

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

IN THE MATTER OF:

RESOLUTION NO. 24-062

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

WHEREAS, Lewis County is renovating a building at 2015 NE Kresky Ave. in Chehalis into an interim night-by-night shelter for people experiencing homelessness; and

WHEREAS, the County has been receiving concept-level architectural services at no cost to the County under a Rural Technical Assistance grant, which services have allowed the County to begin renovations on the interim shelter; and

WHEREAS, construction-level architectural and engineering services are now needed for the permanent-shelter phase of this project; and

WHEREAS, such services require a publicized Request for Qualifications, per statute.

NOW THEREFORE BE IT RESOLVED that the Request for Qualifications, concerning architectural and engineering 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 20th day of February, 2024.

APPROVED AS TO FORM:
Jonathan Meyer, Prosecuting Attorney

BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON

David Bailey
By: David Bailey,
Chief Civil Deputy Prosecuting Attorney

Scott J. Brummer
Scott J. Brummer, Chair

ATTEST:



Lindsey R. Pollock, DVM
Lindsey R. Pollock, DVM, Vice Chair

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

Sean D. Swope
Sean D. Swope, Commissioner

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 provide Architectural and Engineering services in further renovating a former bank and office building owned by Lewis County, which is already being renovated into an interim homeless shelter, into a permanent homeless shelter. Using conceptual designs from a large stakeholder team (including architects), the consultant will prepare schematic and/or construction documents, coordinate with building system installers (such as a fire sprinkler installer), design and produce construction documents for frontage improvements and associated stormwater facilities, and potentially other add-on services as needed. The work is expected to begin in April 2024, or sooner if contracting occurs sooner, and extend through 2024.

Interested consultants should review the RFQ and email statements of qualification to Eric.Eisenberg@lewiscountywa.gov by 5PM Pacific time on March 7, 2024. Consultants may provide qualifications for only a portion of the scope of work if they so choose.

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 20th day of February, 2024.

Clerk of the Board of County Commissioners
Lewis County, WA

PUBLISH: The Chronicle, February 22
The Seattle Daily Journal, February 22
The Portland Daily Journal, February 23
Lewis County Web Site @www.lewiscountywa.gov

REQUEST FOR QUALIFICATIONS

ARCHITECTURAL AND ENGINEERING CONSULTING SERVICES

NIGHT-BY-NIGHT SHELTER, LEWIS COUNTY, WASHINGTON



REQUESTED BY:

LEWIS COUNTY INTERNAL SERVICES
351 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 7 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 provide Architectural and Engineering services in further renovating a former bank and office building owned by Lewis County, which is already being renovated into an interim homeless shelter, into a permanent homeless shelter.

A. PROJECT BACKGROUND.

Lewis County is renovating a former office and bank building at 2015 NE Kresky Ave, Chehalis, WA into an interim night-by-night shelter for people experiencing homelessness. The County has worked with a large stakeholder group consisting of county staff, city representatives, service providers, consultants, architects, cost estimators, and citizen advisors to develop the interim shelter floor plan, which is attached to this document. Renovations for the interim shelter are underway. The county is continuing to work with the same stakeholder group for conceptual design of a permanent night-by-night shelter at the same location. However, the architects working on this conceptual design are not available for the further architectural work needed to turn the interim shelter into the permanent facility, such as schematic or construction documents, coordinating with fire sprinkler or HVAC providers, or working on civil engineering for frontage improvements and associated stormwater design.

This Request for Qualifications seeks a Consultant who, through the scope of work below, will help the County complete the work of making the interim shelter into a permanent facility.

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.

Schematic and Construction Documents for Final Shelter – April-June 2024

Using the conceptual designs from the large stakeholder team as input, Consultant will prepare schematic designs if necessary and Construction Documents, including but not limited to Architectural and Engineered drawings, civil and site planning, specifications, engineers estimate and contract documents.

Coordination with Building Systems Installers – April-September 2024

It is anticipated that the permanent shelter will at a minimum require fire sprinkler installation and may also require reconfiguration of other building systems such as HVAC. Consultant will coordinate with such building system installers to synchronize any architectural work with those systems' installation or reconfiguration.

Frontage Improvement Design and Construction Documents – June-September 2024

Frontage improvements, including stormwater improvements as necessary, will be installed at 2015 and 2025 NE Kresky Ave, Chehalis (see pale blue shading in the aerial photograph at the outset of this Request for Qualifications for a sample location). Consultant will prepare the design and construction documents for this work and other related site work.

Add-on Services as Needed for Project Completion – April-December 2024

The permanent shelter is still in conceptual design, and additional tasks may arise in construction or permitting. Consultant should provide a schedule or means of adding additional services needed for project completion.

Bidding and Construction , if needed – April-December 2024

It is not currently anticipated that Consultant will need to assist County in managing bidding and supervising construction; Lewis County intends to act as its own general contractor to manage this process. However, for diligence in case Lewis County asks Consultant to assist, Consultant could be asked to assist in the following :

In the bidding phase: 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: project management, construction meetings, submittals, review and answer Requests for Information, creation of Change Order requests, review of Change orders recommendations to County, progress reports and inspections, special inspections and project closeout, commissioning, punch lists 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:

- Adaptive reuse of existing building sites, including code compliance for such renovations
- Managing architectural projects in which conceptual planning has previously occurred
- Creating achievable goals based upon priority and financial limitations
- Identifying and estimating costs for public or community facility construction

Additional Preferred Optional Experience. Experience in the following areas is additionally useful to the project and will be considered by the selection team, but is not a prerequisite to selection:

- Emergency Shelter design and construction, including experience working with diverse populations at risk of homelessness.
- Public building security
- Workplace / living space ergonomics and social services integration
- 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 and any **Additional Preferred Optional Experience** the consultant brings to the project.

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 bold-faced, underline Phases listed in the **Proposed Scope of Work and Tentative Schedule**. If 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.

Consultants are permitted to submit qualifications for only a portion of the scope of work, identifying specifically what work the Consultant proposes to do or not do.

Submission, Schedule, and Selection Process.

Email Statements of Qualifications to Eric.Eisenberg@lewiscountywa.gov by March 7, 2024 at 5PM. Proposals received after that time will not be considered.

A team of County staff 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.

BOCC AGENDA ITEM SUMMARY

Resolution: 24-062

BOCC Meeting Date: Feb. 20, 2024

Suggested Wording for Agenda Item:

Agenda Type: Legal Notice

Issue a Request for Qualifications for Architectural and Engineering Services Related to a Night-by-Night Shelter

Contact: Eric Eisenberg

Phone: 360-740-1235

Department: IS - Internal Services

Description:

This resolution releases a Request for Qualifications for architectural and engineering consulting services related to the night-by-night shelter. The County has been receiving concept-level architectural services at no cost to the County under a Rural Technical Assistance grant; these services have allowed the county to begin renovations on an interim shelter. However, the County now needs construction-level architectural and engineering consulting services for the permanent-shelter phase of this project. These will be at County expense, although they will be reimbursable through a Housing Trust Fund appropriation Lewis County received for the shelter renovation.

Approvals:

User	Status
PA's Office	Approved

Publication Requirements:

Publications:

The Chronicle, February 22;
The Seattle Daily Journal, February 22;
The Portland Daily Journal, February 23.

Additional Copies:

Doug Carey, Internal Services

Cover Letter To: