

**CITY OF KALAMA  
REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL SERVICES**

**Proposal Due Date: April 13, 2016**

The City of Kalama (CITY) invites proposals for the services of a registered architect and their team (hereafter referred to as architect) to assist the CITY in completing the repair and renovation of the building at 320 N. First Street for the expansion of the Kalama Library. The selected Architect will also assist the CITY in developing a design (possibly including site selection) for a permanent location for the City of Kalama Police Department. For a copy of the RFP package, access the City Web Site ([www.cityofkalama.com](http://www.cityofkalama.com)) or phone Clerk/Treasurer Coni McMaster at 360-673-4561 or e-mail [cityclerk@kalama.com](mailto:cityclerk@kalama.com). Proposals are due to the City Clerk's Office by 2:00 p.m. on April 13, 2016.

**Delivery:** Proposals may be mailed or hand-delivered to the City of Kalama, City Clerk/Treasurer, PO Box 1007, 195 N. First St. Kalama, WA 98625.

**Project Background:**

**Library:**

The CITY has moved the Finance and Administration offices to a new location thereby freeing up the City Hall space at 320 N. First. The Library has space currently located in the south half of the same building and the plan has been to renovate the City Hall space to expand the Library. In December 2015, Kalama experienced a flood event which left from 7 to 11 inches of contaminated water in the building. The building has since been sanitized and walls removed to address the flood damages. The CITY is now seeking to have the building repaired and redesigned to meet the needs of an expanded Library and keeping the Council Chambers at that location.

**Police Station:**

The previous location for the Kalama Police Department was a modular building located on leased property and permitted as a conditional use in the C-1 Commercial District downtown. This location was inundated with floodwater during the December 8<sup>th</sup> disaster event. The current conditional use permit expires October 24 2016. The CITY has determined this site to be unsuitable at its current elevation to serve as an emergency operations center. The CITY is not inclined to make further improvements to the site to raise the structure at least 48 inches as the CITY does not own the site. For these reasons the CITY does not intend to seek an extension for the conditional use of the structure. The Police Department has been temporarily relocated to the west side of the Community Building. The temporary location is cramped but serviceable.

**Project Description:**

**Library:**

The project will be to design the expansion of the Library into the rest of the building and complete repairs from the flood damages and provide construction drawings to be used for bid submittal. The Library stakeholders have had a design specialist give them some preliminary design information on the layout and best function of the spaces available. The architect will need to be able to work with the CITY and stakeholders in the design process while moving the project forward in a timely fashion. Architect will perform construction/project management as part of their responsibilities.

**Police Station:**

The management team has identified some potential sites for a new Police Station some of which the CITY currently owns. The Architect will need to provide a basic “Needs Assessment” for the Police Department as well as a site analysis of the sites currently owned by the CITY. Based on the specified site, the Architect will develop designs which result in bid documents. The Architect can expect to facilitate the bid and assist with the selection of the construction contractor. The Architect will also provide construction/project management. The architect may be asked to identify alternate funding options for the development of the project.

**RFQ Submittals:** Interested architects should respond in writing and adhere to the outline provided. Submittals not adhering to the outline or failure to provide the items listed under each heading may result in low evaluation scores. Proposals in excess of **10 text pages** may not be reviewed (the cover, cover letter and table of contents are not included in the page count). Please include the following information:

**1. Firm Overview:**

Name, address, phone number, website and e-mail for firm. Brief history of firm including length of time firm has been in business as presently organized.

**2. Experience:**

List of projects that are similar in scope to the projects listed in this request. Please provide recent references for these projects, preferably public projects completed through construction, and include the following:

Project Name

Owner Name, address, phone number and email

Size of project (square footage)

Estimated cost of construction

Actual cost of construction (if available)

Date of completion

List of previous experience working to identify funding options, including private sector lease for municipal tenants.

Describe your past performance relative to achieving cost and schedule goals. Describe your previous experience in working with public boards/committees and the general public.

**3. Project Team:**

Describe the project team, including any Architect you will use, and provide resumes of key members stating their role on this project, experience and qualifications. Indicate your firm's ability to adequately staff this project

**4. Approach and Understanding:**

Discuss your building re-design philosophy and outline your basic approach to the project. Include in your response examples that show your team understands the unique design needs for these specialized facilities and how you have used innovative solutions to meet the specific needs for each type of project through superior design as opposed to increases in construction cost.

**Address submittals to:**

**City of Kalama  
City Clerk  
PO Box 1007/195 N. First Street  
Kalama, WA 98625**

**All materials including Three (3) copies of response must be received by 2:00 p.m. local time on April 13, 2016.**

| Questions regarding the project should be addressed to:

Adam Smee  
PO Box 1007  
Kalama, WA 98625  
(360) 673-3265  
[asmee@kalama.com](mailto:asmee@kalama.com)

**SELECTION:** The CITY and an advisory committee will review the submittals. The CITY may create a short list of architects. The CITY intends to make a selection based on Qualifications; if necessary we will hold interviews. Ideally the CITY of Kalama will select one architect for both projects and work will begin as soon as appropriate documents are signed. The successful architect will be required to negotiate and execute a written agreement satisfactory to the CITY.

