



City of Mercer Island 9655 SE 36th Building Renovations Request for Qualifications (RFQ), No. 25-48

Date of Release: September, 22 2025

RFQ Submittal Due: October 21, 2025, at 3pm PST

Contact: Connor Dimick, CIP Project Manager | connor.dimick@mercerisland.gov

INTRODUCTION

The City of Mercer Island (City) is requesting Statements of Qualifications (SOQs) from firms experienced in municipal building renovation to provide **architectural, interior design, engineering, and construction support services** for the renovation of an existing commercial building. The renovated building will serve as a consolidated workspace for City staff, house Youth and Family Services, and function as a temporary location for the Police Department.

A **mandatory**, informational site visit will be conducted on **October 1, 2025 at 3:00pm** at the project site located at **9655 SE 36th Street, Mercer Island, WA 98040**. The purpose of this meeting is to provide interested firms with background information which may be helpful in preparing a proposal.

BACKGROUND

The City of Mercer Island is located on an island of the same name in Lake Washington and is home to a population of just over 25,000. Incorporated in 1960, the City is primarily residential, with most of its 6.2 square miles developed with single-family homes. Mercer Island has three commercial areas—Town Center and two neighborhood hubs—that offer a range of business and service amenities.

In 2023, the City identified hazardous materials in the City Hall building, prompting its temporary closure. While no airborne contamination was detected, remediation would be required to safely reoccupy the facility. The City, in coordination with external experts, evaluated multiple options to address the issue, including full and partial re-occupancy scenarios. These options were assessed based on cost, timeline, and operational impacts. Ultimately, it was determined that the financial and logistical challenges of reoccupying the aging facility outweighed the benefits. As a result, the City Council formally approved the permanent closure of City Hall in October 2023.

To support ongoing operations, the City recently acquired a 22,000 square-foot commercial building with the intent to renovate it to accommodate the operational and functional needs of multiple City departments. The building was previously occupied and contains outdated systems, including the HVAC system, which will require replacement or significant upgrades. Once renovated, the facility will serve as a consolidated workspace for City staff, house Youth and Family Services, and function as a temporary location for the Police Department.

SCOPE OF WORK

Project Description

The purpose of this project is to renovate an existing 22,000 square-foot commercial building to accommodate various City departments. The goal is to create a functional, accessible, and modern facility that supports a healthy and efficient workplace environment while meeting the operational needs of various City services.

The selected design team will be responsible for leading the project from initial programming and space planning through construction completion. This will include collaboration with City staff to confirm functional requirements and ensure alignment with project goals and constraints.

The renovated facility will be designed to:

- Improve workflow and collaboration between departments
- Enhance access and wayfinding
- Upgrade building systems (HVAC, electrical, plumbing) to current standards
- Improve lighting, acoustics, and comfort for staff and clients
- Incorporate durable and sustainable finishes.
- Address building code and ADA compliance
- Accommodate the unique operational needs of youth and family counseling services, including security and privacy design principles
- Provide secure, functional space for the temporary relocation of the Police Department, including consideration for controlled access, staff safety, and separation from staff areas

General Scope of Services

The following preliminary scope of work is expected to include, but is not limited to, the following tasks:

- 1. Programming and Space Planning**
 - Work closely with City staff to identify departmental needs, adjacencies, and shared space requirements.
 - Identify specific spatial, privacy, and security requirements for Youth and Family Services and temporary use for the Police Department.
 - Develop a detailed space plan that reflects both current needs and future flexibility
 - Provide feasibility reports evaluating existing building conditions, program fit, code compliance, accessibility.
 - Identify potential projects risks or challenges (technical, regulatory, operational, or budget-related) and provide recommendations or mitigation strategies.
- 2. Architectural and Interior Design**
 - Design interior layout changes, including open and private office configurations, meeting areas, and support spaces.
 - Design spaces that support design principles for counseling services, including private entry/exit options, soundproofing, and calming environments.
 - Design secure, functional areas for Police Department operations, with attention to controlled access, separation from other department areas, and safety.
 - Provide detailing for millwork, lighting design, acoustics, and general interior enhancements.
 - Select durable, sustainable finishes and materials appropriate for a high-use

government facility.

