

PP 6.2000

**REQUEST FOR PROPOSALS
FOR ARCHITECTURAL CONSULTANTS
FOR
EVALUATION AND PREPARATION OF PLANS FOR
THE CITY OF OMAK CITY HALL FACILITY**

PROPOSAL DUE DATE: August 7, 1997

INTRODUCTION:

The City of Omak is seeking an Architectural Consultant for the planned replacement of the city hall facility.

The proposed project includes:

1. Review and evaluate needs assessment prepared by needs assessment committee.
2. Review and comment on site selection process conducted by site selection committee.
3. Evaluate and ^{develop}envelope cost estimates for acquisition and remodeling of selected existing buildings. Such estimates shall be based on the scope of work required to meet the City's projected facility needs.
4. Prepare a minimum of two alternative preliminary designs and cost estimates for construction of a new facility that meets the City's facility needs.
5. Assist with the conduct of public meetings to be held in order to determine the preferred site and design for new facility.
6. Assist in the development of a financing package for the new facility.
7. Prepare construction design and bid documents, provide construction inspection and other services related to the development of the new facility.
8. Provide other services as required which may include, but are not limited to: architectural; environmental; civil; structural, mechanical; electrical; interior design and landscape architecture.

The City intends to conduct interviews of the top three firms on August 27, 1997 and have a contract negotiated and signed by September 15, 1997. The City may chose to contract the work in phases with the first phase, consisting of items 1 through 5 above scheduled for completion by November 17, 1997.

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All A-E firms interested in providing these services to the City of Omak are invited to respond to this Request for Proposals.

Minority and women-owned businesses are encouraged to respond to this Request for Proposals. The City of Omak is an Equal Opportunity Employer.

Questions relating to this Request for Proposals should be directed to Trish Butler, Clerk/Treasurer, City of Omak, P.O. Box 72, Omak, Wa. 98841 (509) 826-1170.

SELECTION PROCESS:

Responses to this Request for Proposals will be evaluated by a committee comprised of representatives of the City of Omak.

Based on an evaluation of the RFP responses, those firms judged to be the most qualified will be invited to interview before the Consultant Selection Committee.

This invitation does not commit the City of Omak to pay any costs incurred in the preparation of proposals, nor commit the City to select any firm which responds. The City reserves the right to reject any or all proposals and to waive any irregularities or informalities in procedure.

RFP CONTENT:

Responses to this Request for Proposals should be brief, concise and responsive to the specific request outlined herein. Each submittal must include:

1. A brief letter of introduction
2. A State of Qualifications describing the responding firm's abilities to successfully complete this project, including computer design capabilities, specification format, scheduling, cost analysis, production capabilities and project management.
3. An organizational chart and summary resumes of key personnel assigned to the project, including designations of the project architect, and all other proposed subconsultants with their roles;
4. Examples of not more than three projects completed, or in progress, during the past three years (including 1997), demonstrating the responding firm's qualifications or expertise in the following areas:
 - A. projects involving remodeling of existing facilities for municipal use
 - B. projects involving city government facilities
 - C. projects of similar scope and cost
5. Current names and telephone numbers of references for projects cited in # 4 above.

Please limit RFP responses to a total of 15 pages.

SUBMITTALS DUE:

Submittals shall consist of seven (7) copies and may be mailed or hand delivered to Trish Butler, Clerk/Treasurer, City of Omak, P.O. Box 72, 2 North Ash Street, Omak, Wa. 98841. The outside of the envelope must be boldly marked "RFP FOR CITY HALL PROJECT".

Submittals must be received no later than Thursday, August 7, 1997 at 2:00 P.M.

NOTICE TO CONSULTANTS

The City of Omak is requesting letters of interest and statements of qualifications from firms interested in providing municipal engineering services during calendar years 1994 and 1995.

The City will be selecting a consulting engineering firm for various municipal engineering services, including water, sewer, drainage, street projects, technical reports and grant applications. The selection of a consultant for municipal engineering services will be made from the "Statement of Qualification" received at City Hall by 5 p.m. on May 20, 1994. Questions regarding these services should be directed to Mr. Fred Sheldon, Public Works Director, City of Omak, (509) 826-1170, P. O. Box 72, Omak, WA 98841.

The City of Omak is an equal opportunity employer. Qualified women and minority consultants are encouraged to respond.