

**City of Sequim, WA
Request for Proposal
For Development of a New
New City Hall
Phase 1**

July 30, 2008

Purpose:

The City of Sequim is seeking development proposals from qualified property owner developer teams for the development and construction of a New City Hall Building.

Proposals will be evaluated using a two phase process. Phase 1 will be to identify and select a qualified property owner/developer team who can meet the requirements and deliver a turn-key facility per the specifications listed below. In Phase 2 negotiation will occur between City staff and the successful property owner/developer team regarding costs for delivery of a turn-key facility.

Description of Work:

In Phase I the property owner/developer team shall provide a building site that meets the following requirements:

- a. Located within the City of Sequim's legal city limits as of August 1, 2008;
- b. Sized at 3 acres or greater;
- c. Built as a two story structure of at least 20,000 square feet;
- d. Constructed per the site and building specifications provided by City staff and City Architect;
- e. Provides at least 60 public parking spaces, a secure parking storage for city vehicles of at least 12 vehicles;
- f. Landscaped according to the City of Sequim's Streetscape Manual and the City's Design Standards for a building of greater than 20,000 square feet;
- g. Connected to the City's offsite infrastructure (including but not limited to: water, sewer, fire hydrants, storm water collection, streets, sidewalks, signage; etc);
- h. Provides adequate storage (secure and unsecured);
- i. Electrical supply, telecommunications, WiFi and cable must be provided to build, also.

These requirements are not all inclusive, and others may be added during Phase 2 discussions with City staff and City Architect.

Property Owner/Developer Team Responsibilities:

- a. Identify acquire property in fee title
- b. Design and turn-key deliver building and all necessary components
- c. Secure and pay for all regulatory permits
- d. Provide all bonds as required at time of building permit
- e. Provide for all labor, including subcontracted labor, to be paid according to Prevailing wage schedules of the State of Washington
- e. Agree – in writing – to a Lease-Purchase (if requested by City) with stated price of property and building for a period of no greater than seven (7) years, at which time City will acquire.

These responsibilities are not all inclusive, and others may be added during Phase 2 discussions with City staff and City Architect.

Phase 1 Submittal Requirements:

The property owner/developer team shall provide the following information:

- a. A one to two page letter of interest
- b. A parcel map showing the location of the proposed property
- c. A photo (Google or Lidar) of the site
- d. *An architectural perspective of the two story building*
- e. A statement from developer giving evidence of experience in constructing a project of this scope; to include two or three client references
- f. A financial statement that gives adequate evidence that the property owner/developer team has the financial capacity to develop, construct and deliver turn-key a project of this size
- g. Complete submittal package shall be no greater than 12 pages single-sided; and there must be 15 copies provided

Request for Proposal Timelines:

All submittals for Phase 1 must be received no later than September 4, 2008 at the City of Sequim, Planning and Public Works Building, 615 North Fifth Avenue, Sequim WA. Note: no mail is delivered to this address, but delivery services do deliver to this address.

Submittals shall be addressed to:

Frank A Needham
Capital Projects Manager
City of Sequim

All questions shall be directed to Mr. Needham at either 360.681.3422 (direct) or to fneedham@ci.sequim.wa.us.

Selection Schedule:

RFP Phase 1 release date	August 4, 2008
RFP Phase 1 submittal date	September 4, 2008
Announcement of Phase 1 Finalist	September 22, 2008
RFP Phase 2 Process	October 1thru October 31, 2008

Selection Process:

- a. Read all instructions very carefully. If you fail to meet each and every instruction it may disqualify your application as non-responsive.
- b. The City of Sequim shall post any and all amendments to this RFP Phase 1 on its website and at both City hall (152 West Cedar Street) and at the Planning and Public Works Building (615 North Fifth Avenue).
- c. Only delivered submittals in the original will be accepted; and all submittals must be signed by both the property owner and the developer.
- d. The City of Sequim reserves the right to waive minor irregularities contained in any submittal. The City may reject any and all submittals, or may cancel this RFP Phase 1 and or not execute a contract as a result of this RFP Phase 1.
- e. A selection committee, made up of City Staff and City Architect, shall make the recommendation of the finalist to City Council.
- f. The City is not responsible for any costs incurred by the applicant (property owner/developer team) for the preparation of the submittal. Once submitted this Proposal will become Public information.
- g. All prospective applicants are advised that this will be a Public Works project according to the laws of the State of Washington; and that Prevailing Wage schedules shall apply.
- h. The EEOC Compliance Review Form will be used on this project. Contracts exceeding \$50,000 are subject to certification of equal benefits to all employees of property owner/developer team and the general contractor and related subcontractors.