3. Engineering Services

- Mechanical, Electrical, and Plumbing (MEP): Evaluate and upgrade systems to meet current codes, improve energy efficiency, and ensure user comfort.
- Address any specialized HVAC or security system needs for law enforcement and counseling functions.
- Structural: assess structural implications of interior layout changes and system upgrades.
- Low Voltage/IT: Coordinate infrastructure for technology systems, including networking, audiovisual, access control, and security systems.
 - Include provisions for secure communications, surveillance, and panic alarm systems where appropriate.

4. Code Compliance and Permitting

- Ensure the project meets all applicable building codes, ADA standards, and life safety regulations, and local permitting requirements.

5. Design Development and Documentation

- Prepare design documents at the 30%, 60%, 90%, and 100% phases for City review
- Provide technical specifications and cost estimates at each phase.
- Deliver permit-ready construction document set.

6. Bidding and Construction Support

- Assist with preparation of bid documents and participation in the bidding process.
- Respond to bidder questions and attend pre-bid meetings.
- Provide construction administration services, including responding to RFIs, reviewing submittals, conducting site visits and participating in punch list/walkthroughs.

7. Project Management and Coordination

- Work closely with the City's project manager throughout the project.
- Attend regular progress meetings and provide ongoing communication and coordination with other consultants and the City's project manager.

At the City's discretion, the scope of services under this contract may be amended to include additional phases of work. Any such amendments will be subject to negotiation of scope, schedule, and fee.

Project Timeline

The City is interested in pursuing an accelerated schedule, with the goal of completing bid-ready plans, specifications, and a cost estimate by June 2026, and beginning construction by the end of 2026. The proposed schedule should take into consideration that a selection of City departments will need to occupy portions of the building as soon as feasible. Consultants should develop their milestones and overall project timeline with careful consideration of how best to achieve this phased occupancy while maintaining the accelerated pace.

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 any subconsultants should demonstrate knowledge and understanding of:

- Commercial building renovations, architectural and interior design, MEP and structural upgrades, code and ADA compliance, and flexible space planning.
- Full-service design process from programming through construction completion.
- Advancing design through phased documentation, cost estimations and construction administration.

Include a timeline that identifies major proposed tasks and products, including how frequently check-in meetings will occur, and when deliverables will be provided. The City requires at least two weeks for document review. The timeline should demonstrate commitment to completing the space planning, design, and bid-ready documents per the anticipated timeline outlined in this document. 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@mercergov.org no later than **3:00 pm on October 21, 2025**.
- All proposals shall be clearly titled: **RFQ 25-48 9655 Building Renovations**
- Please limit submittals to **10 pages** using at least 10 pt font (excluding cover letter/statement of interest, references, 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 Tuesday, October 7, 2025 at 4:00pm.** Questions regarding the project may be emailed to Connor Dimick, CIP Project Manager, 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, October 14, 2025 at 4:00pm.**
- 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 <https://www.mercerisland.gov/rfps>.
- **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 CIP Project Manager. Submittals cannot be withdrawn after the published close date.

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	September 22, 2025
Mandatory Site Visit	October 1, 2025, at 3:00pm PST
Deadline for questions	October 7, 2025, at 4:00pm PST
City response to questions	October 14, 2025, at 4:00pm PST
Proposals due	October 21, 2025, at 3:00pm PST
Evaluation period**	October 21 – November 4, 2025
Contract(s) awarded	November 2025
Target project kick-off	December 2025 (TBC)

***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 process.*

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(s); how the team plans to address the needs of the City; and the team's unique qualities as they relate to the project(s). It demonstrates the ability to engage the City and the project stakeholders in an open public process; 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 design meets the needs of the project(s). [25 points]

Relevant Project Experience: The submittal demonstrates relevant and successful experience with similar athletic facility related planning, design, and construction projects. [20 points]

Project Schedule/Deadlines: Demonstrate the ability of the team to meet the proposed 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, or contracts 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
- Exhibit 2: 1997 As-built Plan Set
- Exhibit 3: Property Condition Assessment