and Ferndale Library.
2. Assessment should consider the City's current and anticipated staffing levels, space utilization, site security considerations, office needs, ADA compliance, and service delivery locations.
3. Verify site suitability and factors that may influence constructability and costs.
4. Develop conceptual designs, drawings, and cost estimates.

### **Phase II – Design**

1. Produce plans, specifications, cost estimates and timelines necessary for construction.
2. Coordination with the Mayor, City Administrator's Office, Public Works, Finance, Court, and Police teams as well as the City's IT contractor to evaluate the HVAC, electrical, security, telecommunications systems, and other logistics deemed necessary.
3. Ensure the necessary approvals and permits for design and construction are obtained when applicable.

### **Phase III – Bid**

1. Once authorized, provide Bid services including but not limited to bid document administration, pre-bid meeting, responding to requests for information, issuing addendum, review of bids and recommendation to award.

### **Phase IV – Construction**

1. Once authorized, provide full Construction Management services including but not limited to contract administration, review of submittals and requests for information, review and or generation of change orders, review of pay applications, inspection and construction observation, commissioning, and project closeout including as-built drawings.

### **Phase V – Remodel**

1. Following completion of City Hall construction, a separate phase may be authorized to provide services for the remodel of the existing City Hall facility to provide space for community non-profit organizations. Scope for this phase will be determined at a later date and may include full construction phase services as well as design.

## **Project Background:**

Ferndale is a rapidly growing city with a current population of approximately 15,000. The City was originally incorporated in 1907 and later saw substantial growth in the 1950's associated with the petrochemical industry and Intalco aluminum smelter located just west of city limits. Currently the City is experiencing extremely high demand for housing with substantial single and multifamily development occurring citywide.

Ferndale has traditionally relied on remodeling of existing structures to provide municipal services, improving buildings as the City's needs have grown. While this approach has historically served the City's needs the City now desires to construct a purpose built facility to provide and enhance municipal services provided to the community.

As a result of the City's reliance on improving existing facilities the City currently operates with major departments split between three locations:

### **Ferndale City Hall – 2095 Main Street**

City Hall was originally constructed in the 1980s as a bank and has seen significant modifications while in City ownership. City Hall houses several departments and services including:

- Mayor's office
- Public Works Administration
- Community Development and Building (including permit counter)
- Communications
- City Clerk and Human Resources
- City Administrator's Office
- Finance (including utility payment counter)
- Storage

### **Ferndale City Hall Annex – 5694 Second Avenue**

Originally constructed in 1955 to house the Fire Department, the facility has seen a number of uses including City Hall and Police Station. The facility has been renovated several times throughout its history, most recently being renovated to provide increased security for Court operations. Following construction of the new City Hall campus a separate phase may be authorized to do limited remodeling to provide safe file storage and archiving of City files. City Hall Annex currently houses:

- Courtroom operations
- City Council Chambers
- Community non-profit partners
- Domestic Violence services
- City file storage

### **Ferndale Police Department – 2220 Main Street**

Originally constructed as the Ferndale Library in 1991 the facility underwent extensive renovations and addition in 2011 to house the Police Department and Ferndale Municipal Court staff. The facility currently supports:

- Police Department
- Ferndale Court Staff
- Probation

The envisioned new City Hall facility will include adequate office space for current and future City needs and will house Council Chambers and Council office space, Administration, Public Works Administration, Courts, including courtroom, offices, and ancillary space (i.e., prisoner transport facilities, jury room, etc.), Probation, Community Development / Building, Finance, City Clerk and Human Resources, and file storage.

### **Site Considerations:**

The City currently owns approximately three acres of land located on the south side of Main Street just west of the intersection of Fourth and Main streets which houses the current City Hall, Ferndale Library, Parking, and an unused structure known as the “Pizza Annex”. This project is intended to demolish the Pizza Annex and construct a new City Hall in that location. The project is located within the floodplain and will need to be designed in compliance with all floodplain regulations. The successful consultant team must be proficient in navigating floodplain regulations and considerations.

### **Project Timeline:**

Time is of the essence in completing this project and the City is seeking a firm that has availability to start work immediately. The City anticipates utilizing initial work product and cost projections during the 2023 Washington State Legislative session (January – March 2023) in order to secure additional funding for the construction of this project, as part of the Washington State biannual budget.

### **Statement of Qualifications:**

Interested firms are requested to submit a Statement of Qualifications (SOQ) for the work. The SOQ shall include the following information:

1. Letter of Introduction and Project Understanding: Indicate interest in this project and working for the City, and any other information that would assist the City in making its selection, including why your firm is the best qualified to meet the needs of Ferndale and this project. Please also include information on your team’s approach and capacity to work on an accelerated project timeline. Provide a statement to the effect that the respondent understands and agrees to obtain a City of Ferndale business license if selected. A principal or officer of the

firm authorized to execute contracts or other similar documents on the firm's behalf must sign the letter.

2. Company Profile and Experience: Provide a brief history of the firm, including the firm size, areas of expertise, and any other pertinent information applicable to this project. Provide evidence of relevant experience in development and implementation of space planning and architectural design. Provide a list (three to five) of similar projects completed by the firm or team within the last five (5) years, with brief descriptions that demonstrate the firm's/team's ability to complete projects of this type.
3. Project Team and Key Personnel: Identify key staff (including sub-consultants as appropriate) who will be involved in the project, including their assigned roles, a brief description of their background and relevant experience. Please confirm that assigned staff have capacity to work on an accelerated project schedule.
4. References: Provide three references (maximum) for whom your firm has performed similar work within the last five years. Include contact name, current telephone number, and current email for all references. Include two additional references (maximum) for each sub-consultant, as appropriate.

**Evaluation and Award:**

SOQs will be reviewed and ranked by a City selection team. Depending on the submittals received, firms may be invited to participate in a follow-up interview. It is anticipated that a consultant will be selected from this process and a contract will be negotiated with work to begin immediately.

**Submittal:**

Submit SOQs electronically to [kevinrenz@cityofferndale.org](mailto:kevinrenz@cityofferndale.org) no later than **4:30 p.m. on October 21, 2022**. All submittals shall be clearly titled: "STATEMENT OF QUALIFICATIONS – ARCHITECTURAL DESIGN AND SPACE PLANNING SERVICES".

**City Contact:**

Questions regarding the project may be directed to:

Kevin Renz, Public Works Director  
[kevinrenz@cityofferndale.org](mailto:kevinrenz@cityofferndale.org)  
(360) 685-2376

The City of Ferndale, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.