



REQUEST FOR PROPOSALS Hal Moe Building Remodeling

Background Information

The City of Snohomish (City) is requesting proposals from an architectural/engineering firm (Consultant) for the conceptual design phase to remodel the Hal Moe Building (project) into a multipurpose / flexible use City-owned building.

The project will consist of conceptual design to remodel a former pool building into a single, large-capacity space which will accommodate civic uses such as indoor sports (basketball, pickle ball, skateboarding, gymnastics, volleyball, etc.), conferences, conventions, Movies in the Park, farmers market, art shows, banquets, and meetings. The project will also include community outreach and engagement. See <http://snohomishwa.gov/105/RFPs> for relevant background information.

A mandatory project site walk will be held at the site, 403 3rd Street, Snohomish, Washington, Thursday October 13, 2016 at 10 a.m., 2016 or Tuesday, October 18, 2016 at 10 a.m., 2016.

Consultant budget is \$50,000 for the conceptual planning and alternatives phase and is expected to be completed within six months of Notice to Proceed. Please see below for prospective additional tasks and funding following this initial scope of work.

Background of the City

Since its establishment in 1859, the City of Snohomish has been a unique community within Snohomish County. The city's National Historic District, numerous waterfronts, agricultural floodplain setting, small town feel, and sense of community produces a city where natural and urban landscapes are in balance. The quiet, historic character of its attractive neighborhoods is a testament to the preservationist efforts of residents in protecting its architectural, cultural and natural beauty.

The project address is 403 3rd Street, Snohomish, Washington 98290-2571. The Hal Moe Pool building is situated in a block bound by Third and Second Streets to the north and south, Pine Avenue and Centennial Trail to the east and west within the City's Pilchuck District. The building, originally erected to enclose the existing pools, has been vacant since 2009.

The Pilchuck District is a subarea designation with the intention to foster a range of pedestrian-oriented commercial uses as well as various types of residential uses. The Hal Moe building site is shared with the Snohomish Skate Park, Tillicum Kiwanis Children's Play Area, and Boys and Girls Club. Because of these popular venues, the project site is the most heavily used recreational facility in the city.

Scope of Work

Task One: Review of Background Information and Meeting

- A. Consultant will review City-provided background information, meet with City representatives, and Hal Moe Pool Advisory Committee to learn about the project's budget, purpose and goals, revenue-generating requirements, and space programming objectives.

Task Two: Develop Conceptual Architectural and Site Plan

- A. Prepare three alternative draft conceptual plan drawings including perspective and plan views, renderings and sections, as necessary for each alternative based upon information gathered from Task One. City staff will prepare conceptual landscape plan drawings for each alternative.
- B. Prepare cost estimate and project phasing for each alternative.
- C. Provide narrative describing project uses and LEED rated components for each alternative.

Task Three: Combined Meeting

- A. Present the three alternative draft conceptual plans during a combined City Council workshop meeting to City Council, Parks Board, Hal Moe Pool Committee and community members.

Task Four: Hal Moe Pool Building Conceptual Master Plan – City Council Meeting

- A. Prepare final conceptual plan and cost estimate based upon comments and suggestions from Tasks Two and Three.
- B. Present final conceptual plan at regular City Council meeting.

Upon completion of Task Four, the City, at its sole discretion may request further tasks. Those tasks may include additional design work in part or in full. The City may request this work from the same consultant selected from this RFP selection, or the City may solicit for an additional proposals with a new RFP to complete construction plans, specifications, and detailed cost estimate for the project.

Proposal Requirements and General Information

Minimum Qualifications

Consultants shall be licensed to conduct business in the State of Washington. The principal consultant shall be a registered architect in the State of Washington. Consultants must have a minimum of 5 years relevant experience in architecture specifically remodeling and repurposing city-owned buildings. Selected consultant team must obtain a City of Snohomish business license.

Proposal Contents

The Consultant will submit a written proposal which identifies how the consultant will achieve the City's goals as indicated in this request. The proposals shall be no more than five (5) double-sided pages (8 ½" x 11"), including cover letter, with a minimum 12-point font. The number of pages will not include the cover, dividers, resumes, and reference letters. Proposals shall include:

1. Statement of project understanding containing any suggestion to expedite the project or additional concerns of which the City should be made aware.
2. Project approach containing any additional work task identified as necessary for the project's successful completion.
3. Resumes describing the background and qualifications of principals and staff working on the project.
4. List of all proposed sub-consultants, their background and qualifications and degree of involvement.
5. A minimum five references for recent or similar projects; include brief project description, contact person, phone number, and email address.
6. A proposed work schedule for each Task indicated in this RFP.
7. A statement acknowledging acceptance of all terms and conditions set forth in the City's standard consulting services agreement.

Submittal Requirements and General Information

1. Provide the legal name and address of the company, including name, title, address and telephone number of the person to contact concerning proposal. The proposal must be signed by an individual or individuals authorized to execute documents on behalf of the proposer.
2. All proposals submitted in response to the RFP become property of the City of Snohomish and may be considered public records, and as such may be subject to public review.
3. Proposals must be received no later than Tuesday, November 8, 2016 at 4:00 pm time. Responses received after the above time will not be considered.
4. Email one (1) electronic .pdf file of the proposal to johns@snohomishWA.gov and submit four (4) original printed proposals. Printed proposals are to be submitted in a sealed package with the name of the Consultant and the project title "Proposal for Hal Moe Remodeling" clearly marked on the outside of the sealed package. Proposals submitted by fax and email will not be accepted.

Mail Proposal or drop-off in person to:

Denise Johns, Project Manager
City of Snohomish
116 Union Avenue
Snohomish, WA 98290

5. For questions pertaining to the content in this RFP, proposers are specifically directed to not contact any City personnel other than indicated below. All inquiries concerning this RFP should be directed to:

Denise Johns, Project Manager
City of Snohomish
116 Union Avenue
Snohomish, WA 98290
360 282 3195
johns@snohomishWA.gov

6. Within two months following receipt of proposals, notification will be given to each participant as to the status of their submittal. A selection committee may conduct interviews with only those consultants whose qualifications are most desirable for this project. Final selection will be made after interviews are complete.
7. A copy of the City's standard Professional Services Agreement, which includes insurance coverage requirements in Exhibit "A," is attached for reference. Prior to awarding contract all insurance documents must be submitted and approved.

Right to Reject all Proposals

1. The City reserves the right to reject any or all proposal submitted and no representation is made hereby which that any contract will be awarded pursuant to this RFP or otherwise.
2. The City also reserves the right to award a portion of work or combination, thereof.

Summary

The City appreciates the participation and interest of innovative architectural teams and it is the intent of this RFP to solicit those most interested in working in a community-centered effort.

Exhibit A: Standard Professional Services Agreement