

**REQUEST FOR QUALIFICATIONS  
CITY OF KALAMA  
CITY HALL RENOVATIONS/SPACE IMPROVEMENT DESIGN**

This Request for Qualifications (“RFQ”) from City of Kalama (the “City” or “Kalama”) invites the submittal of a Statement of Qualifications (“SOQ”) from professional architect or design firms interested in providing consulting services for Design – Space Management for improvements to the Kalama City Hall building at 195 N. First Street as outlined below. By submitting a Statement of Qualifications (“SOQ”), the Proposer represents that it has carefully read the terms and conditions of this RFQ, and all attachments and addenda, and agrees to be bound by them. Proposers shall submit the SOQ to City Clerk at City of Kalama City Hall (195 N. First Street, PO Box 1007, Kalama, WA 98625) before 2:00 p.m., May 31, 2023.

**OVERVIEW OF PROJECT**

Kalama City Hall was formally a bank and, while functional, the design of the workspace is not optimal for the staff to perform duties in an efficient manner, nor is there room for additional staff as the City grows. The project will include the evaluation of the current first floor space to design a more efficient operating space which would allow for the addition of 2-3 more staff members in the future. Currently, private office space is limited, and the majority of the staff work in a communal “Bull Pen”. While this arrangement is customer service oriented it does not provide staff with private workspace for uninterrupted time to focus on projects.

**Basic Requirements**

- Evaluate the current work site
- Work with current staff to assess the staff needs
- Design should include ergonomic features and recommendations to address safety
- Customer Service Counter and Public Lobby Area will need to be designed to maximize staff work area while providing a welcoming space for the public
- Casework for historical displays should be uniform, efficient, and secure
- Provide design and recommendations to accommodate future staffing needs and services
- Provide a final plan design (documents ready for bid) for first floor tenant improvements and exterior lighting including a cost estimate

**RFQ SUBMITTALS:**

Interested architecture or design firms 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 leases 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 May 31, 2023.

Questions regarding the project should be addressed to:

Adam Smee

PO Box 1007/195 N. First Street

Kalama, WA 98625

(360) 673-3265

asmee@cityofkalama.com

## **SELECTION:**

The CITY and an advisory committee will review the submittals. The CITY may create a short list of architecture or design firms. The CITY intends to select based on Qualifications; if necessary, we will hold interviews. 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.