

February 28, 2024
ADDENDUM TO
REQUEST FOR QUALIFICATIONS

**ARCHITECTURAL AND ENGINEERING
CONSULTING SERVICES**

**NIGHT-BY-NIGHT SHELTER,
LEWIS COUNTY, WASHINGTON**

The deadline for submission is extended by seven days.
To be considered, Statements of Qualifications must be submitted by March 14 at 5PM via email to Eric.Eisenberg@lewiscountywa.gov.

The Request for Qualifications posted on February 20, 2024 (RFQ) is further amended as follows:

1. The RFQ references an attached interim shelter floor plan, which was not attached. It is now attached: it consists of the existing floor plan of the building showing demolition (most of which has already occurred), as well as the conceptual floor plan for the interim shelter.
2. The RFQ seeks cost information, and includes consideration of that cost information in the scoring of the consultant with whom Lewis County will seek to contract. The RFQ is AMENDED via this addendum so that it no longer seeks cost information and will not consider cost information in selecting the most qualified consultant.
 - a. Section 6 of the “Proposal Forms to be submitted” is deleted. No cost information is required. Consultants are still permitted to submit qualifications only for a portion of the scope of work, identifying what work the consultant proposes to do or not do.
 - b. The scoring of the proposals is amended to be as follows:

• Quality and completeness of the proposal	10%
• Demonstrated experience	30%
• Ability to perform scope of work	30%
• Qualifications	10%
• References	20%
• Cost proposal	Not requested or considered

All other terms of the RFQ remain the same. The original RFQ follows, amended as stated above.

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 14 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. [Deleted]~~

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 14, 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.

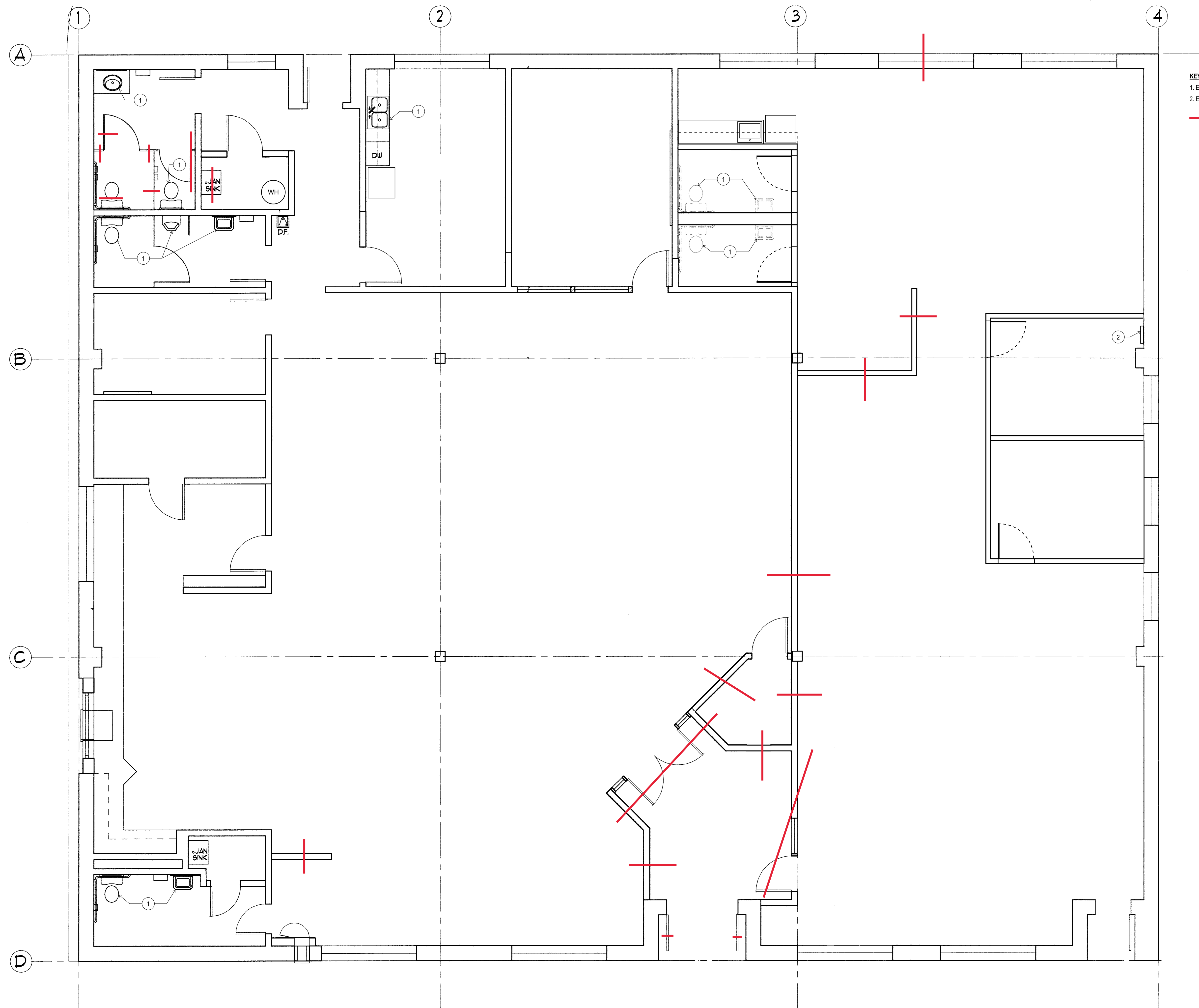
Scoring for the proposals will be as follows:

