

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 City Center Complex. The new Complex will potentially include City Hall, Senior/Community Center, Regional Library, and Police Station in one or more buildings. 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 January 2017 with construction scheduled to begin by May 2017.

It is anticipated the City Center Complex project will be partially funded through a United States Department of Agriculture (USDA) Rural Development Program loan. 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 will 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. Submittals are to be limited to 30 pages.

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 – November 18, 2015 at 5:00 p.m. All submissions must be received by the City on this date.

- Selection Committee Review: November 24, 2015
- Finalist Interviews with City Council: December 7, 2015
- Tentative Award Date: December 14, 2015

Individuals or firms desiring consideration shall submit five (5) copies of your *Statement of Qualifications* to Karen Clifton, Director of Finance and Administration, 107 W. Ahtanum Road, P.O. Box 3008, Union Gap, WA 98903; kclifton@cityofuniongap.com. *Statements of Qualifications* shall be submitted to arrive no later than 5:00 p.m. on November 18, 2015. 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, Director of Public Works and Community Development at 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.

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