

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON**

IN THE MATTER OF:

RESOLUTION NO. 23-081

ISSUE A REQUEST FOR QUALIFICATIONS FOR
ARCHITECTURAL SERVICES RELATED TO A
NIGHT-BY-NIGHT SHELTER

WHEREAS, via a separate Request for Proposals issued Feb. 14, 2023, via Resolution 23-061, the County is currently seeking a provider to help design an interim and final shelter program; and

WHEREAS, architectural services are a helpful tool for the shelter program's design, especially the final design which may involve substantial renovation of the building and site; and

WHEREAS, retaining an architect to provide technical assistance during the collaborative design process will maximize the benefit of those services; and

WHEREAS, the Department of Commerce will fund an architectural consultant through programmatic and schematic design as part of a Rural Technical Assistance grant obtained by the County; and

WHEREAS, it is prudent to include the entire potential scope of the project, through final shelter design and construction, in the competitive process so that the County has the future option to retain the same architecture firm for the whole project if it decides to go forward with it.

NOW THEREFORE BE IT RESOLVED that the Request for Qualifications, concerning for architectural consulting services related to a Night-by-Night Shelter, is in the public interest and shall issue. The Clerk of the Board shall take all necessary and advisable steps to disseminate and publish the information.

DONE IN OPEN SESSION this 7th day of March, 2023.

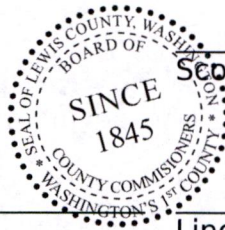
APPROVED AS TO FORM:
Jonathan Meyer, Prosecuting Attorney

BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON

Robert Bradley
By: Robert Bradley,
Deputy Prosecuting Attorney

Absent
Sean D. Swope, Chair

ATTEST:



Scott J. Brummer
Scott J. Brummer, Vice Chair

Rieva Lester
Rieva Lester,
Clerk of the Lewis County Board of
County Commissioners

Lindsey R. Pollock, DVM
Lindsey R. Pollock, DVM, Commissioner

REQUEST FOR QUALIFICATIONS

ARCHITECTURAL AND ENGINEERING CONSULTING SERVICES

NIGHT-BY-NIGHT SHELTER LEWIS COUNTY, WASHINGTON



REQUESTED BY:

LEWIS COUNTY PUBLIC HEALTH & SOCIAL SERVICES
360 NW NORTH STREET CHEHALIS, WASHINGTON 98532
360-740-1235

**Statements of Qualifications are to be submitted via email to
Eric.Eisenberg@lewiscountywa.gov by March 28, 2023 at 5PM.
Proposals received after that time will not be considered.**

REQUEST FOR QUALIFICATIONS

ARCHITECTURAL AND ENGINEERING SERVICES CAPITAL FACILITIES PLAN PROJECTS LEWIS COUNTY, WASHINGTON

Lewis County is seeking qualified consultants to assist with the development of an Architectural and Engineering Plan for an office building owned by Lewis County, which is to be newly repurposed into a permanent emergency housing shelter.

A. PROJECT BACKGROUND.

Lewis County has designated a soon-to-be-vacated county office building at 2025 NE Kresky Ave, Chehalis, WA as the site for a new, permanent night-by-night or 24-hour shelter for people experiencing homelessness. The shelter will serve not only as emergency housing, but also as an entrance and propulsion point into the pipeline for housing and supportive services, to help clients step up into more permanent housing and improved, more self-sufficient lives.

Separate from this RFQ, Lewis County has a concurrently open RFP for housing service providers related to the shelter's program design and operations. The winning provider will engage in a collaborative design process with county staff, technical consultants, and a citizen advisory committee to design an interim and final program for the site. The interim program should start as soon as possible, with only minor reconfiguration of the building and site. The final program should be efficient and effective for homeless housing services, and may involve substantial renovation of the building and site.

This Request for Qualifications seeks a consultant who, through the scope of work below, will participate in the process above and facilitate the resulting program.

B. PROPOSED SCOPE OF WORK AND TENTATIVE SCHEDULE

This scope of work and timeline represents staff's current understanding of the project. Both the scope and timeline are subject to change depending on funding opportunities, development milestones, or other reasons that may arise, in Lewis County's sole discretion.