• Quality and completeness of the proposal	5%	<i>[Amended – see below]</i>
• Demonstrated experience	20%	
• Ability to perform scope of work	25%	
• Qualifications	10%	
• References	15%	
• Cost proposal	25%	
• Quality and completeness of the proposal	10%	
• Demonstrated experience	30%	
• Ability to perform scope of work	30%	
• Qualifications	10%	
• References	20%	
• Cost proposal	Not requested or considered	

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.



KEYNOTES
1. EXISTING PLUMBING FIXTURES TO REMAIN.
2. ELECTRICAL PANEL TO REMAIN.

— Demo



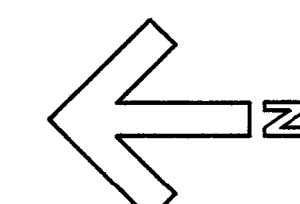
**LEWIS
COUNTY
INTERIM
SHELTER**

2015 NE KRESKY AVE
CHEHALIS, WA 98532

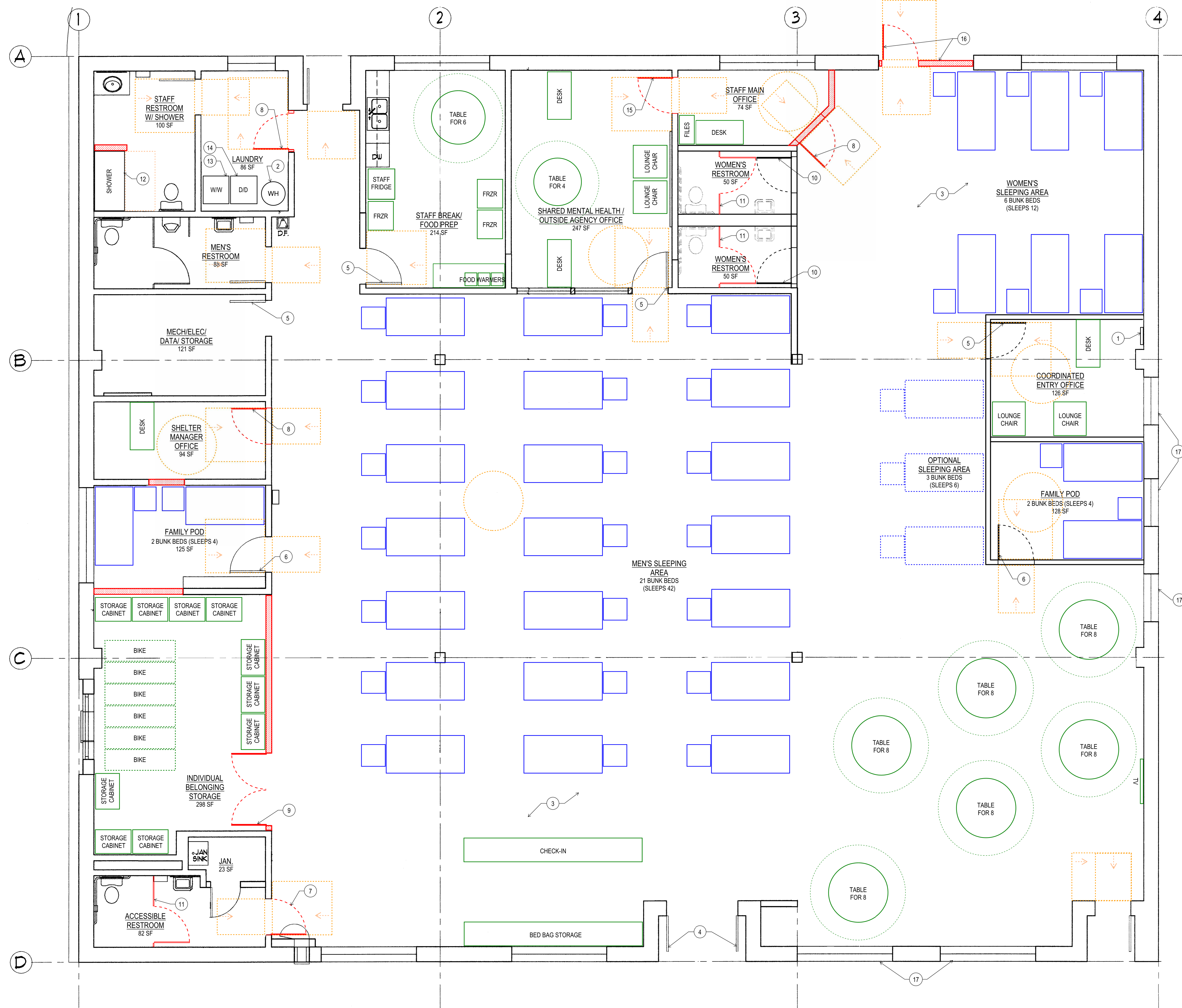
2023-07-21
COST ESTIMATE SET

EXISTING FLOOR PLAN

SCALE: 1/4" = 1'-0"



A0.0



LEGEND

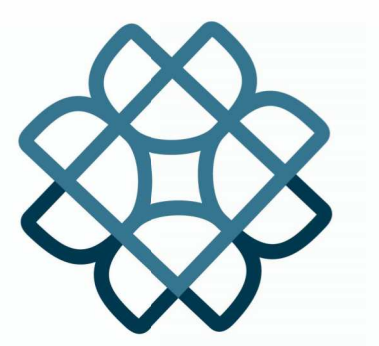
- EXISTING WALL
- NEW WALL

KEYNOTES

- ELECTRICAL PANEL TO REMAIN.
- EXISTING WATER HEATER TO REMAIN.
- REMOVE CARPET. SEE MSGS DRAWINGS SHEET A5.01 FLOOR FINISHES PLAN FOR EXTENTS. CLEAN, SAND, AND SEAL CONCRETE.
- REMOVE EXISTING STOREFRONT DOUBLE DOORS. INSTALL HOLLOW METAL FRAMED DOUBLE INSULATED STEEL DOORS WITH HALF LITES AND KEYPAD LOCK WITH KEY OVERRIDE. REUSE EXISTING ADA ACTUATOR.
