

**NORTH BEACH WATER DISTRICT
PACIFIC COUNTY WASHINGTON**

**REQUEST FOR STATEMENT OF QUALIFICATION FOR
ARCHITECT/ENGINEER SERVICES FOR
NBWD BUSINESS OFFICE/EQUIPMENT STORAGE BUILDING**

Released: June 02, 2014

Closes: June 30, 2014

In accordance with chapter 39.80 RCW, North Beach Water District (hereinafter referred to as "District") announces a request for statement of qualification (hereinafter referred to as "RFQ") for Architect/Engineer Services to prepare drawings and bid documents for a building to house a business office (~1000 sq.ft.), public meeting room (~1200 sq.ft.), and an equipment, tools, and materials storage area (~3500 sq.ft.). It is anticipated that a twenty-four foot by thirty foot structure will be demolished to make room for the new building and the existing onsite septic system will be abandoned and a new septic system will be installed farther away from the Wellfield (hereinafter referred to as "Project"). Firms interested in providing these services to the District are invited to respond to this RFQ.

Objective and Goals:

The District is currently operating its business and administrative activities from a rented office located at 25902 Vernon Avenue Ocean Park, WA 98640 which is located approximately 0.9 of a mile southwest of the Districts operations center located at 2216 272nd Street Ocean Park WA 98640.

It is the Board of Commissioner's goal to use the District's resources in the most effective (that is achieving the highest value from every endeavor) and efficient (that is using the fewest resources to achieve an objective) manner practical. The segregation of administration and operation centers is not an effective or efficient use of District resources.

The Board of Commissioners authorized a feasibility study with The Driftmier Architects P.S.ⁱ in 2013 to review the suitability of the 272nd Street property as a location for its business office. The Board of Commissioners held a Public Hearing in March of 2014 for the purpose of obtaining comments from ratepayers on the location of the business office. The District's general manager prepared a NBWD Business Office Planⁱⁱ summarizing and addressing the issues identified in the feasibility study and public comments.

The objective of this project is to design a building and site improvements that will meet the following goals:

- a. All property improvements will be designed in a manner that will enrich the neighborhood's physical appearance and quality of life;
- b. All property improvements will be designed in a manner that will strengthen the protection of the Wellfield from contamination;
- c. All buildings, or development on the property will be designed in a manner that will serve the ratepayers needs for at least the next 25 years;
- d. All buildings or other development on the property will be designed to obtain the best value (that is the most advantageous balance of price, quality, and performance) for the District;
- e. All buildings on the property will be designed to increase effectivity and efficiency of staff and limit the expansion of staffing requirements;
- f. All buildings on the property will be designed to provide optimal ability to adapt to future technologies.

Scope of Work:

The Project consist of the following work:

- a. Meet with District commissioners, general manager, and other staff to determine the needs of the District and become familiar with the above goals as they apply to the Project.
- b. Become familiar with the District's current operations and make recommendations for service and efficiency features in the new facility, particularly ways to optimize staff effectiveness and efficiency in the performance of their tasks.
- c. Evaluate the site and identify any required studies e.g., wetlands and soils identification to obtain a building permit.
- d. Produce preliminary and final drawings required for permitting and bidding purposes. The list of drawings will include, at a minimum, cover sheet, general notes, drawing index, abbreviations, code information, floor plans, elevations, roof plan, foundation plan, framing plan, electrical plan, mechanical plan, site plan, and materials schedule.
- e. Produce bid documents for the project.

- f. Obtain a building permit from Pacific County for the building.
- g. Assist the District in obtaining and evaluating bids for all site work, demolition and building.
- h. The Project does not include work beyond evaluation of bids. The District reserve the option to negotiate a modification of the contract with the successful firm to provide construction management services in the event a contract is awarded to a general contractor and the District determines the cost of the modification is fair and reasonable to the District.

RFQ CONTENT/LOCATION:

Cover

Cover must state clearly that the submittal is for the "NBWD Business Office/Equipment Storage Building Project".

Letter of Transmittal

A letter of transmittal must accompany the RFQ. The letter of transmittal will be addressed to:

North Beach Water District

C/O William "Bill" Neal

General Manager

PO Box 618

Ocean Park, WA 98640

Firm Profile

The firm profile must consist of a synopsis of the firm's history, fields of expertise, experience similar projects and any other related information. The profile may be in the form of company brochures or pamphlets. There will be no limit on the amount of information the firm wishes to provide.

Personnel and Experience

The firm will provide a résumé on all personnel that will be assigned to work on the project.

The résumé must include a chronological list of similar projects they have worked on and what level of responsibility they held on the project.

Evaluation Criteria:

1. Firm's demonstrated experience in design of buildings of comparable size and use for clients of comparable size and organization of the Districts;

2. Firm's demonstrated ability to achieve best value in design of buildings with modest features that reflects frugal and responsible use of public funds in the construction of public facilities.
3. Project personnel and experience.

Time - Place - Manner to Submit RFQ:

On **Monday June 30, 2014, at 4:00 P.M.** All properly delivered RFQ's shall be opened at the **District's Business office 25902 Vernon Avenue Suite C Ocean Park, WA 98650.**

RFQ's received after this time will be considered late, and will not be considered by the District.

The RFQ will be opened publicly at that time, even though the RFQ will be evaluated at a later date. Only the submitting firm's name will be read aloud at that time. A firm will be selected and negotiations commenced no later than July 14, 2014.

Incurring Costs

The District will not be responsible under any circumstances for the costs incurred by anyone for the preparation and submission of RFQ's.

Investigations

The District may make independent investigations as deemed necessary to determine the responsiveness and/or the ability of any submitting firm to perform the work. The submitting firm shall furnish to the District, or their representatives, all such information for this purpose upon request.

Evaluation/negotiation team

The District's Board of Commissioners and its General Manager will be the evaluation team. The team will use quality based selection methods in evaluation of the RFQ's using criteria in this RFQ and the standards codified in 39.80.040 RCW.

ⁱ Driftmier Feasibility Study may be viewed at <http://northbeachwater.com/projects/bond-construction-projects/>

ⁱⁱ NBWD Business Office Plan may be viewed at <http://northbeachwater.com/projects/bond-construction-projects/>