Technical Assistance in Collaborative Program Design – May-June 2023

The consultant will participate in the collaborative design process through the lens of building and site configuration or renovation, providing technical expertise, cost estimates, and concept-level architectural work.

Programmatic/Schematic Design for Interim and Final Shelter – June-Aug. 2023

After the interim and final program designs are finalized, the consultant will facilitate those programs through further concept-level, programmatic, or schematic designs as necessary.

Construction Documents – June-July 2023 (Interim); Dec. 2023-Feb. 2024 (Final)

This Phase will produce Construction Documents, including but not limited to Architectural and Engineered drawings, civil and site planning, specifications, engineers estimate and contract documents.

Bidding and Construction – March-April 2024

Consultant will assist the County during the bidding process by: assisting in the creation of bid documents, receiving and answering clarification and substitution requests, creating and issuing addenda to the bid request, reviewing bids, etc. and permitting.

In the construction phase, the consultant will assist with project management, hold construction meetings, submittals, review and answer Requests for Information, create Change Order requests for approval, review Change orders and make recommendations to County, provide progress reports and inspections, advise on special inspections and assist with project closeout, including but not limited to: commissioning, punch list and other inspections, final reports and as-built documents.

C. STATEMENT OF QUALIFICATIONS AND PROPOSAL REQUIREMENTS.

Demonstrated Experience. The selection team will be looking for demonstrated experience in areas assisting governments in:

- Emergency Shelter design and construction, including experience working with diverse populations at risk of homelessness
- Creating achievable goals based upon priority and financial limitations
- Public building security
- Workplace / living space ergonomics and social services integration
- Identifying and estimating costs for public or community facility construction
- Public housing funding requirements, such as for HOME, CDBG, or HTF grants

Qualifications of the Consultant.

A qualified consultant must be a going concern with relevant experience of not less than three (3) years' actual experience in architectural and engineering planning and design for local governments or emergency housing providers. The consultant must be licensed or have staff licensed as Professional Engineers and/or Professional Architects and authorized to do business in the State of Washington and Lewis County. Preference may be given for minority- or woman-owned business enterprises. Finally, the consultant must have the facilities, equipment, and personnel necessary to perform the services herein within the tentative schedule above.

Proposal Forms to be submitted.

The Statement of Qualifications should be submitted in five (5) sections.

Section 1 should contain the consultant's name, address, phone number and email address.

Section 2 should describe the consultant's **Demonstrated Experience** as set forth above.

Section 3 should discuss how that experience will enable the consultant to provide the best services available for the scope of work identified herein.

Section 4 should contain all information requested in the above paragraph entitled **Qualifications of the Consultant**. If not identified in sections 2 or 3 previously, section 4 should also identify the personnel who will be designated to work on this project, with their qualifications.

Section 5 should list three references that have used the consultant's services in the past four years. The list shall include the reference's name, address, phone number, point of contact, and the project.

Section 6 should include the consultant's fee schedule or other cost proposal for the work. Consultants should separate out their proposed fees for each of the following phases:

- Technical Assistance in Collaborative Program Design
- Programmatic and Schematic Design for Interim and Final Shelter
- Preparing Construction Documents
- Bidding and Construction Administration

In the event that the consultant's fee proposal is not a fixed fee for one or more of these phases, please detail the methodology for determining the fee.

Submission, Schedule, and Selection Process.

Email Statements of Qualifications to Eric.Eisenberg@lewiscountywa.gov by March 28, 2023 at 5PM. Proposals received after that time will not be considered.

A team of County officials and citizens will review the proposals and may select a certain number of applicants to interview. Upon completion of any interviews, the team will make a recommendation to the Board of County Commissioners, who will award the contract in open session.

Scoring for the proposals will be as follows:

- | | |
|--|-----|
| • Quality and completeness of the proposal | 5% |
| • Demonstrated experience | 20% |
| • Ability to perform scope of work | 25% |
| • Qualifications | 10% |
| • References | 15% |
| • Cost proposal | 25% |

D. RIGHTS AND OPTIONS OF THE COUNTY

The County may, in any combination:

- Decline to award the contract, or award a contract consisting of less than the full scope of work.
- Award the contract for one or more phases, reserving to Lewis County the option, in its sole discretion, to extend or negotiate for the additional phases.
- Award more than one contract, under such respective terms and conditions as may be tendered by the County and compliance with bidding laws.
- Request that further information be presented by the applicant within a specified time period in order to complete evaluations.