- REMOVE EXISTING DOOR. INSTALL NEW DOOR WITH HALF LITE AND KEYPAD LOCK WITH KEY OVERRIDE.
- REMOVE EXISTING DOOR. INSTALL NEW DOOR WITH HALF LITE AND PASSAGE HARDWARE.
- REMOVE EXISTING DOOR AND FRAME. INSTALL NEW HOLLOW METAL FRAMED DOOR WITH PASSAGE HARDWARE ON OPPOSITE SIDE OF FRAME.
- NEW DOOR WITH HALF LITE AND KEYPAD LOCK WITH KEY OVERRIDE.
- NEW DOUBLE DOORS WITH VISION PANELS AND KEYPAD LOCK WITH KEY OVERRIDE.
- REPLACE DOOR HARDWARE WITH PASSAGE HARDWARE.
- NEW TOILET PARTITION.
- NEW FIBERGLASS ROLL-IN SHOWER SURROUND, EQUIPPED WITH REMOVABLE SEAT, GRAB BARS, MIXING VALVE, HAND HELD SHOWERHEAD, AND SECONDARY HOOK MOUNTED ON SIDE WALL.
- NEW STACKED WASHER.
- NEW DOOR WITH VISION PANEL AND PASSAGE HARDWARE.
- REMOVE EXISTING WINDOW AND WALL WITH MARBLE-CRETE FINISH BELOW. INSTALL WALL WITH E.I.F.S FINISH AND DRYWALL INTERIOR. INSTALL HOLLOW METAL FRAMED INSULATED STEEL DOOR WITH HALF LITE.
- ADD SAFETY FILM TO EXISTING WINDOW.
- FURNITURE ITEMS IN GREEN AND BLUE ARE FURNISHED BY OWNER.

FLOOR PLAN

SCALE: 1/4" = 1'-0"



Environmental Works
COMMUNITY DESIGN CENTER

**LEWIS COUNTY
INTERIM
SHELTER**

2015 NE KRESKY AVE
CHEHALIS, WA 98532

2023-08-18
FEASIBILITY DESIGN