



City of Mercer Island  
Mercer Island Community and Event Center (MICEC)  
Groundwater Intrusion Project  
Request for Qualifications (RFQ), No. 25-37

**Date of Release:** August 28, 2025

**RFQ Submittal Due:** 5pm (PST) | September 19, 2025

**Contact:** Connor Dimick, CIP Project Manager | [Connor.Dimick@mercerisland.gov](mailto:Connor.Dimick@mercerisland.gov)

## INTRODUCTION

The City of Mercer Island (City) is requesting a Statement of Qualifications (SOQs) from qualified firms to assess, diagnose, and recommend solutions for groundwater intrusion affecting the Mercer Island Community and Event Center. The ideal candidate will have demonstrated expertise in geotechnical engineering, hydrogeology, and/or building envelope and waterproofing diagnostics.

## BACKGROUND

The Mercer Island Community and Event Center (MICEC), which opened in December 2005, spans 42,755 square feet. The facility includes a gymnasium, five meeting rooms, a banquet room, a multi-purpose room, a small conference room, a fitness center, a game room, a lobby, and various office spaces. The MICEC provides daily community access, rental opportunities, and serves as the City's emergency shelter and Council Chambers. It also hosts a wide range of programs and events, such as fitness classes, weddings, special events, athletic practices, and corporate functions. Additionally, it serves as the operational hub for the Parks and Recreation Department.

## SCOPE OF WORK

### Project Description

The purpose of this project is to evaluate and resolve ongoing groundwater intrusion issues at the MICEC. Since 2015, select areas on the lower level have experienced recurring water infiltration, resulting in damage to flooring, interior finishes, and building systems.

These intrusions have led to repeated operation disruptions, unplanned downtime, and increased maintenance and repair costs. Beyond day-to-day reliability, they present potential long-term risks to the facility's structural integrity and overall usability. A comprehensive investigation is needed to evaluate the extent of the damage, identify points of entry, and determine contributing environmental or construction-related factors.

The selected consultant will be responsible for evaluating current site conditions, identifying the root causes of the intrusion, and providing a range of practical, cost-effective mitigation strategies. Recommendations should prioritize long-term protection of the facility, extend the building's service life, and minimize future disruptions due to water intrusion.

## General Scope of Services

The selected firm will work with the City to develop the final scope of work. The scope of work is expected to include, but not be limited to, the following tasks:

- **Site Evaluation:** The scope will include a comprehensive site investigation to determine the source, extent, and contributing factors of underground water intrusion. This will involve a review of available documentation such as site plans, previous grading or construction projects, and geotechnical reports. The consultant will conduct an on-site investigation, which may include soil testing, moisture mapping, evaluation of building envelope and foundation elements, and observation of groundwater behavior.
- **Recommendations and Reporting:** The selected consultant will provide a detailed report summarizing findings and presenting recommended mitigation strategies. Recommendations may include waterproofing enhancements, sub-grade drainage improvements, soil remediation, and/or grading modifications. The report should address feasibility, durability, and cost-effectiveness, and may include conceptual diagrams, preliminary cost estimates, and phased implementation recommendations.

At the City's discretion, the scope of services under this contract may be amended to include additional phases of work. These services may include, but are not limited to, the development of detailed design or construction documents, cost estimating, and/or providing technical support during the implementation of recommended improvements. Any such amendments will be subject to negotiation of scope, schedule, and fee.

## STATEMENT OF QUALIFICATIONS

Interested firms are invited to submit a SOQ for the work. The SOQ shall include the following information:

**Letter of Intent:** Summarize your firm's background, resources, commitment to providing the described services, interest in this project and working for the City, and any other information that would assist the City in making its selection. Indicate the address and telephone number of the respondent's office located nearest to Mercer Island, Washington, and the office from which the services will be managed.

**Project Team:** Provide a brief description of the individuals on the consultant team, including their relevant experience, qualifications, and percentage of time available to work on the project. Additionally, please provide information demonstrating the organizational structure of your team, who will be the principal project manager throughout the process, reporting relationships between members, and the physical location of the offices from which the work will be performed. The team may consist of multiple firms with focused areas of expertise.

**Project Experience:** Provide evidence of relevant experience with similar projects. Include the following information for three (3) relevant projects managed by the proposed project manager within the last five (5) years:

- Description of project, location, and status;
- Project results and challenges;
- Description of professional services provided by the consultant team;
- Initial project budget, final cost, and end date (if applicable); and
- Primary client contact for the project (name, title, address, phone number, and email)

**Project Understanding, Approach, and Schedule:** Describe your team's approach to meeting the City's needs and how the proposed team will work with City staff to complete the project. Qualified firms and/or their subconsultants should demonstrate knowledge and understanding of:

- **Assessment of groundwater intrusion and moisture migration in facilities**, including identification of entry points, contributing environmental factors, and impacts on building materials and systems;
- **Evaluation and design of mitigation strategies** for subsurface water issues, such as waterproofing systems, drainage improvements, structural repairs, and long-term monitoring solutions; and
- **Experience working in operation or occupied buildings**, with a focus on minimizing disruptions, coordinating with facility staff, and ensuring compliance with safety, accessibility, and building code requirements.

Include a timeline that identifies major proposed tasks and products, including how frequently check-in meetings will occur, and when deliverables will be expected. The City requires at least two (2) weeks for document review. Where applicable, the timeline should also demonstrate commitment to completing the assessment, design, and working closely with the City to develop a remediation plan. If the proposed target completion is unrealistic, aggressive, or conservative, please include this in your discussion along with a new target completion date.