Draft Proposal for Shelter Design/Operations RFP Selection & Collaborative Program Design Process

1. Release of RFP - February 14, 2023

- a. Staff figure out who should be on selection committee and pre-set times when presentations may occur in the week of April 3-7, asking selection committee members to hold or clear those times.
- b. Also need to pre-set a meeting of the selection committee on April 7, April 10, or April 11 to decide on a recommendation and reporter to the BOCC.
- c. Selection committee proposal: Meja Handlen, Justia Madrigal, Eric Eisenberg, Becky Butler, a DPA, maybe Steve Wohld?, maybe Amber Smith, and however many of the 3 advisory committee members can dedicate the time to take part

Commented [EE1]: Sarah and Ginger: Becky Butler is the county's Budget Manager. Steve Wohld is Chief of Internal Services, which includes Facilities for building maintenance and Capital Projects for building acquisition, construction, or improvements. Amber Smith is the Risk and HR manager.

2. Discuss Selection Process with BOCC - week of March 6

- a. Propose refined version of this protocol and who is on selection committee
- b. Make clear BOCC can review proposals ahead of time and pass questions to selection committee
- c. Selection committee scores proposals, hears presentations, and reports recommendations to BOCC
- d. BOCC makes final selection by resolution
- e. We are selecting a collaborator to design and execute the program, not merely a contractor to carry out a program of their own design.

3. Draft Collaborative Program Design contract generated – week of March 6

- a. The initial contract starting May 1 will be for collaboratively designing the interim and final program for the shelter, with the provider, the county, the RTA consultants, and citizen advisory committee members. This initial work will *not* include operating the shelter, which will happen later and be subject to either an amended contract or a second contract. This initial contract should be for a monetary amount under the PH&SS Director's signing authority.
- b. Eric and Justia vet this contract with a DPA and then the BOCC.
- c. When the sample contract is ready, it should be posted on the RFP page and it should be provided to any applicant who submits a proposal.

4. Proposals come in - sporadically in March 2023

- a. Tailor Arrington and/or Eric Eisenberg review each proposal as it comes in for completeness.
 - i. If not complete, applicant is notified of missing materials and reminded of March 28 deadline.
 - ii. If complete:
 1. proposal is placed in central FTP location accessible to selection committee and BOCC;
 2. Selection committee and BOCC are notified of its availability for review;
 3. Tailor works with applicant to schedule them for one of the pre-set presentation times.
 4. Tailor gives the applicant the sample, initial contract re: collaborative program design for their information.
- b. Selection committee asked to review and score proposals on their own time as they come in, in preparation for presentations. This is tentative scoring and can be changed after the presentations.
- c. BOCC members may look at, or even score the proposals if they like, as they come in, to keep abreast of the process.

5. Project proposals due - March 28, 2023

- a. Tailor sends selection Committee a list of all complete applications received, and the times they are scheduled for presentations, with a link to where the proposals can be found on the FTP site
- b. Tailor forwards to BOCC for their information, with a reminder that they can access the proposals if they want, and that the selection committee recommendation will be forthcoming on April 12.

6. Presentations - April 3-7, 2023

- a. Selection committee hears presentations at pre-set times. Committee members should have tentatively scored the proposal before the presentation, as prep for it, and then can finally score the proposal afterwards.

7. Selection Committee Final Meeting - April 7, 10, or 11

- a. Selection committee meets at pre-set time to pick its recommended

application, decide who will orally report and make recommendation to BOCC on April 12, and agree on contents of report. Committee members should have finally scored all proposals before this meeting.

8. Report to BOCC / draft resolution - April 12

- a. Designated selection committee member reports to BOCC as decided by the selection committee.
- b. BOCC deliberates and tentatively selects provider
- c. BOCC has a draft resolution before it; based on tentative recommendation, BOCC directs staff to finalize it for passage on April 18.

9. BOCC Selection/Approval - April 18

- a. BOCC passes resolution selecting provider and directing PH&SS to attempt to contract with them.

