

**CITY OF UNION GAP, WASHINGTON
REQUEST FOR STATEMENT OF QUALIFICATIONS**

The City of Union Gap, Washington is requesting Statements of Qualifications from qualified individuals and firms to provide professional architectural and engineering services for the design and construction administration of a new Library and Community Center building to be located on the City Civic Campus Complex. The architectural design team (including civil, mechanical, electrical, and structural subconsultants) will be responsible for environmental compliance; City Council and public presentations; preparation of design, plans, specifications, and estimates; construction contract administration including on-site construction observation; and assistance with local, state and/or federal funding administration. Work shall begin immediately upon selection of a consultant and the execution of a professional services contract. The project shall be advertised for bids in December 2020 with construction scheduled to begin by April 2021.

It is anticipated the Library and Community Center project will be partially funded through a Washington State Department of Commerce, Library Capital Improvement Program grant and other funding sources may be obtained for the project such as the Washington State Department of Commerce Community Development Block Grant (CDBG) program with federal funds provided by the U.S. Department of Housing and Urban Development. As a result, cost plus percentage of construction cost contracts will not be allowed and a number of state and federal equal opportunity and affirmative action requirements may apply to the selection process and conduct of the project. The balance of the project funding is provided by the City of Union Gap.

Selection criteria for the project will include (1) qualifications of the design team and key personnel, (2) relevant experience in similar municipal projects, (3) familiarity with the City of Union Gap and/or experience with municipalities of similar size, (4) responsiveness to time limitations, (5) familiarity with the federally funded projects, (6) previous performance on public projects, (7) geographic proximity, and (8) references.

SCHEDULE

The City provides the following schedule for information only. This schedule may be adjusted as needed. Individuals or firms submitting are encouraged to reserve flexibility for interviews as the City will not be able to allow much advance notice when scheduling initial and/or final interviews.

Deadline for submittal of Statement of Qualifications – January 9, 2020 at 5:00 p.m. All

submissions must be received by the City on this date.

Selection Committee Review: January 21, 2020

Finalist interviews with City Council: January 22, 2020

Tentative Award date: January 27, 2020

The City of Union Gap reserves the right to amend terms of this "Statements of Qualifications" (SOQ) to circulate various addenda, or to withdraw the Request at any time, regardless of how much time and effort consultants have spent on their responses.

Statements of Qualifications shall be limited to 30 printed pages; excluding front and back covers (if used). Five (5) copies of your Statement of Qualifications must be received at the City of Union Gap - Attention: Karen Clifton, Director of Finance and Administration, 102 W. Ahtanum Road, (P.O. Box 3008), Union Gap, WA 98903; Karen.Clifton@uniongapwa.gov. Statements of Qualifications shall be submitted to arrive no later than 5:00 p.m. on January 9, 2020. The most highly rated firm will be selected for negotiation of the professional services contract. Interviews may be held at the City's discretion. Any questions regarding this solicitation should be directed to Dennis Henne (Telephone No. 509.225.3524).

The City of Union Gap is an equal opportunity and affirmative action employer. Locally-owned firms, minority-owned firms, women-owned firms, and small businesses are encouraged to respond.