



Request for Qualifications (RFQ) Architectural Design and Space Planning Services

June 8, 2021

City of Mercer Island Request for Qualifications (RFQ) Architectural Design and Space Planning Services

Project Description:

The City of Mercer Island is requesting Statements of Qualifications (SOQs) from qualified architectural firms to assist in space planning and design at Mercer Island City Hall ("City Hall") and the Luther Burbank Administrative Building ("Admin Building"). Other facilities may be included as the City begins to restore services following the Pandemic.

Time is of the essence in completing this project and the City is seeking a firm that has availability to start work immediately and complete the scope on an accelerated schedule.

The project is described in the two phases below:

Phase I – Planning Phase

1. Review and perform a facility space audit and space needs analysis at City Hall and the Luther Burbank Administrative Building. The anticipated scope of work is described below, but may be modified as information and staff needs change.
2. This assessment should consider the City's current and anticipated staffing levels, space utilization, site security considerations, office needs, ADA compliance, and service delivery locations.

Phase II - Preconstruction Phase

1. Develop conceptual designs and drawings (including as-builts as needed), specifications, and plans (including cost estimates and timelines) necessary for construction space planning, and if necessary, remodeling of office space.
2. Coordination with the City Manager's Office, Public Works, Administrative Services, and IT teams to evaluate the HVAC, electrical, security, telecommunications systems, and other logistics deemed necessary.
3. Ensure the necessary approvals and permits for design and construction are obtained when applicable.

Project Background:

Over five miles long and two miles wide, Mercer Island is a community consisting of high-quality residential areas. Incorporated in 1960, the City of Mercer Island is known for providing quality customer service to its 24,000 residents. The island includes over 84 miles of public roads, 472 acres of public parks and open space, and seven City-owned buildings.

The City has been an organization in transition. In 2019-2020, the City was in the process of addressing significant financial challenges when the COVID-19 Pandemic impacted all areas of government. Traditional sources of revenue slowed, requiring a swift and decisive response that included many cuts to City services, workforce reductions, use of reserves, and modifying service delivery.

Considerable organizational change was approved by the City Council in the 2021-2022 Biennial Budget which prioritized delivery of essential services, provided stability to the organization, maintained a focus on continuous process improvement and efficiency, and seized the opportunity that this transition created to allow the organization to grow and evolve.

Site Considerations:

Mercer Island City Hall – 9611 SE 36th St, Mercer Island WA 98040

City Hall was built in 1957, of reinforced concrete construction and is approximately 35,832 square feet. Currently, this location provides the following public services and office space:

- Municipal Court
- City Council Chambers
- Mercer Island Police Department
- Community Planning & Development (including permit counter)
- Administrative Services (Public Communications, HR, Payroll, Information Technology, Geographic Information Systems, Customer Service Team)
- City Attorney's Office
- City Manager's Office
- Finance (including utility payment counter)
- Emergency Operations Center
- Storage

Prior to the COVID-19 Pandemic, the Community Planning & Development (CPD) Department reviewed permits for land use and private development at the Permit Counter. Utility billing and general customer service also occurs at the front desk area of City Hall. Security concerns have been raised for many years about the absence of any physical barriers/safety measures to protect staff working in these areas and the City is contemplating options to resolve these issues. This may involve renovating the current front desk area or relocating the front desk area entirely.

City Leadership are continuing to work on a phased plan to resume most in-person services by September 2021 (or as soon thereafter), which will include resuming most in-person services at City Hall. The re-opening date is depending on the projects identified at each facility and the estimated timeline for completion.

The Municipal Court resumed operations last summer and is currently open to court patrons with many COVID-19 restrictions in place.

Due to the substantial organizational changes in 2021-2022, several departments had their staff counts change and have either outgrown previous allocated office space or have potentially underutilized space.

Existing office spaces are all varying sizes. City Executives are working in undersized office spaces, while other staff are in oversized offices. There may be an opportunity to rebalance office spaces and align work teams in a more efficient manner. Double offices may also present an opportunity for flexible workspaces or shared offices.

The City Council Chambers is relatively small and City leadership is interested in exploring opportunities to expand the footprint of this space. The room also lacks an adequate secondary exit. The technology in this room may be upgraded in the future to better accommodate virtual or hybrid meetings.

City Hall is woefully short of conference room spaces. Opportunities to identify additional meeting areas for groups ranging from 6 to 20 are a high priority.