10. PH&SS enters into initial Collaborative Program Design contract with provider - April 18-May 1

- a. This short period is feasible because the initial contract is much simpler than the contract for actually operating the shelter. It is just a contract to engage in collaborative program design for the interim and final shelter programs. I.e., meetings with the provider, RTA consultants, county staff, and citizens.
- b. Also, the provider should have received the sample contract previously.

11. Collaborative design process begins - May 1

- a. Propose Eric, Meja, Justia, and a DPA as county staff in the design process, along with provider, RTA, and citizens.
- b. Can use the applicant's proposal (and ideas from other proposals) as a springboard to this process.
- c. The Collaborative program design process should be about generating *ideas* for how the program should work---what funding and where it comes from, what services and at a high level how they are offered, what outcomes and metrics will be used, and how compensation will be structured to reward those outcomes and create accountability.
- d. Meja or Eric will update the BOCC on how the process is going to get their direction and feedback, which can then be incorporated.
- e. Then Eric, Justia, and the PAO's office will work to capture those ideas

into the contract(s) needed.

- 12. Goal: Interim concept generated - June 1**
- 13. Goal: Final concept generated & interim contract fully executed - July 1**
- 14. Goal: Interim shelter opens - July 15**
- 15. Goal: Some final-design shelter contracts (those needed to facilitate grant application) are fully executed - August 30**
- 16. Final-design shelter, and rest of final contracts, will not happen for some time (post renovation).**

LEWIS COUNTY NOTICE TO PROVIDERS FOR:

REQUEST FOR QUALIFICATIONS (RFQ)

**Architectural and Engineering Consulting Services
Night-By-Night Shelter
Lewis County, Washington**

Lewis County is seeking qualified consultants to assist with the development of an Architectural and Engineering Plan for an office building owned by Lewis County, which is to be newly repurposed into a permanent emergency housing shelter. The consultant selected will participate, through the lens of building and site configuration or renovation, in a collaborative process to design an interim and final shelter program. Additional work within the project scope may include construction documents and bidding/construction assistance. The project is expected to be phased, with the first phases beginning in May 2023 and concluding in summer 2023, but additional work potentially stretching into 2024.

Interested providers should review the RFQ and email statements of qualification to Eric.Eisenberg@lewiscountywa.gov by 5PM Pacific time on March 28, 2023.

The Request for Qualifications and supporting documents are available for review on the Lewis County website, <https://lewiscountywa.gov/offices/commissioners/bocc-legal-notices/>, or at the Lewis County Board of County Commissioners' office, 351 NW North St, Chehalis WA 98532 during regular business hours.

For more information about the project and submittal requirements, contact Eric Eisenberg at 360-740-1235 or Eric.Eisenberg@lewiscountywa.gov.

Lewis County is an equal opportunity and affirmative action employer.

DATED this 7th day of March, 2023.



Clerk of the Board of County Commissioners
Lewis County, WA



PUBLISH: The Chronicle, March 9
The Seattle Daily Journal, March 10
The Portland Daily Journal, March 10
Lewis County Web Site @www.lewiscountywa.gov

BOCC AGENDA ITEM SUMMARY

Resolution:**BOCC Meeting Date:** March 7, 2023**Suggested Wording for Agenda Item:****Agenda Type:** Legal Notice

Issue a Request for Qualifications for architectural services related to a night-by-night shelter

Contact: Eric Eisenberg**Phone:** 360-740-1235**Department:** PHSS - Public Health & Social Services**Description:**

This resolution releases a Request for Qualifications for architectural consulting services related to the night-by-night shelter. Under a Rural Technical Assistance grant, the county will likely be entitled to concept-level architectural services at no cost to the county. However, the county must do a formal procurement process for these services. It is prudent to include the entire potential scope of the shelter renovation project, so that no future bidding process will be needed for the project as a whole if the county decides to retain the same architecture firm.

Approvals:

User	Status
PA's Office	Pending

Publication Requirements:**Publications:**

The Chronicle, Feb 16;
The Seattle Daily Journal, Feb 17;
The Portland Daily Journal, Feb 17;

Additional Copies:

Justia Madrigal, PH&SS

Cover Letter To: