



City of Woodinville, Washington

REQUEST FOR STATEMENT OF QUALIFICATIONS: INTERIOR DESIGN AND RELATED SERVICES FOR CITY HALL

Deadline: September 27, 2017, 5:00pm PST

INTRODUCTION

The City of Woodinville is seeking statements of qualifications from firms to provide interior design and related services for a limited-scope interior remodel of City Hall. Firms should have relevant experience in commercial and/or public buildings with similar projects.

PROJECT BACKGROUND AND SCOPE OF WORK

The City constructed the current City Hall in 2001. The building is two floors with approximately 25,400 sq/ft (18,800 sq/ft on the first floor and 6,600 sq/ft on the second floor). The City's daily business is conducted at City Hall, which houses 30+ employees, represents the public interface between the community and the organization, and hosts a variety of public-purpose activities on a regular basis. While regular maintenance of City Hall has been performed, interior treatments have exceeded their life and, after 16 years, the building needs a limited-scope interior remodel. Specific tasks may include, but are not limited to, the following:

- Review of current uses of both public and private spaces within the City Hall to determine use-appropriate application of interior treatments.
- Evaluation and recommendation of new interior treatments for all areas (or otherwise defined) deemed necessary or desirable by the City (City Manager or designee). Interior treatments may include flooring, paint, and other wall coverings.
- Evaluation, recommendation, and design of workspace improvements as deemed necessary or desirable by the City. For example, a task may include the design of a plan to remodel vacant, unused cubicle space into a flexible group/individual workspace. The plan could include recommendation and/or design of furniture, lighting, and other related accessories to achieve the stated purpose.
- Preparation of supporting materials/documentation to aid the City in selecting which recommendations to approve. For example: material samples, display/sample boards, drawings, mock-ups, etc.
- Preparation of cost estimates and bid-ready specifications for those materials recommended by the consultant and selected by the City, in a format acceptable for City purposes.

The selected firm will have experience with similar projects involving commercial and/or public facilities. The City intends to bid the resulting construction project to general contractors in or before January 2018.

EVALUATION CRITERIA

The City of Woodinville will evaluate Statement of Qualifications based on the following criteria:

- The firm's ability to perform the work;
- Demonstrated experience with similar projects;
- Demonstrated ability to keep projects on time and within budget;
- Demonstrated ability to communicate and work effectively with clients;
- Skill level and experience of assigned staff to work with the City; and,
- Responsiveness to this request for qualifications.

If deemed necessary or desirable by the City, interviews with short-listed firms may be conducted prior to final selection. If required, interview would likely be held October 2-6, though the exact time is to be determined.

The City of Woodinville reserves the right to reject any or all statements, and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the City of Woodinville, and the respondents to this request have no appeal rights or procedures guaranteed to them.

AGREEMENT FOR SERVICES

The selected firm will enter into a standard Professional Services Agreement that terminates in June 2018, although the City expects this project will be completed well before that time. The selected firm must obtain a certificate of insurance, in the amount of \$1 million in commercial general liability insurance with an aggregate of \$2 million. The policy must include an endorsement which names the City of Woodinville as additional insured.

APPROXIMATE TIMELINE

September 1	RFQ Issued
September 14, 9:00am	City Hall Tour (RSVP required)
September 27, 5:00 pm	Statements Due
September 28-October 13	Statement Review/Interviews/Contract Negotiation
October 13	Contract Signed/Work to Commence

This schedule is tentative and may be changed based on the number of proposals submitted. Qualifications will be evaluated immediately with final selection targeted for early October 2017. The City will host a tour of City Hall for interested firms to view the facility on September 14th at 9:00am. Those planning to attend the tour are required to RSVP to Linda Fava, Executive Assistant at LindaF@ci.woodinville.wa.us.

The work should be performed within 75 calendar days from Notice to Proceed unless otherwise agreed to by both parties.

SUBMITTAL PROCEDURE

Statements are **due September 27, 2017 by 5:00 pm**. Submittals should include the firm's name and contact information, qualifications for each type of service the City is seeking, references, relevant project manager and personnel qualifications, and examples of previous projects. The preferred method of submittal is online via the City's procurement portal, Public Purchase, at <http://www.ci.woodinville.wa.us/News/SmallWorksRoster.asp>. Paper copies may be mailed or hand delivered to:

City of Woodinville
Attn: City Manager
17301 133rd Ave NE
Woodinville, WA 98072

QUESTIONS

Questions about this request may be directed to Brandon Buchanan, City Manager, 425-877-2265, or BrandonB@ci.woodinville.wa.us.