Luther Burbank Administrative Building – 2040 84th Ave SE, Mercer Island WA 98040

The Luther Burbank Administrative Building was built in 1930 of masonry construction methods and is approximately 9,862 square feet. The Administrative Building has historically been used as office space for both the Mercer Island Parks and Recreation and the Youth and Family Services Departments.

In addition to office space, the Administrative Building is used for clinical services, which includes appointments with clients, and the City anticipates resuming in-person YFS services in 2021. The City is interested in exploring modifications to this building to improve sound-proofing where clinical services occur. ADA access to this facility is also a significant problem and one of the priorities for a future renovation. Of equal importance is separating public areas/clinical areas from the back office areas of this building to ensure the safety of the staff and security of public documents and files.

Due to the organizational changes in the Public Works department, the Capital and Engineering team needs to relocate from the Maintenance Building to the Luther Burbank Admin Building. The Parks and Recreation staff members, previously housed at this facility, will be relocating to the Community Center.

Project Timeline:

Time is of the essence in completing this project and the City is seeking a firm that has availability to start work immediately and complete the scope on an accelerated schedule.

| Project Milestone | Date |
|---------------------------------|-------------|
| RFQ Issued | 6/8/2021 |
| Statement of Qualifications Due | 6/18/2021 |
| Interviews Begin | 6/22/2021 |
| Project Awarded | 6/25/2021 |
| Project Kick-Off | 7/8/2021 |

General Scope of Services:

The preliminary project scope of work includes the planning phase at Mercer Island City Hall and the Luther Burbank Administrative Building:

- **Mercer Island City Hall:** Conduct facility space audit and space needs analysis at City Hall, which should include current and anticipated staffing levels. Assess and provide design improvements to site security and current service delivery locations for the Permit and Utility Billing Counters and provide first line of contact locations for the Customer Service Team. Assist with space planning and an initial evaluation of the City Council Chambers.
- **Luther Burbank Administrative Building:** Conduct facility space audit and space needs analysis at the Admin Building, which should include current and anticipated staffing levels. Clinical work and confidential conversations occurring in this building will require a thoughtful approach to space planning and office space utilization. Investigate additional sound-proofing options, ADA access, and separation of public/clinic space from back office areas.

Statement of Qualifications:

Interested firms are requested to submit a Statement of Qualifications (SOQ) for the work. The SOQ shall include the following information:

1. Letter of Introduction and Project Understanding: Indicate interest in this project and working for the City, and any other information that would assist the City in making its selection, including why your firm is the best qualified to meet the needs of Mercer Island and this project. Please also include information on your firm's approach and capacity to work on an accelerated project timeline. Provide a statement to the effect that the respondent understands and agrees to obtain a [City of Mercer Island business license](#) if selected. A principal or officer of the firm authorized to execute contracts or other similar documents on the firm's behalf must sign the letter.
2. Company Profile and Experience: Provide a brief history of the firm, including the firm size, areas of expertise, and any other pertinent information applicable to this project. Provide evidence of relevant experience in development and implementation of space planning and architectural design. Provide a list (three to five) of similar projects completed by the firm or team within the last five (5) years, with brief descriptions that demonstrate the firm's/team's ability to complete projects of this type.
3. Project Team and Key Personnel: Identify key staff (including sub-consultants as appropriate) who will be involved in the project, including their assigned roles, a brief description of their background and relevant experience. Please confirm that assigned staff have capacity to work on an accelerated project schedule.
4. References: Provide three references (maximum) for whom your firm has performed similar work within the last five years. Include contact name, current telephone number, and current email for all references. Include two additional references (maximum) for each sub-consultant, as appropriate.

Evaluation and Award:

SOQs will be reviewed and ranked by a City selection team. Depending on the submittals received, firms may be invited to participate in a follow-up interview. It is anticipated that a consultant will be selected from this process and a contract will be negotiated with work to begin immediately.

Submittal:

Submit SOQs electronically to publicworks@mercercisland.gov no later than **2:00 p.m. on June 18, 2021.**

All submittals shall be clearly titled: "STATEMENT OF QUALIFICATIONS – ARCHITECTURAL DESIGN AND SPACE PLANNING SERVICES".

Americans with Disabilities Act (ADA) Information:

This material can be made available in an alternate format by calling 206-275-7845.

City Contact:

Questions regarding the project may be directed to Zach Houvener, Support Services Manager, at Zach.Houvener@Mercergov.org.

The City of Mercer Island, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.