**ADMINISTRATIVE INFORMATION:**

1. Minority-owned and Women-owned Business Enterprises: CITY strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged business enterprises, and small businesses to respond to this RFQ, to participate as partners, or to participate in other business activity in response to this RFQ.

2. **Basic Eligibility:** Any successful Architect must be licensed to do business in the State of Washington and must have a state Unified Business Identifier (UBI) number. In addition, the successful Architect must not be debarred, suspended, or otherwise ineligible to contract with the CITY, and must not be included on the General Services Administration's List of Parties Excluded from Federal Procurement and No Procurement Programs or the Department of Housing and Urban Development's Limited Denial of Participation list.

3. **Payment Requirements:** Firms should be aware that the CITY will only make payments on Work Orders after the work being billed has been completed, and will pay reimbursable expenses to the firm only upon receipt of an invoice for the reimbursable expenses. No advance payments will be made to the firm; who must have the capacity to meet all project expenses in advance of payments by the CITY.

4. **Approval of Sub-Architects:** The CITY retains the right of final approval of any sub-Architect of the selected firm who must inform all sub-Architects of this provision.

5. **Documents Produced:** All construction drawings, reports, specifications, and other documents produced under contract to the CITY must be submitted to CITY in both hard copy and a digital format that meets CITY's requirements, using Microsoft Office or AutoCAD products. All documents and products created by the firm and their sub-Architects shall become the exclusive property of the CITY of Kalama. The CITY respects the confidentiality of the information provided in the statements of qualifications. However, the Statements of Qualifications may be subject to freedom of information requirements.

**General Insurance Requirements:**

1. Prior to undertaking any work under this Contract, the Architect shall procure and maintain continuously for the duration of this Contract or associated Work Orders, at no expense to the CITY, insurance coverage as specified below, in connection with the performance of the work of this Contract by the Architect, its agents, representatives, employees and/or subcontractors.

2. The Architect's insurance shall be primary as respects CITY, and any other insurance maintained by CITY shall be excess and not contributing insurance with the Architect's insurance.

3. Except with respect to the limits of insurance, and any rights or duties specifically assigned to the first named insured, the Architect's Commercial General Liability and Commercial Automobile Liability insurance coverage shall apply as if each named insured were the only named insured, and separately to each insured against whom claim is made or suit is brought.

4. Failure of the Architect to fully comply with the insurance requirements of this Contract will be considered a material breach of contract and, at the option of CITY, will be cause for such action as may be available to CITY under other provisions of this Contract or otherwise in law, including immediate termination of the Contract.

5. **Required Insurance Coverage:** The following are the types and amounts of insurance coverage that must be maintained by the Architect during the term of this Contract. The CITY reserves the

right to increase or otherwise change insurance requirements in accordance with the scope of work of any Work Order to this Contract. The Architect must provide acceptable evidence of such coverage prior to beginning work under this Contract or associated Work Orders.

a. Commercial General Liability Insurance. A policy of Commercial General Liability insurance including bodily injury, property damage, and products/completed operations, written on an occurrence form, with the following minimum coverage: \$1,000,000 each occurrence/aggregate Coverage shall extend to cover the use of all equipment on the site or sites of the work of this Contract.

b. Employers Liability or Washington Stop Gap Liability. A policy of Employers Liability or a Washington Stop Gap Liability insurance endorsement with the following minimum coverage: \$1,000,000 each accident

c. Commercial Automobile Liability Insurance. A policy of Commercial Automobile Liability Insurance, including coverage for owned, non-owned, leased or hired vehicles written on an insurance industry standard form (CA 00 01) or equivalent, with the following minimum coverage: \$1,000,000 combined single limit coverage

d. Professional Liability Insurance: A policy of Errors and Omissions Liability Insurance appropriate to the Architect's profession. Coverage should be for a professional error, act, or omission arising out of the scope of work as described in this RFQ to a Work Order, with the following minimum coverage: \$1,000,000 per Claim/Aggregate.

If the Professional Liability Insurance policy is written on claims made form, the Architect warrants continuation of coverage, either through policy renewals or the purchase of an extended reporting period (tail) for a minimum of three years from the date of completion of the work authorized by the Contract. In the event that the Architect is authorized to engage subcontractors, each subcontractor shall provide evidence of separate professional liability coverage equal to the levels specified above, unless CITY waives such requirement in writing.

e. Workers Compensation. The Architect shall secure its liability for industrial injury to its employees in accordance with the provisions of Title 51 of the Revised Code of Washington (RCW). If the Architect is qualified as a self-insurer in accordance with Chapter 51.14 RCW, the Architect shall so certify by a letter signed by a corporate officer, indicating that it is a qualified self-insured, and setting forth the limits of any policy of excess insurance covering its employees, or any similar coverage required.

f. Additional Insured Endorsement: The CITY of Kalama must be named as an Additional Insured on a primary and non-contributory basis on all Commercial General Liability policies of the Architect. A policy endorsement (form CG20 10 B or equivalent) must be provided to CITY as evidence of additional insured coverage.