**References:** Provide three (3) references from clients for whom your firm has performed similar work within the last five (5) years. Include contact name, current phone number, and current e-mail address for all references.

**Disclosure of Conflict of Interest:** Disclose any potential conflict of interest due to any other clients, contracts, or property interests regarding private development of any property within the City of Mercer Island.

## Submittal Format & Deadline

- Submit a PDF of your proposal electronically to [bids@mercerisland.gov](mailto:bids@mercerisland.gov) no later than **5:00 pm on Friday, September 19, 2025**.
- All proposals shall be clearly titled: **RFQ 25-37 MICEC Groundwater Intrusion**
- Please limit submittals to **10 pages** using at least 10 pt font (excluding cover letter/statement of interest, reference, and project team resumes).
- All proposals received will become the property of the City and will not be returned.
- **All questions on the project are due by Friday, September 12, 2025, at 12 noon (PST)**. Questions regarding the project may be emailed to Connor Dimick, CIP Project Manager, at [connor.dimick@mercerisland.gov](mailto:connor.dimick@mercerisland.gov). Any oral communication will be considered unofficial and non-binding. Questions via phone will not be accepted. All questions received will be compiled, and responses will be posted by **Tuesday, September 16, 2025, at 4:00 pm (PST)**.
- It is the obligation and responsibility of the submitter to learn of addendums, responses, or notices issued by the City relative to this RFQ. These will be posted on the City website at [www.mercerisland.gov/rfqs](http://www.mercerisland.gov/rfqs).
- **Rights reserved by the City:** The City reserves the right to reject any or all responses received for this solicitation; extend the submission due date; modify, amend, reissue, or rewrite this solicitation; and procure any or all services by other means. The City reserves the right to modify the scope of this solicitation.
- This solicitation does not obligate the City to award a contract to any respondent. The final selection is the sole decision of the City, and the respondents to this formal request have no

guaranteed appeal rights or procedures. At its option, the City reserves the right to waive as informality any irregularities in proposals and/or reject any or all proposals.

Conditions of Submittal

**Costs for Development of Submittals:** All costs for developing submittals in response to this RFQ are the obligation of the consultant and are not chargeable to the City. All submittals will become property of the City and will not be returned. Submittals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the Project Contact listed on this RFQ.

**Agreement Form:** The agreement form to be used will be the City’s standard professional services agreement (PSA), which is provided as Exhibit 1. Consultants that submit proposals are expected to meet the terms contained in the PSA, as shown in Exhibit 1, no modifications will be allowed.

**Americans with Disabilities Act (ADA) Information:** This material can be made available in an alternate format by calling 206-275-7833.

**Non-Discrimination:** 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

SELECTION PROCESS

The City anticipates using the following general timeline for evaluating proposals and initiating a contract in response to this solicitation.

Milestone	Date
RFQ release	August 28, 2025
Deadline for questions	September 11, 2025, at 12:00pm PST
City response to questions	September 16, 2025, at 4:00pm PST
Submittals due	September 19, 2025, at 5:00pm PST
Evaluation period**	September 22 – October 10, 2025
Contract awarded	October 2025
Project kick-off	November 2025

*\*\*The evaluation period may include developing and notifying a short-list of firms, interviewing selected firms, checking references, and/or other activities the City deems necessary to successfully complete this search.*

Evaluation Criteria

A committee of City personnel will evaluate and rate each submitted SOQ using a qualification-based process with the following criteria:

**Project Understanding and Methodology:** The submittal demonstrates thorough understanding of the project; how the team plans to address the needs of the City; and the team’s unique qualities as they relate to the project. It demonstrates the ability to produce quality deliverables; and a sound approach that will meet the proposed timeline. [40 points]

**Project Team Qualifications and Experience:** The submittal provides a complete and comprehensive organizational chart or similar explanation of team members' roles and responsibilities, including a summary of each firm on the team, office locations, number of staff, and area(s) of expertise. It demonstrates the team's strengths and unique qualities as well as the team's analysis and design meet the needs of the project. [25 points]

**Relevant Project Experience:** The submittal demonstrates relevant and successful experience with similar facility-related capital design projects. [20 points]

**Project Schedule/Deadlines:** Demonstrate the ability of the team to meet the proposed project schedule(s), including assigned staff availability. [10 points]

**Organization and Clarity of Proposal:** The submittal clearly and effectively outlines the project team's qualifications and ability to successfully meet the needs of the City and the project(s) as well as contains all requirements outlined in this RFQ. Documents should be well written, organized coherently, and demonstrate the project team's ability to communicate complex information to a variety of audiences. [5 points]

All responses to this request will be screened for eligibility. A selection panel will rate eligible responses, according to the criteria listed above, and may conduct reference checks as part of the process. If there is insufficient information, the City reserves the right to request additional information and to interview firms to discuss their qualifications. This solicitation does not obligate the City to award a contract to any respondent. The final selection is the sole decision of the City, and the respondents to this formal request have no guaranteed appeal rights or procedures. At its option, the City reserves the right to waive as informality any irregularities in proposals and/or to reject any or all proposals. It is anticipated that a firm will be selected from this process and a contract will be negotiated. If the City selects a firm to provide design services, the successful firm shall be issued a written a Notice of Selection.

## ATTACHMENTS

- Exhibit 1: Sample City of Mercer Island Agreement for Professional Services (PSA)
- Exhibit 2: 2004 Civil and Structural as-built plans of existing facility
- Exhibit 3: 1998 Geotechnical report and recommendations